How to Add an Evaluation from the Evaluations Module

This document outlines how to add an Evaluation (Grading Card) from the Evaluations Module for students.

**Topic Covered:**
- Adding an Evaluation

**Adding an Evaluation:**

- From the Desktop, select the Evaluations Module
- The Evaluation Screen displays

- In the Provider Field, Click the Ellipsis
- In the Criteria field, either search by the Provider ID or the Last name of the Provider
• The Provider Name will display in the Search Results
• Double click on the Provider line

• In the Provider Field, the student’s Provider ID displays
• Click the Add button

• The General Evaluation Warning will display, click the Yes button
The Add/Edit Evaluation Screen will Display

In the Forms Field, click on the drop down menu and select the appropriate evaluation form to be completed.

- Complete the general Questions on the top section of the screen.
- Instructions are written on the bottom part of the screen for each question.
- Complete each grade and choose an option from the legend on the right and enter the grade.
- Continue until the gradable lines are completed.
NOTE: Depending on the score, a comment may be required to enter. The comment will appear as a pop up and the comments will appear underneath the individual question and score.

- Once the entries are completed, Click the OK button to complete

- The Completed grading card displays under the Evaluations tab