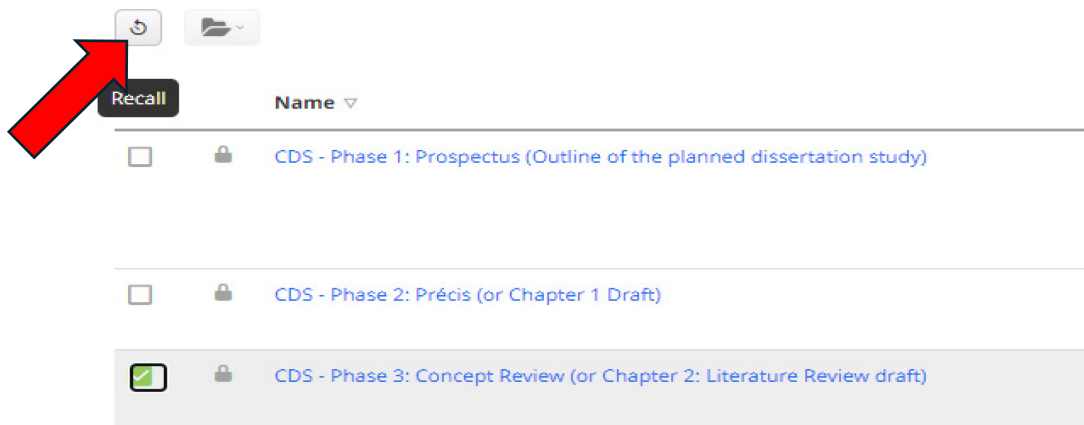


Tk20 Student Recalling a Document

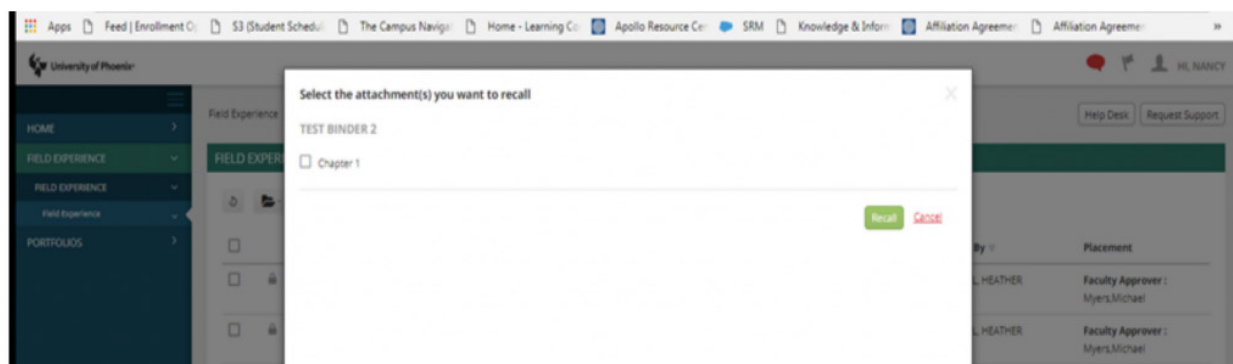
Please read this document thoroughly.

Students can recall their document/binder and pull it back to make changes to their submission if faculty members have not already completed any assessment on their work. When students are logged in to the field experience page, students will see a recall button towards the top (see screenshot below).

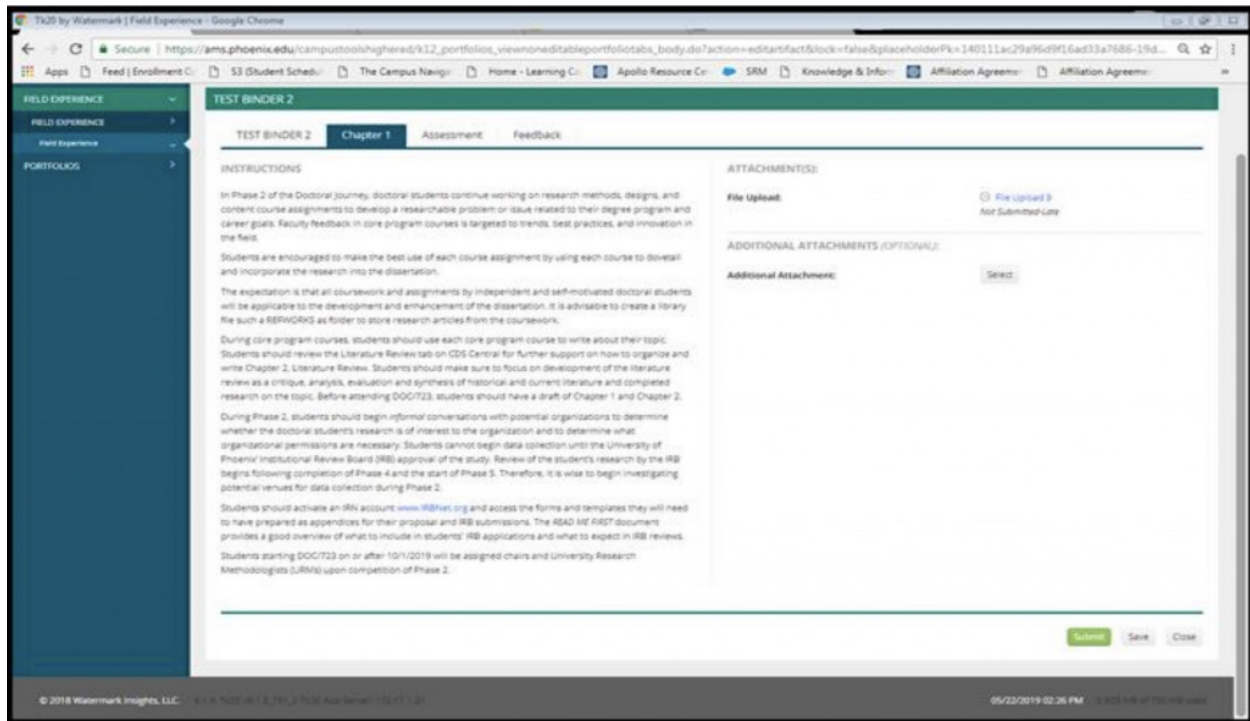
If students submit, however, and faculty members begin to assess and save their work, this unfortunately locks the document. If this occurs, students should contact DissertationServices@phoenix.edu.



Once students push the recall button, they will see the screen below that will ask them to select submission (attachment) they would like to recall.



This will then pull submission back, and students can go back into the binder click on the previous upload.



From here they will delete their previous document and drag and drop or upload a new file and update.

