



The screenshot shows the 'Evaluations' window with various search filters and a table of results. The filters include Provider (D200000), Date From (05/18/2017), Date To (05/18/2018), Discipline (ALL), Form, Type (Evals,Comps), and Grade. There are also checkboxes for 'Special Assessment', 'Tx Specific Only', and 'Show Deleted Items'. The 'Show' dropdown is set to 'Instructor (Completed)'. The table below has columns for Provider, Date, Hours, Discipline, Instructor, Form, Comp, Chart, Patient, Held, Held For, and GradeID.

Provider	Date	Hours	Discipline	Instructor	Form	Comp	Chart	Patient	Held	Held For	GradeID
Student, Joe	09/22/2017	0.00	RPROS	Hansel, Kathryn	RP1		40595	Training, Pati...			3031847
Student, Joe	09/22/2017	0.00		Hansel, Kathryn	RP1		40595	Training, Pati...			3031848
Student, Joe	03/01/2018	0.00	FPROS	Hansel, Kathryn	FP		29708	Training, Bob			3101468

Evaluations Module -Evaluations tab- allows the user to search for grade forms.

Date Range- select Date From and Date To

Search- hit Search button to find grade forms with selected criteria

The search can be filtered by:

Discipline- use drop down list

Instructor – use browse button next to field to find name of instructor

Form- select a specific form by using the browse button next to Form field

Note: If you cannot find a grade form when searching by the discipline or form, search by date only. The form may not have had a discipline selected at the time of grading.

Select a grade form in the list:

Edit allows faculty to edit a grade form (faculty approval code needed to edit a grade form)

View allows the user to view a grade form

Grades Tab- allows the user to search for individual grades using the criteria listed above.

Unevaluated Tx Tab- allows the user to search for treatment that was not graded yet.

Unapproved Tx Tab- allows the user to search for unapproved treatments.

Tip: Click on a column heading to sort by that column name (Date, Form, etc.).