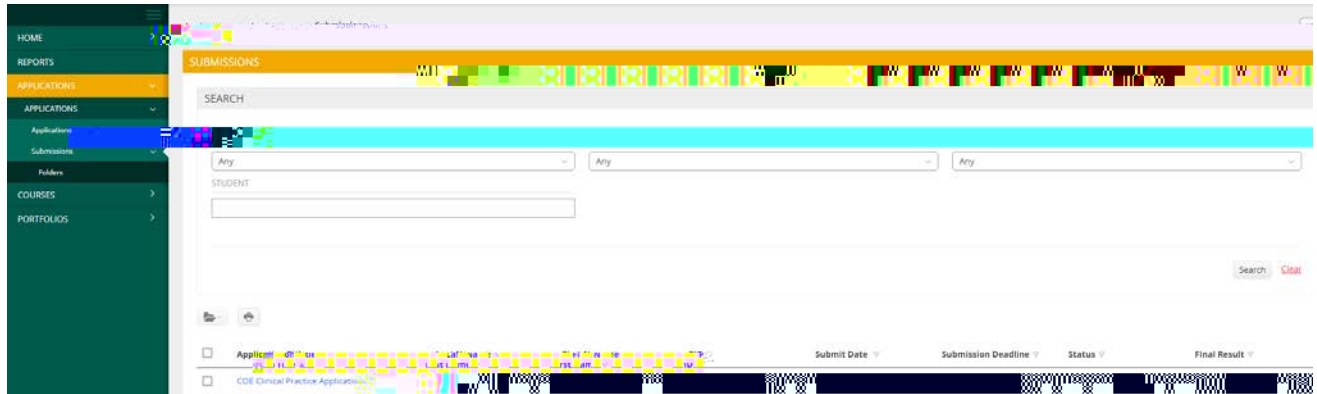


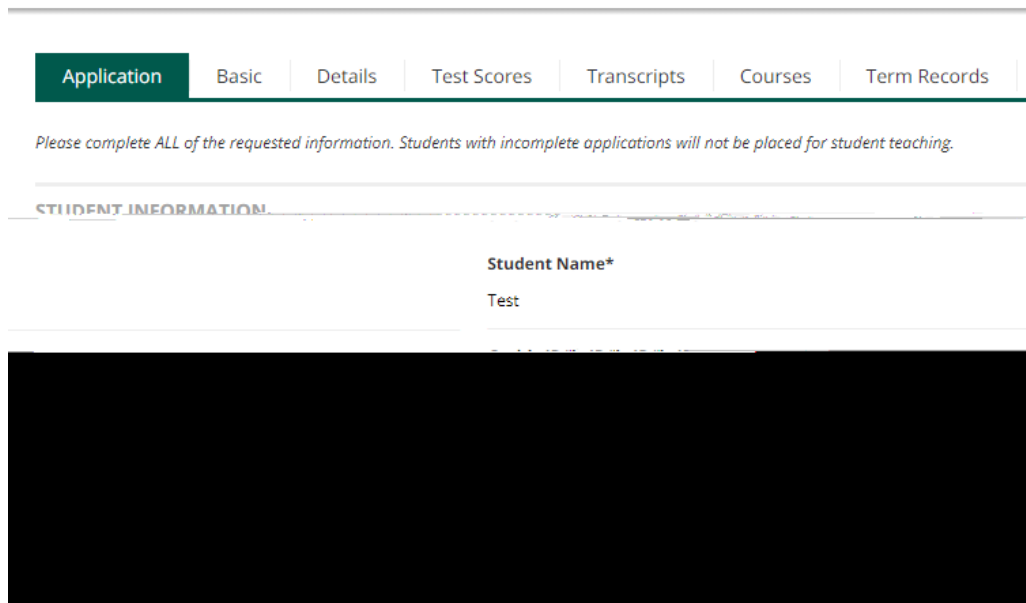
Reviewing Student Applications for Clinical Practice

1. Click on the **Applications** tab in the main navigation menu.
2. Click on **Applications** in the secondary menu.
3. Click on **Submissions**



4. Type in your search parameters and click on the gray **Search** button to find the application you want to review. Your search results will appear below the search parameter fields.
5. Click on the name of the student to begin evaluating an application. You will be taken to a split screen which will show the following:

Left side: The student's application, test scores, transcripts, and other information. Click the tabs at the top to navigate to each.



2. In order to make changes to a submitted application, a student can recall it (if the assessment has not begun) by clicking the link to the application and then selecting the Recall button present at the bottom of the page:



3. If a student has submitted the application and the assessment has been saved or it has been submitted by the assessor, the assessor would need to grant an extension to the student. Only then could changes be made to the application. (See instructions below.)


Granting Extensions to an Application

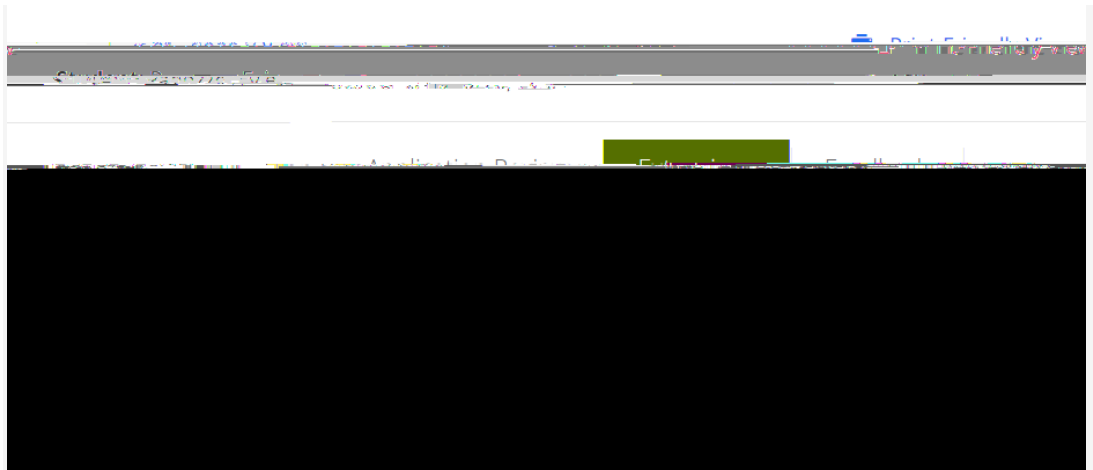
Extensions can be granted to an application to extend the due date or to reopen the application for editing:

1. Navigate to the **Application** tab in the side menu.
2. Use the search tools at the top of the page to locate the relevant student's admission application. Once located, click on the **student's name** in blue, to open the student's application in a split-screen window.

If the application review has been completed and submitted, proceed to step 3, then to step 4.

If the application review has been saved, but not submitted, proceed directly to step 4.

3. Click the  button in the upper right-hand corner.
- 4.



5. Enter a new due date and time (later than the current date and time) as well as a comment, then click [Update](#)
6. When appropriate, re-submit your review of the application. **Note:** Your original review will not be lost, but you may need to revise your feedback based on the changes made to the newly submitted application.