

Reviewing Student Applications for Clinical Practice

1. Click on the **Applications** tab in the main navigation menu.
2. Click on **Applications** in the secondary menu.
3. Click on **Submissions**.

Application Title	Last Name	First Name	PID	Submit Date	Submission Deadline	Status	Final Result
COE Clinical Practice Application-Spring 2019	student	test	teststudent	07/26/2018 01:00 AM	Review in Progress	In Progress	

4. Type in your search parameters and click on the gray **Search** button to find the application you want to review. Your search results will appear below the search parameter fields.
5. Click on the name of the student to begin evaluating an application. You will be taken to a split screen which will show the following:
 - **Left side:** The student's application, test scores, transcripts, and other information. Click the tabs at the top to navigate to each.

Application | Basic | Details | Test Scores | Transcripts | Courses | Term Records

Please complete ALL of the requested information. Students with incomplete applications will not be placed for student teaching.

STUDENT INFORMATION

Student Name*
Test

Gothic ID#*
0123456

Street Address*
2039 Kennedy Blvd.

City, State ZIP*
Jersey City

- **Right side:** Review forms for faculty and CTPP staff, status, comments, etc.

 [Print-Friendly View](#)

Student: student, test

Application Review | Extensions | Feedback

Application Review form	Update By	Last Update
COE Clinical Practice Application Review Form Faculty: Faculty Review	Hickey, Elizabeth	07/19/2018
COE Clinical Practice Application Review Form CTPP: CTPP Review	Hickey, Elizabeth	07/19/2018

6. Click the link for the Review Form for your appropriate role. Faculty will see a checklist for the clinical practice requirements and an area for comments. Once each requirement has been verified, click the green **Complete** button at the bottom right of the page. If you are not finished reviewing and would like to save your work, click the **Save** button.

Complete Save

7. The CTPP Review Form also contains a checklist and an area for comments. Once the CTPP staff member has verified the application and faculty review are complete, click the green **Complete** button at the bottom right of the page.
8. Once both the Faculty Review and CTPP Review forms have been completed, a CTPP staff member will submit the final result. Use the drop-down menu to choose if the application has been accepted or denied, then click on the green **Submit** button at the top right of the page.

Final Result:

In Progress ▼

Deleting or Making Changes to an Application

1. A student can delete his or her application, even if the application has already been assessed, by placing a checkmark next to it and then hitting the 'Delete' button present at the top of the page:

Applications > Applications > Applications Help

APPLICATIONS

[+ Create New Application](#)

Delete  

<input type="checkbox"/>	Application Title ▲	Submissions Deadline ▼	Status ▼	Final Result ▼	Date Created ▼
<input checked="" type="checkbox"/>	Application for Admittance into BSW Program Spring 2016	12/31/2018 01:00 AM	Review in Progress		07/18/2018 05:32 PM

[Recall](#) [Close](#)

- In order to make changes to a submitted application, a student can recall it (if the assessment has not begun) by clicking the link to the application and then selecting the Recall button present at the bottom of the page:

- If a student has submitted the application and the assessment has been saved or it has been submitted by the assessor, the assessor would need to grant an extension to the student. Only then could changes be made to the application. (See instructions below.)

Granting Extensions to an Application

Extensions can be granted to an application to extend the due date or to reopen the application for editing:

- Navigate to the **Applications** tab in the side menu.
- Use the search tools at the top of the page to locate the relevant student's admission application. Once located, click on the **student's name**, in blue, to open the student's application in a split-screen window.
 - If the application review has been completed and submitted, proceed to step 3, then to step 4.
 - If the application review has been saved, but not submitted, proceed directly to step 4.
- Click the [Revoke](#) button in the upper right-hand corner.
- Navigate to the "Extensions" tab in the middle of the right-hand pane and click the "Edit Due Date" button.

Student: Panozzo, Evie

Application Review

Extensions

Feedback

Edit Due Date

New Due Date

Comments

Initiator

Activity Date

12/16/2016 01:00 AM

Revise

Charli Bryan

12/08/2016 0

5. Enter a new due date and time (later than the current date and time) as well as a comment, then click **Update**.
6. When appropriate, re-submit your review of the application. **Note:** Your original review will not be lost, but you may need to revise your feedback based on the changes made to the newly submitted application.