

Quick Start Guide: ONLINE APPROVALS

1 Login: Go to www.studentlogbook.com. Click on the blue "Login" button, then enter your login credentials to approve data that's been assigned to you by your students.

Institution ID:
 Login ID:
 PIN:

2 All the Pending items that are assigned to you are identified in the top left corner of the website under the "My Activities" Box.

Anything with a number and a link means that you have pending Data. Click the links to bring up the information and review it.

My Activities

- 3 [Pending Attendance](#)
- 1 [Pending Forms](#)
- 5 [Pending Competencies](#)

3

Practicum	Detail	Start Time	End Time	Length (hrs)	Date Submitted	Submitted To	Recall All
Practicum 1		1/28/2010 7:00 AM	1/28/2010 8:00 PM	8:00	1/28/2010 4:05 PM	Hester, April	<input type="checkbox"/>
Practicum 1		1/27/2010 7:00 AM	1/27/2010 5:00 PM	10:00	1/28/2010 4:05 PM	Hester, April	<input type="checkbox"/>
Practicum 2		1/28/2010 7:00 AM	1/28/2010 1:00 PM	6:00	1/28/2010 1:10 PM	Hester, April	<input type="checkbox"/>

By typing my name and sending it via the internet, I acknowledge that I have read and understand all information provided in this student's submission; that I hereby verify the data is accurate as presented; and that I understand and agree that my electronic signature is the equivalent of a manual written signature.

Signature:

Pending Attendance

Click on a student's name on the left side to see all Attendance records. Click on the square to confirm approval of each shift, or use the header checkmark to mark all as **Approved**.

"Recall" any items that shouldn't be counted for this student.

Edit any of the times by clicking on the clock icon.

Type your name in the signature area, then click on "**Sign & Close**" to approve the records.

4 Pending Forms

Click on a student's name on the left side to see all Forms. Complete any fields on the form that are marked with a red asterisk (*), they are required.

Pt Age: 34
 Pt Gender: Male
 Pt Weight (kg):
 Service Name: Other
 Dispatch Code: 1 Deferrable / Alpha
 Preceptor Comments on call:

 Signature:

If competencies are attached, see the next step for Pending Competencies as it is the same process.

If applicable, you may add more competencies to this form using "**Add Competencies**."

Type your name in the signature area, then click on "**Sign & Close**" to exit, or "**Sign & Next**" to continue to the next form for approval.

5 Pending Competencies

Mark the competencies all "**Approved**" or all "**Not Approved**" using the header checkmark or X in each Area. To approve them one at a time click the grey square beside the competency once to Approve it and a second time to mark it Not Approved.

001 1/27/2010
 Utilize nasopharyngeal airway, explain the purposes of and indications for inserting a nasopharyngeal airway, Perform nasopharyngeal airway sizing procedures, Perform nasopharyngeal airway insertion, Adjust to changes in patient presentation.
 Call Type: Emergency
 CIBAS score: 5
 PWR #: 70
 Comments:
 I used a predefined comment here.
 Insert a predefined comment here.
 Not approved, needs marked improvement.
 Not yet competent, but improving.
 Observed competencies only, did not perform independently.

"Recall" any items that were not attempted.

Complete any fields within the competency that are marked with a red asterisk (*), they are required.

Add comments as applicable, they may also be required. "**Copy to All**" will paste the same comment in all competencies with the same status (of Approved or Not Approved). Type your name in the signature area, then click on "**Sign & Close**" to finalize your selections.