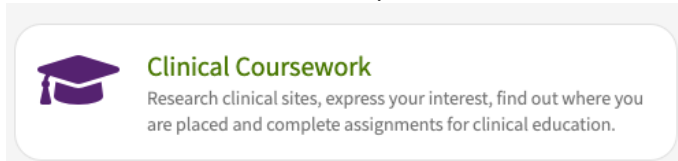


Completing the CIET for Students

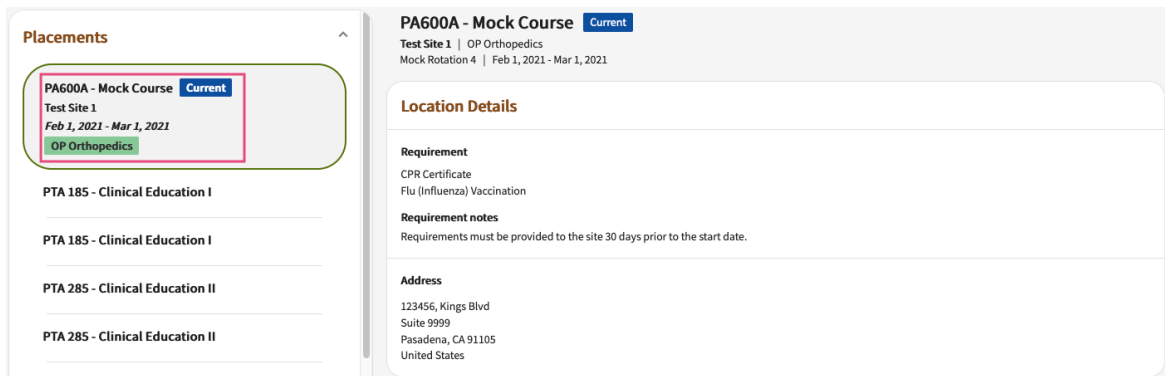
STEPS V4 PT-PTA

Your school may require you to complete the CIET in Exxat. Here is how you will access and complete the CIET:

1. Log in and click on Clinical Coursework from your dashboard or from the three horizontal line menu in the top left corner.



2. Select the current placement from the left side that you want to fill in CIET for.



3. Scroll down on the right side until you find the section called Evaluations. In this Section you will see an option to click on CIET.
 - a. *Note: before you start your CIET you should enter a CI. To add a CI, in the Clinical Instructor section, click on the + icon (you'll be able to add one before you submit the CIET in case you forget).*

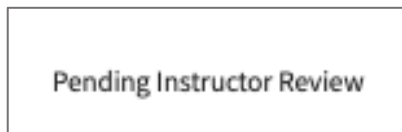
Evaluation		
Form	Date	Status
PT Student Evaluation Of Clinical Instruction	Final Due on Oct 21, 2020	Get Started
PT Student Evaluation Of Site	Final Due on Nov 06, 2020	Get Started
CIET	Mid term Due on Dec 31, 2020	Get Started
	Final Due on Dec 31, 2020	Get Started

- b. Click on the link for the CIET which will say “Get Started” in the status column, if you have not started it yet.
 - c. If you have started the form, you will see a status “In Progress by Student”
4. Complete the CIET. If you are not able to complete the form all at the same time, you can save your progress and come back to it by clicking the Save button.
 - a. *Please note: if this is your first time completing a CIET, you may be directed to complete a training and a quiz before the CIET will be available.* ([Help Resource](#))

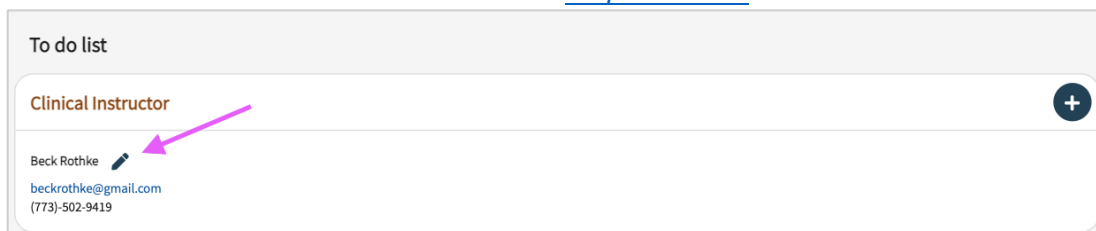
5. Once you have answered all the questions, select your CI from the CI drop down field and click Submit.
 - a. In the dropdown, if you have not added a CI yet, you'll see an option "+Add Clinical Instructor". Clicking on that will open a drawer for you to enter your CI's information.

6. You will be asked to confirm that you want to submit; click ok. Your CI will be sent an email with a link to complete your CIET.

7. When you return to the course page, the CIET status will now be “Pending Instructor Review.”



8. If your CI does not receive an email with the link to complete the CIET, check the email address you used in the CI Information section.
- If it is not correct, edit the email address on the course page under Clinical Instructor and resend the form.
 - If the address is correct, go back to the CIET and resend it the form to them via the resend option on the right side of the screen.
 - Not sure how to resend it? Use our [Help Resource](#) here.



9. Once your CI completes their CIET midterm form, the status on the course page will be updated to Pending School Review.

CIET	Mid term Due on Feb 20, 2021	Pending School Review
	Final Due on Apr 02, 2021	Get Started

10. After your school reviews the CIET, you will be able to begin the final. To do this, please follow the same steps listed above.