

ENTERING CLINICAL SKILLS AND HOURS

After logging into the site, click on the “*Enter/Edit Assessments*” menu link under the ‘Tasks’ section of the menu on the left side of the *SAMS Home Page*. You will be taken to the ‘**Enter/Edit Assessments**’ task home page. From the ‘**Enter/Edit Assessments**’ task home page, click the **Clinical Assessments** option in the left menu. The options available will enable you to enter new clinical assessments or edit a previously entered clinical skills assessment.

i. Select the specific student using the controls in the **Enter For: Selected Student** section. By default, the ‘Find’ (or search) options is presented for selecting a student. This function enables you to start typing in the last name of the student you want to work with. As you type, a listing of students whose last name matches the entered letters will be displayed as shown below. As you continue to type letters the listing will be refined to reflect the entered letters. Once the target student is shown in the displayed list of students you can use the arrow keys to move up and down the list or you can simply click on the student that you want to work with. Pressing the ‘Return’ or ‘Enter’ key at this point will enter the student’s name in the text field. At this point you can click on the ‘Go’ button to proceed with entering assessments for this student. Note that a menu listing of the students is also available by clicking on the ‘Menu’ link in the ‘Enter For: Student’ section. To return to the ‘Find’ function, click on the ‘Find’ link. You can limit the student listing or search options using the ‘*Student Listing: By Student Major*’ or ‘*Student Listing: By Student Group*’ controls in the left menu. If the student is a Speech-Language Pathology student, select the desired input format (Format By **Skills** or **Disorder**).

ii. *To Enter A New Assessment Set* for the student be sure that the ‘**Enter a New Skills Assessment Set for This Student**’ checkbox is selected. For SLP students, select the skills model format (i.e., ‘Disorder-Based’ or ‘Skill-Based’) that you want to use for this student. If you want to enter only clinic hours for the student, click on the ‘**Enter Clinical Hours Only**’ checkbox. When all setting selections are made, click the “Next >>” button.

a. As the first step in entering a new assessment you can enter the name of the supervisor and the facility in which the clinical experience was completed. If your program has chosen to track supervisor and clinical facility information in SAMS you will be presented with a ‘Find’ entry box for both supervisor and facility. Use of this ‘Find’ function is identical to its use in searching for student. Start by typing in the first few letters of the supervisor’s last name or the name of the clinical facility. If you would prefer to find the supervisor or facility via a simple drop-down menu, click on the ‘Menu’ option under the ‘Supervisor’ or ‘Facility’ text field. If the supervisor or facility are not currently saved in the SAMS database you can add them to the database by clicking on the ‘Menu’ option and the selecting the last item in the menu labeled ‘Add New Supervisor’ or ‘Add New Site’ and then following the on-screen instructions.

If your program is not tracking by supervisor and facility then you will not have any supervisors or clinic facilities saved in the database. However you can still enter the name of the supervisor and facility for the clinical experience. To enter the supervisor, select the individual who completed the assessments from the “Assessed By:” menu (which is simply a menu of all individuals with faculty accounts in your program) or enter their name in the “Other:” input field if they are not listed. Next, enter the name of the facility in which the practicum took place in the “at” input field.

b. Next, select the term and year of the practicum experience.

c. If you would like to include a Diversity Record with this assessment set, click on the **'Include Diversity Record with this skill assessment set'** checkbox. The Diversity Record allows you to record various pieces of information describing this clinical experience relative to a number of diversity and disorder/severity/age information categories.

d. Enter the assessed performance level for each of the skills in which the student was assessed. It is not necessary to enter an assessment for every skill listed on the page. You can click on the **'Show Rubric'** arrow to see the performance rubric your program has chosen for clinical assessments.

e. Enter comments as desired in the provided comment fields.

f. If your program is tracking clinical hours with SAMS enter the hours for any category in which hours were earned. As with the skills assessments, you do not need to enter hours for all categories.

g. Continue with the steps outlined above until all assessment have been entered. When the assessments have all been entered click on the **"Save Assessments"** button to save the assessments to the database.

iii. **To Edit A Previously Entered Skills Assessment Set**, be sure that the **'Edit selected skills set for this student.'** and select the skill set to be edited from the **'Saved Skills Assessments'** menu. Click the **"Next >>"** button to continue.

a. Edit the skill set as described above under skills assessment entry.

b. When all changes have been entered click the **'Save Assessments'** button.

c. To delete the assessment set, click the **'Delete These Assessments'** button. Use caution with this function as all assessments and clinical hours for this set will be permanently deleted.