Navigation Guide (STUDENT) Completing a Field Experience Binder

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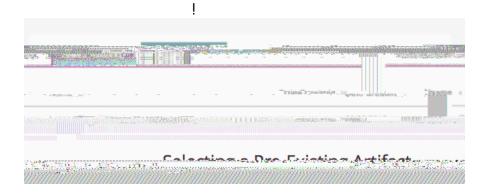
3. Once you have completed your artifact, click on Add. Your attachment will be listed underneath Attachment(s) as shown.

4. Continue in a similar fashion until you have attached all required artifacts for each sub-tab of the Field Experience Binder.

Note(s):

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If you are required to attach additional standards, click on the Standard(s) link for any artifact.



• If you are required to complete reflections of your experience, click on the reflection form link for any artifact.

Submitting a Field Experience Binder

Depending on how your binder has been set up, you may have one due date for the whole binder, due dates for tabs or due dates for individual assignments.

Option 1: Submitting the Binder

1. To open a Field Experience Binder, click on Home, then click on its title under the Pending Task section located in the center of your screen.

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- 2. Attachments can be edited prior to submission by clicking on the attachment title.
- 3. From any binder tab, you can:
 - a. Save: save your work and return at a later time.
 - b. Submit: submit the binder tabs for review.
 - c. Close: exit the course binder without saving any changes.

Option 2: Submitting a Tab

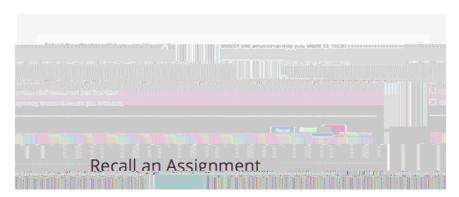
1. To open a Field Experience Binder, click on Home

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- 2. Attachments can be edited prior to submission by clicking on the attachment title.
- 3. From any binder tab, you can:
 - a. Save: save your work and return at a later time.
 - b. Submit: submit one or more assignments for review, by checking the box(es) next to assignment title(s) and clicking Submit again.
 - c. Close: exit the course binder without saving any changes.

Recalling a Submitted Assignment

- 1. Log in to your server and click on the Field Experience tab.
- 2. Place a checkmark next to the Field Experience Binder, then click



- 3. Choose which submission you want to recall by checking the appropriate box. Only submitted assignments will be available for recall.
- 4. Click Recall.

Note(s): If you are unable to recall your field experience binder, you will need to contact an administrator for help in reopening your field experience binder for editing.

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Reviewing Assessor Feedback

1. Log in to your server and click on the Field Experience tab.

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Assessment Tool(s)

Click on the Assessment sub-tab to view your assessment(s).

Note(s): Your Performance Rating

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