

# Preceptor Evaluations

How to access, complete, and submit

# Thank you!

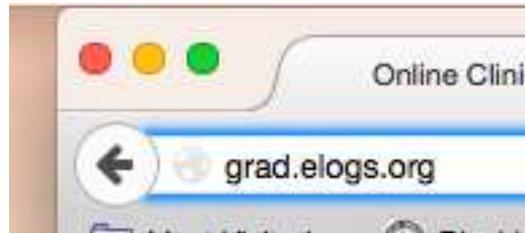
- Thank you for being a preceptor for the student. Preceptors make important contributions to the student's learning and progression. For accreditation reasons, we ask that you participate in evaluating the student's progress.
- An online evaluation tool is utilized and these instructions will help you complete the form. The form should take 1-3 minutes to complete.
- We ask that you be accurate, fair, and honest in your evaluation. We can follow-up with any comments.

# Use this web site

Open your browser (Firefox or Chrome preferred, but will work on I.E., and Safari)

Navigate to this web site:

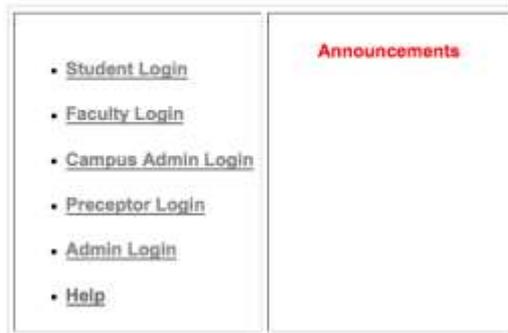
[grad.elogs.org](http://grad.elogs.org)



# Menu

## e-Logs

The total internet reporting system  
for advance practice programs



- From a mouse click, select Preceptor Login from menu

- The 4<sup>th</sup> link down

# Enter your Credentials

## Preceptor Login

Username:	Geraldine.alexander
Password:	.....
<input type="button" value="Reset"/>	<input type="button" value="Enter"/>

[Forgot Password?](#)

- User name:
  - Which is your **first.last name** (be sure to put a period between your first and last name)
- Password:
  - **washburn**

Not Case sensitive

# Main Preceptor Menu

## University of the Universe Administrative Menu

• [Enter Student Feedback](#)

- Depending on university preference, you will see either ONE or TWO links after successful sign on.
- ENTER STUDENT FEEDBACK is the link for evaluations

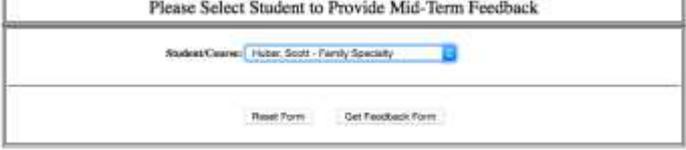
# Two Opportunities

You are able to offer a MID TERM or a FINAL evaluation. Note the difference (Same form, just difference lines)

The image shows two identical-looking web forms side-by-side, illustrating the difference between mid-term and final feedback forms. Both forms have a title bar, a dropdown menu for 'Student/Course', and two buttons: 'Reset Form' and 'Get Feedback Form'. The top form is titled 'Please Select Student to Provide Mid-Term Feedback' and the bottom form is titled 'Please Select Student to Provide Final Feedback'. The only difference between the two forms is the title bar text.

Use the Drop down arrow to see your students name and the course number

# Select the Student



Please Select Student to Provide Mid-Term Feedback

Student/Class: Huber, Scott - Family-Specialty

Reset Form Get Feedback Form

- Select the student name and click on
  - GER FEEDBACK FORM

## Preceptor Evaluation of Student Performance

Characteristics	NOT APPLICABLE / NOT OBSERVED	NOVICE	ADVANCED BEGINNER	COMPETENT	PROFICIENT
Data Collection	<input type="radio"/> Not Applicable/ Not Observed	<input type="radio"/> Relies on written guidance for systematic data collect.	<input type="radio"/> Occasionally relies on written guidance to perform systematic collection of data	<input type="radio"/> Well organized; data-base complete for common situations; rare oversight	<input type="radio"/> Independently collects complete data for all situations

# Form Opens

Click on the appropriate radio button for each response  
Scroll down as appropriate

Additional comments regarding students' abilities and performance.

What do you view as particular strengths of this student?

Please provide suggestions for areas in which the student needs to focus more attention in order to grow and improve as an advanced practice nurse.

Additional comments:

**THREE** areas for optional comments

Please indicate that you either agree or disagree with the following statement. Thank you for your diligence.

Based on my interactions and observations of this student, I recommend that this student advance to the next clinical level.

agree  disagree (reasons indicated above)

Reset Form

Submit Feedback

# IMPORTANT

The last question is **EXTREMELY** important. Indicate if you believe the student should progress. The click **SUBMIT FEEDBACK**

(If you disagree, please make sure the text boxes are completed as appropriate)

Thank you for submitting feedback.

Click [here](#) to go back to the main menu, or [enter feedback](#) on another preceptor.

Thank you again for participating!