

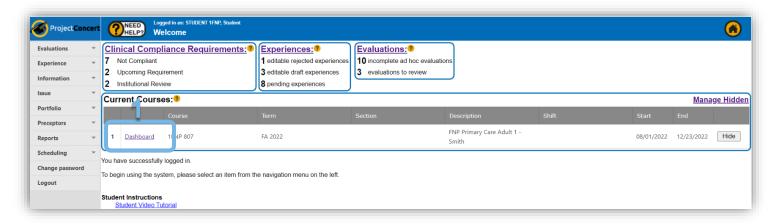
## **ProjectConcert Instructions**

## **Preceptor Evaluations (User Evaluations)**

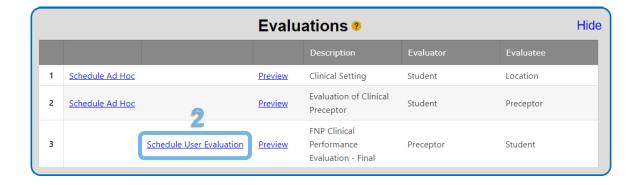
I. Scheduling Preceptor Evaluations

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

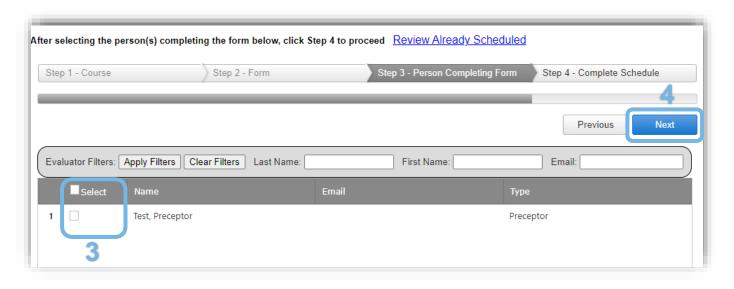
1. Click on the "Dashboard" link on the course you want to schedule to



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

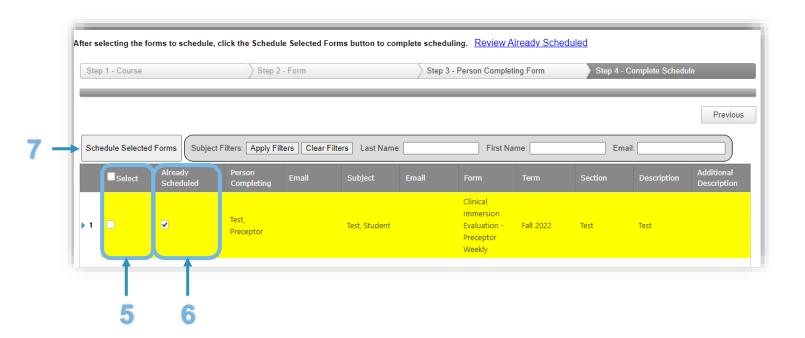


- Select the preceptor that should receive an evaluation on you by clicking the box next to their name
- 4. Click the "Next" button



- 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.



## **II. Deleting Scheduled Preceptor Evaluations**

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



- 3. Click on the "Review Already Scheduled" link
- 4. Click the "Delete" button on the evaluation you would like to delete

