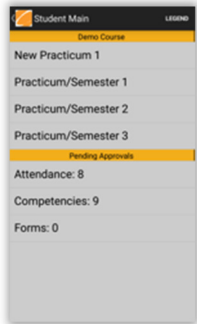


Quick Start Guide: **STUDENT MOBILE (Android Phone)**

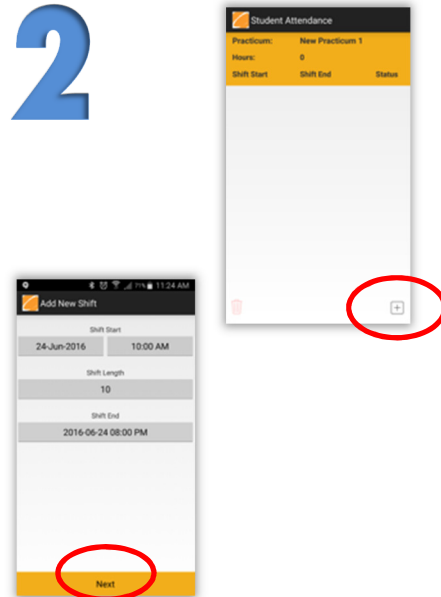
1 Login: Enter CompTracker as a **Student** to enter your data.



Tap on your current Practicum on the **Main** screen.

Approval Summary: Tap to review the details of everything waiting for approval.

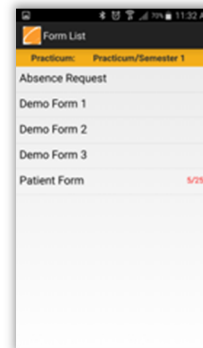
YOUR PROGRESS WILL UPDATE WHEN SUBMITTED ITEMS ARE APPROVED!



Attendance: May be required before logging any **Progress**, so enter applicable Shift data first. You'll see all of the existing records in the list.

If you enter the **Shift Start** and the **Shift Length**, **Shift End** will complete automatically.

3 Progress: To fill out Forms and submit Competencies/Objectives, select **Forms**. You'll see all of your existing forms first. You can fill out a new form by tapping **+ Icon on the bottom right corner** then tap the form title in the list.



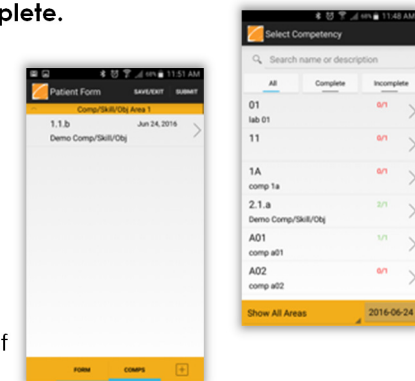
Enter your data into each form field. Review all pages and fill out the required fields (*). Then tap on the **Competencies** tab to attach competencies/objectives to the form if applicable.

If available, you can tap on the **Competencies** link from the Main screen and selecting a Practicum then competencies/objectives to submit without a form. The interface is the same.

The Competency/Objective List will automatically filter to **Incomplete**.

To access items you have completed and sign them off additional times, change the filter to **Complete** or **All**. Then tap on an item in the list to view the full description, check off tasks, and enter fields. Tap on **Add** to add this item to your submission list.

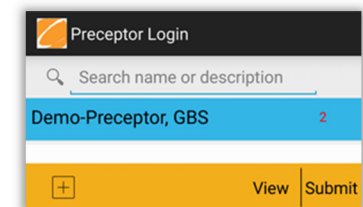
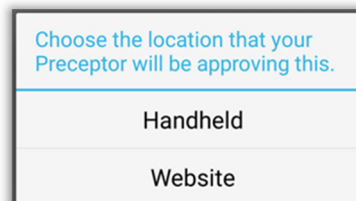
Tap on **Back** button to review the list of items you've added.



4 Submit: After entering your Attendance, Forms, and Competencies/Objectives, they still need to be Approved! You may have the option to Submit to the Website or to your Handheld for approval.

Select which Instructor/Preceptor will be approving your submission, and tap on **"Submit"** to complete.

Submissions to the Handheld will be available for approval immediately; Website submissions will be available to that Instructor/Preceptor after your next synchronization.



Need Help? Call 1-866-432-3280, Email support@studentlogbook.com, or visit www.StudentLogBook.com/Support