

Sessional Evaluations Workflow (with Procedure Approval)

After Finishing Procedures

STUDENT

1. **Request Approval** for completed procedures from **Progress Notes**.

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2. Check finished procedures and **Approve** or **Delete** approval request using **Unapproved Items widget** or **Approve Request button** from the student's workstation.
 - a. If approving from workstation, faculty must enter their Ascend username and password.

After Procedure Approval

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3. **Start** self-evaluation found under **Academic > Student Evaluations > Pending** tab.
 - a. Click on the arrows to the left to review procedures associated with the evaluation.
4. Choose a specific evaluator or choose **None**. **None** will allow any evaluator to fill the form.
5. **Pick a form** to use and **Select**.
6. Complete self-evaluation and **Submit**.
 - a. Completed self-evaluations will be moved to the **Completed** tab.

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7. Find pending evaluations through the **Evaluations widget** or **Academic > Faculty Evaluations**.
 - a. Evaluations assigned to you will be in **My Pending Evaluations** and unassigned evaluations will be in location's **Pending Evaluations** list.
8. **Start** student evaluation.
 - a. Click on the arrows to the left to review procedures associated with the evaluation.
9. Complete evaluation and **Submit**.

End of Day

STUDENT

10. Check if all evaluations have been completed by faculty.
 - a. Completed will have a green check mark beside evaluator mask.
11. **View Results** to see evaluation.
12. If faculty has not completed their evaluation by the end of the day, locate the Pending Evaluation and **Remind Faculty**.

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13. Receive reminder notification from **Faculty Assist App** in your phone for pending evaluation.
14. Complete or resume evaluation in app or from a workstation.