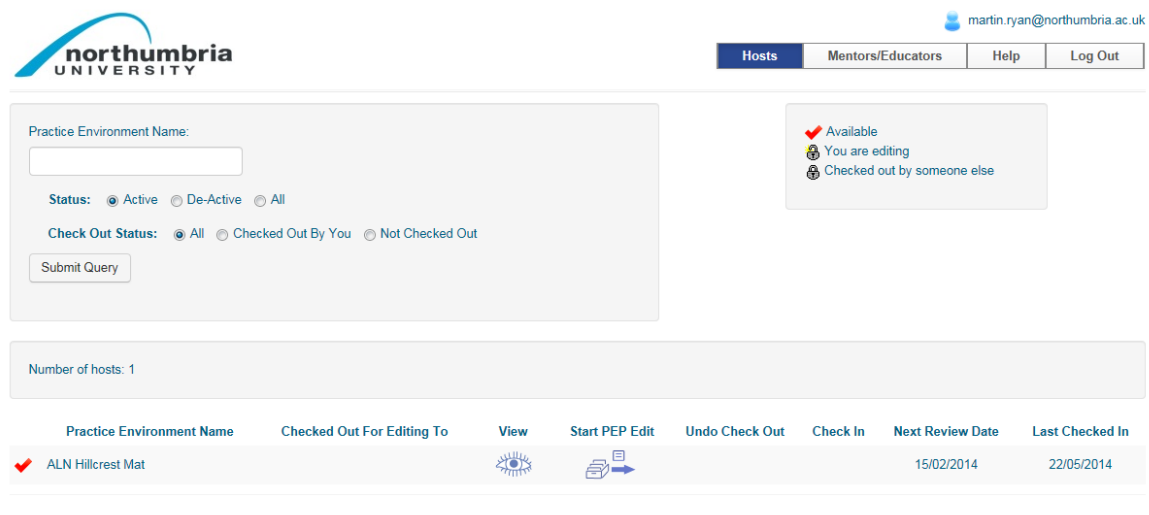# HOW-TO… access student evaluations (single host)

** Please note that this guide provides information about accessing evaluations for a single host/service. If you wish to view/access collated evaluation reports for all of the services to which you have access through PEP, please follow this link to our multiple host guide. **

All students placed with you are required to complete an evaluation of their placement upon its completion. Once the evaluation has been submitted, you will receive an e-mail inviting you to view the anonymised evaluation(s) via your placement area's PEP-Net profile. This guide takes you through the steps you'll need to take to view the evaluation(s).

First, you'll need to log into PEP-Net in the usual manner; if you need help with this, please consult this guide. Once logged in, you'll see the following screen:
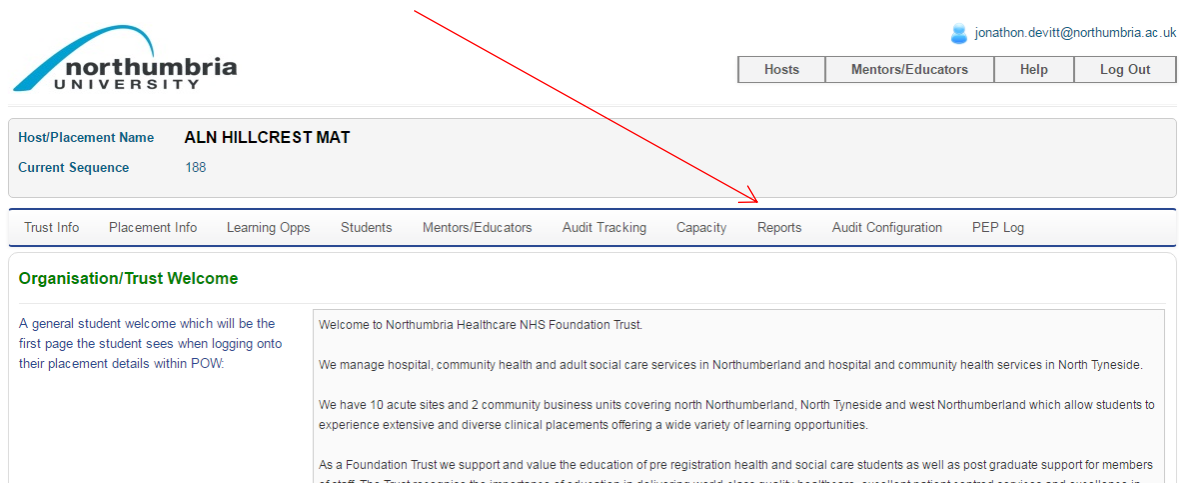

Unless your placement area is already checked-out for editing, you should have the options to view the placement profile 👁 or to edit it 🖨➡ .
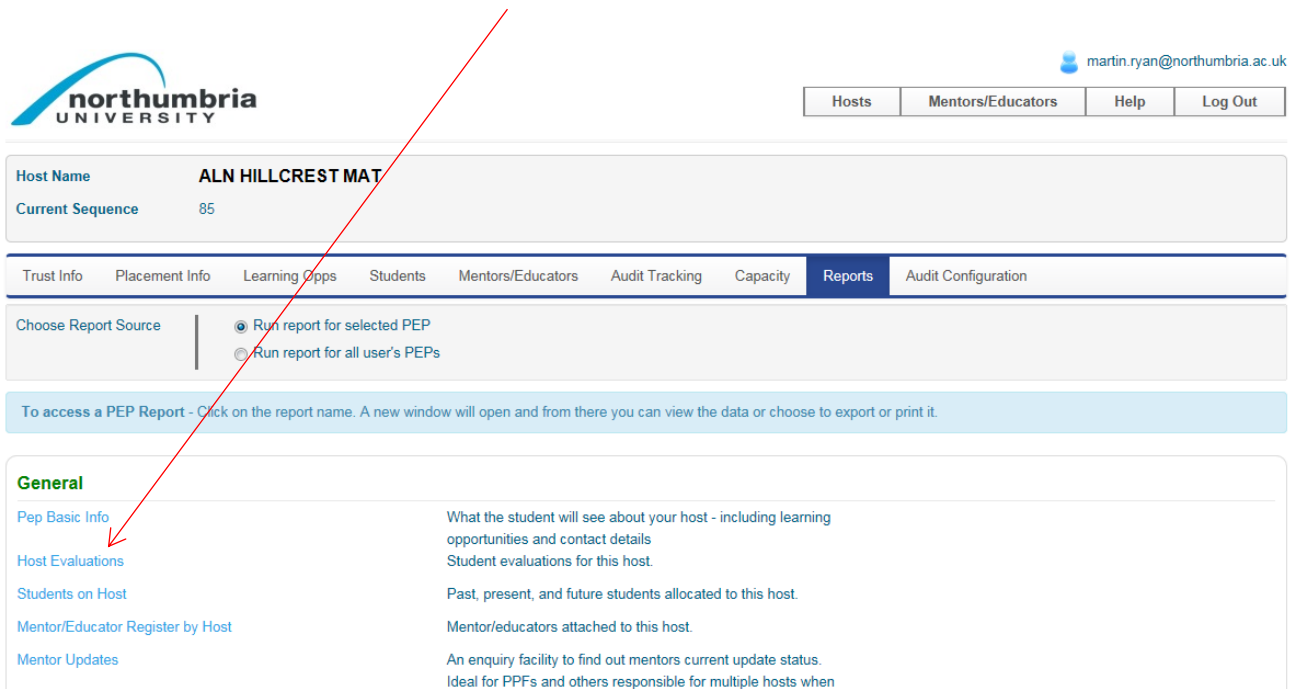
Select view by clicking on the eye and you will be taken into your placement profile.

You now need to select 'Reports' from the menu:

From the reports screen, select 'Host Evaluations':

A new tab or window will open and you'll see the following screen:

You now need to enter a date range – this relates to the date the evaluation was completed rather than the date the student was on placement with you, so you'll need to enter a range which includes the date on which you received the e-mail advising you that an evaluation had been completed. To enter the dates, you must click on the calendar icon.

A calendar will then appear – select the date you wish by cycling through the months (left-hand arrows) and years (right-hand arrows), clicking on the desired day and then clicking 'OK':
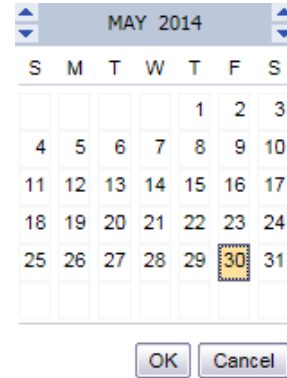
You must do this one for the start date (left-hand box) and once for the end-date (right-hand box). Once dates are in both fields, click 'OK'.

			MAY 2014			
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OK Cancel

Next, put a star (*) in the 'Enter Trust' box and then choose whether or not you would like to see the student comments (if you select 'false', your report will show only responses to yes/no questions; if you select 'true', each student's comments will be included at the end of the report). Once you have made your selection, click 'OK'.

Enter Values

Date Range

Start of Range:
Enter a Value:

☑ Include this value ☐ No lower value

End of Range:
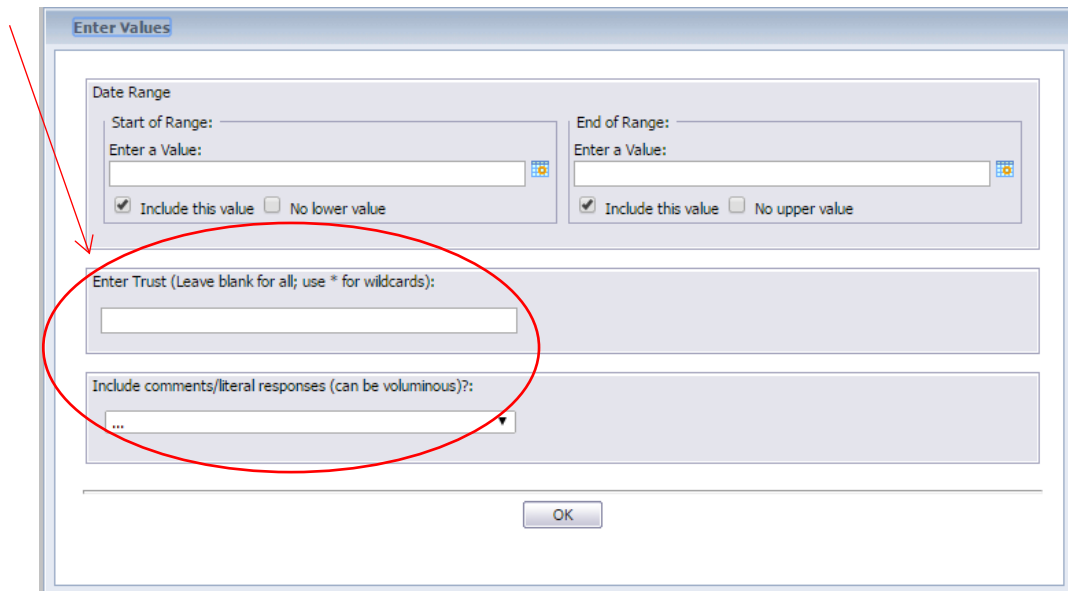Enter a Value:

☑ Include this value ☐ No upper value

Enter Trust (Leave blank for all; use * for wildcards):

Include comments/literal responses (can be voluminous)?:
...

OK

Your evaluation report will now be created – the answers have been removed from the example overleaf.
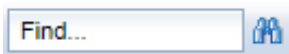
Along the top of the report, you will find a number of icons – please see below for explanation:
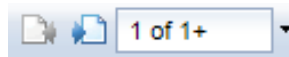
Print – click to print a copy of the report

Save – click to save a copy of the report, then select the format you wish to select (PDF or Word are recommended)

Find – if you're looking for a specific word within the document, type it here and click on the binoculars.

Page selection – use the pages with the left and right arrows to cycle through the report, which should be at least 3 pages in length
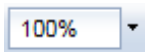
Zoom – click to increase or decrease the size of the font.