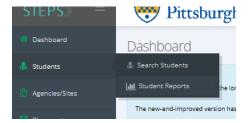
Viewing Student Request Forms

From the Dashboard, go to Students – Student Reports.



Click The blue Select Batches button and choose the batches you are viewing and hit submit

Lat. Student Reports			
Select Batches V			
BASW Fell 2021 (2221) Johnstoom Cohert 13 MSW 2 Year 2023 (2241) MSW Advance Sanding Specialized Practice Fell 2021 (2221) MSW Advance Sanding Specialized Practice Fell 2021 (2221) Fart Time 2023	BASW Fall 2022 (2231) plantszown Cohon 14 MSW 21' Fall 2021 (2221) MSW 4 Fall 2021 (2221) MSW 4 Fall 2021 (2221) MSW 4 Fall 2021 (2221) MSW 6 Fall 1 Time Specialized Practice 2021	□ BASW Fall 2033 (2241) Mock batch MoW 2 Price (2022 (2231)) MOW 2 Price (2022 (2231)) MOW Advanced Spanding Specialized Practice Fall 2023 (2241) MOW Part Time Specialized Practice 2022	▼ Submit

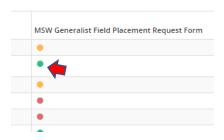
Go to line 21 and click the green eye button

21	Field Request Forms	
Click the Summary Tab		
Form Details Summary		

Here you will see a grid with all the forms and students.

- Red dot means that they have not submitted or started that form
- Yellow dot means the student has started the form and saved it as a draft
- Green dot means the student has submitted the form successfully

Click on the greed dot directly to access the student's form



When the form opens in the upper right-hand corner you will see the option to export the form to a PDF



Viewing Student Request Forms

As you scroll down toward the bottom, you will see the student's resume.



Click View to see and download a copy of the student's resume.

The resume will open in another window, and in the upper right-hand corner, you will be able to download and save a copy of their resume.

