

## Sessional Evaluations Workflow (without Procedure Approval)

### Start of the Day

*\*\* Sessional Evaluation Forms can be manually created by either the Student or the Faculty member. The workflow for each role is listed below.*

#### STUDENT

1. Generate a new evaluation form through **Academic > Student Evaluations**.
2. Under **Create New Evaluation**, select **Sessional**.
3. Enter one or more procedures for the evaluation if necessary. Otherwise, it can be left blank.
4. Choose a specific evaluator or choose **None**. **None** will allow any evaluator to fill the form.
5. **Pick a form** to use.
6. Click **Create**. Sessional form is now created in the **Pending** tab.

#### FACULTY

1. Generate a new evaluation form through **Academic > Faculty Evaluations**.
2. Under **Create New Evaluation**, select **Sessional**.
3. Enter name of the **Student** for the evaluation.
4. Enter one or more procedures for the evaluation if necessary. Otherwise, it can be left blank.
5. **Evaluator** is defaulted to user, change if needed. **None** will allow any evaluator to fill the form.
6. **Pick a form** to use.
7. Click **Create**. Sessional form is now created.
  - a. Evaluations assigned to you will be in **My Pending Evaluations** while unassigned evaluations will be in location's **Pending Evaluations** list.

### Throughout the Day

#### STUDENT

8. **Start** self-evaluation and **Save & Exit** when interrupted.
9. **Resume** self-evaluation at any time.
10. **Submit** when completed.
  - a. Completed self-evaluations will be moved to the **Completed** tab.

#### FACULTY

11. Find pending evaluations through the **Evaluations widget** or **Academic > Faculty Evaluations**.
12. **Start** student evaluation.
  - a. Click on the arrows to the left to review procedures associated with the evaluation, if any.
13. Complete evaluation and **Submit**.

### End of the Day

#### STUDENT

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

#### FACULTY

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