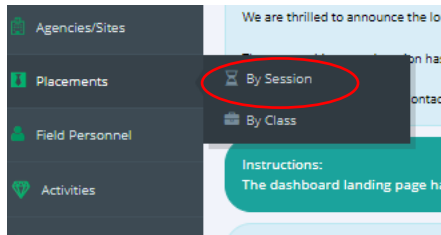


Faculty Reviewing Field Learning Plans/Evaluations

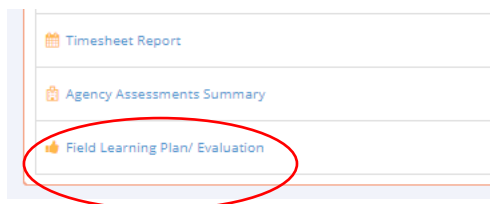
From your dashboard navigate to Placements – By Session



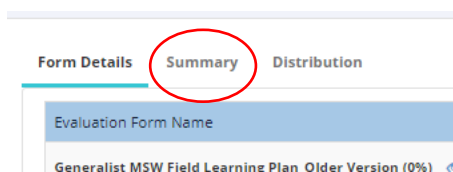
Choose the Session from the list that your students are enrolled in and click the Green Post Placement Button on the right-hand side of the session row.

Session Label	Min Weeks	Start Date	Calendar Year	Batch Label	Session Setup	Placement	Post Placement
Mock Session	10	01/01/2012	2012	Mock batch	➔	➔	➔
Part Time Summer Generalist 2022	37	05/01/2022	2022	MSW Part Time Generalist Summer 2022	➔	➔	➔
BASW 2022	37	08/28/2022	2023	BASW Fall 2022 (2231)	➔	➔	➔

Choose Field Learning Plan/Evaluation from the Orange To Do List (at the bottom)

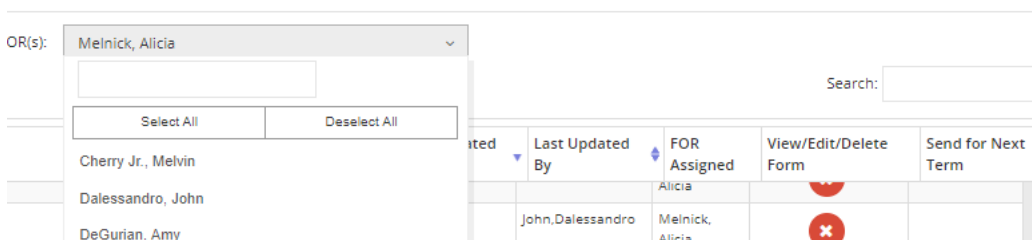


Choose the Summary Tab



From this tab you can sort your students by using Select FOR (faculty of record).

You can also use the search function to search for your student's name.



As you scroll through the list if the form shows a red X that means the form has been started but is not finished by the student. If the form shows a green arrow that means the form is ready for you to review.

John, Dalessandro	Alicia	➔	✖
	Melnick, Alicia	➔	✖

Click on the arrow to review the form. After you have reviewed the entire form scroll to the bottom.

Here you have the option to Sign and Submit the form if you are satisfied with the plan. You also have the option to Un-submit the form and return it to the student for revisions.

Field Liaison Signature *

I understand that by checking this check box it constitutes my electronic signature

Unsubmit ↶

When you click un-submit this popup will appear. You can send the plan back to any step in the process for revisions. Typically, it should return to the student step 1 and they can make the recommended changes. You should email your student to let them know you are returning their form for revisions.

TO UNSUBMIT EVALUATION FORM

Select Form Status

--select--

--select--

Student-Learning Plan-1

Task Supervisor-Learning Plan-2

Field Instructor-Learning Plan-3

Student-Learning Plan-4

Unsubmit ↶