

Trac Prac Sub Process

Here is the process for SUBS to "pick up" the NUR XXX evaluations from other FORs.

SUBs may take over those entries to grade them even though they were originally submitted to the main FOR:

1. **SUB can change their course to NUR XXX-follow these steps:**

<https://s3-us-west-1.amazonaws.com/tracprac-learning-center/4745350091677093199.pdf>

2. Select **NUR XXX** in the Evaluation Tab
3. Change the **GROUP filter: NUR XXX** to see ALL submissions-
4. **Search** by each of the 8 student names for which you were a SUB>
5. Click the **green CONTINUE EVAL** to evaluate and sign with your name as the Clinical Faculty for the SUB DATE.

****Once the SUB submits to the students, Students may submit their NEXT clinical SLO entry.**

SUBs may reach out on TracPrac.com Live chat if they need assistance.