

These forms, developed within the program, can be activated and filled out electronically during a placement, offering an efficient and organized method for both instructors and students to track and complete necessary activities. This guide outlines the steps to activate, set preferences, and review forms and evaluations, ensuring a smooth and effective process from creation to completion.

- [Activate the form](#)
- [Reviewing Forms/Evaluations by Course](#)

## Activate the form

As a faculty you do not have the ability to activate any newly created or existing evaluation form for your course, you can contact your Program administrator who can help you achieve the same.

## Reviewing Forms/Evaluations by Course

Once students begin completing their learning activities, you can review them for all students registered for a course you are associated with!

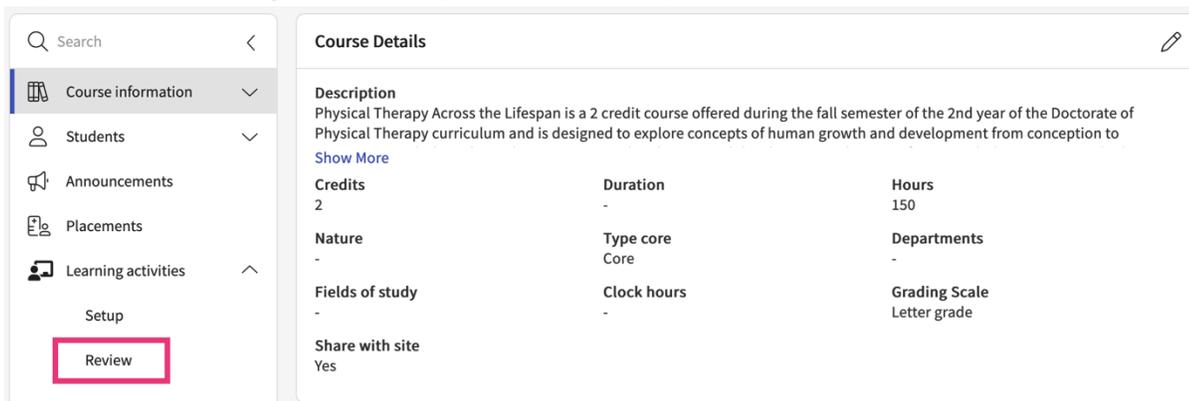
1. Select Courses from your dashboard or left menu.



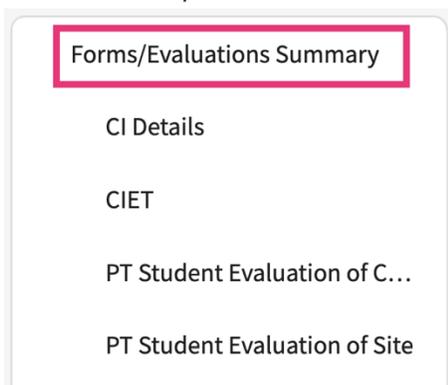
2. On the Course Offerings page, find and select the course you'd like to manage.

Setup Course Catalog Course Offerings								
Q Search <span style="float: right;">+ Add Course Offering</span>								
COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
DPT 950	Clinical Practice IV* <span>P</span>	2023 - 2024	Summer	Class of 2022*	3rd Year	Jermaine Herrera, Stacey Chapman	6	 
DPT 950	Clinical Practice IV* <span>P</span>	2023 - 2024	Spring	Class of 2026	3rd Year	-	2	 
101	Mock Course <span>P</span>	2023 - 2024	Fall	0. Mock Cohort	2nd Year	Erik Huff	1	 
DPT 975	Health Care Delivery*	2023 - 2024	Summer	Class of 2022*	2nd Year	-	0	 
DPT 950	Clinical Practice IV* <span>P</span>	2023 - 2024	Summer	Class of 2022*	2nd Year	Jermaine Herrera, Stacey Chapman	8	 
DPT 513	Pathophysiology of disease I*	2023 - 2024	Fall	Class of 2022*	2nd Year	-	1	 
DPT 900	Clinical Practice III* <span>P</span>	2023 - 2024	Summer	Class of 2028	-	-	1	 
DPT 850	Clinical Practice II* <span>P</span>	2023 - 2024	Summer	Class of 2028	-	-	1	 
DPT 800	Clinical Practice I* <span>P</span>	2023 - 2024	Summer	Class of 2028	-	-	6	 

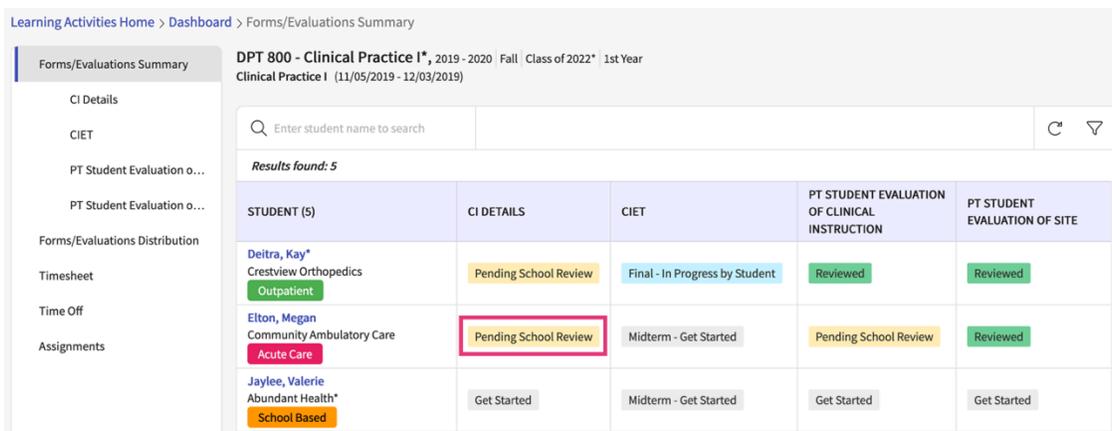
3. Expand the Learning Activities option on the left panel and select Review.



4. Select Forms/Evaluations Summary from the left panel.



5. You'll be taken to the Forms/Evaluations Summary page, which will display all activated forms and evaluations along with their current status. Click on the status to view the form.



6. A drawer will open for you to review the form/evaluation. If you make any changes, make sure to click Update.

a. If the form has a status of Pending School Review: you can mark the form as reviewed, or un-submit the form for the student or site to make further edits.

b. If the form has a status of In Progress by Student/Site: you can clear the form, save any changes, or submit on their behalf.

× Review

**ME** Elton, Megan  
Community General | Clinical Practice I |  
Due Date : 11/12/2019  
**Acute Care**

Pending School Review

CI Details Form

Select an option  
Reviewed

0/10000

Select Clinical Instructors \*  
Ronnie Perez (ronnie.perez@example.com)

Ronnie Perez 's General Information and Signature

7. If you would like to focus on reviewing a specific form/evaluation, select the form from the left panel.

Learning Activities Home > Dashboard > Forms/Evaluations Summary

Forms/Evaluations Summary

DPT 800 - Clinical Practice I\*, 2019 - 2020 | Fall | Class of 2022\* | 1st Year  
Clinical Practice I (11/05/2019 - 12/03/2019)

CI Details  
CIET  
PT Student Evaluation o...  
PT Student Evaluation o...

Forms/Evaluations Distribution  
Timesheet  
Time Off  
Assignments

Enter student name to search

Results found: 5

STUDENT (S)	CI DETAILS	CIET	PT STUDENT EVALUATION OF CLINICAL INSTRUCTION	PT STUDENT EVALUATION OF SITE
Deitra, Kay* Crestview Orthopedics Outpatient	Pending School Review	Final - In Progress by Student	Reviewed	Reviewed
Elton, Megan Community Ambulatory Care Acute Care	Pending School Review	Midterm - Get Started	Pending School Review	Reviewed
Jaylee, Valerie Abundant Health* School Based	Get Started	Midterm - Get Started	Get Started	Get Started

8. The page will load all the students along with the status of the form.

a. Click Review All to mark all forms as reviewed.

b. If your form has a feature enabled to display completed forms on the site profile, click Publish All. You can also publish forms individually.

PT Student Evaluation of Site

🔍 Enter student name to search

Publish All

Review All



Results found: 5

STUDENT (5)	STATUS	SCORE	DUE DATE	SUBMISSION DATE	AUDIT LOG
<b>Deitra, Kay*</b> Crestview Orthopedics Outpatient	Reviewed	-	02/26/2022	08/18/2021	<a href="#">View Log</a>
<b>Elton, Megan</b> Community Ambulatory Care Acute Care	Reviewed	-	11/30/2019	08/19/2021	<a href="#">View Log</a>
<b>Jaylee, Valerie</b> Abundant Health* School Based	Get Started	-	11/30/2019	-	<a href="#">View Log</a>
<b>Masterson, Jacqueline</b> Allsports - Warren Acute Care	Pending School Review	4	11/30/2019	08/24/2021	<a href="#">View Log</a>