Suggested Order or Process to get the grades reported

1) Input Evaluators and **Students** in Faculty/Resident Course – evaluator of student form

2) Input **Students** in Assessment Courses with Course Director – summary grade report form

3) Input **Students** in Assessment Courses with the Initial Grader (coordinator or site director) – form to pre-populate the summary grade report form (NEW)

4) To **release** completed evaluations (**follow steps below**)
   
   i. Evaluations > Manage > Review/Release > click the “update” button

5) To **generate** “Summary by Evaluator Report” (**follow steps below**)
   
   i. Evaluations > Student Reports > Summary by Evaluators > Select Report # 0092

6) Then **forward** the “Summary by Evaluators” report to Clerkship Director

7) You _complete the initial form to pre-populate the “Summary Grade Report Form”_

8) Complete steps noted below to generate the **Grade Report for Completed Final Grades**
   
   a. **Click** on Evaluations Icon > Student Reports > Eval Answers Crosstab (NEW)