



# COMPASS<sup>®</sup> Online



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*NOTE: The documentation prepared for the Clinical Educator and Student Modules has been designed to work as stand alone documents for the training of Clinical Educators and Students.*





## Clinical Educators Module

### Assessments

As a clinical educator, you are responsible for completing mid and end COMPASS® Assessments for the students you supervise. If you are supervising a student in conjunction with another clinician, one of you must be responsible for completing the COMPASS® Assessment for that student.

When you agree to take a student on clinical placement, you will receive an email from COMPASS® Online outlining the student's name, the start and end date of the placement and a link to COMPASS® Online.

If you do not complete a mid or end assessment by the due date, you may be sent a reminder email by COMPASS® Online.

Behavioural descriptors for each competency unit for novice, intermediate and entry level clinicians can be accessed by clicking on the links in the navigation bar on the right hand side of screen.

### Completing a COMPASS® assessment (mid/end)

To rate a mid or end COMPASS® assessment for a student:

1. Click on *Assessments due* on the navigation bar on the right hand side of screen.
2. The list of outstanding mid/end placements, a list of upcoming placements and a list of submitted placements will be displayed.
3. The student that you are supervising will appear on one of these lists. If the student has started their placement and their name does not appear in the mid placement list, please contact the clinical coordinator at the university.
4. Rating mid and end placements follow the same steps. You will be unable to rate an end placement if a mid placement has not been completed.
5. Click on the link for the student you wish to rate. Note that if the assessment has passed its due date, the status link will change to overdue.
6. Links to all the CBOS and Generic Units will be displayed.
7. Click on the link for the unit you wish to rate.
8. The elements for the unit will be displayed with a slide bar for rating.
  - If the student has self-rated the assessment, their rating will appear on the green line above each element. You can not change their rating, this information appears for your information only.
  - If you are rating an end placement, the rating that you achieved for mid-placement will be above each element in grey. You can not change this rating.



## Clinical Educators Module



9. Rate the student by clicking on an appropriate place on the slide bar line. If you put the mark in the wrong spot you can move the slider by clicking on it and holding down the mouse button and moving the line along the slider.
  - o If the student is **entry level**, place the line at the **very end** of the slide bar.
  - o If you want to rate "not observed" or "above entry level" click in the corresponding box to put a tick in it.
10. For the overall unit assessment, if the student has not made sufficient progress in the unit, select "no" from the drop down box.
11. Enter comments. Click save.
12. Repeat steps 7 - 11 for each CBOS and generic unit.
13. Once all units have been completed you can click on the *Submit assessment* link.
14. Indicate the range indicators that the student completed while on placement, these can be changed to "yes" by clicking on the *change* link. Click Save.
15. Put an overall rating for the student, enter their overall performance as "satisfactory" or "unsatisfactory" and enter comments about the placement.
16. If you completed the assessment with the student present, select "negotiated" from the *submitted by* drop down box, otherwise select "educator".
17. Once you are ready to submit the assessment, select "yes" from the drop down box to indicate that the assessment is complete. Click save.
18. The assessment is complete and you are returned to the assessment list. The student's assessment will appear in the submitted assessments list. Once an assessment has been submitted access to change the assessment is only accessible in conjunction with the university.

*You can save the assessment at any time by clicking on the save buttons at the bottom of each unit you have rated. This enables you to come back to it later.*

### Maintaining Personal Details

It is your responsibility to ensure that your personal contact details are up to date and correct in COMPASS® Online.

#### Change email address

To change your email address:

1. Click on the *Change Email address* link at the top of the navigation panel display.
2. Enter the new email address ensuring that the address is entered correctly and click Save.
3. An email will be sent to the new email address with login details.

#### Update details

To change your email address:

1. Click on the *Update your details* link at the top of the navigation panel display.
2. Modify your details and click Save.

#### Change my password

To change your password:

1. Click on the *Change Password* link at the top of the navigation panel display.
2. Enter your new password and click Save.
3. An email will be sent with your new login details.





## Student Module

As a student you are able to maintain your COMPASS® Online record and monitor your COMPASS® assessments while you are enrolled.

### Assessments

COMPASS® Assessments that are completed as part of clinical placements for your degree can be self-rated prior to your Clinical Educator completing the mid or end COMPASS® assessment. You can also view all your completed COMPASS® Assessments online.

Behavioural descriptors for each competency unit for novice, intermediate and entry level clinicians can be accessed by clicking on the links in the navigation bar on the right hand side of screen.

### Self-rate COMPASS®

To self-rate your mid or end COMPASS® assessment:

1. Click on *Assessments due* on the navigation bar on the right hand side of screen.
2. Click on the link next to your unrated assessment.
3. Links to all the CBOS and Generic Units will be displayed.
4. Click on the link for the unit you wish to self-rate.
5. The elements for the unit will be displayed with a slide bar for rating.
  - o If you are self-rating an end placement, the rating that you achieved for mid-placement will be above each element in grey. You can not change this rating.
6. Self-rate yourself by clicking on an appropriate place on the slide bar line. If you put the mark in the wrong spot you can move the slider by clicking on it and holding down the mouse button and moving the line along the slider.
  - o If you want to mark "entry level", place the line on the very end of the slide bar.
  - o If you are want to rate "not observed" or "above entry level" click in the corresponding box to put a tick in it.
7. Click save.
8. Repeat steps 4 - 7 for each CBOS and generic unit.
9. Once all units have been completed you can click on the *Submit assessment* link.
10. Give yourself an overall rating for your COMPASS® assessment and indicate that the COMPASS® assessment has been completed. Click Save.
11. Your clinical educator will now be able to see your self-rating.

*You can save your self-rating at any time by clicking on the save buttons at the bottom of each unit you have rated. This enables you to start self-rating and come back to it later.*

*Your clinical educator will not be able to see your self-ratings until you click the submit assessment link.*





### View completed assessment

You can view your completed COMPASS® Assessments at anytime during your course. These are located in the Submitted Assessments section of your Assessments screen. Please note that the status of "definitive" means that your clinical educator has officially submitted your assessment to your university.

To view your completed assessments:

1. Click on *Assessments due* on the navigation bar on the right hand side of screen.
2. Click on the *definitive* link next to the completed assessment you wish to view.
3. Links to all the CBOS and Generic Units will be displayed.
4. Click on the link for the unit you wish to view or your overall score.
5. The unit or score will be displayed along with any comments that were entered by your clinical educator. Note that these assessments are complete and can not be altered.
6. You can save or print each unit by selecting Print/Save in your browser menu.
7. Use the back buttons in your browser to return to the desired screen.

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#### Change email address

To change your email address:

1. Click on the *Change Email address* link at the top of the navigation panel display.
2. Enter the new email address ensuring that the address is entered correctly and click Save.
3. An email will be sent to the new email address with login details.

#### Update details

To change your email address:

1. Click on the *Update your details* link at the top of the navigation panel display.
2. Modify your details and click Save.

#### Change my password

To change your password:

1. Click on the *Change Password* link at the top of the navigation panel display.
2. Enter your new password and click Save.
3. An email will be sent with your new login details.

