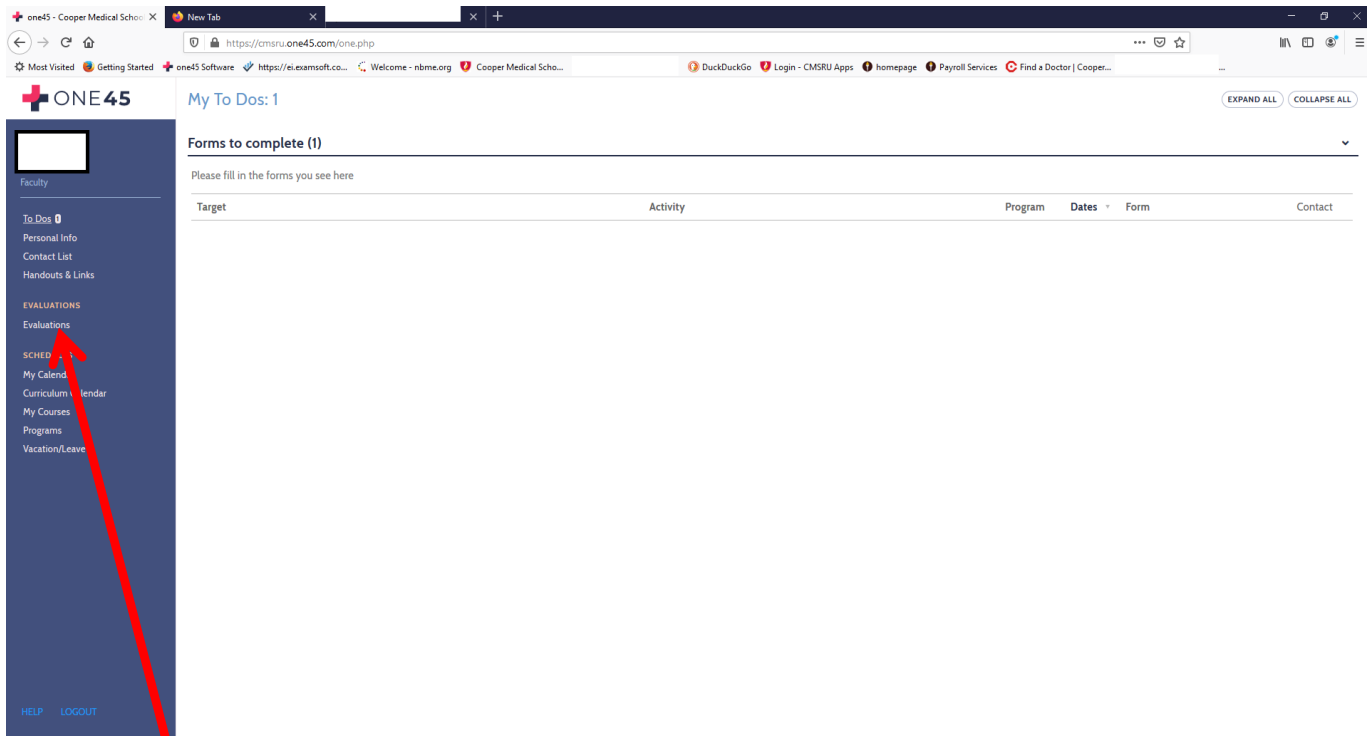


HOW TO...

... review and/or print completed assessments in One45.

Log in to One45 (<https://cmsru.one45.com>). If you have trouble logging in, please email gentilmm@rowan.edu. Specific access instructions will be sent back to you as soon as possible.

When you log in, you will be taken to your To-Do page.



Click on Evaluations in the left menu.

In the Evaluations page, choose 1) the timeframe by either clicking on one of the radio button options or adding in dates. If you choose to add dates, make sure to click the "choose specific dates" radio button.

View forms for rotations/courses started between these dates:

last month last 6 months all choose specific dates

from: to:

▶ Forms you completed (0 forms for rotations/courses that started between Jul17/20 and Aug17/20) click to view

▶ Forms you distributed (0 forms for rotations/courses that started between Jul17/20 and Aug17/20) click to view

Click "Forms you completed." This will bring up the list of assessments that you have completed and submitted.

Locate the form that is to be reviewed or printed and click View.

Forms you completed (8 forms for rotations/courses that started between Nov1/19 and Aug17/20) click to view

Target	Rotation	Start Date	End Date	Form	Group
	Active Learning Group (ALG): ALG			ALG Facilitator's Weekly Student Assessment	Undergrad view
	Active Learning Group (ALG): ALG			ALG Facilitator's Weekly Student Assessment	Undergrad view
	Active Learning Group (ALG): ALG			ALG Facilitator's Weekly Student Assessment	Undergrad view
	Active Learning Group (ALG): ALG			ALG Facilitator's Weekly Student Assessment	Undergrad view
	Active Learning Group (ALG): ALG			ALG Facilitator's Weekly Student Assessment	Undergrad view
	Active Learning Group (ALG): ALG			ALG Facilitator's Weekly Student Assessment	Undergrad view
	Active Learning Group (ALG): ALG			ALG Facilitator's Weekly Student Assessment	Undergrad view
	Active Learning Group (ALG): ALG			ALG Facilitator's Weekly Student Assessment	Undergrad view

Forms you distributed (0 forms for rotations/courses that started between Nov1/19 and Aug17/20) click to view

The student's assessment will open in a different tab/window. If you want to print the assessment, click either Print or PDF, which appear in the upper right corner of the screen.

