## **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 procedureright 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. <u>Click on 8515</u> (aqua chart # box at bottom of screen).
- Enter approval code to approve treatment/ notes.

Add/Edit Evaluation window displays.

 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.

- 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

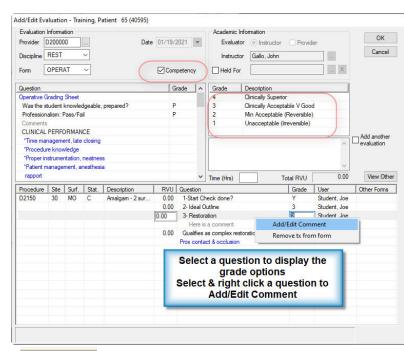
## **Competencies:**

Check Competency box at top of

## **Add Comment:**

grade form

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,

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



If answers are <u>required</u> 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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