

How to Request an Assessment (Student Guide)

Seek feedback from your Preceptor for clinical performance

Step 1

Navigate to Assessments



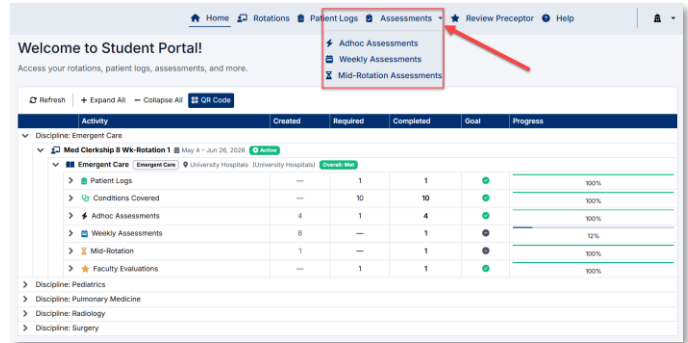
Go to: Assessments

Select either:

- Weekly Assessments (automatically generated)
- Ad-hoc Assessments (manual request)

Use Weekly for scheduled feedback

Use Ad-hoc for additional feedback when needed



Step 2

Weekly Assessments



Weekly assessments are due each week (typically Thursdays)

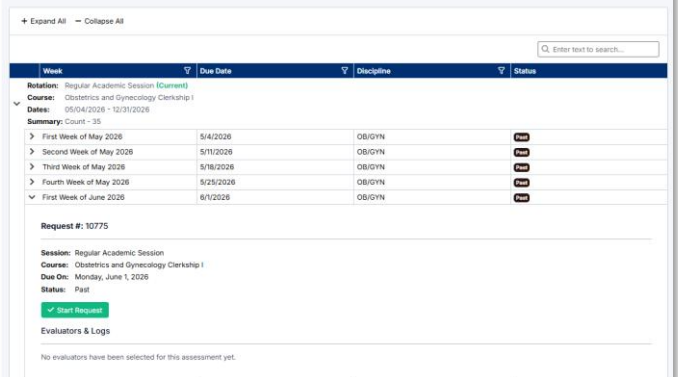
- Each week is linked to your rotation
- Status shows: Future / Current / Past

What you can do:

- Expand a week to view details
- Click Start Request to complete the assessment
- Select preceptors you worked with
- Attach patient logs (optional)

Weekly Assessments

The following are weekly assessments associated with your rotation(s).



Step 3

Request an Ad-hoc Assessment



Go to: Ad-hoc Assessments

Click: Request Assessment

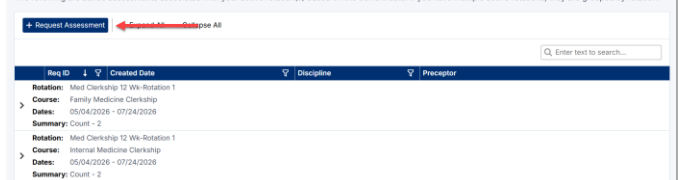
Enter Request Details:

- Select Rotation
- Select Preceptor(s)
- (Filtered based on your rotation & discipline)

Only preceptors linked to your patient logs will be available

Active Rotation(s) Adhoc Assessments

The following are adhoc assessments associated with your active rotation(s) based on the current date. If you have multiple active rotations, they are grouped by rotation.



Step 4

Submit Request



- Click: Save
- ✓ The selected preceptor(s) will receive a notification
- ✓ They complete the assessment in the Preceptor Portal

Active Rotation(s) Adhoc Assessments
The following are adhoc assessments associated with your active rotation(s) based on the current date. If you have multiple active rotations, they are grouped by rotation.

[+ Request Assessment](#) [+ Expand All](#) [- Collapse All](#)

Enter text to search...

Req ID	Created Date	Discipline	Preceptor
Session: Med Clerkship 12 Wk-Rotation 1			
Course: Family Medicine Clerkship			
Dates: 5/1/2026 - 7/24/2026			
Select sessions (Rotations)			
Preceptor: Employee ID: 109873			
Name: Catherine, Curley			
Email: ccurley@metrohealth.org			
Preceptors are filtered based on the selected session's discipline.			
			Save Cancel

Step 5

Track Assessment Status



After submitting, you can monitor progress:

- **Current** → Awaiting completion
- **Completed** → Feedback submitted
- **Future** → Upcoming (weekly only)

Enter text to search...

Req ID	Week	Due Date	Discipline	Status
Rotation: Med Clerkship 12 Wk-Rotation 1				
Course: Family Medicine Clerkship				
Dates: 05/04/2026 - 07/24/2026				
Summary: Count = 12				
>	2,474 Fourth Week of July 2026	7/23/2026	Family Medicine	View
>	2,473 Third Week of July 2026	7/6/2026	Family Medicine	View
>	2,472 Second Week of July 2026	7/6/2026	Family Medicine	View
>	2,471 First Week of July 2026	7/2/2026	Family Medicine	View
>	2,470 Fourth Week of June 2026	6/25/2026	Family Medicine	View
>	2,469 Third Week of June 2026	6/7/2026	Family Medicine	View
>	2,468 Second Week of June 2026	6/7/2026	Family Medicine	View
>	2,467 First Week of June 2026	6/4/2026	Family Medicine	View
>	2,466 Fourth Week of May 2026	5/28/2026	Family Medicine	View
>	2,465 Third Week of May 2026	5/21/2026	Family Medicine	View
>	2,464 Second Week of May 2026	5/14/2026	Family Medicine	View
>	2,463 First Week of May 2026	5/7/2026	Family Medicine	View

Step 6

View Completed Assessments



Once completed:

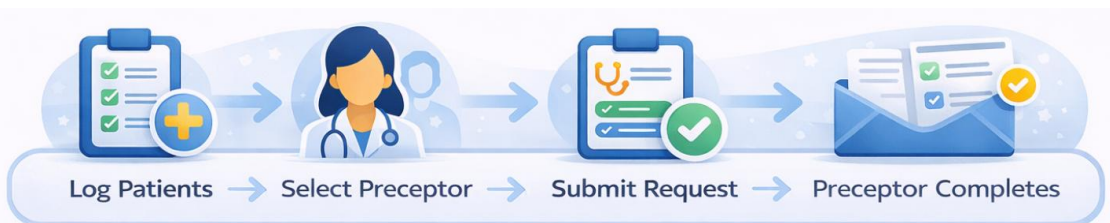
- Open the assessment
- Review feedback provided by your preceptor

👉 Use this feedback to guide your progress during the rotation



- Log patients daily
- Select the correct preceptors
- Request ad-hoc feedback regularly for better evaluations

Process Overview



Access Anywhere

Desktop, tablet, mobile



Support

For help contact casmeded@case.edu