Faculty Guide to Ad Hoc Evaluations

Please note that some of the screenshots displayed in this guide may appear slightly different depending on your school’s licensing of ProjectConcert and your individual access rights.

I. How to generate an Evaluation of a Clinical Site:

1. Choose the Evaluation tab from the left-hand menu.

2. Choose Ad Hoc Evaluation under the Evaluations tab.

3. Choose Evaluation type: Faculty & Student Evaluation of Clinical Site/Agency.

4. Click on Create Evaluation.
II. How to Generate an Evaluation of a Student:

1. Choose the Evaluation tab from the left-hand menu.

2. Navigate to the Ad Hoc Evaluation section.

3. Select the Competency Evaluations.

4. Choose the student's name from the Evaluatee list.

5. Click on Create Evaluation.