

Field Liaison: How to Re-Open a Binder for a Student

(If a student has submitted but needs to be able to access again to make changes)

Once you've completed steps 1-3 (above) to locate the student and review the binder please follow the steps below to re-open a submitted binder for the student.

1. Click on "Due Date" Tab
2. Click on "Edit Due Date" button located on the right hand side.

This screenshot shows the 'Due Date(s)' tab selected in the system. On the left, there is a sidebar with navigation tabs: 'MSW AGP Practicum (Fall 2017)', 'Schedule/Activities Log', 'Field Learning Contract', 'Field Practicum (Student Evaluation of Placement)', and 'Policy, Responsibilities & Checklist'. The main content area displays the following information:

- Title:** MSW AGP Practicum (Fall 2017)
- Description:**
- Due Date(s):** 12/16/2017 01:00 AM
- Submission Option(s):** Students are allowed to submit after the due date. Students are allowed to submit after assessment has been submitted. Additional Attachments are allowed.
- Activity:** Ed Social Work .. set the due date for all students on 11/07/2017 03:33 PM

On the right side of the main content area, there are buttons for 'Field Experience Forms', 'Due Date(s)', 'Feedback', and 'Edit Due Date'. A red box highlights the 'Edit Due Date' button with the text '2nd click on Edit Due Date'. A red arrow points from the 'Due Date(s)' tab to the 'Edit Due Date' button. Another red arrow points from the 'Edit Due Date' button to the 'Update' button in the next screenshot. A red box at the top right contains the text 'Enter Date & Comments' with an arrow pointing to the 'New Due Date/Time' field in the next screenshot. A red box at the bottom contains the text 'Click on "Update"' with an arrow pointing to the 'Update' button.

3. Enter a new due date.
4. Type the reason for re-opening the binder in the "comments" box.
5. Click on the "Update" button.

This screenshot shows the 'EDIT DUE DATE(S)' form. The sidebar is the same as in the previous screenshot. The main content area displays the following information:

- Student:** Jessica Appleton
- EDIT DUE DATE(S)**
- Current Due Date(s):** 12/16/2017 01:00 AM
- New Due Date/Time:*** MM/DD/YYYY : 00 AM
- Comments:** A text area with a placeholder 'Enter Comments' and a 'Comments' button below it.

At the bottom right, there are 'Update' and 'Cancel' buttons. A red box highlights the 'Update' button with the text 'Click on "Update"'. A red arrow points from the 'Update' button to the 'Update' button in the next screenshot. A red box at the top right contains the text 'Enter Date & Comments' with an arrow pointing to the 'New Due Date/Time' field. A red box at the bottom contains the text 'Click on "Update"' with an arrow pointing to the 'Update' button.