

# One45 for Preceptors

## Logging in:

The last week of the rotation, you will receive an e-mail from One45 containing a link to access an evaluation for the student who rotated with you. You will receive this e-mail every time an evaluation is sent to you. The e-mail will be from One45. The sender will look like this: (via one45). The subject line will be "new evaluation." The link is good for one use only.

If this is your first time in One45, the link will prompt you to set up your username and password. You will be able to access One45 whenever you choose after setting up this account. Write down your username and password so you don't forget it.

If you have already set up this account, the link will take you directly to your evaluation.

If you forget your username or password, click "need help logging in?" on the One45 sign-in page. You will be prompted to enter your e-mail address. Enter the address to which the link was sent. That e-mail address will be in the body of your "new evaluation" e-mail. If you are still having trouble, contact Rachel McDaniel ([racmcd08@uga.edu](mailto:racmcd08@uga.edu)) for further assistance.

## Completing the Evaluation:

Once your account is set up, you can fill out the evaluation for the student. After you have set up the account, the links in all subsequent e-mails will take you directly to your evaluation.

You will find the evaluation on your "To-Do" page. This is your homepage for One45 so you should not have to navigate to get to it. You will see a list of student names with the rotation name and dates. Click the student's name to get started on the evaluation.

There are 19 items in six competencies:

1. Professionalism
2. Patient Care
3. Medical Knowledge
4. Interpersonal and Communication Skills
5. Practice-based Learning and Improvement
6. Systems-based Practice.

There are 8 options to rank the student for each item on the evaluation. Exemplary is the highest; "Does not meet Expectations" is the lowest. There is also an option for "Not Observed." The final competency - Systems Based Practice - does not have a "not observed" option, but it must be answered.

After you've answered the first part of the evaluation, you will see the comments section. The students seek and appreciate honest and constructive feedback. We also use the comments to write the Dean's Letters that are part of their residency applications. The comments are mandatory.

Once you have completed the evaluation, click submit. If you missed a question, the system will prompt you to answer it.

If you do not wish to submit the evaluation at that time, you can click "save and close" which will not submit the assessment but save all of your answers. You will need your username and password to revisit the evaluation again. The evaluation must be submitted in order to compute the student's grade.

**Grades are due very soon after the end of the clerkship so please be timely with the completion and submission of your evaluations.**

### Viewing Past Evaluations:

Third and fourth year students may call upon you to write a letter of recommendation. If you need to access previous evaluations of the student to write your letter, follow the steps below:

1. Log in to One45
2. Click Evaluations to the left of your page – the link is dark blue. If you do not see a dark blue link, click the bright blue "evaluations" link. The dark blue "evaluations" link should show up.
3. At the top of the screen, you can choose what date range you would like to search. Click the radio button for "all."
4. There will be two grey bars under the dates. Choose the "Forms you completed" bar.
5. A list of all of the evaluations you have completed will appear. Click "view"- located above the paw print on the far right of the screen.
6. Your evaluation will appear.