# 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.**



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.**

TEST EC-6 Internship | ILT Conferences

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

EDIT DUE DATE(S)

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

New Due Date/Time:*       MM / DD / YYYY       1 ▾ : 00 ▾ AM ▾

Comments:

Click on
"Update"

Update    Cancel