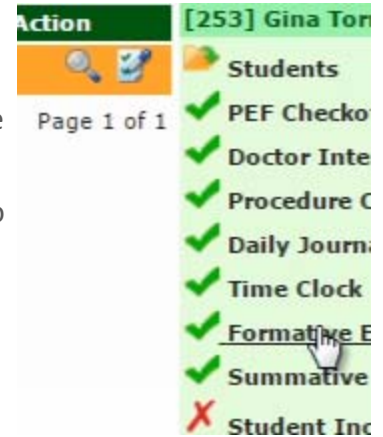


## Signing Off On Formative/Summative Evaluations

The process for signing off on the formative and summative evaluations is practically identical.

1. Look at the right-side menu in order to determine if you have an evaluation completed that needs to be signed off by you (as this is the only way for you to access your evaluations). If there's a red X next to the evaluation, there is no completed evaluation. A green checkmark next to "Formative Eval" or "Summative Eval" indicates you have an evaluation to sign off on.
2. From the right-side menu choose "Formative Eval" (the process would be exactly the same for a summative evaluation).
3. From the Action column choose "Edit".
4. You should find the "Student Signature" box and "Date of Signature" box autofilled.



**Student Formative Behavioral Evaluation Courses or Topics**

**Clinical Term:** 01-RTH 125 FL16 \* Required

**Clinical Site:** 01-Bon Temps Medical Center \* Required

**Instructor:** 01-Eric 01-Northman \* Required      **Formative Date:** 02/26/2017

**Student Signature:** Gina Torres      **Date of Signature:** 02/26/2017

**Student Comment:**

5. To read your evaluation choose the 2nd blue bar titled "Formative Evaluation During Clinic Rotations", and read through the evaluation.
6. Once you've read the evaluation, if you'd like to add comments, go back up the above section, to the "Student Comment" box, and enter them.
7. When done, click on the "Student Signature" button.

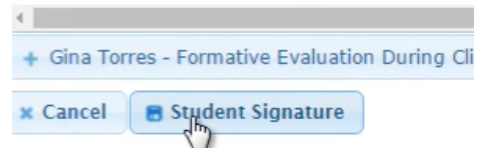
**Student Comment:**

This evaluation has some things I disagree can see where there are some things I ne

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**DIRECTIONS:**

The student's progress and achievements category has 5 parameters with each wor submitting.



8. To check to be sure your entry has been correctly saved, from the right-side menu choose "Formative Eval", and from the Action column choose "View". In the "Formative Student Formative Evaluation History", you should see a date entered in the "Signature Date" column.

Evaluation Date	Signature Date	Action
02/26/2017	02/26/2017	