Grading in Clinic

Grading in axiUm is performed within the Evaluations Module.

Getting to Evaluations (Grading)

There are two ways to enter grading information into axiUm while on the clinic floor:

1) When a procedure is Completed in axiUm, a pop-up “Add/Edit Evaluations” window will appear, giving you the opportunity to grade the procedure/student.

2) Faculty can independently log-in to axiUm and grade whenever they wish:
   a. After logging in, click on the Evaluations Module icon.
   b. The Evaluations window will appear, enter the Student Provider’s ID number in the “Provider” field or click the ellipsis button to look up the student’s ID #.
   c. Then, click the “Add...” button to start a new Evaluation.

Completing an Evaluation

1) Select the Discipline from the drop-down menu.
1) Select the Evaluation (grading form) that you wish to complete.

2) The questions will appear on the left and the answer choices appear on the right. Answer each grading question by either typing your choice, or by double-clicking on the choice.

3) When you have answered all of the grading questions, you complete the grading process by clicking the OK button.
Comments
Graders have the option of making narrative comments on any Evaluation or even on a specific grading question.

To attach a narrative comment to an Evaluation, type the comment in the box shown below:

To attach a comment to a specific question:

1) Select the question and right-click.
2) You’ll have only one choice, “Add/Edit Comment.” Click it.

3) Type your comment and click OK.