

## Grading Undergraduate Students

In order to grade a student for a procedure, planned treatment status must be **In Process** or **Complete**. The student may have already done this before calling faculty for approval. If so, go to step 2.

1. **Tx History** tab, **Select planned procedure- right click- select In Process Tx Visit or Complete Treatments**

Text will turn blue to indicate that it needs approval.

**If it is already in process (I status)-** double click to update treatment date or select and right click - select **Complete Treatment** if completed that day.

2. **Click on** **8515** (aqua chart # box at bottom of screen).
3. **Enter approval code** to approve treatment/ notes.

**Add/Edit Evaluation** window displays.

4. **Select Discipline and Form** (see window on right- REST discipline defaults to OPERAT grade form).

**General questions appear in the top half and treatment specific questions in the lower half of the window.**

5. **Select a question and then double click on desired grade** in Grade/Description window on upper right or enter grade for each question.
6. **Enter approval code** when finished.
7. **Chart # box will turn grey when**

**complete.** **8515**

### Competencies:

Check Competency box at top of grade form

### Add Comment:

Select a grade question- right

click - Add/Edit Comment

8515

If chart # button is not grey, hit aqua chart # button and see what needs approval; if a blue **EPR Form or Perio Chart** button displays at the bottom of approval window, click on the button to see what needs approval.

**\*Removable Pros: To view other grade forms for this procedure,** click on **View Other** button at bottom right of grade card,

**Select All instructors- may need to set List for back to last 6 months- Search-** select form from list- **View:**

If answers are **required** for some questions, the text will turn red when attempting to approve.

Go back and add grades for those questions that appear in red.

Enter approval code.

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