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							+ Add Course Offering	$\mathbb{B} \not \supset \nabla$
COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
DPT 950	Clinical Practice IV*	2023 - 2024	Summer	Class of 2022*	3rd Year	Jermaine Herrera, Stacey Chapman	6	0 🛍
DPT 950	Clinical Practice IV*	2023 - 2024	Spring	Class of 2026	3rd Year		2	1
101	Mock Course P	2023 - 2024	Fall	0. Mock Cohort	2nd Year	Erik Huff	1	0 💼
DPT 975	Health Care Delivery*	2023 - 2024	Summer	Class of 2022*	2nd Year	-	0	0 🔟
DPT 950	Clinical Practice IV*	2023 - 2024	Summer	Class of 2022*	2nd Year	Jermaine Herrera, Stacey Chapman	8	0 💼
DPT 513	Pathophysiology of disease I*	2023 - 2024	Fall	Class of 2022*	2nd Year	-	1	0 💼
DPT 900	Clinical Practice III*	2023 - 2024	Summer	Class of 2028		-	1	0 🔟
DPT 850	Clinical Practice II* P	2023 - 2024	Summer	Class of 2028			1	0 🛍
DPT 800	Clinical Practice I* P	2023 - 2024	Summer	Class of 2028	-		6	0

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

Q Searc	ch	<	Course Details			Ø			
🖽 Cou	rse information	\sim	Description	2 credit course offered during the fall seme	ster of the 2nd year of the Doctorate of				
O Stud	dents	\sim	Physical Therapy curriculum and is designed to explore concepts of human growth and development from conception to Show More						
¶, Ann	ouncements		Credits 2	Duration -	Hours 150				
the Place	cements		Nature	Type core	Departments				
Lea	rning activities	^	- Fields of study	Core	- Grading Scale				
S	Setup		-	-	Letter grade				
F	Review		Share with site Yes						

4. Select Patient Logs from the left panel.



- 5. You'll be taken to the Patient Logs page, which will display all placed students and their current log count, a breakdown by status, and recent activity details.
- 6. Click on any of the status counts to begin reviewing patient logs.

Filter by status here									
Learning Activities Home > Dashboard	d > Patient Logs								
Forms/Evaluations Summary PA 601 - Family Medicine Rotation, 2022 - 2023 Clinical Year Class of 2023 Clinical Year Block 1 (07/01/2022 - 07/31/2022)									
End of Rotation-Elective 2 Students Submitted 1 Students Needs Attention									
Forms/Evaluations Distribution									
Patient Logs	Q Search Student	Filters :				$\mathbb{C} \stackrel{\sim}{\mapsto} \nabla$			
	STUDENT (5) 个		LOG COUNT		DATE OF LAST LOG	STATISTICS			
	51052111(5)	TOTAL	STATUS COUNT	ENCOUNTER	UPDATED				
	George, Traci Zeta Orthopedics Emergency Medicine	3	3 0 0 0	Jul 6, 2022	Jul 27, 2022	x 12			
	Lambert, Ana Wellspring Medical Group Family Medicine	15	4 2 9 0	Jul 21, 2022	Jul 21, 2922	~			
					View statistic	cs report			

- 7. A drawer will open. You'll have a tally at the top indicating how many logs are in each status.
- 8. To review an individual log, click on the LOG ID.

					Filter b	y status if nee	ded
C AL Logs Statistics	Lambert, Ana Wellspring Medical Group I Family Medicine	Block 1				>	/
15 Total	4 Submitted	2 Needs Attention	9 Approved	0 Approved & Locked		Status Needs Attention,	S 🔻
				Ap	prove all logs	pprove & Lock all logs	
LOG ID	LOG STATUS	DATE OF ENCOUNTER	DATE OF SUBMISSION	AGE	GENDER	CLINICAL NOTES	
2022-FAM-0015	Submitted	Jul 18, 2022	Jul 21, 2022	Adult (18-64 years)	Female/Woman	-	
2022-FAM-0014	Needs Attention	Jul 15, 2022	Jul 21, 2022	Adolescent (11-17 years)	Male/Man	-	
2022-FAM-0013	Needs Attention	Jul 14, 2022	Jul 21, 2022	Adult (18-64 years)	Female/Woman	-	
2022-FAM-0012	Approved	Jul 13, 2022	Jul 21, 2022	Adult (18-64 years)	Female/Woman		

9. The log will open, you can then review the form. If the form looks good, you can:

a. Approve the log: will inform the student the log has been reviewed and will allow them to make further changes if needed.

b. Approve & Lock the log: inform the student the log has been reviewed and will NOT allow

them to make further changes.

will not allow them to make further changes.										
	Use arrows to view	vother patient log	s for the selected st	tudent						
AL V	Lambert, Ana Wellspring Medical Group Blo Family Medicine	ock 1		>-						
2022-FAM-0015 07/18/2022 • Adult (18-64 years)/Female/Woman	Submitted	Needs Attention	Approve Approve & Lock						
Encounter Deta	ils									
Clinical Notes -	Pi	receptor Name lbert Ruiz	Date of Encount 07/18/2022	er						
Patient Demog	raphics									
Age Adult (18-64 years) Ethnicity Non-Hispanic	R A V N	ace Isian eteran Status Io	Gender Female/Woman							
Visit Informatio	n									
Clinical Setting Type Outpatient	e S	urgical Setting I/A	Encounter Type Acute							

10. If the form needs additional information or changes, provide feedback, and select Needs Attention.

< AL	Lambert, Ana Wellspring Medical Group Blo Family Medicine	ck 1			>
2022-FAM-0015 07/18/2022 • A	dult (18-64 years)/Female/Woman	Submitted	Needs Attention	Approve	Approve & Lock
School Feed	lback				
Add your feedb	lack				
					li.
Encounter D	Details				
Clinical Notes -		Preceptor Name Albert Ruiz		Date of Encounter 07/18/2022	

11. You can also approve logs in bulk for a selected student!

< AL	Lambert, Ana Wellspring Medical Group E Family Medicine	Block 1				>
Logs Statistics						
15 Total	4 Submitted	2 Needs Attention	9 Approved	0 Approved & Locked		Status Needs Attention, S 🔻
				Ар	prove all logs	Approve & Lock all logs
LOG ID	LOG STATUS	DATE OF ENCOUNTER	DATE OF SUBMISSION	AGE	GENDER	CLINICAL NOTES
2022-FAM-0015	Submitted	Jul 18, 2022	Jul 21, 2022	Adult (18-64 years)	Female/Woman	•
2022-FAM-0014	Needs Attention	Jul 15, 2022	Jul 21, 2022	Adolescent (11-17 years)	Male/Man	•
2022-FAM-0013	Needs Attention	Jul 14, 2022	Jul 21, 2022	Adult (18-64 years)	Female/Woman	
2022-FAM-0012	Approved	Jul 13, 2022	Jul 21, 2022	Adult (18-64 years)	Female/Woman	-

12. To view a statistics report on a single student, click on the graph icon on the Patient Logs main page.

Learning Activities Home > Dashboar	d > Patient Logs							
Forms/Evaluations Summary PA 601 - Family Medicine Rotation, 2022 - 2023 Clinical Year Class of 2023 Clinical Year Block 1 (07/01/2022 - 07/31/2022)								
End of Rotation-Elective	2 Students Submitted 1	2 Students Submitted 1 Students Needs Attention						
Forms/Evaluations Distribution								
Patient Logs	Q Search Student Filters :					$C \nabla$		
	STUDENT (5) 个	LOG COUNT		LAST DATE OF PATIENT DATE OF LAST I		STATISTICS		
		TOTAL	STATUS COUNT	ENCOUNTER	UPDATED			
	George, Traci Zeta Orthopedics Emergency Medicine	3	3 0 0 0	Jul 6, 2022	Jul 27, 2022	~~		
	Lambert, Ana Wellspring Medical Group Family Medicine	15	4 2 9 0	Jul 21, 2022	Jul 21, 2022			

13. A drawer will open, and you can view information by setting and rotation.

a. Please note, the statistics report is updated four times a day. Data entered may not be reflected instantly.

	Use arrows to vie	w other	students			
× Review Logs						
AL Kambert, Ana Wellspring Medical Group Block Family Medicine	1					>
Logs Statistics						
Statistics gets updated at 12 AM, 6 AM, 12 PM and 6 PM E	ST everyday.				Setting	Rotation
Rotations						0
Block 1 Wellspring Medical Group Family Medicine						
Total logs 13 Average Average Time Spent With Patients 14.15 minutes Total Encounter Time 4:19 (hh:mm)	logs per day 1.08	Encounter Days	12	Logs with procedures	13	
Time spent with Patient 3:04	Time spent consulting with Preceptor	r 1:10	Time spent consultin	g with Other Healthcare Profes	sional 0:05	