

Quick Start Guide: **STUDENT ONLINE SUBMISSIONS**

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Login: Go to www.studentlogbook.com. Click on the blue "Login" button, then enter your login credentials to enter your course progress and submit it for approval.

Create Record

Please select a practicum:

- Field Preceptorship
- Simulation
- Clinical
- Academic

Next >>

Choose your Practicum: Select which practicum that you're entering data for.

2

Attendance: If enabled, Attendance may be required before logging any **Progress**, so enter applicable Shift data first.

Please select a type of records:

Attendance

Forms

Practicum: Field Preceptorship

Approval destination: Website

Assigned to: *

Start Time: *

Length: * 0 Hours 0 Minutes

End Time: *

3

Call Date/Time *	<input type="text"/>	<input type="text"/>
Call Number *	<input type="text"/>	
Crew Type	<input type="text"/>	<input type="text"/>
Call Type	<input type="text"/>	<input type="text"/>
CTAS level	<input type="text"/>	
Dispatch Code	<input type="text"/>	<input type="text"/>
Return Priority	<input type="text"/>	<input type="text"/>

Progress: To fill out Forms and submit Competencies/Objectives, click the **Forms** or **Competencies/Objectives** button(s). You can create a new form by selecting the form title in the list.

Existing forms will be available under the **Progress** tab, and can be edited if they are Created or Pending, you do not have to create a new Record.

Enter your data into each form field, filling out all the required fields (*). Then click "**Attach Competencies**" to attach Competencies/Objectives to the form if applicable.

Hover your mouse over any Competency/Objective in the list to view the full description. Check the box next to the competency to add it to the form. Choose the performance date and click **Attach**.

Once attached, you may have the option to check off Tasks, or enter Fields on the Competencies/Objectives if applicable.

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Submit: After entering your Attendance, Forms, and Competencies/Objectives, they still need to be Approved!

You only have the option to assign them to the website for approval. If you're using an iPod/iPhone you can sync and reassign the forms to be approved on your PDA. Submissions to the Website will be available for approval immediately.

Submit