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.

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.
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.

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.