



ProjectConcert Instructions

Preceptor Evaluations (User Evaluations)

I. Scheduling Preceptor Evaluations

By utilizing User Evaluation, you can schedule evaluations on behalf of your preceptor.

1. Click on the "Dashboard" link on the course you want to schedule to

The screenshot shows the ProjectConcert dashboard. At the top, it says "Logged in as: STUDENT 1FNP, Student" and "Welcome". There are three summary boxes: "Clinical Compliance Requirements" (7 Not Compliant, 2 Upcoming Requirement, 2 Institutional Review), "Experiences" (1 editable rejected experiences, 3 editable draft experiences, 8 pending experiences), and "Evaluations" (10 incomplete ad hoc evaluations, 3 evaluations to review). Below these is a "Current Courses" table with one row: "1 Dashboard" for course "1FNP 807" in term "FA 2022", description "FNP Primary Care Adult 1 - Smith", start "08/01/2022", end "12/23/2022", and a "Hide" button. A blue box highlights the "Dashboard" link in the first column of the table. A blue arrow points from the "Dashboard" link to the "Schedule User Evaluation" link in the second screenshot.

2. Scroll down to the "Evaluation" section and click the "Schedule User Evaluation" link on the evaluation you want to schedule

The screenshot shows the "Evaluations" section with a "Hide" button in the top right. The table below has columns for ID, Description, Evaluator, and Evaluatee. A blue box highlights the "Schedule User Evaluation" link in the second column of the third row, with a blue number "2" above it.

	Description	Evaluator	Evaluatee
1	Schedule Ad Hoc Preview Clinical Setting	Student	Location
2	Schedule Ad Hoc Preview Evaluation of Clinical Preceptor	Student	Preceptor
3	Schedule User Evaluation Preview FNP Clinical Performance Evaluation - Final	Preceptor	Student

3. Select the preceptor that should receive an evaluation on you by clicking the box next to their name
4. Click the "Next" button

After selecting the person(s) completing the form below, click Step 4 to proceed [Review Already Scheduled](#)

Step 1 - Course Step 2 - Form Step 3 - Person Completing Form Step 4 - Complete Schedule

Previous Next

Evaluator Filters: Last Name: First Name: Email:

	Select	Name	Email	Type
1	<input type="checkbox"/>	Test, Preceptor		Preceptor

5. Select the evaluation(s) to schedule by checking the "Select" Box
6. NOTE: If the row is yellow and the "Already Scheduled" box is checked, then the evaluation has already been scheduled
7. Click the "Schedule Selected Forms" button

The preceptor will receive an email letting them know they have an evaluation to complete with a link to the evaluation.

After selecting the forms to schedule, click the Schedule Selected Forms button to complete scheduling. [Review Already Scheduled](#)

Step 1 - Course Step 2 - Form Step 3 - Person Completing Form Step 4 - Complete Schedule

Previous

7 → Schedule Selected Forms Subject Filters: Last Name: First Name: Email:

	Select	Already Scheduled	Person Completing	Email	Subject	Email	Form	Term	Section	Description	Additional Description
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test, Preceptor		Test, Student		Clinical Immersion Evaluation - Preceptor Weekly	Fall 2022	Test	Test	

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II. Deleting Scheduled Preceptor Evaluations

1. Click on the "Dashboard" link on the course you want to schedule to

ProjectConcert **NEED HELP?** Logged in as: STUDENT 1FNP, Student **Welcome**

Clinical Compliance Requirements: 7 Not Compliant, 2 Upcoming Requirement, 2 Institutional Review

Experiences: 1 editable rejected experiences, 3 editable draft experiences, 8 pending experiences

Evaluations: 10 incomplete ad hoc evaluations, 3 evaluations to review

Current Courses: [Manage Hidden](#)

	Course	Term	Section	Description	Shift	Start	End	
1	Dashboard	1	NP 807	FA 2022	FNP Primary Care Adult 1 - Smith	08/01/2022	12/23/2022	Hide

You have successfully logged in.
To begin using the system, please select an item from the navigation menu on the left.

Student instructions
[Student Video Tutorial](#)

2. Scroll down to the "Evaluation" section and click the "Schedule User Evaluation" link on the evaluation you want to schedule

Evaluations ?				Hide		
			Description	Evaluator	Evaluatee	
1	Schedule Ad Hoc	Preview	Clinical Setting	Student	Location	
2	Schedule Ad Hoc	Preview	Evaluation of Clinical Preceptor	Student	Preceptor	
3	Schedule User Evaluation	Preview	FNP Clinical Performance Evaluation - Final	Preceptor	Student	

3. Click on the "Review Already Scheduled" link
4. Click the "Delete" button on the evaluation you would like to delete

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After selecting the person(s) completing the form below, click Step 4 to proceed [Review Already Scheduled](#)

Step 1 - Course Step 2 - Form **Step 3 - Person Completing Form** Step 4 - Con

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Evaluator F	Term	Section	Descriptio	Person Completin	Email	Subject	Email	Descriptio	Open	Due	Close	Status	Open Email Reminder	Before Due Email Reminder	Overdue Email Reminder	Schedulec By	
<input type="checkbox"/>	1	Fall 2022	Test	Test	Test, Faculty	Test, Student		Clinical Immersion Evaluation - Faculty Review	9/28/2022			Completed	NONE	NONE	NONE	Test, Faculty	
<input type="checkbox"/>	2	Fall 2022	Test	Test	Test, Faculty	Test, Student		Clinical Immersion Evaluation - Faculty Review	9/28/2022			Completed	NONE	NONE	NONE	Test, Faculty	
<input type="checkbox"/>	3	Fall 2022	Test	Test	Test, Preceptor	Test, Student		Clinical Immersion Evaluation - Preceptor Weekly	9/28/2022	10/5/2022	10/28/2022	Completed	NONE	NONE	NONE	Test, Student	
<input type="checkbox"/>	4	Fall 2022	Test	Test	Test, Preceptor	Test, Student		Clinical Immersion Evaluation - Preceptor Weekly	9/28/2022	10/5/2022	10/28/2022	Completed	NONE	NONE	NONE	Test, Student	
<input type="checkbox"/>	5	Fall 2022	Test	Test	Test, Preceptor	Test, Student		Clinical Immersion Evaluation - Preceptor Weekly	10/18/2022	10/25/2022	11/17/2022	Pending	NONE	NONE	NONE	Test, Student	<input type="button" value="Delete"/>

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