

## **Frequently Asked Questions (FAQs) on Navigating and Completing the Online Version of the Student Clinical Performance Evaluation Form**

### ***What is the website address?***

The website address is [www.musc.edu/csdeclined](http://www.musc.edu/csdeclined)

My 8-digit ASHA account number is \_\_\_\_\_.

The case sensitive password that I chose for myself is \_\_\_\_\_.

### ***What do I do once I get to the website?***

If you entering the site for the first time, click on the “Supervisor Registration” link located below the “Login” button. Complete the information requested including the individual PIN number sent to you by e-mail and hit “send confirmation.” You will receive confirmation of successful registration. Now, proceed to the login and enter your 8-digit ASHA number and the password that you just created for yourself. Once successfully logged in, press the link “start a new evaluation.” Complete the first 8 required fields and hit “save.” Return to your activity page by clicking “home.” Locate the evaluation and click “show”. This will pull up the evaluation for you to edit / complete. Once finished with entering the data, please review with your student, type in his/her name with corresponding date, type in your name and corresponding date, check “final submission” button, and click “save.” You will receive confirmation that the evaluation was successfully recorded. \*\*Supervisors are encouraged to save the evaluation before entering student scores and to save frequently during data entry to avoid being timed out or losing the valuable data\*\*

### ***What is the best method for completing the form?***

The best method is as follows:

Step 1: Complete the first eight required fields and click “save” at the bottom of the form.

Step 2: Enter the scores and comments and click “save” again.

Step 3: Review the evaluation with the student. A) Type in “student name / date” and “supervisor name / date,” B) check the “final submission” box, and C) click save for the last time.

Step 4: Confirm receipt of evaluation by clicking the “home” link (in top left corner) and verifying that the evaluation is listed on your activity log.

### ***How many and what are the required fields?***

There are ten required fields. The ten fields are:

1. Student name
2. Site name
3. Evaluation type
4. Semester / year
5. Course number
6. Patient population
7. Clinical competency level
8. % the student was observed while providing evaluations and treatments
9. Student name / date reviewed
10. Supervisor name / date completed

The first eight must be completed prior to attempting to save. The last two (student name / date and supervisor name / date) must be completed prior to checking the final submission button and saving.

***Do I need to complete the form in a certain order?***

Yes, please complete the identifying information at the top of the form first before entering your scores. The program can be temperamental if you enter the scores first and then attempt to enter the identifying information.

***Am I to fill in the “student name” and corresponding “date reviewed”?***

Yes, by entering the student's name, you are verifying that the evaluation was reviewed and discussed with the student prior to final submission.

***The form is larger than my screen?***

If you experience the problem of the form being too wide and not showing up on your screen, you can change your screen resolution to accommodate the size.

Step 1: Pull up “Start” menu. Click on “Settings” then Control Panel” then “Display.”

Step 2: When the “Display” menu appears, note the 5 tabs: Themes, Desktop, Screen Saver, Appearance, and Settings. Click on “Settings.” On the left lower half of the window, find “screen resolution”. Adjust your screen resolution for a higher resolution. Press the “Apply” button then the “OK” button. To return to original screen resolution, repeat steps 1 and 2.

***What happens when I use my “enter” key?***

If you hit your “enter” key, you will receive a system error. Use the “tab” key or mouse cursor to move from box to box.

***Why did my computer “freeze up” causing me to lose my data?***

Some computers are set to “time-out” after a period of inactivity or a prolonged period of internet use. Save the evaluation frequently to avoid being timed out and losing data.

***Why did I receive a “system error” when I tried to save?***

First, hit the “back” button to see if your data can be retrieved. A system error occurs when an attempt is made to save an evaluation when a required field is not completed.

Be sure to fill in all the required fields prior to saving the evaluation to avoid loss of entered data. You may go in and edit as frequently as you wish until you check the "final submission" button and then the "save" button.

***Why does my evaluation continue to show “in progress” when I checked the final submission box?***

A final submission will be rejected if the student’s signature / date and supervisor’s signature / date are not filled in.

***How will I know when my evaluation has been successfully submitted?***

When you save an evaluation, you will be taken to a new screen that states confirmation of the changes and will give you the option to go “home” or “logout.” You can view your evaluations by going to your “home” page.

***When printing, why does half the evaluation print on one page and the other half print on a second page?***

This problem indicates that the print orientation is set to “portrait.” To print this form properly, the print orientation must be set to “landscape.” To change the orientation, 1) click on “File” in the top right corner of your screen, 2) click on “page set-up”, 3) click on “format & options” if not already displayed and 4) change the orientation to “landscape.” With landscape orientation, the evaluation will print in 6 horizontally oriented pages.

***Can my student view the evaluation that I completed?***

Yes, your student can view the completed evaluations by logging into the site with their MUSC login information; however, your student can only view evaluations which have been saved as “final submission” and can not view evaluations that are “in progress”.

***Do I not need to print and sign an original copy of the evaluation?***

No, I do not need original signed copies of the evaluations. The password mechanism authenticates you as the clinical supervisor, and I can access all the evaluations from the web.