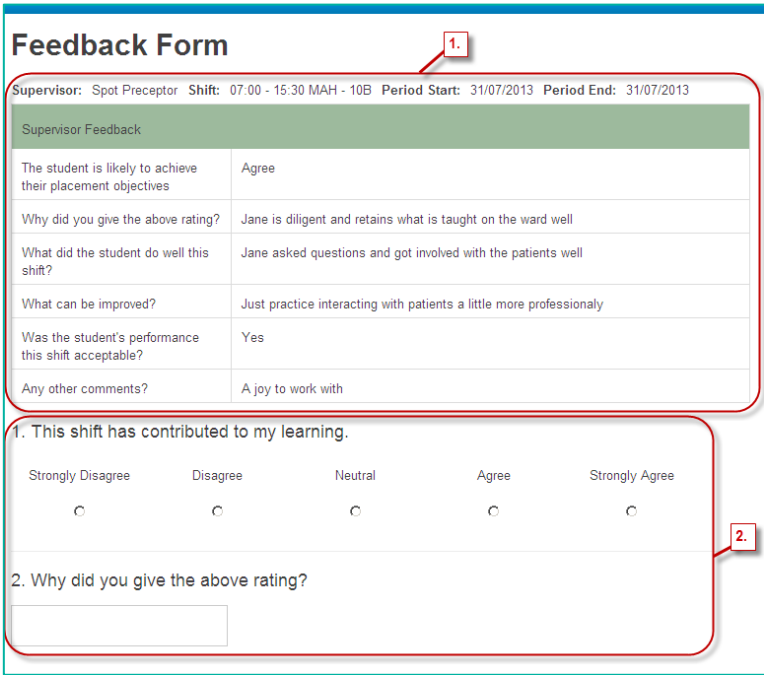
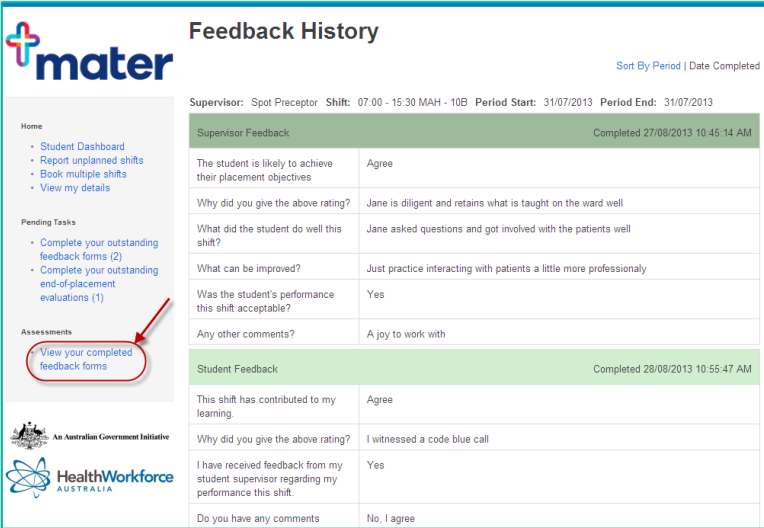


StRef-02 - Student Reference Sheet - How to complete a feedback form.

Steps	Action	What it looks like
1.	<p>Click the Complete your outstanding feedback forms (#) link in the sidebar. This will take you to the Feedback Forms screen.</p>	
2.	<p>Any feedback forms that need to be actioned will be listed here, displaying the Start and End date that each form corresponds to.</p> <p>If a Period Start and Period End date are the same then the form is for a single shift. Otherwise it corresponds to all shifts attended within the period.</p> <p>To action a form, click Edit button.</p>	 <p>Note: You will be able to access the feedback form once the shift has commenced.</p>

<p>3.</p>	<p>Each form is comprised of two sections.</p> <p>The first section displays the shift or period of time that the form relates to. It also displays any Supervisor Feedback you've received for the shift/period and the name of the Supervisor that wrote it.</p> <p>The second section is where you can record your own feedback. Simply answer each question, <u>ensuring there is an answer for every question</u>, and then click the Submit button.</p>	
<p>4.</p>	<p>Once a feedback form is submitted you can view it by clicking on the View your completed feedback forms link.</p> <p>Your entire feedback history will display with the latest date displaying first. Supervisor feedback displays with a dark green header, while your student feedback displays with a light green header.</p> <p>You can print your feedback from your browser.</p>	
<p>5.</p>	<p>Troubleshooting: Editing submitted feedback forms</p> <p>If you make a mistake on a feedback form and need to amend it, you will need to contact your SPOT System Administrator with the edit required. Use the Contact link in the top right corner of the SPOT screen to generate an email.</p> <p>Administrators refer to <i>DRef-15 – Editing Submitted Feedback Forms</i></p>	