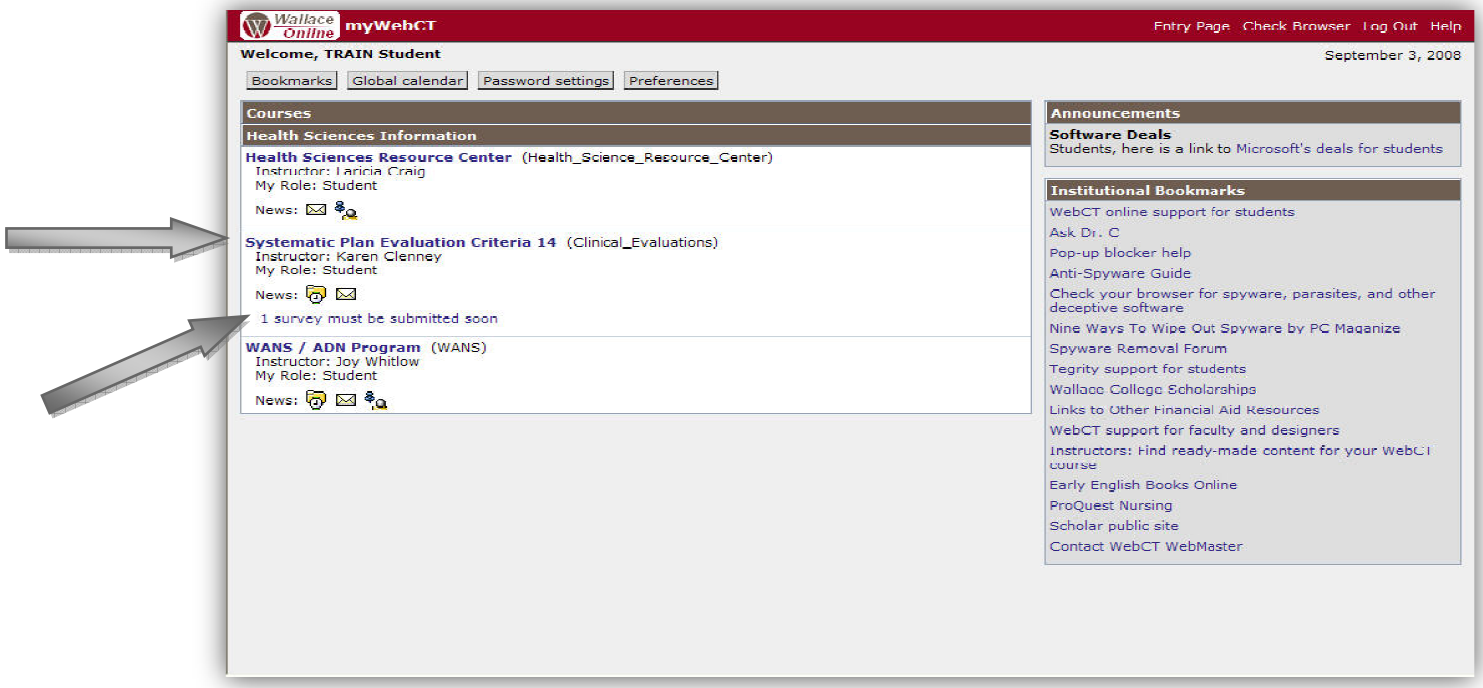
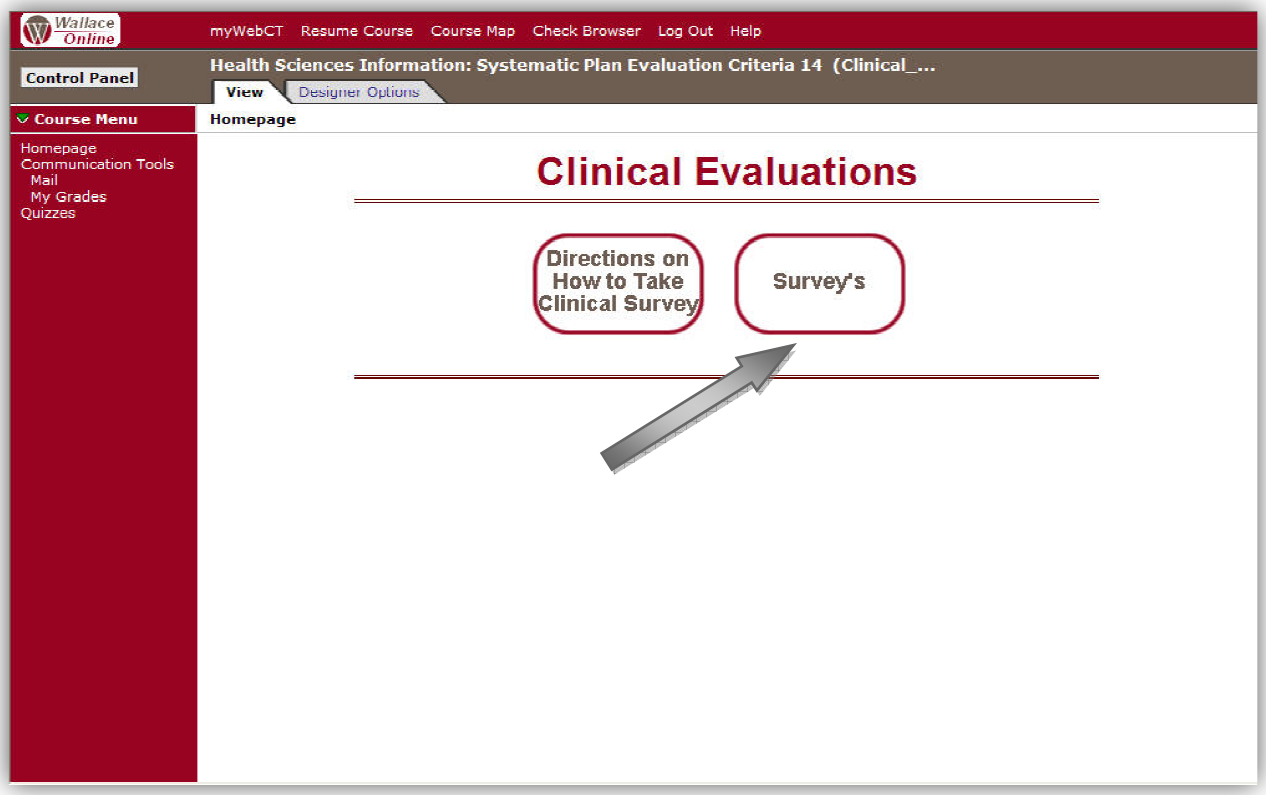
How to Take a Survey

1. Once you are logged into Web CT you view a screen that lists all of the courses in which you are enrolled as a teaching assistant and/or student. You will click on the name Systematic Plan Evaluation Criteria 14 (Clinical Evaluations) which will take you into the course.

NOTE: When a survey is available for you to take, the folder with the clock will show up when you login into Web CT. Also, if you have any email an envelope will show up to let you know, as well.



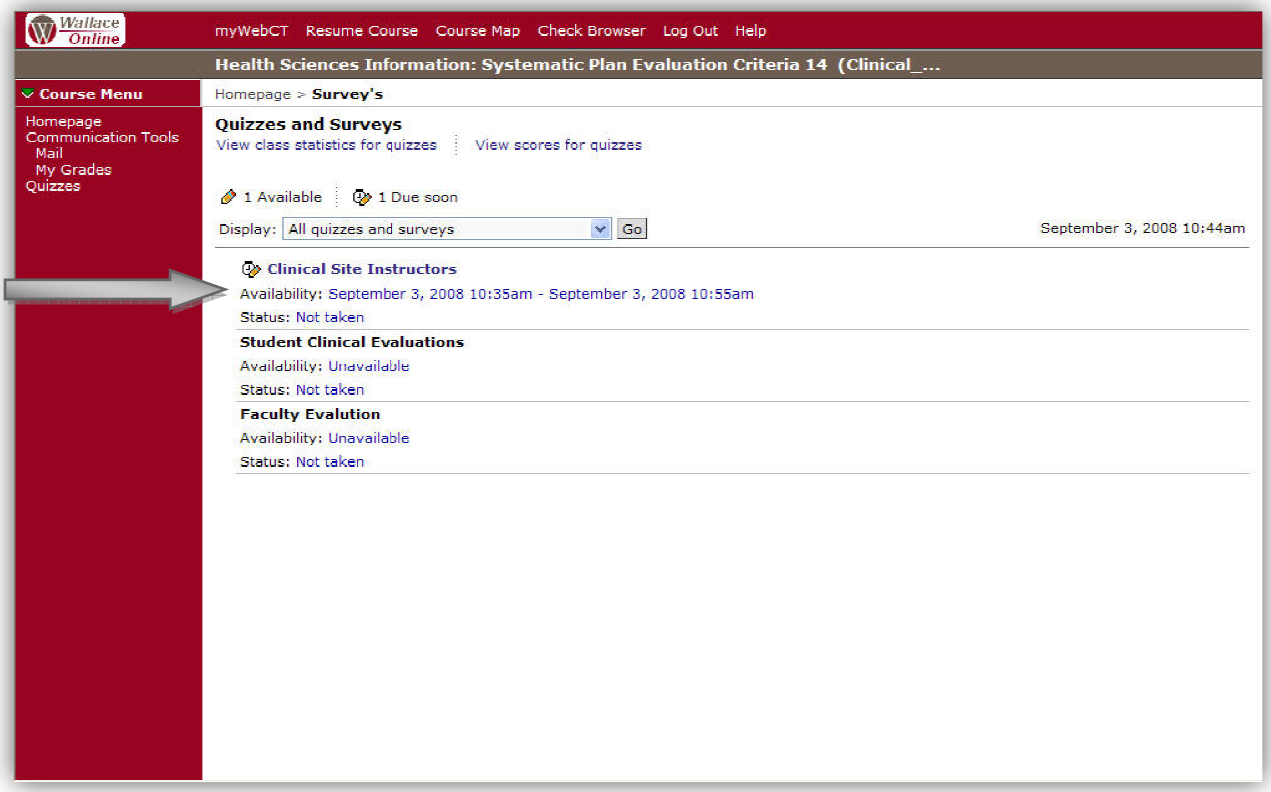
2. Once you are in the course, you will see a screen like this. You will need to click on Survey Icon to complete those surveys designated for you.



3. You will then go into the Survey Screen. Any survey that is available for you will show a clock and pencil symbol. Also, under the name of the Survey it will show the Availability: with specific timed and dates of when you can complete the survey. It will also show the status under the Survey name of whether you have taken it or not.

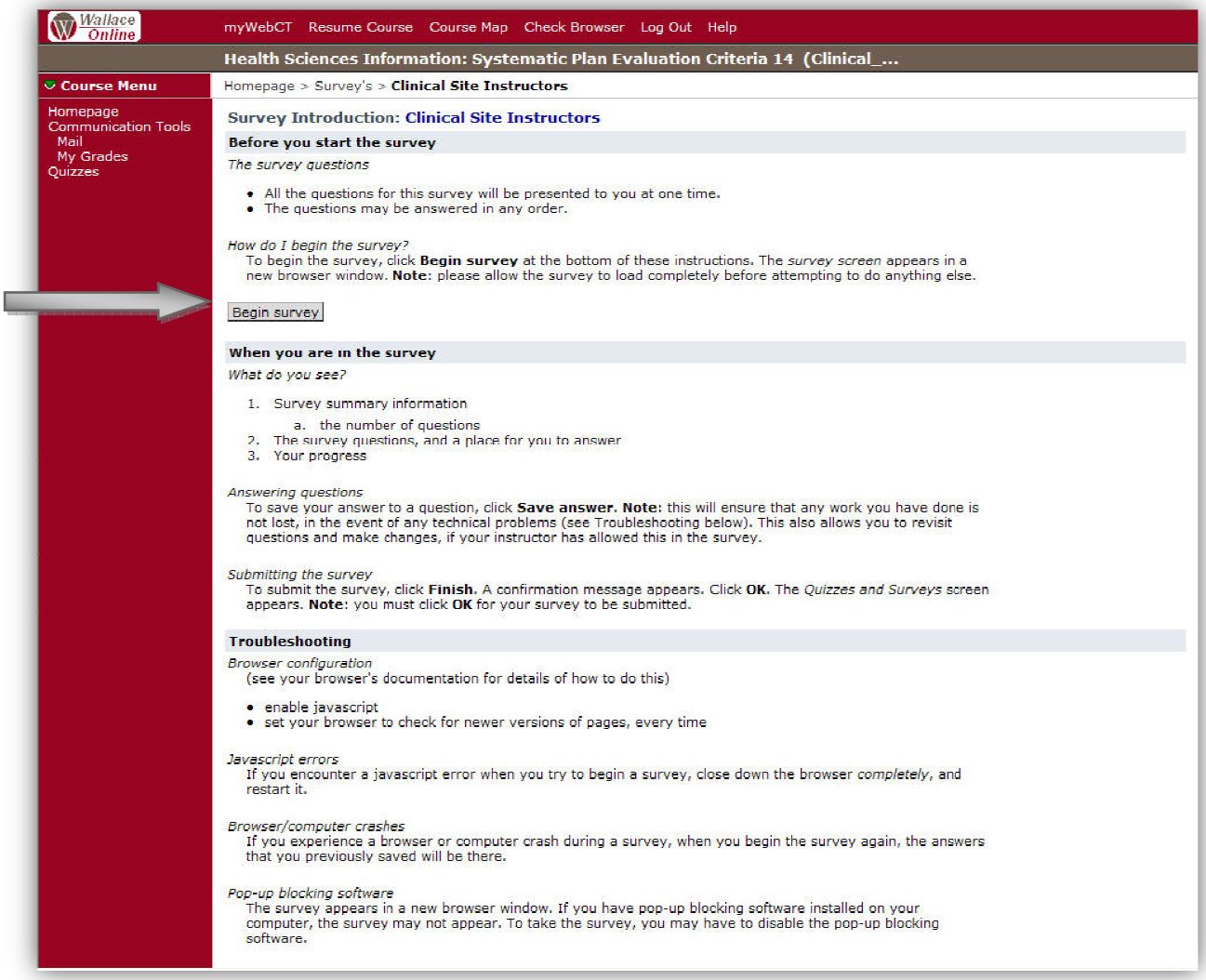
Students: You should have two surveys for each clinical site you have attended this semester. One survey will be for the actual facility you visited. The other survey will be for the instructor that you worked with at this site. If you have attended multiple sites, you WILL have a survey for each site.

Faculty: You will only have one survey for each clinical site you have attended this semester. This survey will be for the actual clinical facility that you went to this semester. If you have attended multiple sites, you WILL have a survey for each site.

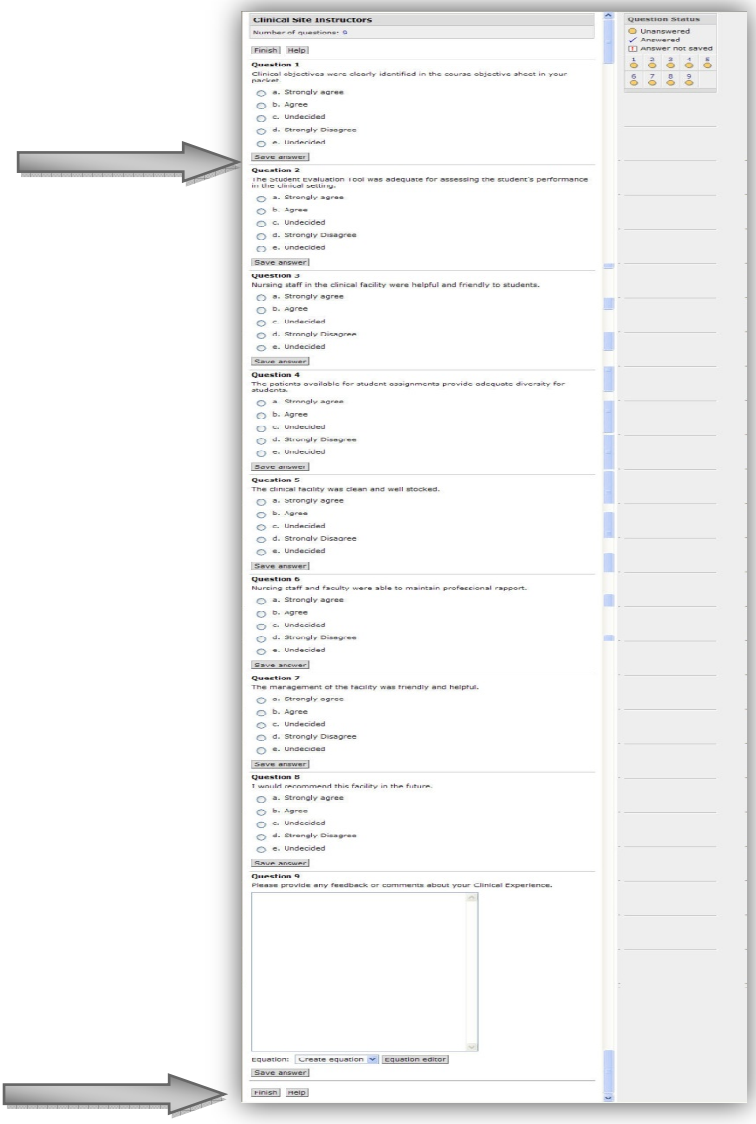


4. To take the survey, you will click on the blue survey name. It will take you to a screen that appears like that shown below. Once you are in the screen you will click on the begin survey button to take the survey.

NOTE: Please make sure that if you have a pop up blocker on your Web Browser that it is turned off because the survey will pop up as new screen.



5. Once you click on the Begin Survey Button, it will pop up in a new window and will appear like this. You will need to answer the question, click the save answer button then move on to the next question and continue until you are finished with the survey. When you are finished, you will click on the Finish button to submit the survey and the window will close. Repeat this process, if necessary for other surveys that you may need to complete.



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