TalEval Plus Quick Start Guide

Introduction: TalEval Plus is a new TalEval feature that automates **Clinic Evaluations.** We have included sample evaluations forms you can use or you can enter your own. The included instrumentation preclinic evaluations are from the next edition of Fundamentals of Periodontal Instrumentation & Advanced Root Instrumentation with permission from Jill S. Gehrig. Also included are evaluations for radiographs, dental materials, medical emergencies and patient care.

- **User Access**: Evaluators and students must be given access to the TalEval Plus menu through USER SETUP and the Student Profile.
- **Getting Started**: Familiarize yourself with the included skill evaluations. Click on the TalEval Plus menu then pick ***Skills Setup***. The included evaluations are grouped in a tree format in Setup. A tree format organizes information in a way that's similar to a family tree or an outline. At the top level, you'll see general categories called Evaluation Types. Under each type, you'll find the Skills for that type. These skills are divided into criteria, and subcriteria. Each branch of the tree opens up to show more detail, helping you easily navigate through different levels of the evaluation form. **(See Exhibit 1)**
- **How to modify/add evaluations:** Pick TalEval Plus then *Skills Setup.* Locate and click on the evaluation type of the skill. Click on the skill and/or criteria and make changes in the pane on the right. **(See Exhibit 2)**
- **How to customize the appearance of the exam evaluation form:** Some evaluations require multiple views or areas to be graded. You can customize the evaluation form to include these extra columns and column headings by clicking on the skill then, in the pane on the right, select the number of columns and column heading types you wish to appear on the evaluation form. **(See Exhibit 3)**
- **Assign Evaluations to Students**: Pick TalEval Plus then *TalEval Plus Evaluator*. Click on the Evaluation Type and the Skill you wish to assign to a student. Pick one or more students you wish to grade. (Evaluations can be setup to allow students to self-assess or only graded by the evaluator.) If an evaluation is to be graded by the student, the evaluation will appear when the student opens TalEval Plus. Skills will appear highlighted when a new evaluation awaits a student to complete. **(See Exhibit 4)** Evaluators will see the total number of incomplete exams they have been assigned grouped by evaluator to make it easy to locate them.
- **How to grade an Exam:** Evaluators will locate the skill they want to grade through *TalEval Plus Evaluator*. If the exam has already been assigned to the student, two icons will appear next to the student's name. A **red** Delete icon and a **green** Edit icon. Click on the green Edit icon to generate the evaluation form. When the evaluation form appears, the form will be pre-filled with all the criteria and sub-criteria from *Skills Setup*. The evaluation form will also be pre-graded with all S's (S-Satisfactory, U-Unsatisfactory). The evaluator only has to click on the criteria they wish to change to a U-Unsatisfactory. Clicking on the S box will change it to a U. The grade will be automatically calculated at the bottom of the evaluation form as the evaluator grades. **(See Exhibit 5)** When done grading pick **SUBMIT EVALUATION**. Comments may be entered at any time by the evaluator at the bottom of the evaluation form and will be visible to the student. The Instructor's view will automatically update showing the grades calculated for the student. **(See Exhibit 6)**

Exhibit 1. Pre-Loaded Clinic Evaluations

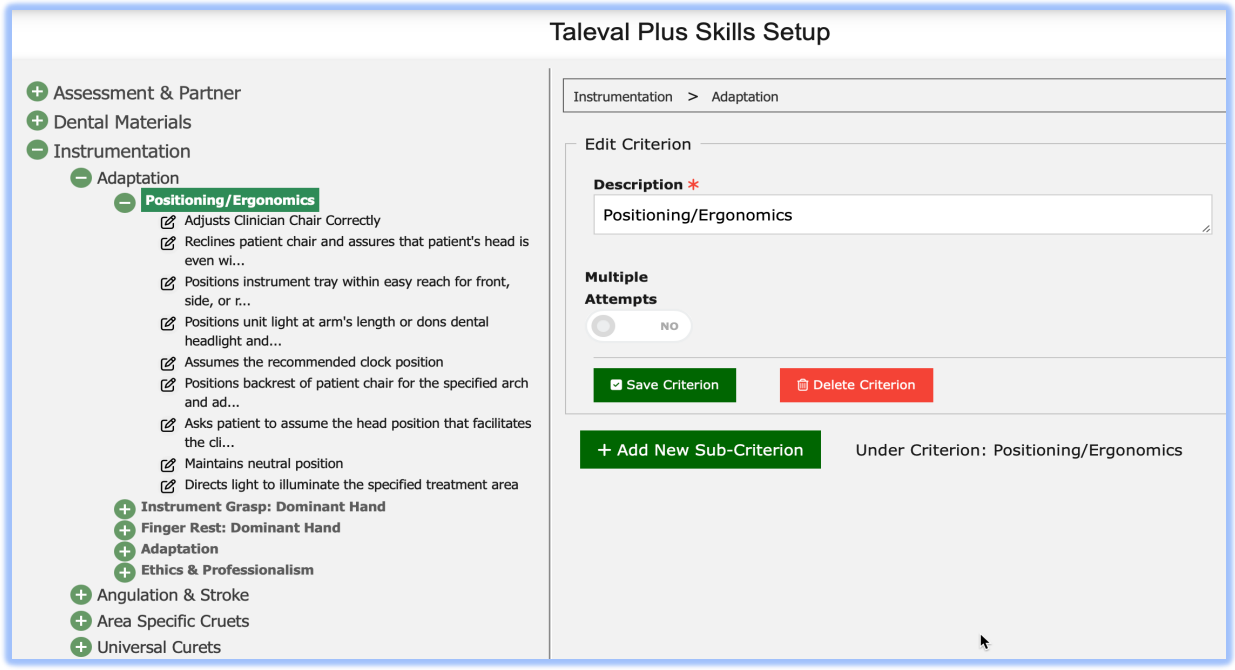


Exhibit 2. Modifying or adding new Evaluations

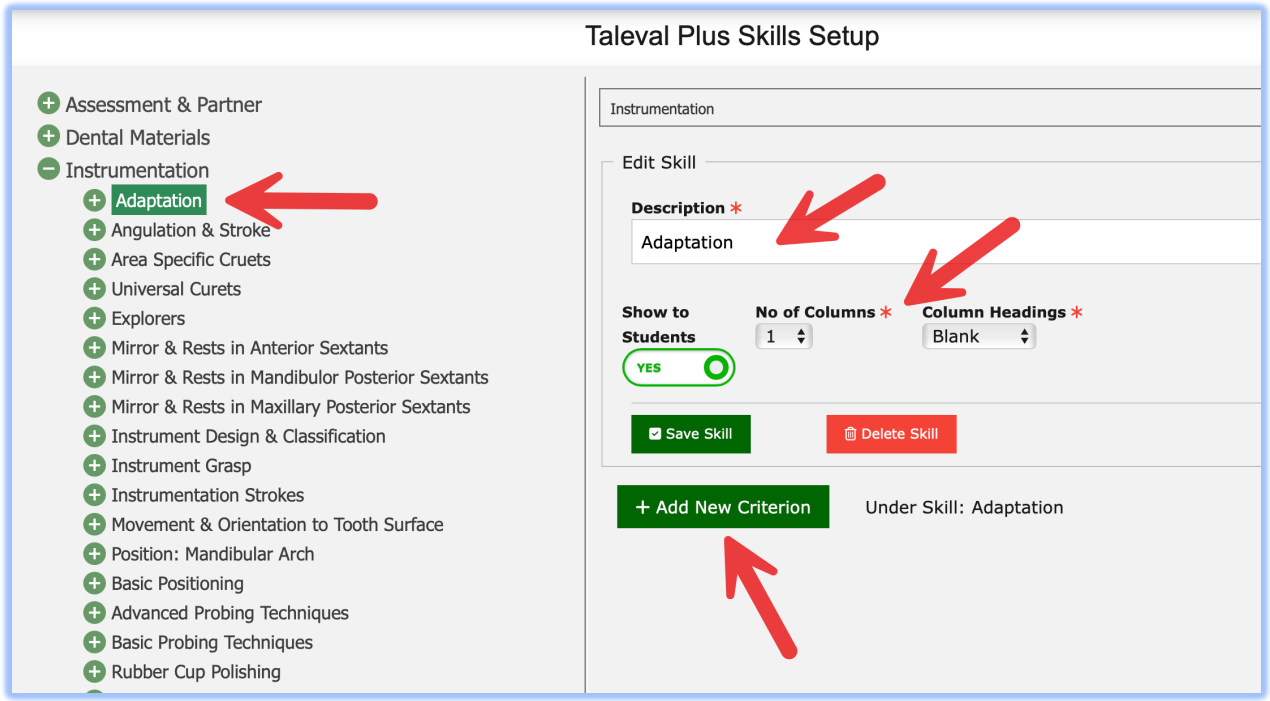


Exhibit 3. Customize appearance of evaluation form. *Skills Setup* menu

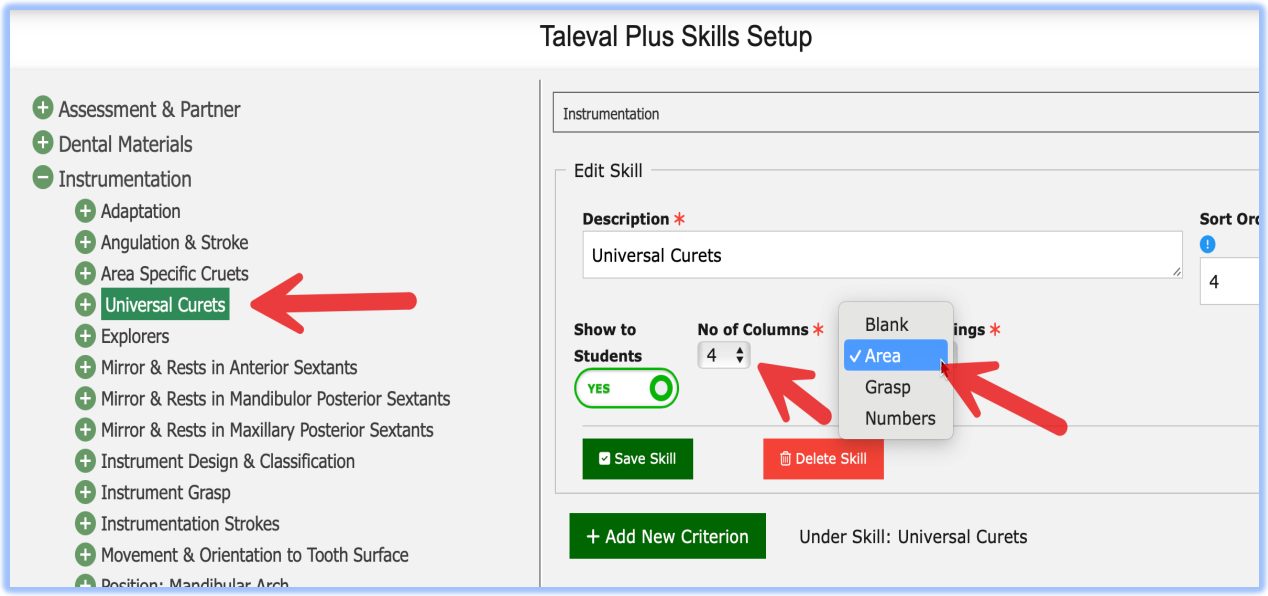


Exhibit 4. Assign Evaluations to Students. *TalEval Plus Instructors* Menu

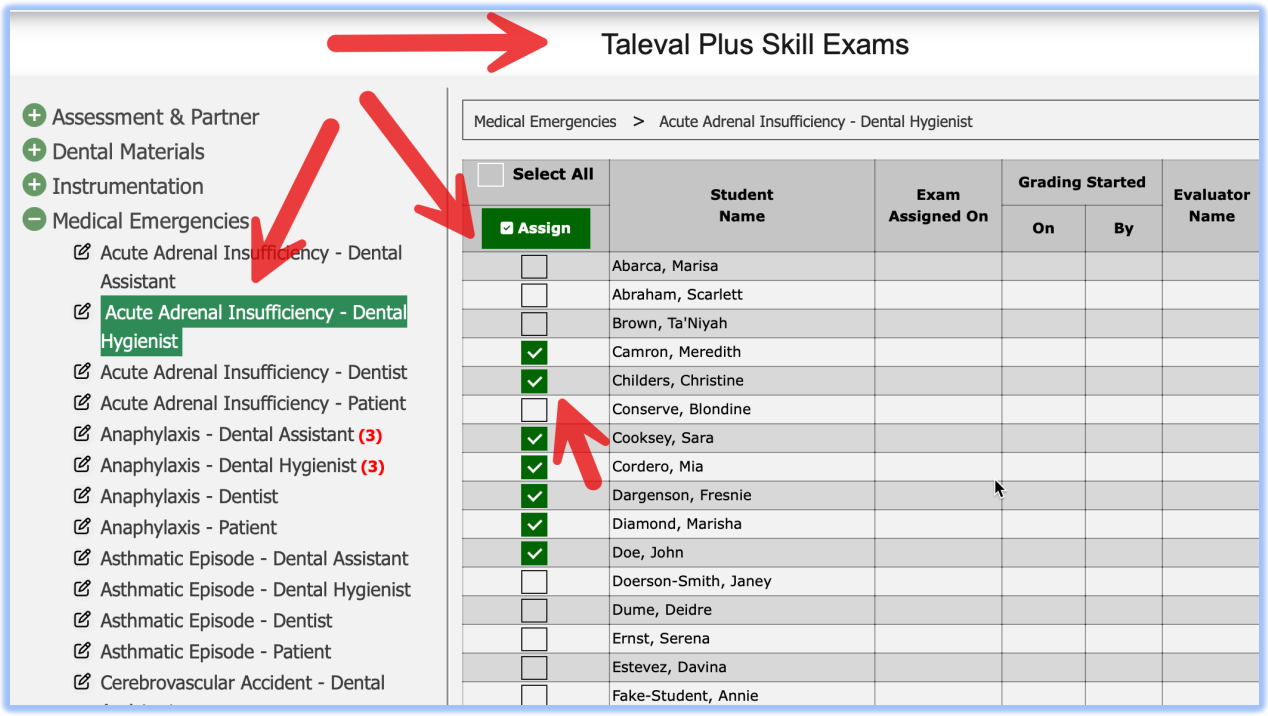
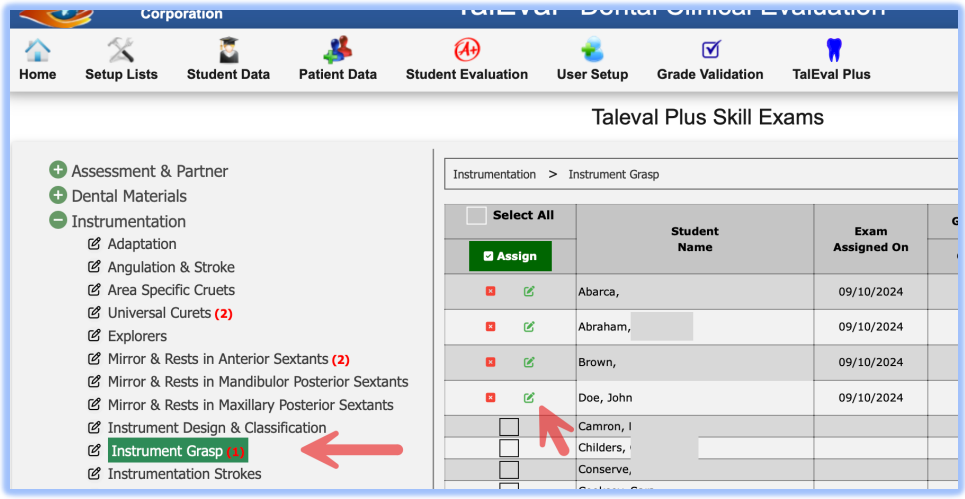


Exhibit 5. How to grade an evaluation. **1**. Assign the exam then click on green icon.



2. Evaluator will click on subcriteria where student was not satisfactory changing it to a U.

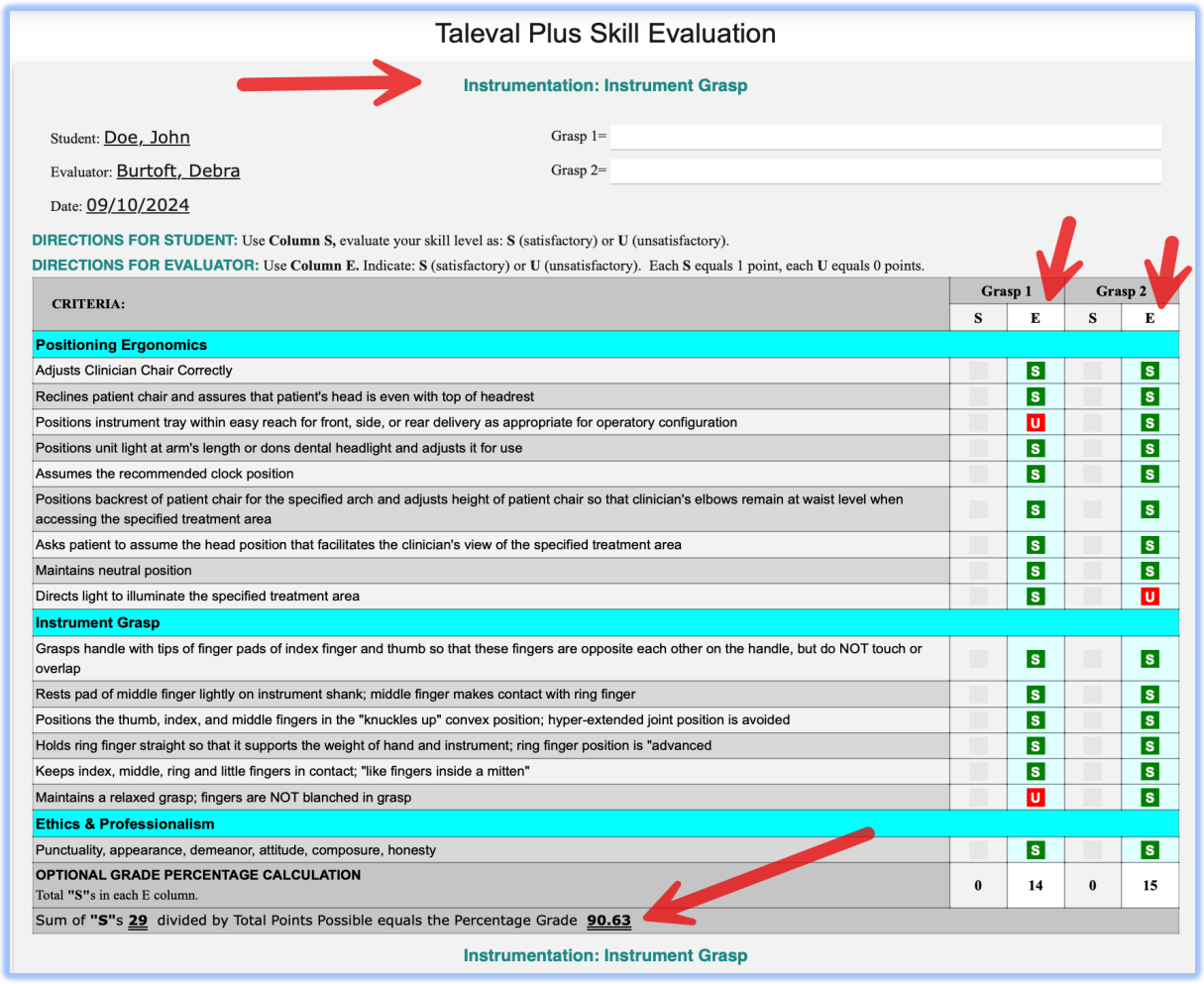
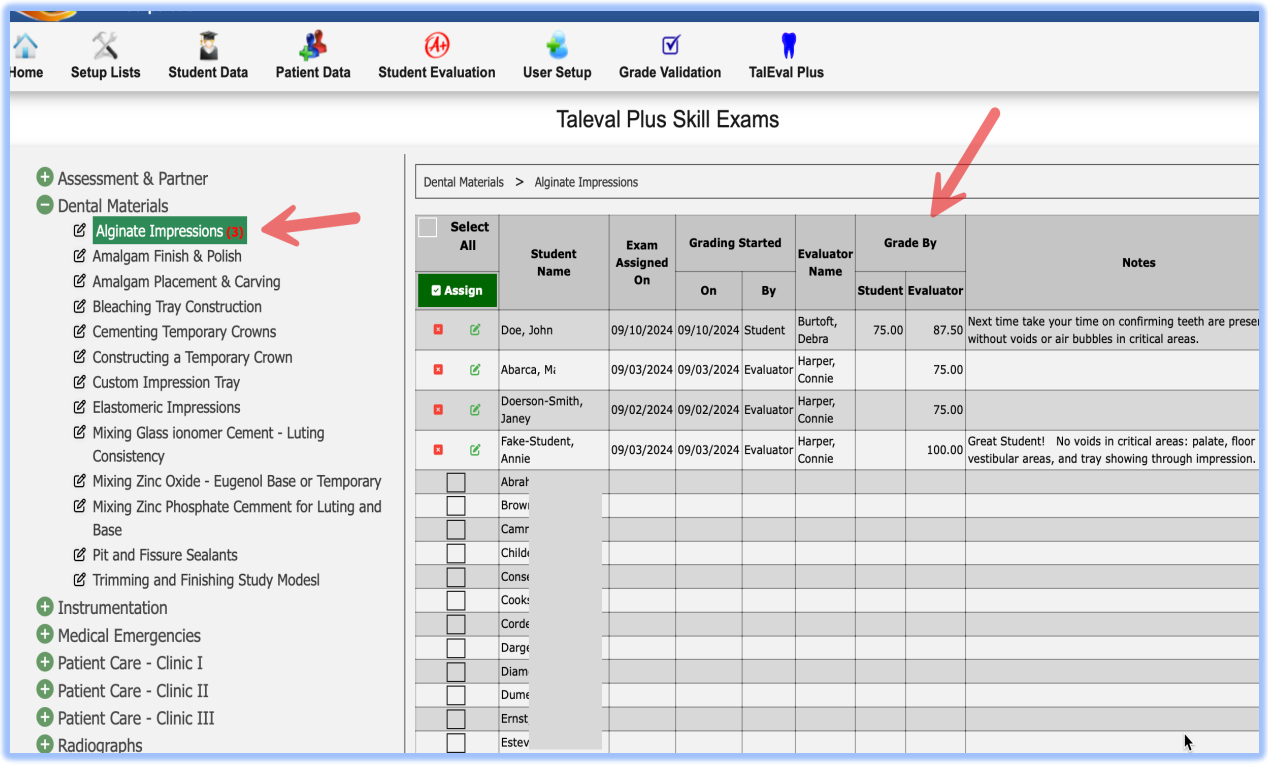



Exhibit 6. Instructor's View of Clinic Grades. Shows grades, Exam Assign date, Evaluator name and notes.