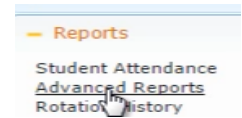


## Checking Summative Evaluations

To prepare you will need to check the clinical calendar/schedule to determine when evaluations are due as they will generally not be due every week and the schedule will vary depending upon your calendar for the term. Your primary goals are to determine if any evaluations are done, and if so, to evaluate them.

1. First, you'll want to see if there are any formative evaluations. To determine this, from the left-side menu choose Reports → Advanced Reports.
2. From the "Reporting Style" dropdown, select "Summative". From the various dropdowns, select sorting criteria. Usually choosing dates for the week before will get good results. After you've chosen your criteria, press the "Details" button to get search results. In this case, I've found that only two students have had summative evaluations entered in the specified time period (one unsigned by the student), which means I only need to check those two— a huge time saver.



Reporting Style: Select Report (dropdown menu open with 'Summative' selected)

Rotation: (dropdown menu)

Individual Student: (dropdown menu)

Student Ranking: (dropdown menu)

Evaluator: (dropdown menu)

Ascending/Descending: (dropdown menu)

Starting Date:

Ending Date:

ADDITIONAL REPORT FILTERS

Skill:

School:

Hospital/Site:

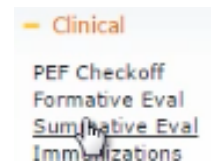
REPORT SORTING OPTIONS

Sort Order:

School	Student	Ranking	Signature	Rotation	Ev
SJVCR	Nathan Fillion	Senior	NOT SIGNED	01-RTH 125 FL16	01
SJVCR	Gina Torres	Senior	Gina Torres	01-RTH 125 FL16	01

Displaying 1 to 2 (of 2 records)

3. From the left-side menu choose Clinical → Summative Eval.
4. Select the student who you'd like to check. Next, from the Action column, choose "View".
5. If this is not the student's first summative evaluation, you'd now select "View" from the Action column to view the one you wish to read.
6. Check that everything has been signed off on, what the scores are, and read any comments made by the student or clinical instructor. You will need to choose the 2nd blue bar titled "Summative Evaluation During Clinical Rotations" to read the complete evaluation.



Clinical Term: 01-RTH 125 FL16 \* Required

Clinical Site: 01-Bon Temps Medical Center

Instructor: 01-Eric 01-Northman \* Required

Student Signature: Gina Torres

Student Comment: This evaluation has some things I disagreed with... especially about taking responsibility

Gina Torres - Summative Evaluation During Clinic Rotations

**\*This portion is completed with information**

**Punctuality:** Arrives on time, prepared, participates in leaving/shift change.  
 1 2 3 4 5

**Punctuality Comment:**

**Dependability:** Prompt, trustworthy, meets obligation.  
 1 2 3 4 5

**Dependability Comment:**

**Attitude:** Enthusiastic, team player, positive perspective.  
 1 2 3 4 5