Student Assessment Module (SAM) for Supervisors

Summary:

This guide explains how to complete an online student assessment (such as the *Canadian Physiotherapy Assessment of Clinical Performance, or ACP)* via the Student Assessment Module of HSPnet.

Glossary

Supervisor – an individual who is assigned to supervise a student during a placement; may also be referred to as a *Clinical Instructor* or *Preceptor* depending on the discipline of the student.

Assessment – on online rating or evaluation of a student, based on a form that is defined by a student's educational program. For example, university physiotherapy programs in Canada use the ACP form.

Interim Assessment – an assessment that is completed before the placement is completed; may also be referred to as a *midterm assessment.*

Final Assessment – an assessment that is completed at the end of a placement. This will be the only assessment in a course that doesn't require an interim assessment.

Self-Assessment – an assessment that is completed by the student, relating to his or her own performance.

Background

The Student Assessments Module (SAM) of HSPnet allows supervisors to complete an online assessment for students under their supervision. Schools across Canada use HSPnet to coordinate clinical placements for students, including processes for assignment of one or more supervisors and setup of Interim and/or Final assessments by the supervisor(s) and the student as required. Once the supervisor and student have submitted their assessment, they can discuss and compare their ratings and comments in a Combined View that displays their assessments together.

Step 1 - First Login to HSPnet

When the Placing Coordinator for the educational program opens the assessments, you will receive an automated email to advise that the online assessment is now available in HSPnet. If you don't already have a user account, you will also receive a Welcome email with your user ID and a temporary password.

1. Click the link provided in Welcome email or visit our public website at www.hspcanada.net.

2. Click your province on the map of Canada to access the login page.

3. Enter your user ID (your email address) and temporary password.

4. Follow the prompts to enter a new password and Forgotten Password question.

5. You will then be provided with a link to access a 3-minute eLearning module about HSPnet privacy and security. After you complete the module, your account will be activated within 2 minutes and you can return to your provincial page to login with your NEW password.

Step 2 – Review Your Welcome Screen

After login you will be greeted by your Welcome screen, which offers:

- **Online Help** – a link to this Quick Reference Guide

- **Email Help** – to launch an email to the HSPnet Help Desk

- **Change Password** – to change your password manually (it will expire automatically after 90 days)

- A list of your **Current Placements and Student Assessments**

In the example at the right, there is an Interim assessment (currently open) and a Final assessment that will open on a future date.

Step 3 – Complete Your Assessment

1. Click Open to view the assessment screen – it will open in a new browser tab and display the Instructions page, which is the first navigation link on the left.

   We encourage you to read the Instructions carefully and to review any resources or eLearning modules that are offered to assist you in completing the assessment.

2. The header area of the assessment screen provides important information including a reminder about when the assessment will close:

Advance through the assessment by clicking **Next >** at the bottom of each page or by selecting a page link from the left navigation. If you enter all required ratings on a page, a red checkmark will appear in the left navigation to show your progress in completing the assessment.

NOTE – you can leave the assessment screen at any time and return later as needed.

Your changes are saved automatically when you move to a new page, so at any time click **Close Window** to return to your Welcome screen.

Step 3 – Submit Your Assessment

1. After you complete all mandatory questions, a red checkmark will appear for each navigation link and a button is displayed on the last page to   **Submit this Assessment**   .

   IMPORTANT – submitting your assessment will make it visible to the student, so you may want to delay this step until just before you are ready to discuss it with them. Your changes will be saved until you are ready to submit.

2. Once you submit the assessment and return to your Welcome screen, the icon will change to green to indicate it's now submitted. If it was an Interim assessment and a Final assessment is required for this placement, the Final assessment will open automatically.

Current Placements and Student Assessments			
Student	**Ref# Course**	**Placement Start/ End Date**	**Assessment**
Aerdale, Marsha	#8264 ⓘ RSPT430	Nov 2/15 Feb 25/16	☑ Interim Submitted
			☑ Final Open

3. If two or more supervisors are assigned to your placement, and none of the supervisors have yet submitted an assessment, you may collaborate with the other supervisors and submit a Joint Assessment on their behalf.

   ○ I am submitting my INDIVIDUAL assessment

   ◉ I am submitting a JOINT assessment on behalf of the other assigned Supervisors
       Fred Smith
       Gabrielle Wilson
   An email notice will be sent to the other Supervisors

   [< Previous]   [Submit this Assessment]

   This action will copy all of your assessment information to the other supervisor(s), and generates an email notification that they can now access a read-only copy of the assessment when they login.

If you don't complete your assessment before the closure date shown in the header, the assessment will close automatically. To request an extension for completing an assessment that closed before you could submit it, contact the Placing Coordinator for the educational program. To identify this person, click the Details ⓘ icon and view the Contacts tab:

- Click Email ✉ to launch an email from your local email account

- Hover your mouse over this icon 🐌 to view their Phone number

Placement Request Details (Ref#: 8264)

| Contacts | Program / Course | Students | Placement Information | Comments | Documents | Assessments |

(* = non-user of HSPnet)
Placing Agency
Agency/Dept: UBC / Rehab
Placing Coord.:   [Francis, Pat ▾]   ✉   🐌
Course Leader:

Phone: 604-222-2222, Fax: 604-444-4444 Click for more details

Step 4 – Compare Ratings in the Combined View Screen

1. After you submit your assessment – *if the student and all other assigned supervisors have also submitted their assessment* – a link will appear for accessing the Combined View screen.

    Current Placements and Student Assessments

Student	Ref# Course	Placement Start/ End Date	Assessment	
Aerdale, Marsha	#8264 ⓘ RSPT430	Nov 2/15 Feb 25/16	☑ Interim	Combined View

    This will open an assessment with colour-coded indicators as explained in the legend at the top right corner of your screen:

    Key: 🔵 Assessor rating   🟡 Student rating   🟢 Same rating for Assessor and Student

    The student can also access the Combined View screen from her screen.

Things to Remember

- The Combined View feature is available only when you are filtered to a single course in your Assessments tab, AND only after all supervisors and the student have submitted their assessment.

- Use the **Email Help** link to contact our Help Desk if you need assistance, or to send feedback on improving this feature.