CASE WESTERN RESERVE UNIVERSITY
School of Medicine

Clinical Assessments System

How to Use This Training Pack

This training pack is designed to help you quickly understand and confidently use the Student Portal throughout your rotation.

It combines quick reference material, step-by-step guides, and visual workflows to support you in completing your required tasks.

What This Pack Includes

This guide is structured into short, focused sections that reflect how you will use the system in practice:

- 📘 **Quick Reference Guide -** A high-level overview of the Student Portal and key features.
- 📝 **How to Log a Patient -** Step-by-step instructions for recording patient encounters.
- 📥 **How to Request Assessments -** Guidance on requesting both weekly and ad-hoc assessments from preceptors.
- 📊 **Track Progress -** How to monitor your activity, completed logs, and assessment status.
- 🔵 **Mid-Rotation Self-Assessment -** Instructions for completing and submitting your self-assessment.

How to Work Through This Pack

You do not need to read everything at once. Instead, use this pack based on what you need to do:

1. **New to the system?** Start with the **Quick Reference Guide** to understand the overall workflow.
2. **Logging your first patient?** Follow the **How to Log a Patient** guide step-by-step.
3. **Requesting feedback?** Use the **Request Assessments** section when **y**ou are ready to submit an assessment.
4. **Checking your progress?** Refer to **Track Progress** to stay on top of requirements and deadlines.
5. **Completing mid-rotation requirements?** Follow the **Mid-Rotation Self-Assessment** guide.

How to Use the Visual Guides

Each section includes visual step-by-step guides and flow diagrams to help you:

- 🔍 Understand the process at a glance
- 🧭 Follow along with the system screens
- ⚡ Quickly identify what to do next

💡 Tip: Use the visual strips as a quick reminder of the process without needing to reread full instructions.

⭐ **Best Practice**

- Log patient encounters as soon as possible after they occur
- Select the correct preceptors to ensure accurate assessments
- Regularly check your dashboard and assessment status
- Complete required assessments before due dates

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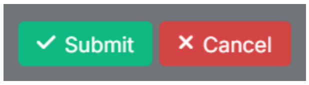
Step 4 Submitting the Assessment

Click Submit once all required fields are completed

✓ Your responses will be saved



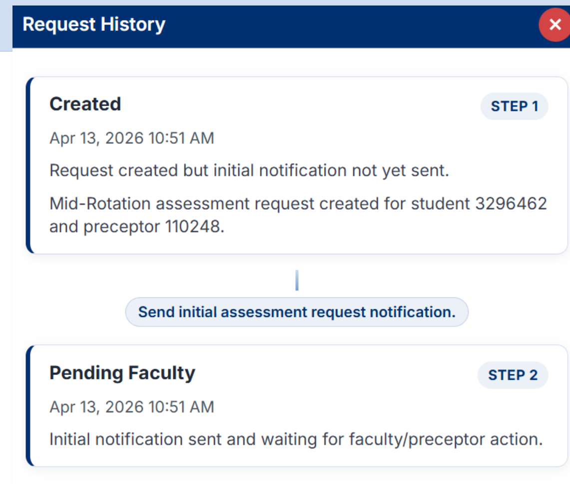
✓ The selected preceptor will be able to review your self-assessment

✓ The preceptor will complete their feedback in the Preceptor Portal

Step 5 Tracking Completion

After submission, you can:

- View the status of your self-assessment
- Confirm that it has been completed
- Monitor progress alongside your other assessments



- Complete your self-assessment before your mid-rotation review meeting
- Be honest and specific — this is an opportunity to improve your performance
- Use feedback received to guide your progress for the remainder of the rotation

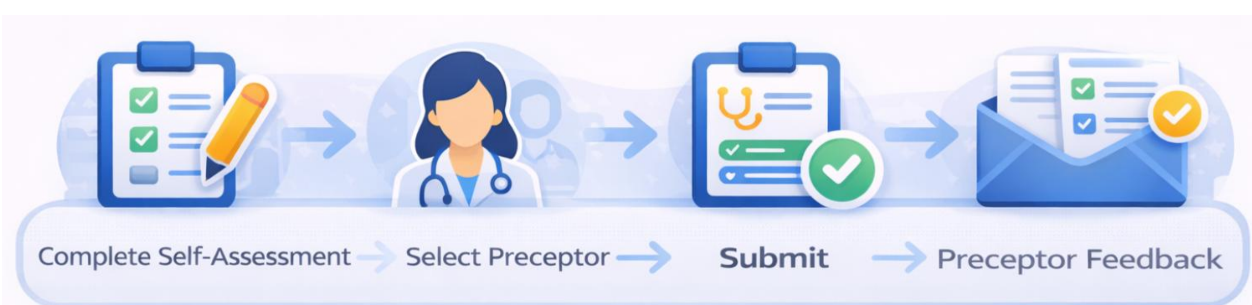
Access Anywhere

Desktop, tablet, mobile

Support

For help contact casmeded@case.edu

Process Overview



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