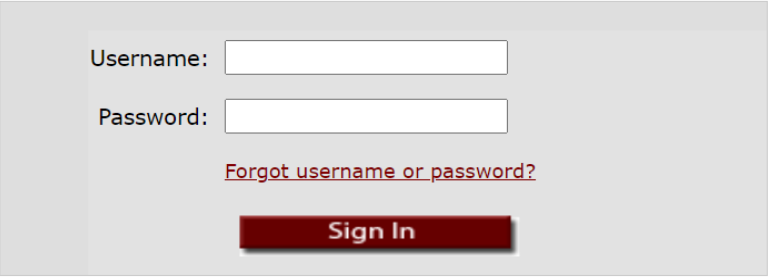
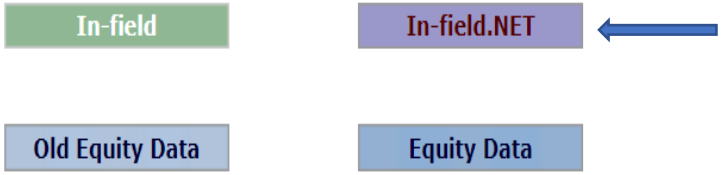
In-Field Report Guide

Step 1: Use your Username and Password and log into www.gapsc.org

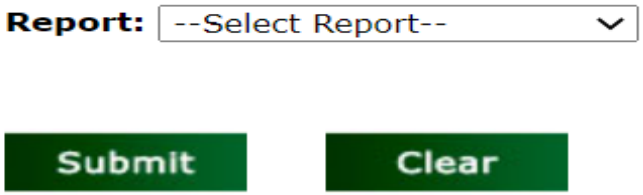


Step 2: Select In-Field.Net

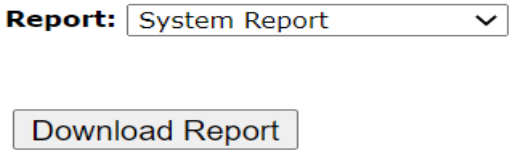
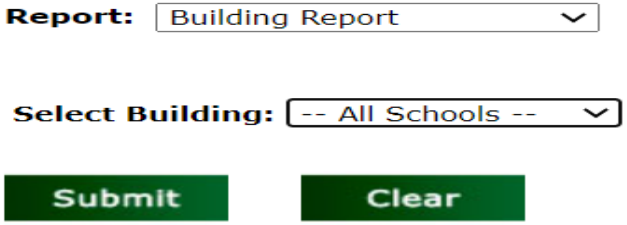


Step 3: Select Reports at the Top of the Page

Step 4: Select a Report and Submit



Step 5: Select your **System Level Report**, download the report and open the report to review the out of field courses (content and service) for all the schools in your LEA



Step 6: Select **Building Level Report**, select the school, select submit and download the report to review the percentage of out of field courses for content and service for specific educators