

Reviewing and Verifying Evaluations

Revised 06/14/2018

This document explains how to locate an evaluation for a placement and complete a short form verifying that you have reviewed the outcomes.



Quick Guides provide very targeted information about a topic. For general documentation, please download the [InPlace Student User Guide](#).

InPlace Evaluation Process:

Your program's Placement Coordinator sets up the evaluation measure in InPlace.

Evaluation surveys are emailed to instructors who supervise student placements.

When an evaluation is completed, a report is published to the student's account.

Students download the evaluation report from their confirmed placement details (*Assessment* tab), and then verify that they have received it by ticking a checkbox (*Details* tab).

Home Page Notifications

When an evaluation is completed for one of your placements, a notification will be displayed on your home page.

First, click the *Confirmed* link on your navigation toolbar:

The screenshot displays the HUNTER InPlace home page interface. At the top left is the HUNTER logo, and at the top right is the InPlace logo. A dark navigation bar contains several tabs: Home, Confirmed (circled in orange), Available, Requirements, Calendar, Shared Documents, and sm-ugrd with a dropdown arrow. Below the navigation bar, the page is divided into two main sections. The left section, titled 'Confirmed', features a thumbs-up icon, the text 'Confirmed', and 'NEXT ATTENDING: Forest Hills Hospital >' with a date and time '4/10/2018 07:00 - 15:00'. A 'View All Confirmed' button is located at the bottom of this section. The right section, titled 'Available', features a calendar icon, the text 'Available', and two buttons: 'View available' and 'View shortlisted'. Below these sections is a 'To Do' section with a red notification icon and a warning triangle, containing the text 'Information required for Student Details - General Information'. To the right of this is a 'Notifications' section with a red notification icon, containing a message: 'Undergraduate Student Clinical Evaluation has been shared with you for NURS 47000 1C01 CLN 2018 SP - 2018 SPRING TERM (1/27/2018 to 5/24/2018) at Forest Hills Hospital'. This notification is circled in orange.

Locate the Completed Evaluation

Click on an agency to view its placement details:

View by status

view by status ▼

2 results of 2

Name	Type	Period	Duration	Status
Forest Hills Hospital	Placement	2/13/2018 - 5/8/2018	112.5 Hours N470 (Ad Acute Ill/Imm)	Current
Mary Manning Walsh Home	Placement	2/15/2018 - 5/10/2018	90 Hours N490 (Gero Nurs)	Current


Download the Evaluation Report

Click the **Assessment** tab to view completed assessments for the placement.
Download the PDF report.

Adblock users may need to disable Adblock on the page if the link is not working correctly.

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Forest Hills Hospital

 Placement for NURS 47000 1C01 CLN 2018 SP - 2018 SPRING TERM (1/27/2018 to 5/24/2018)

 2/13/2018 - 5/8/2018  112.5 Hours N470 (ad acute ill/imm)

Details Schedule Docs **Assessment** Carpool

Undergraduate Student Clinical Evaluation

NURS 470 Student Midterm Evaluation (2018 SP)

by GERALDINE VARRASSI - Supervisor

[Download](#)

Verify your Receipt of the Evaluation

Return to the **Details** tab to confirm your receipt of the report by checking the box under “Student Acknowledgement of Completed Assessments” (click the plus sign **[+]** to expand the form).

HUNTER InPlace

Home Confirmed Available Requirements Calendar Shared Documents sm-ugrd ▾

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Forest Hills Hospital

Placement for NURS 47000 1C01 CLN 2018 SP - 2018 SPRING TERM (1/27/2018 to 5/24/2018)

2/13/2018 - 5/8/2018 112.5 Hours N470 (ad acute ill/imm)

Details Schedule Docs Assessment Carpool

Contacts

GERALDINE VARRASSI
College Staff

Additional Placement details

Student Acknowledgment of Completed Assessments ▲

Please verify your review of completed evaluations found in the Assessment tab.


Midterm Evaluation Reviewed by Student **[+]**

No

How to Submit the Verification

Tick the box for the appropriate evaluation (Midterm or Final, depending on the time period). Press **Submit** to save your response.

Forest Hills Hospital

 Placement for NURS 47000 1C01 CLN 2018 SP - 2018 SPRING TERM (1/27/2018 to 5/24/2018)

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Additional Placement details

Student Acknowledgment of Completed Assessments

Please verify your review of completed evaluations found in the Assessment tab.

Midterm Evaluation Reviewed by Student

Yes

I verify that I have reviewed my midterm evaluation located in the Assessment tab for this placement.

Submit

Cancel

Reset

Additional Information

The verification process is intended as a simple way to confirm that you have successfully downloaded your evaluation and more importantly, that you have *reviewed* it.

Students who do not confirm their receipt of completed evaluations (i.e., do not submit a verification form for a Midterm or Final evaluation) may receive an “Incomplete” result for their placement until such requirements are met.

Please save a copy of the report for your records.

If you have questions about an evaluation, contact your instructor for guidance.