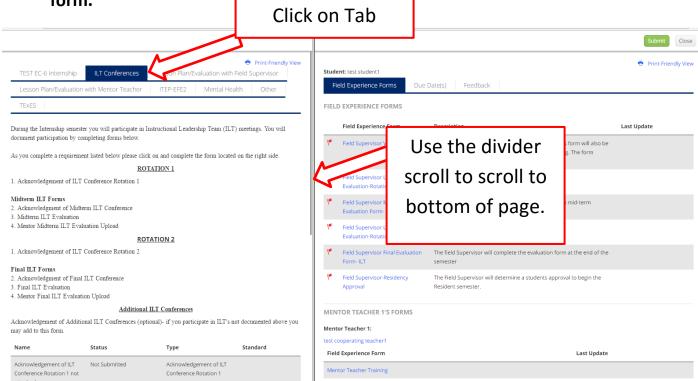
## Field Supervisor: How to Locate Students Work

Once you've completed steps 1-3 (above) to locate the student and review the binder please follow the steps below to locate the students work within in the binder. The students work is always located on the left-hand side of your screen.

1. Click on the tab located on the left-hand side.

2. Using the Scroll located in the center/divider scroll to the bottom of the form.



3. All forms located within the tab will be located at the bottom of the page. Once a student has completed one of the forms the form name will turn BLUE. If BLUE you can click on the blue form name to review the form completed by the student.

