



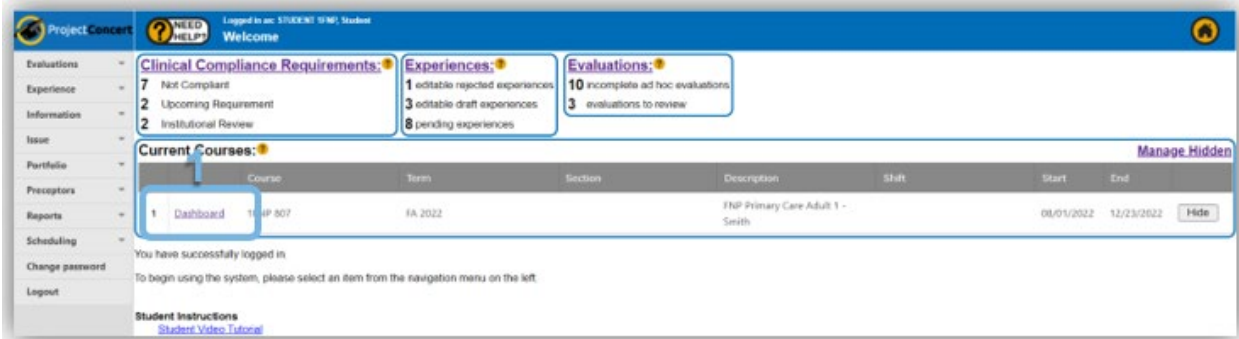
ProjectConcert Instructions

PRECEPTOR EVALUATIONS (USER EVALUATIONS)

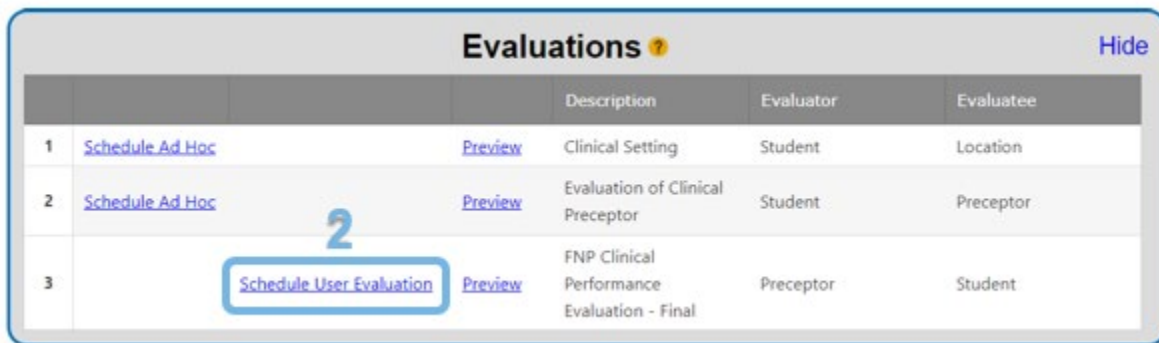
Scheduling Preceptor Evaluations

By utilizing User Evaluation, you can schedule evaluations on behalf of your preceptor.

1. Click on the "Dashboard" link on the course you want to schedule to



2. Scroll down to the "Evaluation" section and click the "Schedule User Evaluation" link on the evaluation you want to schedule



(Continued)

3. Select the preceptor that should receive an evaluation on you by clicking the box next to their name
4. Click the "Next" button

After selecting the person(s) completing the form below, click Step 4 to proceed [Review Already Scheduled](#)

Step 1 - Course Step 2 - Form Step 3 - Person Completing Form Step 4 - Complete Schedule

Previous Next

Evaluator Filters: [Apply Filters](#) [Clear Filters](#) Last Name: First Name: Email:

| <input type="checkbox"/> Select | Name | Email | Type |
|---------------------------------|-----------------|-------|-----------|
| <input type="checkbox"/> | Test, Preceptor | | Preceptor |

5. Select the evaluation(s) to schedule by checking the "Select" Box
6. NOTE: If the row is yellow and the "Already Scheduled" box is checked, then the evaluation has already been scheduled
7. Click the "Schedule Selected Forms" button

The preceptor will receive an email letting them know they have an evaluation to complete with a link to the evaluation.

After selecting the forms to schedule, click the Schedule Selected Forms button to complete scheduling. [Review Already Scheduled](#)

Step 1 - Course Step 2 - Form Step 3 - Person Completing Form Step 4 - Complete Schedule

Previous

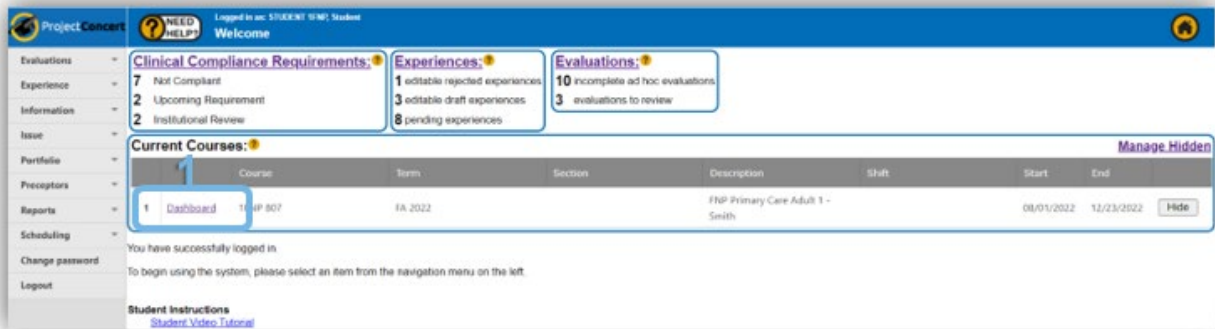
7 → Schedule Selected Forms Subject Filters: [Apply Filters](#) [Clear Filters](#) Last Name: First Name: Email:

| <input type="checkbox"/> Select | Already Scheduled | Person Completing | Email | Subject | Email | Form | Term | Section | Description | Additional Description |
|---------------------------------|-------------------------------------|-------------------|-------|---------------|-------|--|-----------|---------|-------------|------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Test, Preceptor | | Test, Student | | Clinical Immersion Evaluation - Preceptor Weekly | Fall 2022 | Test | Test | |

5 **6**

Deleting Scheduled Preceptor Evaluations

Click on the "Dashboard" link on the course you want to schedule to



Scroll down to the "Evaluation" section and click the "Schedule User Evaluation" link on the evaluation you want to schedule

| Evaluations ? | | | Hide | | |
|---------------|--|-------------------------|---|-----------|-----------|
| | | | Description | Evaluator | Evaluatee |
| 1 | Schedule Ad Hoc | Preview | Clinical Setting | Student | Location |
| 2 | Schedule Ad Hoc | Preview | Evaluation of Clinical Preceptor | Student | Preceptor |
| 3 | Schedule User Evaluation | Preview | FNP Clinical Performance Evaluation - Final | Preceptor | Student |

A blue box highlights the 'Schedule User Evaluation' link in the third row, and a blue number '2' is placed above it.

(Continued)

1. Click on the “Review Already Scheduled” link
2. Click the “Delete” button on the evaluation you would like to delete

3

After selecting the person(s) completing the form below, click Step 4 to proceed [Review Already Scheduled](#)

Step 1 - Course Step 2 - Form Step 3 - Person Completing Form Step 4 - Con

| Evaluator F | Term | Section | Descriptio | Person Completin | Email | Subject | Email | Descriptio | Open | Due | Close | Status | Open Email Reminder | Before Due Email Reminder | Overdue Email Reminder | Scheduleec By |
|--------------------------|------|-----------|------------|------------------|-----------------|---------------|-------|--|------------|------------|------------|-----------|---------------------|---------------------------|------------------------|---------------|
| <input type="checkbox"/> | 1 | Fall 2022 | Test | Test | Test, Faculty | Test, Student | | Clinical Immersion Evaluation - Faculty Review | 9/28/2022 | | | Completed | NONE | NONE | NONE | Test, Faculty |
| <input type="checkbox"/> | 2 | Fall 2022 | Test | Test | Test, Faculty | Test, Student | | Clinical Immersion Evaluation - Faculty Review | 9/28/2022 | | | Completed | NONE | NONE | NONE | Test, Faculty |
| <input type="checkbox"/> | 3 | Fall 2022 | Test | Test | Test, Preceptor | Test, Student | | Clinical Immersion Evaluation - Preceptor Weekly | 9/28/2022 | 10/5/2022 | 10/28/2022 | Completed | NONE | NONE | NONE | Test, Student |
| <input type="checkbox"/> | 4 | Fall 2022 | Test | Test | Test, Preceptor | Test, Student | | Clinical Immersion Evaluation - Preceptor Weekly | 9/28/2022 | 10/5/2022 | 10/28/2022 | Completed | NONE | NONE | NONE | Test, Student |
| <input type="checkbox"/> | 5 | Fall 2022 | Test | Test | Test, Preceptor | Test, Student | | Clinical Immersion Evaluation - Preceptor Weekly | 10/18/2022 | 10/25/2022 | 11/17/2022 | Pending | NONE | NONE | NONE | Test, Student |

4

Delete