# Rotation Coordinator Guide

## When

| Semester | Attendance Tracking | Banner Grade Entry | Rotation Report |
|----------|---------------------|--------------------|-----------------|
| **Summer** | Jul. 6–Jul. 16 | Aug. 7–Aug. 15 (8 a.m.) | |
| **Fall** | Oct. 12–Oct. 22 | Nov. 18–Dec. 17 (8 a.m.) | Due July 1 |
| **Spring** | Feb. 27–Mar. 6 | Apr. 13–May 12 (8 a.m.) | |

All dates are APPROXIMATE. Reminder e-mails will be sent from the UT Registrar's Office and/or UTCVM Associate Dean's office with EXACT dates and deadlines.

## How-To

### Attendance Tracking (2 choices)

1. **Canvas (view how-to video here:** https://utcvm.techsmithrelay.com/euUZ)
   a. https://utk.instructure.com
   b. Log in with UT-issued net ID and password.
   c. Choose a current rotation on the Dashboard (or select Courses, All Courses).
   d. Scroll down and select **Initial** Attendance.
   e. Click Open in New Tab.
   f. Select a course.
   g. Click the orange Check All button in the upper right (even if the rotation has not begun).
   h. Click Save Changes on the left.
   i. Complete more sections by selecting them in the drop-down box above the course title.
   j. You are FINISHED!

2. **MyUTK**
   a. https://myutk.utk.edu
   b. Log in with UT-issued net ID and password.
   c. Under Top Links, choose Faculty/Advisors and then Faculty Attendance Tracking.
   d. For each current semester course, click Take Roll.
   e. At the bottom of the Attendance column, select to show 100 students.
   f. Select Update All in the upper left corner.
   g. Select Mark All Present (even if the rotation has not begun).
   h. You will see green check marks by each student's name for the current day and a pop-up box in the upper right will tell you that you were successful.
   i. There is NO submit or save button.
   j. Click Course List (top left of page) to go back to your list of courses, if you need to complete more sections.
   k. You are FINISHED!

### Attendance Tracking Hints

1i. & 2j. You will most likely always have at least two sections of a course. The sections labeled as 001 or 002 are for UTCVM and St. George students. The sections labeled with a 99 are for Ross students. Attendance must be tracked for both sections. If a student is taking your rotation twice in the same semester, you will need to track attendance for that student in two sections.

2c. With a small screen, you might not see "Top Links" and will need instead to click the menu button on the upper left and select My Resources and Faculty Attendance Tracking.

2d. An easy way to find your courses in myUTK is to search by semester. Semesters are designated by a 4-digit numeric year (actual year) and a 2-digit numeric semester code (spring = 20; summer = 30; fall = 40). Therefore, spring semester of 2020 will be 202020, and fall semester of 2020 will be 202040.

2d. If you see View Students instead of Take Roll, that means the system is not open yet.

Attendance tracking needs to be done ONLY ONCE each semester. You can do it more often if you want, but you will be wasting your time. ☺

## Banner Grade Entry

1. On the day grade entry opens, Misty Bailey or Michelle Currier will send you a spreadsheet with all grades entered into one45 so far.
   a. Grades that do not appear on the spreadsheet have not been entered into one45, and you will need to look these up in one45 once they are entered.
2. To find individual student grades in one45 (https://tennessee.one45.com), click -Choose eDossier to View- above your name.
   a. Find and select your rotation.
   b. Choose Evaluations, By Target.
   c. Chose Evals of Student (rank).
   d. Ensure that the correct dates are selected, and click Get Results.
   e. To see an evaluation, click on the student's name, and scroll to the bottom of the page.
3. Go to https://myutk.utk.edu.
4. Log in with UT-issued net ID and password.
5. Under Top Links, choose Enter Grades.
6. Click "Click Here to Accept."
7. Find your course in the Final Grades tab, and click the red Not Started button under Grading Status.
8. Scroll to the bottom right of the screen, and select to show 100 students.
9. Scroll back up and begin entering grades by clicking the drop-down menu.
10. When you are ready to end your session and/or have entered all grades, scroll to the bottom, and click Save.
11. Enter grades for students in ALL your rotations.
12. You are FINISHED!

## Rotation Report

The Rotation Report Form may be found here (https://vetmed.tennessee.edu/wp-content/uploads/sites/4/Rotation_Report_Form.docx ) under Faculty Forms at the bottom of the page. These reports are read yearly by the UTCVM Curriculum Committee, and formal committee reviews occur at least once every 3 years. A reminder will be sent about the rotation report deadline, and if a formal review is completed, the Curriculum Committee Chair will send the rotation coordinator and department head a memo outlining Curriculum Committee review documentation and/or recommendations.

## Helpful University Links

## Attendance Tracking Instructions:

MyUTK: https://registrar.utk.edu/banner-general-information-for-faculty/banner-attendance-tracking-instruction-guide/

Canvas: Not available at time of publication.

## Grade Entry Instructions

https://registrar.utk.edu/wp-content/uploads/sites/38/2019/09/Banner-9-Grade-Entry.pdf

# Grade Entry Hints

5. With a small screen, you might not see "Top Links" and will need instead to click the menu button on the upper left and select My Resources, Banner Self-Service Home, Faculty and Advisors, and Faculty Grade Entry.

6. If you cannot see "click here to accept," press Ctrl and the negative (-) symbol simultaneously on your keyboard repeatedly until you see it. This shrinks the size of your screen. To increase the size, click Ctrl and the plus (+) symbol until it looks like you want it again. You can do this to any Web page. ☺

7. Make sure you are looking at the current year and semester. An easy way to find your courses in myUTK is to search by semester. Semesters are designated by a 4-digit numeric year (actual year) and a 2-digit numeric semester code (spring = 20; summer = 30; fall = 40). Therefore, fall semester of 2020 will be 202040, and spring semester of 2021 will be 202120.

9. The drop-down menu in the grade entry form shows the only grades that are available to give. Grades not listed in the drop-down menu cannot be given to a student in that section of the rotation.

11. You will most likely always have at least two sections of a course. The sections labeled as 001 or 002 are for UTCVM and St. George students. The sections labeled with a 99 are for Ross students. Grades must entered for both sections. If a student is taking your rotation twice in the same semester, you'll enter a grade for that student in two sections.

11. To verify that all grades are in, go back to your course list and look for a green Completed button under the Grading Status column.

*You do not need to enter anything for **date last attended**. Please ignore that column.*

*Ignore the **Rolled** column. That indicates when the university Registrar's Office has rolled the grades from this list onto the students' transcripts.*

*You may enter part of your grades, save them, and enter others later, as long as they are in before the deadline. You may also change grade entry errors at any time before the deadline. **If errors are discovered after the grade entry deadline, you will use a different process.***

*Students on rotations that end after the grade entry deadline will be registered in the next semester.*

*Island students who are set to graduate soon after the semester ends are registered in the PREVIOUS semester to avoid paying an entire semester of tuition for two rotations. These students must be given grades of satisfactory incomplete (SI).*

*If students are listed who have not taken your rotation during the current semester, please notify Misty Bailey immediately. Vice versa, if students who are not listed in Banner have grades in one45, notify Misty immediately. Both instances indicate a registration error.*

**\*\*\*Something must be entered for all students, regardless of whether a grade exists. If you do not have a grade for a student, enter a Satisfactory Incomplete (SI), and we can fix it later.\*\*\***

# CHANGING A GRADE IN MYUTK after grades are due

1. Grades may be changed in the MyUTK Grade Entry portal until the grade entry deadline.
2. After grade entry closes, the grade change process is different. Grades may be changed 24 hours after grade entry closes. We MUST wait 24 hours after grade entry closes.
3. Log into https://myutk.utk.edu with your Net ID and password.
4. Click My Resources from the upper left menu.
   a. Choose Banner Self-Service Home
   b. Choose Faculty and Advisors
   c. Choose Instructor Grade Change
   d. Find the correct Term, Course, and Student
   e. Select New Grade
   f. Provide a reason for the grade change (if replacing an incomplete, this is good enough "Grade replaces incomplete")
   g. Submit the change (gets sent to Assoc Dean for Academic Affairs and UTK Registrar's Office for approval)
   h. Wait for grade change notification e-mail from Registrar's Office (student also gets grade change notification)

# Rationale

## General

Although clinical student rotations begin and end continually on a 2- or 4-week basis, the university operates on a semester system. Our clinical student processes are much like trying to put a square peg into a round hole→. We must conform to the semester system policies in order to be in compliance with university and federal policy.

## Attendance Tracking

We are required to verify attendance for all students who are receiving federal financial aid. If we do not verify that a student has attended their classes, that student will lose their financial aid. We need to do this for only ONE day during the semester.

All clinical rotations are entered into the Banner timetable as "second session" (meaning second half of the semester) so that we may drop/add rotations beyond the university's standard semester drop/add deadline (11 days after semester begins). This allows us to make our own changes for 2 months rather than 11 days. After that period, we must ask the UT Registrar's Office to make our rotation registration changes.

Every time we "late add" a student to your rotation, you will have to update your attendance tracking. We will notify you of that when it occurs.

## Banner Grade Entry

Banner is what the university uses to record students' grades onto their transcripts. All grades must be entered into Banner in order for students to graduate, and all incomplete grades must be removed before a student can graduate. The one45 system is a UTCVM-only program that allows us to track competencies and grades in-house only. Banner and one45 do not communicate with each other.

## Rotation Report

The UTCVM Curriculum Committee reviews clinical rotations every 3 years unless heavy clinician overturn or an abundance of low-performance flags have occurred. The rotation report gives rotation coordinators and clinicians an opportunity to formally reflect and evaluate their rotation and provide the committee with a brief summary. Having faculty input into the review process is imperative, as the previous process involved only student evaluations and rotation learning outcomes/objectives.