University Assessment System directions for Athletic Training Students Self-Assessment

**Step 1** –  Go to the Athletic Training Program web site ([http://ahn.mnsu.edu/athletictraining](http://ahn.mnsu.edu/athletictraining)) and scroll down to the bottom right corner where you will see two links, one for the “Program Assessment for ACI/CIs and Students (Secure Login)” and the other for the University “E-Services Login Help” (see below)

![Webpage screenshot](image)

**Step 2** - If you do not know your University PIN Number you will need to go to the “E-Services Login Help” where you will need to click on the link “then click on the link…look up your PIN” If you know your PIN skip this step and go to step 3.

![TechID and PIN help](image)

When you get to this page you will need to click on the “Look up my PIN/Password” link in the far right column. You will need to enter your tech ID number and enter, then your PIN number will be e-mailed you in a few seconds. You will need your **Tech ID number** and your **PIN number** to login to the University Assessment System.

![Login page](image)

**Step 3** –  Return to the Athletic Training Website ([http://ahn.mnsu.edu/athletictraining](http://ahn.mnsu.edu/athletictraining)) and scroll down to the bottom right corner and click on “Program Assessment for ACI/CIs and Students (Secure Login)” This will take you to the screen below where you will login using your Tech ID Number and your PIN Number.
Step 4 - Login will bring you to the screen below where you will click on the “Evaluation” link in the left hand column.

Step 5 - After you click on “Evaluation” you will see the “Evaluation – Manages Evaluation” screen, please click on “Evaluate Student”

Step 6 - Once you see click on “Evaluate Student” you will see the “Evaluate Student” screen below. Move to the course dropdown menu and select the appropriate semester (including year), course, and Available Evaluation for yourself.

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Evaluation Numbers*</td>
<td>Course</td>
</tr>
<tr>
<td>Junior (level 1)</td>
<td>HP 346 1-1; 1-2</td>
<td>HP 347 1-2; 1-3</td>
</tr>
<tr>
<td>Senior (level 2)</td>
<td>HP 484 2-1; 2-2</td>
<td>HP 485 2-2; 2-3</td>
</tr>
</tbody>
</table>

*Note that the Evaluation Numbers correspond to the students’ level and the rotation for which you are evaluate them. For example if you are evaluating a Junior (level 1) for their first rotation in the Fall you will select HP 346 and the Evaluation Number 1-1; a Senior for whom you are evaluation the end of their second rotation during the Spring semester you would go to HP 485 and select Evaluation Number 2-2.
Or to evaluate your ACI or CI select “Athletic Training Instructor Evaluation (with the appropriate number: 1-1, 1-2, etc). Remember your evaluations and comments are anonymous!

**Step 7** – After you have selected the semester, the course, and the evaluation click on “New Evaluation”

**Step 8** - At this point the “Show Evaluation” screen will appear where you may begin the evaluation by entering your name and then your ACI/CI’s name for the clinical rotation you are completing/have completed. The remainder of the evaluation will allow you to click on Radio Buttons to respond to each question, you will be prompted to respond to each question. There will also be comment boxes for additional responses. Please complete all, if you have no comments please type NA or a variation of “Not Applicable”.
Step 9 - Please note that in the section “ATS Athletic Training Proficiency” the clinical proficiencies are listed by number for example “RM CP 2” simply means “Risk Management Clinical Proficiency number 2” so please don’t be confused by this. A brief description is also included and we have provided you with a full description of each of the 12 Clinical Proficiencies in case you need more detail for your response. Juniors you will not have all 12 clinical proficiencies until the end of the first year.
**Step 10** - When you get to the end of the evaluation (a full evaluation should only take 5 minutes or less) you will see areas for signatures, this, of course, you cannot do on the computer nor is it necessary for you to complete this section. Since your ACI/CI completes the same evaluation of you we have the signature section on the form. **You do not need to** print and sign a copy of your self evaluations unless you would like to keep a copy for your records.

**Step 11** - Once you have completed your evaluation click the “Evaluate” button in order to submit the assessment.