# Entering a Summative Evaluation

To prepare to complete a Summative Evaluation, you may need to gather feedback from other preceptors   or clinical instructors who have spent time with the student, noting incidents and specifics of performance to guide scoring and comments. You will also need to correlate with the clinical calendar to complete by the due date in time for the student to discuss, make a response and sign off.

Generally summative evaluations are due at the end of a clinical term, as set in the school clinical calendar. This process will be similar to that for completing a Formative Evaluation, which is generally done earlier in a rotation.

1. From the left-side menu choose Clinical —> Summative Eval.

2. Select the student who you'd like to evaluate. Next, from the Action column, choose "Add".

3. If this is not the student's first summative evaluation, you'd now select "Add" from the Action column to add a new one. If it's the first one, simply begin entry of the needed data.

4. Fill in the required fields, noting carefully the following:
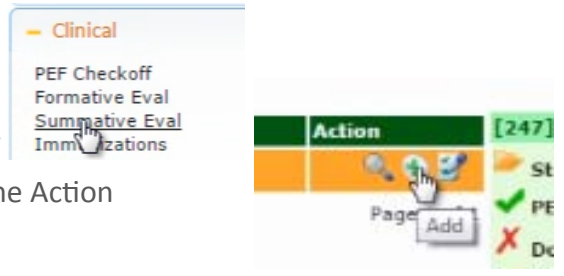
    a. For your "Summative Date" click in the box and use the pop-up calendar for the date. If you try to type in the date, the system may not be able to correctly process the date.

    b. Make certain you have selected the correct term/rotation from the "Clinical Term" dropdown, as well as the correct site from the "Clinical Site" dropdown. Your name should be auto-filled in the "Instructor" dropdown.

5. Choose the 2nd blue bar titled "Summative Evaluation During Clinical Rotations" to begin evaluating the student. Begin selecting the appropriate responses next to each evaluation step.

6. You might want to enter comments. Entering comments will further clarify meaning of the scoring and also gives the student better guidance about how to improve, along with reinforcing ideal affective performance and giving the student some kudos where deserved. If you decide to do this, you may want to type your notes in a word processor to avoid losing your entry to timing out or if the internet goes down.

7. When done, select a "Save" option. Check to be sure your entry has been correctly saved in the "Student Summative Evaluation History", by noting a grade in the "Grade" column.