Evaluations SETUP

The Evaluations Module is for Faculty members. To access this module, click on the evaluations icon. This is where Faculty and staff can log on to, and grade students work (Treatments). This module gives you access to all grades given by you and others to all student.

HOW TO:

Set Parameters
Provider: This may appear blank for doctors, allowing you to view all student grades given by you. To select a specific student to review, click on the ellipses box and enter the student’s name. Students will only be able to pull up their own grades.
Instructor: Your name will display by default. To view grades from other instructors, click on the ellipses and choose no one.
Discipline: Use drop-down box to select discipline if you only wish to display grades for specific procedures sorted by discipline.
Date Range: Select a date range.

Search, View, Edit, or Add
Search: Click here to pull up all records that match the criteria entered in the other boxes.
View: After searching and with student evaluations displaying in the table, highlight the grade you wish to view and click here.
Edit: After searching and with student evaluations displaying in the table, highlight the grade you wish to edit and click here.
Add: Click here to add an evaluation that is tied to a specific procedure only by a text entry. You may identify the student and grader and have access to the exceptional and unsatisfactory grading options but not to the CDT numeric scoring.
The Setup window is rarely accessed/used but you may find it useful to know what to expect in case you need to click it.

These two options are selected by default.