

Field Supervisor: 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.

The screenshot displays the Field Supervisor interface. On the left, a navigation menu lists various binder types, with 'TEST EC-6 Internship' selected. The main content area shows the 'Due Date(s)' tab for 'test student1'. A red box highlights the 'Edit Due Date' button on the right side of the interface. A red arrow points to the 'Due Date(s)' tab, and another red arrow points to the 'Edit Due Date' button. A text box with a red border contains the text '2nd click on Edit Due Date'.

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.

Enter Date &
Comments

TEST EC-6 Internship | [ILT Conferences](#) | [Print-Friendly View](#)

[Lesson Plan/Evaluation with Field Supervisor](#)

[Lesson Plan/Evaluation with Mentor Teacher](#) | [ITEP-EFE2](#) | [Mental Health](#)

[Other](#) | [TEXES](#)

Title:
TEST EC-6 Internship

Description:
Students will complete the binder during the Internship semester of student teaching.

Due Date(s):
[03/04/2017 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.

> [Site Information - test cooperating teacher2](#)

> [Site Information - test cooperating teacher1](#)

Student: test student1 | [Print-Friendly View](#)

EDIT DUE DATE(S)

Current Due Date(s): 03/04/2017 01:00 AM

New Due Date/Time:* :

Comments:

[Update](#) [Cancel](#)

Click on
"Update"

