



ProjectConcert Instructions

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Accessing ProjectConcert

I. Accessing ProjectConcert

<https://secure.projectconcert.com/etsu>

- Login using your ETSU credentials



COLLEGE of NURSING
EAST TENNESSEE STATE UNIVERSITY

**Nursing ePortfolio
& Clinical Tracking
Portal**

PRECEPTORS ONLY:

To log into Project Concert, you will use the credentials provided to you in your **Preceptor Welcome Email** from Sheena Miller, the Graduate Clinical Placement Coordinator. Your username is your **firstname.lastname** (ex. john.smith) If you did not receive the **Preceptor Welcome Email** or have forgotten your password, click the **I have forgotten my username and/or password** link. If you did not receive your **Preceptor Welcome Email**, please contact Sheena Miller at millersl5@etsu.edu



Username:

Password:


Login

[I have forgotten my username and/or password.](#)

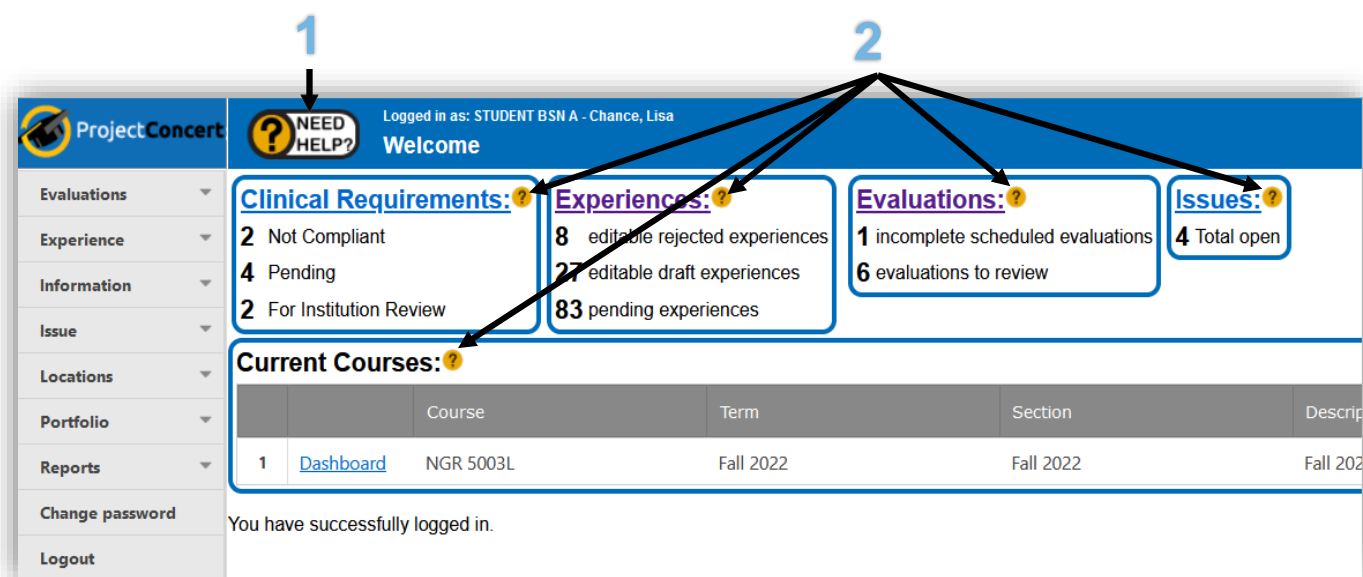
Instructional Guides

1. The  "NEED HELP?" icon is located throughout ProjectConcert. Upon clicking on the icon, it will load an informative video about the function it is located in
2. The  orange "?" icon is located throughout certain areas of ProjectConcert. Upon clicking on the icon, it will load an informative video about the function it is located in.

Landing Page

Once you login to ProjectConcert you will be on the landing page. The landing page can always be accessed by clicking on the  icon in the upper right corner.

1. For an overview of the landing page, click on the NEED HELP? icon
2. For a tutorial on a widget, click on the corresponding "?" icon



The screenshot shows the ProjectConcert landing page. The top navigation bar includes the ProjectConcert logo, a "NEED HELP?" icon (labeled 1), and the user's login information: "Logged in as: STUDENT BSN A - Chance, Lisa". Below the navigation bar is a "Welcome" message. The main content area features several widgets, each with an orange "?" icon (labeled 2) for a tutorial: "Clinical Requirements" (2 Not Compliant, 4 Pending, 2 For Institution Review), "Experiences" (8 editable rejected experiences, 27 editable draft experiences, 83 pending experiences), "Evaluations" (1 incomplete scheduled evaluations, 6 evaluations to review), and "Issues" (4 Total open). Below these widgets is a "Current Courses" section with a table:

	Course	Term	Section	Descrip
1	Dashboard NGR 5003L	Fall 2022	Fall 2022	Fall 202

At the bottom of the page, there is a message: "You have successfully logged in." and a "Logout" link.

Course Dashboard

1. On the landing page, click on the "Dashboard" link

MISERICORDIA UNIVERSITY

Logged in as: TEST STUDENT MSN Student MSN, Test

NEED HELP? Welcome

Experiences: 1 editable rejected experiences, 17 pending experiences

Evaluations: 1 incomplete scheduled evaluations

Current Courses: [Manage Hidden](#)

	1	Course	Term	Section	Description	Shift	Start	End	
	1	Dashboard	TEST	2020-21 Academic Year - Spring	TEST	TEST	05/11/2021	05/31/2021	Hide

You have successfully logged in.

2. For a tutorial on the dashboard, click on the NEED HELP? icon
3. For a tutorial on the areas in the dashboard click on the corresponding '?' icon

2

Logged in as: STUDENT 1FNP, Student

NEED HELP? Course Dashboard -> FNP Primary Care Adult 1 (1FNP 807) - FNP Primary Care Adult 1 - Smith

FNP Primary Care Adult 1 (1FNP 807)

FNP Primary Care Adult 1 - Smith

Hours **?** 3

[New Entry](#) [Existing Entries](#)

FNP Clinical Hours Log - 140.000 required hours

1FNP, Student

SECTION AVERAGE

Required Hours: 140

Approved Pending

	Name	Total Hours	Approved Hours	Pending Hours	Avg Entry(hours)	Oldest Pending(days)	Entry Count: (Total Approved PENDING)
1	Hours Report Summary Report 1FNP, Student	146.0000000	129.0000000	17.0000000	6.9523809	87	21 18 3
2	SECTION AVERAGE	96.9166666	93.2500000	3.6666666	7.5519480	45	12.83 12.17 0.67

Journals **?** 3

[New Entry](#) [Existing Entries](#)

FNP Patient Entry - 160 required entries

1FNP, Student

SECTION AVERAGE

Required Entries: 160

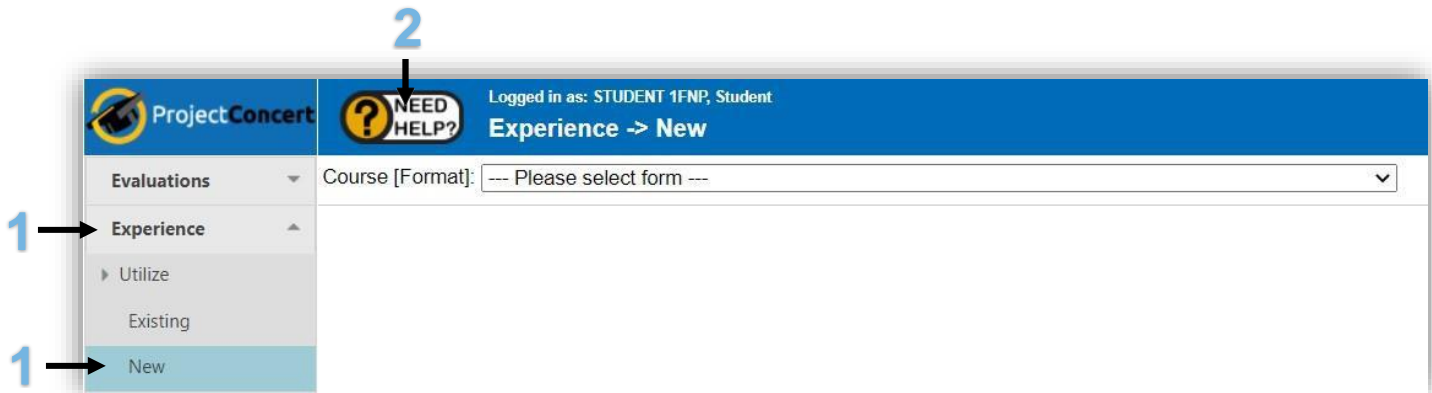
Approved Pending

	Name	Entry Count: (Total Approved Pending)	Oldest Pending(days)
1	Requirement Report Summary Report 1FNP, Student	167 162 5	87
2	SECTION AVERAGE	112.20 110.60 1.60	54

Clinical Hours & Patient Journal

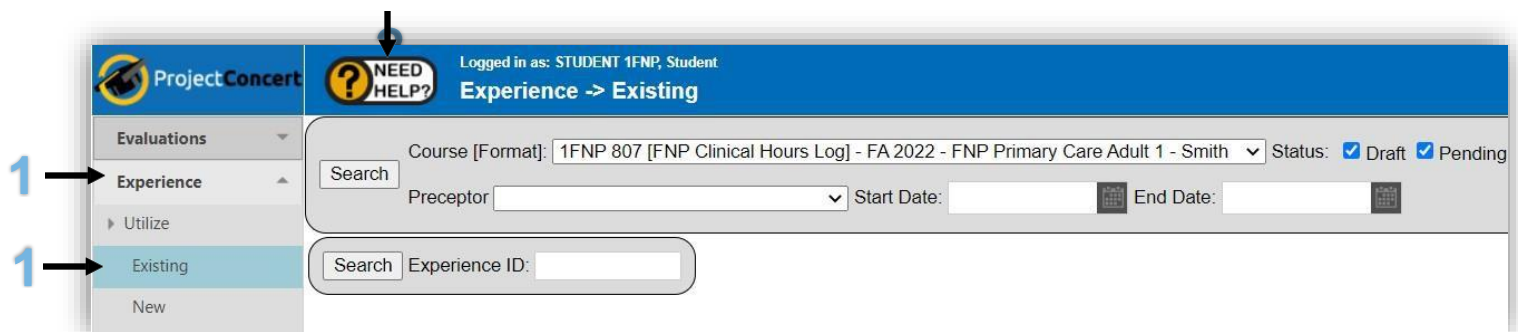
To document **new** entries:

1. Navigate to Experience > Utilize > New
2. For a tutorial on documenting your entries, click on the NEED HELP? icon



To manage **existing** entries:

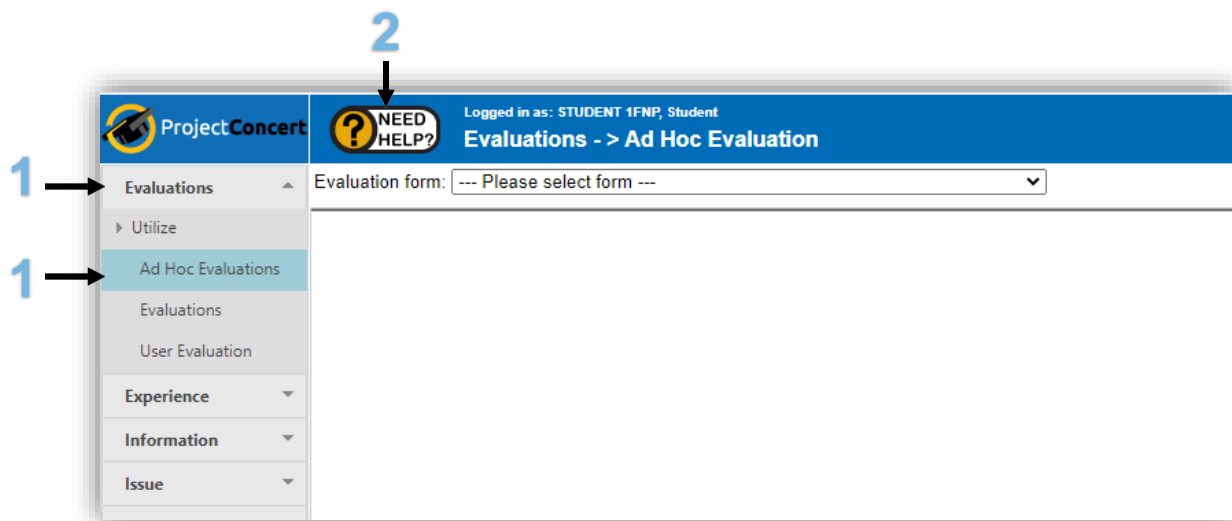
1. Navigate to Experience > Utilize > Existing
2. For a tutorial on managing your entries, click on the NEED HELP? icon



Ad Hoc Evaluations

To create an evaluation for yourself, you will use the Ad Hoc evaluation function:

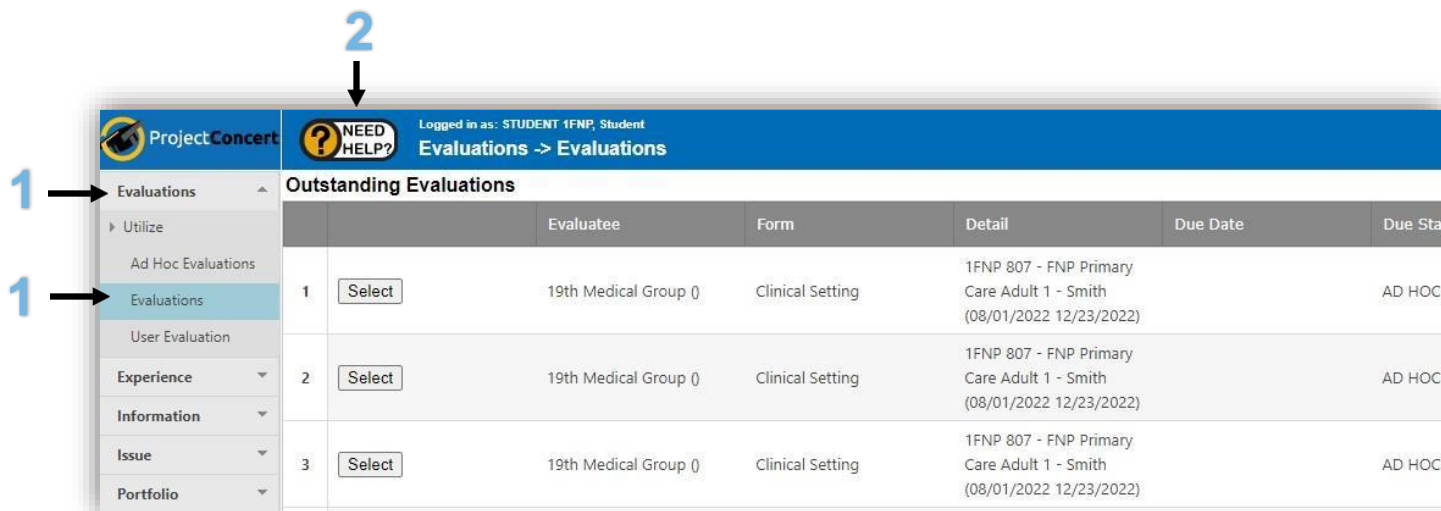
1. Navigate to Evaluations > Utilize > Ad Hoc Evaluations
2. For a tutorial on creating evaluations, click on the NEED HELP? icon



Existing Evaluations

To manage existing evaluations, you will use the Evaluations function:

1. Navigate to Evaluations > Utilize > Evaluations
2. For a tutorial on creating evaluations, click on the NEED HELP? icon



Scheduling Evaluations for a Preceptor

To schedule an evaluation for a preceptor, you will use the User Evaluation function:

1. Navigate to Evaluations > Utilize > User Evaluation
2. For a tutorial on creating evaluations, click on the NEED HELP? icon

After selecting the course and section(s) below, click Step 2 to proceed

Step 1 - Course Step 2 - Form Step 3

<input checked="" type="checkbox"/>	Term	Section	Description
<input checked="" type="checkbox"/>	FA 2022		FNP Primary Care Adult 1

Self E-Record

To access your electronic record, you will use the Information Edit function:

1. Navigate to Information > Utilize > Information Edit
2. For a tutorial on creating evaluations, click on the NEED HELP? icon

Information -> Edit

First Middle Last Previous Last

Name: Student Faith 1FNP Garon

Student ID: 123456 Advisor: Nikbakht, Sharon Email(s): isabella.akbari@projectconcert.c

Birthdate: 5/1/1997 Age: 26

Updated: 5/17/2023 - Akbari, Isabella Pronouns: She, Her, Hers

Clinical Compliance Requirements		Documents	Programs
Agreements	Courses	Admission Criteria	Plan of Study
Committees: University, College, Community		License and Certifications	Grants, Contracts, and Spons
DEI activities	CEs and Professional Development activities		Demographics
Professional Membership / Leadership	Publications	Demographic Information for Grants	
Conferences Attended		Time Commitment: Study & Work	

Reports

Your account will have reports you can generate, to access the reports you will use the Reports function:

1. Navigate to Reports > Reports > Reports
2. Click the Generate hyperlink on the report you want to generate
3. For a tutorial on creating a report, click on the NEED HELP? icon located in the report's page

The screenshot shows the ProjectConcert interface. The top navigation bar is blue with the ProjectConcert logo on the left, the user name 'STUDENT 1FNP, Student' and the word 'Reports' in the center, and a home icon on the right. A left sidebar contains a list of menu items: Evaluations, Experience, Information, Issue, Portfolio, Preceptors, Reports, Report, Reports, and Scheduling. The 'Reports' menu item is highlighted in blue. A blue '1' with an arrow points to this menu item. The main content area is a table with the following data:

	Group	Report	
1	Evaluation	Completed Evaluations as evaluatee or evaluator	Generate
2	Student	Student Passport	Generate

A second blue '1' with an arrow points to the 'Reports' menu item in the table.