

Field Liaison: How to Locate Previous Semesters/Students

1. Once logged in as a Field Liaison click on the Field Experience tab.
2. Click on “Previous Field Experience Assessments tab.
3. Click on the drop-down menu to select the semester.
4. Click on the student name.

The screenshot shows the Tk20 Field Experience Assessments page. The interface includes a left-hand navigation menu with 'HOME', 'FIELD EXPERIENCE', and 'ASSESSMENTS'. The main content area is titled 'ASSESSMENTS' and has two tabs: 'Current Field Experience Assessments' and 'Previous Field Experience Assessments'. A dropdown menu is set to 'Test Term 2016'. Below this is a table with columns: Student, Name, Term, Course Number, Section Title, Instructor, Sent By, and Status. Three rows of data are visible, each with a red flag icon next to the student name. Red callout boxes with arrows point to: 1. The 'FIELD EXPERIENCE' menu item. 2. The 'Previous Field Experience Assessments' tab. 3. The 'Test Term 2016' dropdown menu. 4. The first student name in the table.

Student	Name	Term	Course Number	Section Title	Instructor	Sent By	St
student1, test	TEST EC-6 Residency	Test Term 2016	TEST	TEST	faculty1, test	Educator Certification, ...	Op
student1, test	TEST 4-8 Internship	Test Term 2016	TEST	TEST	faculty1, test	Educator Certification, ...	Op
student1, test	TEST 6 Internship	Test Term 2016	TEST	TEST	faculty1, test	Educator Certification, ...	Op

Helpful Facts:

- The red flag will disappear once you've adding any data to your form.
- You can select “complete” but continue to make changes within the form until you “submit” the binder at the end of the semester.
- If you're not locating your student(s) double check and make sure you are logged in as the Field Liaison role.