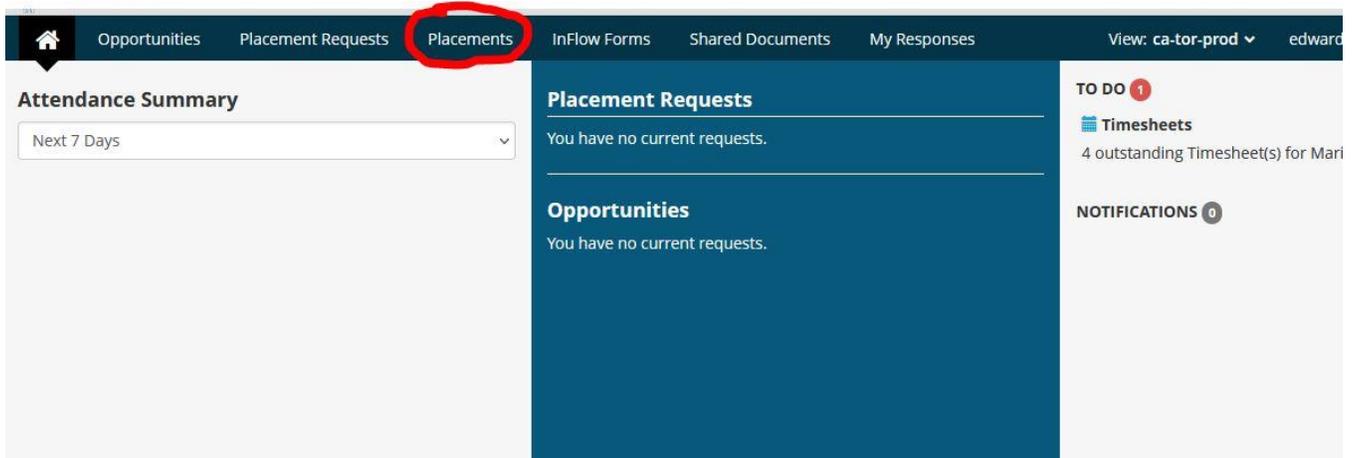


Viewing CBFEs and Student Reports on Fieldwork in InPlace - Coordinators

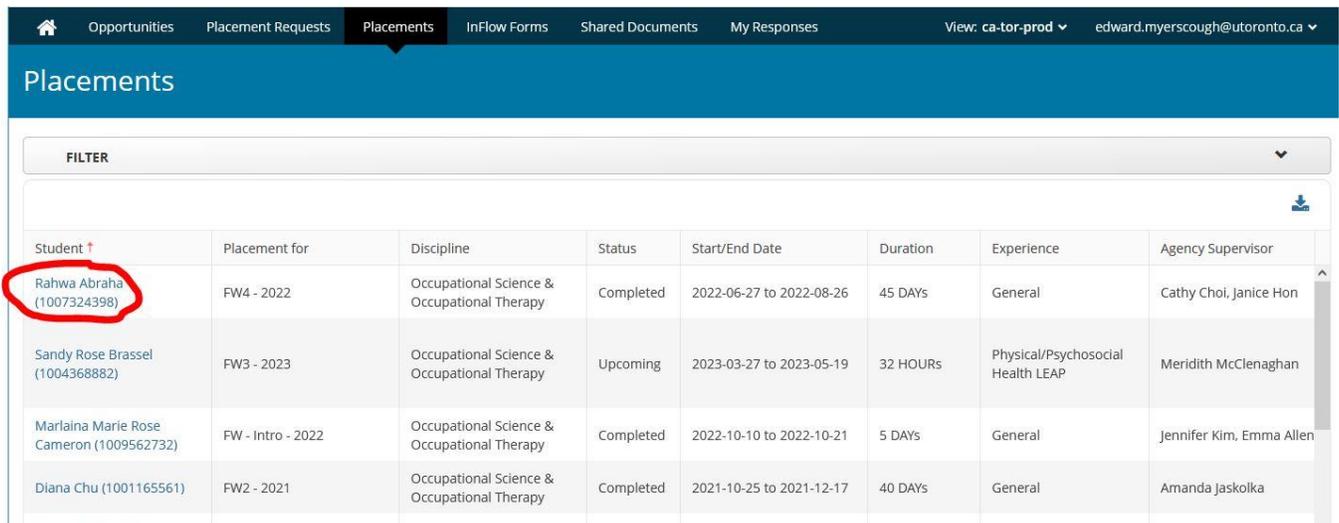
To view the CBFEs and the Student Reports on Fieldwork for students placed at your organization, coordinators must first login to their InPlace account. For technical reasons, preceptors do not have an account with InPlace, they instead receive links that connect them directly to the CBFEs during the evaluation periods. However, coordinators may login and download copies of both the evaluations and the reports.

1. Login to InPlace and select “Placements” from the top menu bar.



The screenshot shows the InPlace dashboard with a dark blue top navigation bar. The 'Placements' menu item is circled in red. Below the navigation bar, there are three main sections: 'Attendance Summary' on the left, 'Placement Requests' in the center, and 'TO DO' and 'NOTIFICATIONS' on the right. The 'Placement Requests' section shows 'You have no current requests.' and the 'Opportunities' section also shows 'You have no current requests.'

2. Select the student whose reports or evaluations you want to review.



The screenshot shows the 'Placements' page in InPlace. The top navigation bar is dark blue with 'Placements' selected. Below the navigation bar, there is a 'FILTER' dropdown and a table of placements. The first row of the table is circled in red, highlighting the student 'Rahwa Abraha (1007324398)'.

Student ↑	Placement for	Discipline	Status	Start/End Date	Duration	Experience	Agency Supervisor
Rahwa Abraha (1007324398)	FW4 - 2022	Occupational Science & Occupational Therapy	Completed	2022-06-27 to 2022-08-26	45 DAYS	General	Cathy Choi, Janice Hon
Sandy Rose Brassel (1004368882)	FW3 - 2023	Occupational Science & Occupational Therapy	Upcoming	2023-03-27 to 2023-05-19	32 HOURS	Physical/Psychosocial Health LEAP	Meridith McClenaghan
Marlaina Marie Rose Cameron (1009562732)	FW - Intro - 2022	Occupational Science & Occupational Therapy	Completed	2022-10-10 to 2022-10-21	5 DAYS	General	Jennifer Kim, Emma Allen
Diana Chu (1001165561)	FW2 - 2021	Occupational Science & Occupational Therapy	Completed	2021-10-25 to 2021-12-17	40 DAYS	General	Amanda Jaskolka

3. Select "Assessment Reports" from the menu bar beneath the student's name.

The screenshot shows the University of Toronto placement portal for student Rahwa Abraha. The navigation bar includes: Opportunities, Placement Requests, Placements, InFlow Forms, Shared Documents, My Responses, and View: ca-tor-prod. The student's name and placement details are shown: Sinai Health System - Hennick Bridgepoint, 27 Jun - 26 Aug, 45 DAYS General. The 'Assessment Reports (3)' tab is highlighted with a red circle. The page is divided into two main sections: Student Details and Placement Details.

Student Details	
Student Code	1007324398
Title	MISS
Given Name	Rahwa
Surname	Abraha
Gender	Female
Dob	04/05/1996
Email	rahwa.abraha@mail.utoronto.ca

Placement Details	
Allocation Group	FW4 - 2022
Status	Confirmed
Result	
Comments	
Placement Specific Details	
Placement Details:	
Placement Methods	
In-Person	

4. Click on "View Report" on the right hand side.

The screenshot shows the University of Toronto placement portal for student Rahwa Abraha. The navigation bar includes: Opportunities, Placement Requests, Placements, InFlow Forms, Shared Documents, My Responses, View: ca-tor-prod, and edward.myerscough@utoronto.ca. The student's name and placement details are shown: Sinai Health System - Hennick Bridgepoint, 27 Jun - 26 Aug, 45 DAYS General. The 'Assessment Reports (3)' tab is selected. A table of assessment reports is displayed, with the 'View Report' link for the second row highlighted with a red circle.

Survey Name	Campaign Name	Supervisors	Status	Report
Competency Based Fieldwork Evaluation for Occupational Therapists (CBFE) - Full	FW4 - 2022	Cathy Choi,Janice Hon	Blocked	View Report
Student Report on Fieldwork Placement - Preceptor 1	Student Report on FW4-2022 - Preceptor 1		Blocked	View Report
Student Report on Fieldwork Placement - Preceptor 2	Student Report on FW4-2022 - Preceptor 2		Blocked	View Report

5. You may need to allow pop-ups for the next step, so if nothing appears, check for that. When the report has appeared, you can download or print the document and share with your preceptors.

Assessment Report

UNIVERSITY OF TORONTO

Student Report on Fieldwork Placement - Preceptor 1

Student Report on FW4-2022 - Preceptor 1

Student: Rahwa Abraha (1007324398)	Midterm Report on FW Placement
Agency: Sinai Health System - Hennick Bridgepoint	Rahwa Abraha (1007324398) - 2022-07-27
Placement Date: 2022-06-27 - 2022-08-26	Final Report on FW Placement
Placement Result:	Not Yet Submitted Due 2022-08-26
Allocation Group: FW4 - 2022	
Duration: 45 Days General	

Adapted with permission from *National Association for Clinical Education in Physiotherapy (NACEP) * Students are to complete this form at the midterm and final evaluation periods of the placement and then review and discuss it with the preceptor(s). Student and preceptor signatures are required after discussing the form at both midterm and final.

- Students are encouraged to provide comments as they are extremely valuable and assist in clarifying ratings. Comments are especially helpful if there is student dissatisfaction.
- Spaces for ratings are indicated at the end of each line. Please mark the appropriate rating box according to the following scale:

**Fully Agree: ** Meaning that the statement completely reflects your experience and this area does not require improvement

**Anree in Part: ** Meaning that the statement only partially reflects your experience and this area requires some improvement