Collaborative Assessment of Student Abilities - Manual

Student

2nd Edition

1st Edition: CASA Student Orientation Manual

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March 2012
Revised October 2012

2nd Edition: Collaborative Assessment of Student Abilities –Manual Student

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INTRODUCTION TO CASA

The Collaborative Assessment of Student Abilities (CASA) is an online standardized assessment process for all clinical courses in the Faculty of Nursing at the University of New Brunswick.

HOW TO ACCESS THE CASA SYSTEM

The CASA system can be accessed by following the URL below as well your instructor will post the link on D2L.

https://es.unb.ca/apps/nursing/casa/assessment/

From that link you will have access to the CASA system and all the relevant form(s).

THE CASA FORM

- When you enter the CASA system you will see a list of clinical courses that you are currently registered in and their status, period and term.
- You have the option to print a record of your clinical practice using the link at the bottom of the page.
- You may access the CASA Help site at any time by clicking "Assessment Form Help". If you have additional questions, please contact your clinical coordinator.

COMPLETING THE CASA

To complete a CASA you must choose a course from your list on the main page. Once you click on your course you will:

1. Choose the applicable clinical area from the dropdown menu.
2. Describe your experiences in that area.

On that page you can also print your assessment and access Assessment Form Help by clicking on the links located in the administration panel. This panel also has the "back" button for accessing the assessment list again.

After you have entered your experiences at the bottom of the page, in both midway and final, you will be required to enter comments in the "Summary Comments" box. Your instructor will respond to your comments in the "Instructor's Response" box. Be sure to save your work by clicking "Save Summary Information".

You will see the clinical area(s) you were associated with in that course as well as the required hours and actual hours.

Before you can sign off the instructor must meet with you and must have completed all ratings.

Final Summary Comments

Student Comments:

| B | I | abc | 🗓 | ABC | ⅓⅔⅚ | ≡ | ⟻ | ⟼ | 99 |

In summary, this was a good clinical experience. I look forward to finishing my nursing degree.

body p

Instructor's Response:

Save Summary Information

Clinical Hours	Total Hours Required: 108
Clinical Area	Actual Hours

Terms and Conditions/ Assessment Sign Off

You cannot Sign Off on this Assessment until the Instructor has confirmed they had a meeting with you.

You cannot Sign Off this CASA until your instructor has completed all ratings.

Logout

Once you have had your meeting with the instructor and discussed the CASA, they will record that the meeting was held and this will enable your ability to sign off.

At the bottom of the CASA you will be required to check that you understand the Terms and Conditions and click on the Assessment Sign Off button.
Just remember:

Once you sign off you can no longer make any changes to the CASA.

The instructor will then sign off and that will complete the CASA.

You will be prompted with a pop-up once you click on the sign off button, just reminding you that once you sign off no changes can be made to your CASA form.

STEPS FOR COPYING AND PASTING FROM WORD

The text box in the CASA for does give you the ability to use bullets, numbering, bold, italicize and spellcheck your work. It's very similar to using Microsoft Word. If you would prefer to write your experiences in a Word format and copy and paste them that is possible, just follow these steps.

1. Log into your online CASA and select the CASA form you wish to paste your comments into.
2. Locate the relevant comment box that you want to paste your comments into.
3. Click on the Word icon located next to the spellcheck icon in your text box.
4. You will be prompted with a "Paste from Word" text box. Once you paste your information into that box click "ok".
5. Your comments should now be visible in the CASA text box.
6. Then click "Submit Comment".
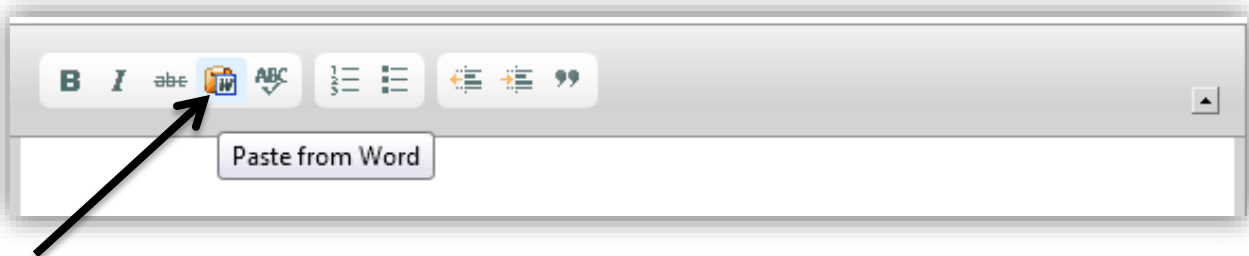
USING WORDPAD AND NOTEPAD TO DRAFT COMMENTS

You are encouraged to either directly enter your comments into the online CASA or use **WordPad** or **Notepad,** if you have a PC, or use **Textedit,** if you use a Mac computer, to draft your comments before you post them to the online CASA.

To access Notepad or WordPad:

1. Click on the Microsoft icon located on the bottom left corner of your computer.
2. Select All Programs.
3. Choose Accessories.
4. Then select Notepad or WordPad.
5. Once you finalize your comments you can post them directly from WordPad, Notepad, or Textedit into the online CASA form.
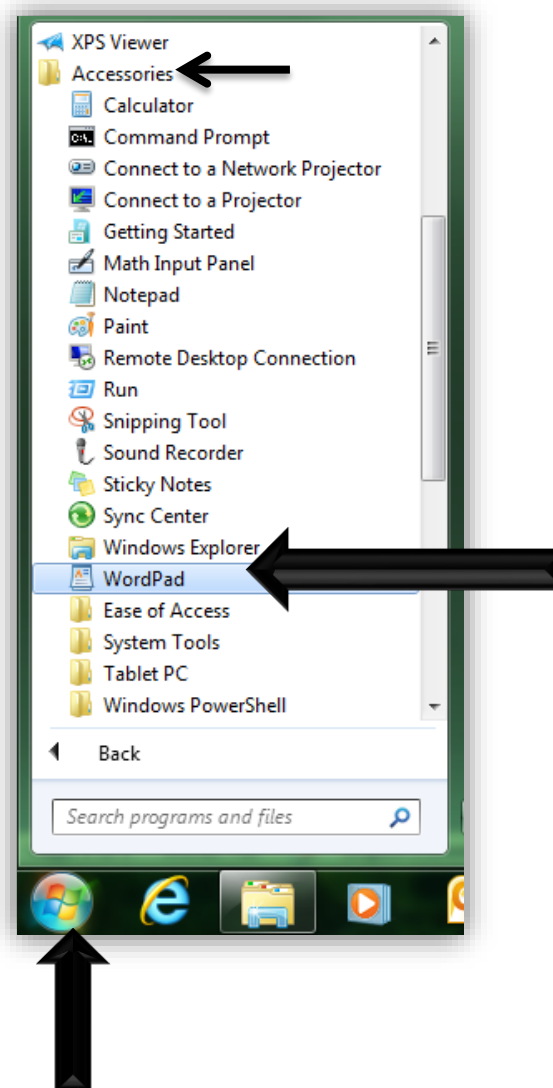
CLINICAL LEARNING SUMMARY (CLS)

The Clinical Learning Summary (CLS) is a document that is completed at the end of each term. The CLS is a collaboration between the clinical instructor and the student which outlines the students' progress. Each CLS is forwarded to the subsequent clinical instructor and reviewed at the beginning of the next clinical course with the student.

The CLS form is automatically generated with the creation of a final assessment period.

This form used to be completed in paper format but, as of March 2013, is now available online in the CASA system.

The new homepage view looks like this:

As you will notice, there is now a CLS form available under Supplementary Documents header.

When you click on the CLS link:

1. The form will open.
2. You will see your information and the instructors' information. There will be a description of the purpose of the CLS form followed by comment boxes.
3. You must add a comment to each box. There are a total of 3 areas to comment on.
4. Be sure to use the "Submit Comment" button after each comment is added.
5. Once your comment has successfully been submitted it will appear underneath the header.

UNB Faculty of Nursing

Clinical Learning Summary

NURS*2063*FR01B

Student: Lindsay Fischer   Instructor: Lindsay Fischer
Email: L.Fischer@unb.ca   Email: L.Fischer@unb.ca

❓ **Learning Summary Form Help**

📁 **Back to Assessment List**

Throughout the nursing program, students are expected to continuously build upon knowledge, skills and attitudes from previous clinical courses. This attainment of ability or growth is demonstrated through meeting the program outcomes in clinical practice and through application of knowledge, skills and attitudes from previous and concurrent courses. Clinical instructors are expected to promote student achievement of the course outcomes and to professionally support continuous student learning both within and between courses.

This CLS is a document that:

- is collaboratively developed by the student and current clinical instructor at the end of each clinical rotation
- outlines student strengths and areas requiring further growth in subsequent clinical courses
- will be collected by the clinical coordinator of the current course and forwarded to the clinical coordinator of the subsequent course
- will be submitted, by the student, to the clinical instructor in the subsequent clinical course
- will be reviewed at the beginning of the subsequent clinical course by the student and clinical instructor with the goal of supporting student learning and growth.

Strengths in clinical practice (in relation to course abilities/outcomes) include:

No comments have been made for this question

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Add your comments here.

Submit this comment