

Field Liaison: How to Re-Open the Field Liaison Binder

If you submit the binder but later want to make additions/changes to the binder you may “Revoke” the binder to re-open.

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 the “REVOKE” button located on the right-hand upper corner. Once additions/changes have been you will need to “submit” the binder again.

The screenshot shows a web browser window with the URL https://tamuc.tku.com/campustoolshighered/k12_placement_studentsiassess_body.do?action=showforms&-4/tes. The page displays information for a student named Saige Bennett. A red box highlights the "Revoke" button in the top right corner, with an arrow pointing to it from the text "Click on 'Revoke'".

The interface includes a breadcrumb trail: EC-6 Internship-Fall 2016 > Rotation 1: Lesson Evaluations/ILTs with Mentor Teacher. Below this are tabs for "Field Experience Forms", "Due Date(s)", and "Feedback".

The main content area is titled "FIELD EXPERIENCE FORMS" and contains a table with the following data:

Field Experience Form	Description	Last Update
Field Supervisor Training	The Field Supervisor will be able to download the NETCPT Handbook and acknowledge training. This form validates training for audit purposes.	10/03/2016 10:40 AM
Field Supervisor Visit Data Log(fall2016): Field Supervisor Visit Data Log	Supervisors will log each student visit on campus. This form will also be used to run reports for the visit log TEA ASEP reporting. The form was only used during the fall 2016 semester of internship students.	11/28/2016 06:06 PM
Field Supervisor Lesson Evaluation-Rotation 1(fall2016)		10/03/2016 10:49 AM