
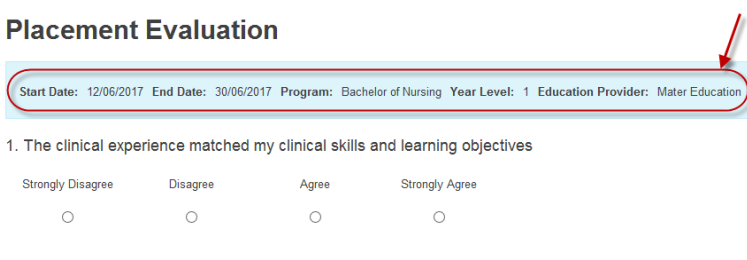
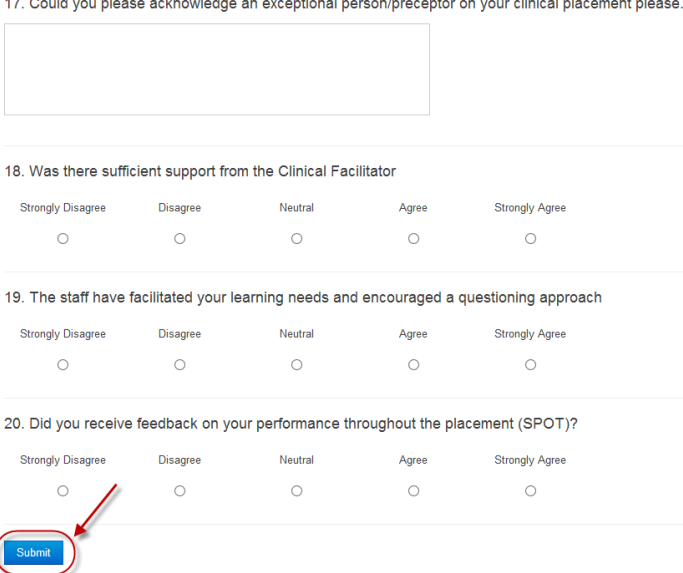


StRef-06 - Student Reference Sheet - How to complete a placement evaluation form.

Steps	Action	What it looks like
1.	<p>Click the Complete your outstanding end-of-placement evaluations (1) link in the sidebar. This will take you to the Placement Evaluation screen.</p>	 <p>The screenshot shows a user profile for Jane Jones. On the left sidebar, under 'Pending Tasks', the link 'Complete your outstanding end-of-placement evaluations (1)' is circled in red. A red arrow points from this link towards the right side of the page.</p>
2.	<p>The Placement Evaluation forms that need to be actioned will appear, displaying the Placement Information that the form corresponds to.</p> <p>To action a form, click Edit button.</p>	 <p>The screenshot shows the 'Placement Evaluation' header. A red circle highlights the 'Start Date: 12/06/2017 End Date: 30/06/2017 Program: Bachelor of Nursing Year Level: 1 Education Provider: Mater Education' information. A red arrow points to the right side of the page.</p>
3.	<p>Each form is comprised of multiple choice and/or short answer questions that need to be completed.</p> <p>Simply answer each question, <u>ensuring there is an answer for every question</u>, and then review answers before clicking the Submit button.</p>	 <p>The screenshot shows several multiple-choice questions. Question 17 asks to acknowledge an exceptional person/preceptor. Question 18 asks about sufficient support from the Clinical Facilitator. Question 19 asks if staff facilitated learning needs. Question 20 asks if the student received feedback. At the bottom, the 'Submit' button is circled in red. A red arrow points to the right side of the page.</p>
5.	<p>Troubleshooting: End of placement feedback forms only appear 14 days before your placement end date.</p>	