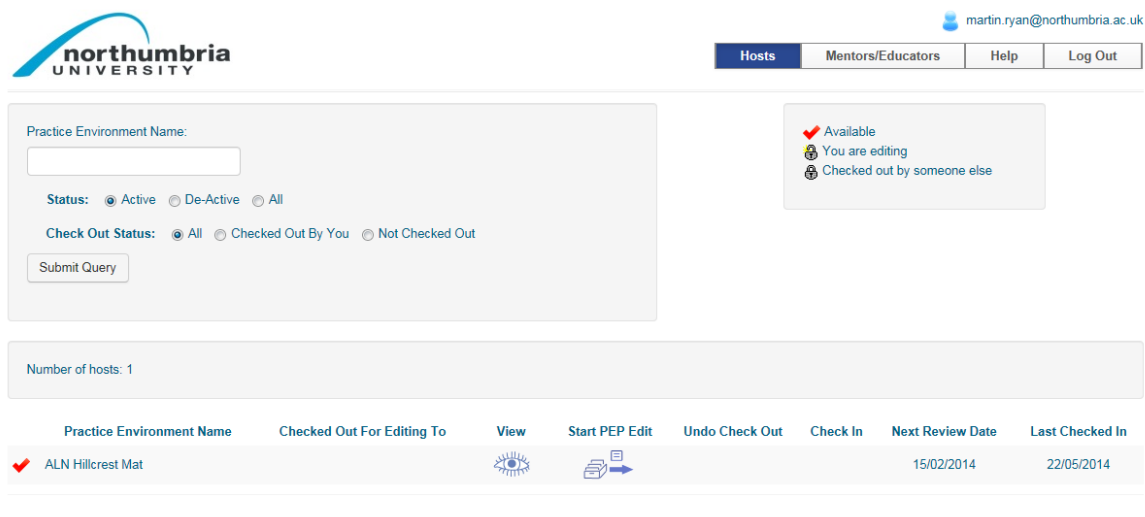# HOW-TO… access student evaluations (multiple hosts)

** Please note that this guide provides information about accessing collated evaluation reports for multiple hosts/services. If you wish to view/access evaluation reports for a single service, please follow this link to our single host guide. **

All students placed with you are required to complete an evaluation of their placement upon its completion. Once the evaluation has been submitted, you will receive an e-mail inviting you to view the anonymised evaluation(s) via your placement area's PEP-Net profile. This guide takes you through the steps you'll need to take to view the evaluation(s).
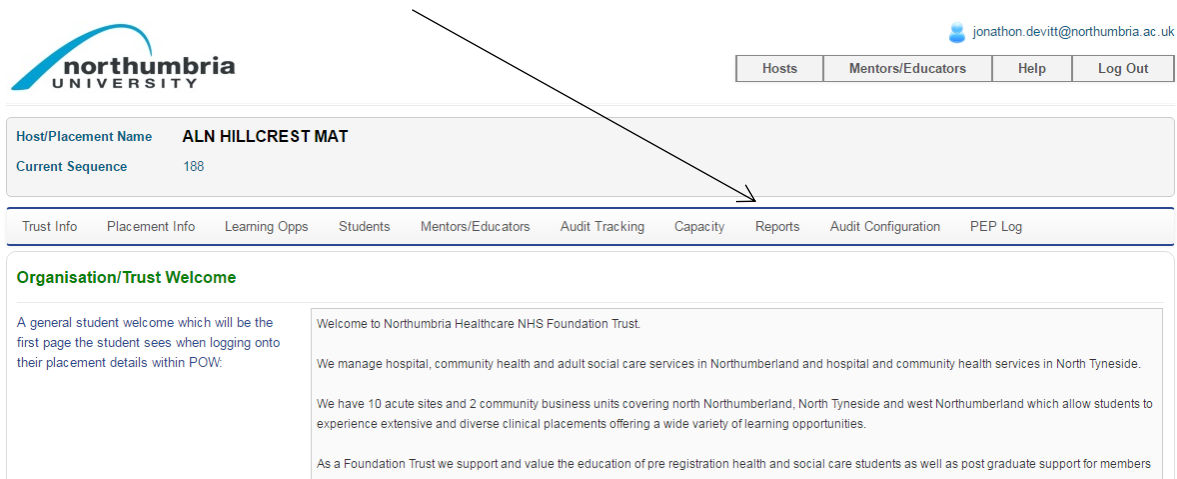
First, you'll need to log into PEP-Net in the usual manner; if you need help with this, please consult this guide. Once logged in, you'll see the following screen:

At this point, you can select any of the services to which you have access – it does not matter which you choose. Unless the placement area you choose is already checked-out for editing, you should have the options to view the placement profile ☀ or to edit it ➤ .

Select view by clicking on the eye and you will be taken into your placement profile.

You now need to select 'Reports' from the menu:

In the reports screen, ensure that you have selected 'Run report for all user's PEPs'

Host/Placement Name ALN HILLCREST MAT

Current Sequence 188

| Trust Info | Placement Info | Learning Opps | Students | Mentors/Educators |

Choose Report Source
- ○ Run report for selected PEP
- ● Run report for all user's PEPs
- ○ Run report for all PEPs in current search

Now select 'Host Evaluations' from the 'Multi-host reports' section:

Host/Placement Name ALN HILLCREST MAT
Current Sequence 188

| Trust Info | Placement Info | Learning Opps | Students | Mentors/Educators | Audit Tracking | Capacity | Reports | Audit Configuration | PEP Log |

Choose Report Source
- ○ Run report for selected PEP
- ● Run report for all user's PEPs
- ○ Run report for all PEPs in current search

To access a PEP Report - Click on the report name. A new window will open and from there you can view the data or choose to export or print it.

Host Reports

Host Dashboard	A health-check covering student arrivals; evaluations; mentor updates and triennial reviews due; plus data quality and completeness checks.
Host Profile	What the student will see about your host - including learning opportunities and contact details
Mentor Updates	An enquiry facility to find out mentors current update status. Ideal for PPFs and others responsible for multiple hosts when run with the "for all Users PEPs".
Mentor/Educator Register by Host	Mentor/educators attached to this host.
Student Evaluations	Student evaluations for this host.
Students on Host	Past, present, and future students allocated to this host.

Multi-Host Reports - best run "for all Users PEPs"

|	
Mentor Readiness	Shows those mentors who will need an update where the mentor has been assigned to a student in the next 90 days.
Mentors to be Deactivated	A list of mentors that have not updated one year and one month after their last update and therefore need to be deactivated.
Multi-Host Audit Status	Shows the date of the last audit completed online and the date set for the next audit. Selectable by trust wildcard.
Multi-Host Dashboard	A health-check including mentor capacity; host managers; and profile completeness checks. Select only the panels you require to reduce run times. Best run "for all Users PEPs"
Multi-host Student Evaluations	Consolidates responses for multiple hosts into a single report for each trust. Ideal for PPFs and others responsible for multiple hosts when run with the "for all Users PEPs".

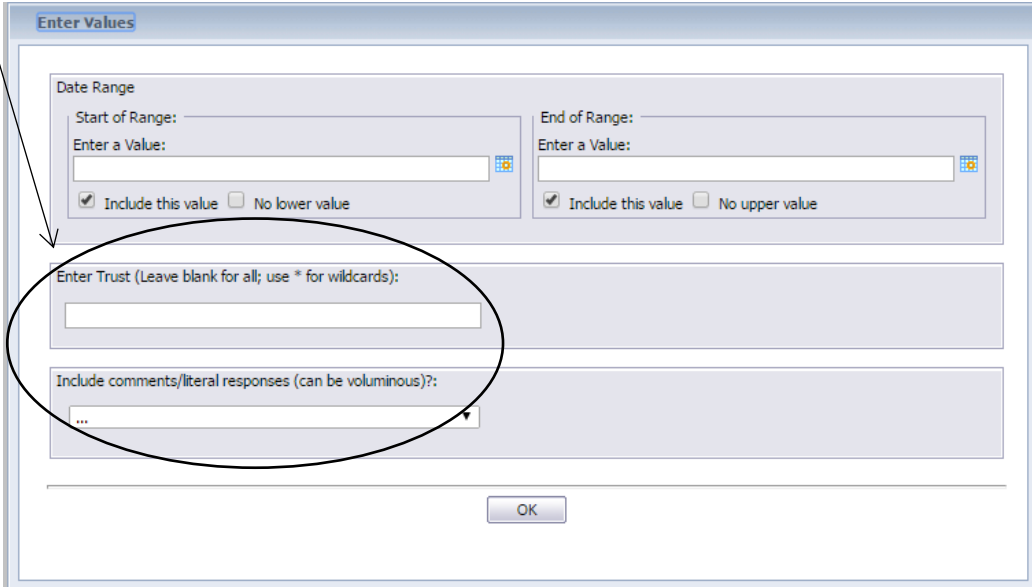A new tab or window will open and you'll see the following screen:
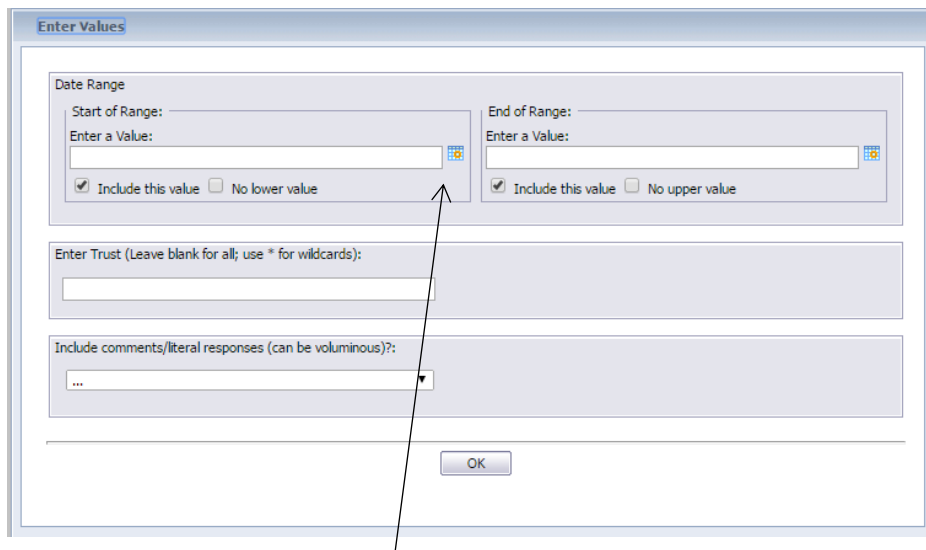
You now need to enter a date range – this relates to the date the evaluation was completed rather than the date the student was on placement with you, so you'll need to enter a range which includes the date on which you received the e-mail advising you that an evaluation had been completed. To enter the dates, you must click on the calendar icon:

A calendar will then appear – select the date you wish by cycling through the months (left-hand arrows) and years (right-hand arrows), clicking on the desired day and then clicking 'OK':

You must do this one for the start date (left-hand box) and once for the end-date (right-hand box). Once dates are in both fields, click 'OK'.
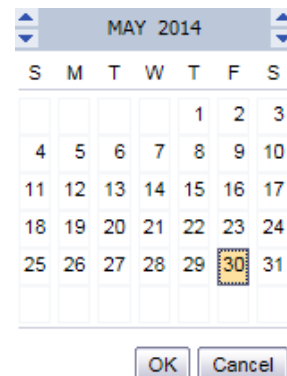
Next, put a star (*) in the 'Enter Trust' box and then choose whether or not you would like to see the student comments (if you select 'false', your report will show only responses to yes/no questions; if you select 'true', each student's comments will be included at the end of the report). Once you have made your selection, click 'OK'.

Your evaluation report will now be created – the answers on the example overleaf have been removed.

Placement Evaluations for Host - ALN Hillcrest Mat for placements between 01/08/2013 and 30/05/2014
3 Evaluations Completed

Preparation and Orientation to Learning Environment

1.	Did you access information about the placement before you commenced on the placement?	Yes	No
2.	Were you allocated a named mentor/ clinical/ practice educator?	In advance of commencing the placement	
		On first commencing the placement	
		Within first weeks of placement	
		After your first week on placement	
3.	Was there an orientation / induction to the placement	Yes	No
4.	Were you able to access placement provider policies and procedures?	Yes	No

Were you informed about/ shown appropriate equipment to support health and safety in the workplace including:

5.	Fire safety	Yes	No
5.	Aids to assist with moving and handling	Yes	No

Placement Learning

6.	Did your shift pattern/s (where relevant for your programme), facilitate you working with your mentor/clinical/practice educator for at least 50% of the time when on duty?"	Yes	No	N/A
7.	Were there opportunities for Inter-professional Learning?	Yes	No	

If you answered Yes to 7 please indicate what opportunities you participated in with others

7.	Work alongside other professionals	Please Tick	

Were you able to access a range of learning resources to support you during your placement?

|			
8.	Portfolio of Learning Opportunities	Yes	No
8.	Access to appropriate IT resources	Yes	No
8.	Are you aware of NHS library facilities?	Yes	No

Along the top of the report, you will find a number of icons – please see below for explanation:
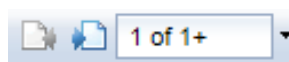

**Print** – click to print a copy of the report

Save – click to save a copy of the report, then select the format you wish to select (PDF or Word are recommended)
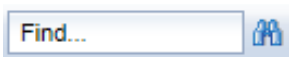
Find – if you're looking for a specific word within the document, type it here and click on the binoculars.

Page selection – use the pages with the left and right arrows to cycle through the report, which should be at least 3 pages in length
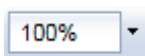
Zoom – click to increase or decrease the size of the font.