

VERSION 1.1

APRIL 8, 2017



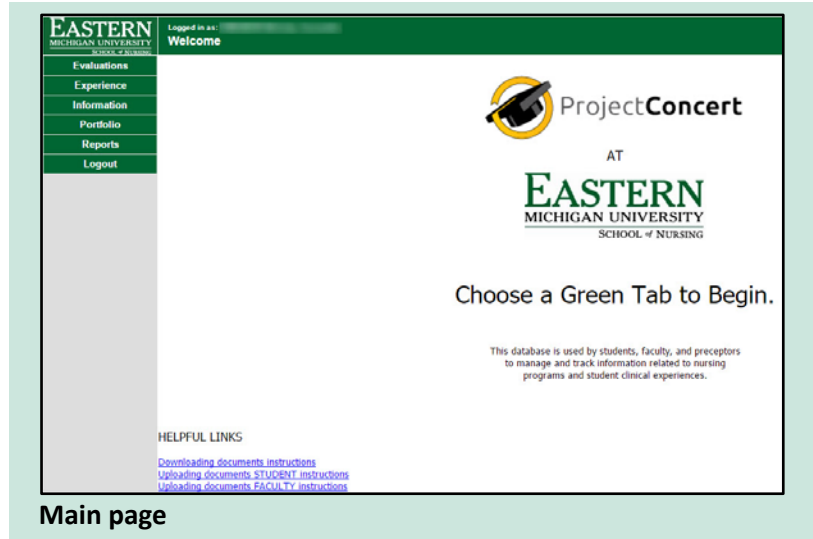
NAVIGATION GUIDE

UNDERGRADUATE USERS

When Would I Use This?

This guide is for undergraduate nursing students at Eastern Michigan University.

It provides basic information on how to navigate and understand tasks within the Project Concert software, including the following sections:



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Evaluations

The Evaluations page displays student evaluations.

To access the Evaluations page, click **Evaluations** in the main menu.

Evaluations page

The **Evaluations** → **Evaluations** page appears.

What Can I Do On This Page?

Users can view their available evaluations on this page.

The Evaluations tab consists of two subcategories:

1. Evaluations
2. Ad Hoc Evaluations

Task

Evaluations tab – View evaluations by selecting an available document

Ad Hoc Evaluations tab – Click **Okay** when the pop-up appears

**NOTE: Undergraduate student users do not have the ability to modify or view contents of the Ad Hoc Evaluations tab.*

Experience

The Experience page displays a form for users to input new experiences.

To access the Experience page, click **Experience** in the main menu.

The screenshot shows the 'Experience -> New' page. The left sidebar has a menu with 'Experience' highlighted. The main form area includes the following fields:

- Program [Format]: BSN-HH R2B [R2B Capstone Practice Experience Hours]
- Experience Start Date and Time: 4/8/2017 08:00
- End Date and Time: 4/8/2017 08:00
- Supervisor: [Dropdown]
- General tab:
 - Course: [Dropdown]
 - Clinical Site: [Dropdown]
 - Preceptor: [Dropdown]
 - Type of Practice: [Dropdown]

At the bottom of the form are two buttons: 'Save & Edit' and 'Save & New'.

Experience page

The **Experience → New** page appears.

What Can I Do On This Page?

Users can view and edit various sections of information within the Experience tab.

The Experience tab consists of five subcategories:

1. New
2. Existing
3. Requirement
4. Summary
5. Hours

Tasks

New tab – Add and edit new experiences

Existing tab – Search existing experiences and view

Requirement tab – Generate experience requirements to view and export to Excel

Summary tab – Generate a PDF report or spreadsheet of experience summaries to view

Hours tab – Generate a report to view that displays specific hours spent based on data input

Information

The Information page displays information about the user's program experience.

To access the Information page, click **Information** in the main menu.

Eastern Michigan University
SCHOOL OF NURSING

Logged in as: [redacted]
Information > Edit

Information (highlighted)

First Middle Last Previous Last Suffix Preferred Name

Name: [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] ☒ Active

Student ID: [redacted] Advisor: [Advisor, Unassigned] Email(s): [redacted]

Birthdate: [redacted] Age: [redacted]

Updated: 1/12/2017 - Gieske, Eric

Programs Credentials Documents

	Program	Start Date	End Date	Comment	Did not Graduate	Graduation Class
1	BSN-HH R2B	01/04/2017	04/28/2017		<input type="checkbox"/>	NONE
2	BSN-HH NUR	01/04/2017	04/28/2017		<input type="checkbox"/>	NONE

Information page

The **Information → Edit** page appears.

What Can I Do On This Page?

Users can view their personal information.

Tasks

View Programs, Credentials, Documents, and Personal Information.

Portfolio

The Portfolio page displays location details.

To access the Portfolio page, click **Portfolio** in the main menu.

EASTERN MICHIGAN UNIVERSITY SCHOOL OF NURSING		Logged in as: [redacted] Portfolio -> Location Details			
Evaluations Experience Information Portfolio Location Details Program Docs Reports Logout	SEARCH				
	Name	Abbreviation	City	State/Territory	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="button" value="Search"/>		<input type="button" value="Clear Search Criteria"/>		

Portfolio page

The **Portfolio -> Location Details** page appears.

What Can I Do On This Page?

Users can search and view location and program information within this tab.

The Portfolio tab consists of two subcategories:

1. Location Details
2. Program Docs

Tasks

Location Details tab – Search and view the details of a selected location

Program Docs tab – Search and view documents based on a selected program

Reports

The Reports page allows users to generate selected reports.

To access the Reports page, click **Reports** in the main menu.

Logged in as: [redacted]	
Reports	
Group	Report
1 Student	Student Passport Generate

Reports page

The **Reports** page appears.

What Can I Do On This Page?

Users can view reports that are displayed.

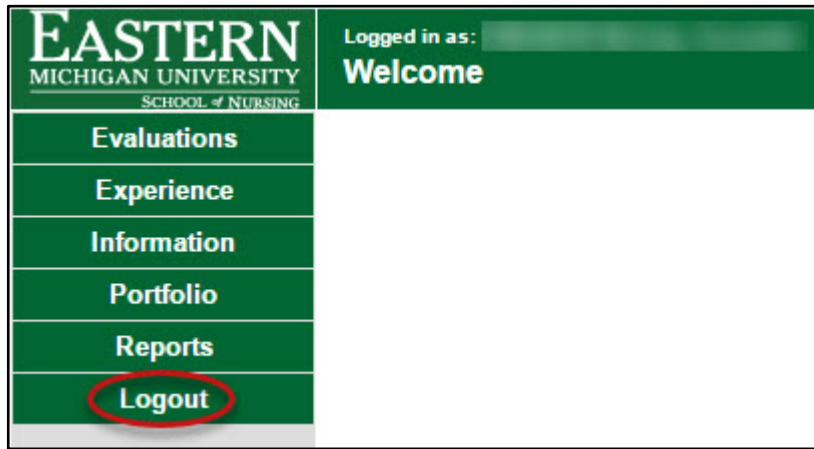
Task

View a report.

Logout

The Logout tab allows users to log out of the system.

To log out, click **Logout** in the main menu.



Logout page

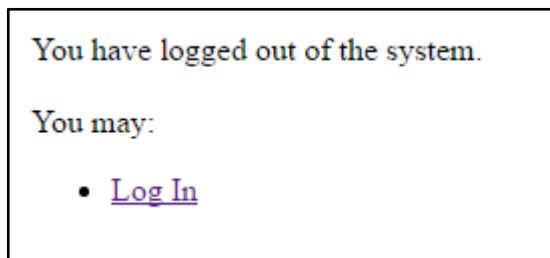
The **Logout** screen appears.

What Can I Do On This Page?

Log out of Project Concert.

Task

Click **Logout** and the logged out screen appears.



Logout screen