

Field Liaison: How to Locate Students Work

Once you've completed steps 1-3 (above) to locate the student and review the binder please follow the steps below to locate the students work within in the binder. The students work is always located on the left-hand side of your screen.

1. Click on the tab located on the left-hand side.
2. Using the Scroll located in the center/divider scroll to the bottom of the form.
3. All forms located within the tab will be located at the bottom of the page. Once a student has completed one of the forms the form name will turn BLUE. If BLUE you can click on the blue form name to review the form completed by the student.

The screenshot shows the Field Liaison system interface. On the left, there is a navigation menu with tabs: "MSW AGP Practicum (Fall 2017)", "Schedule/Activities Log" (highlighted in blue), "Field Learning Contract", "Field Practicum (Student Evaluation of Placement)", and "Policy, Responsibilities & Checklist". Below the tabs, there are instructions for the "Schedule" and "Weekly Activities Log" sections. A table lists the status of these forms. On the right, the main content area shows the "Field Liaison-Evaluation of Field Practicum: Semester 1" form, which is currently blank. Annotations include a red box around the "Schedule/Activities Log" tab with the text "Click on Tab", a red box around the "Student-MSW Weekly Activities Log" form name in the table with the text "Click on the blue form name to review", and a red box around the divider scroll with the text "Use the divider scroll to scroll to bottom of page.".

Name	Status	Type	Standard	Reflection
Student-MSW Schedule: Semester 1 not attached.	Not Submitted	Student-MSW Schedule: Semester 1		
Student-MSW Weekly Activities Log: Semester 1 not attached.	Not Submitted	Student-MSW Weekly Activities Log: Semester 1		