COMPTRACKER®
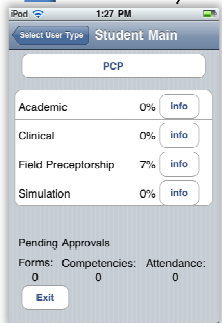## SOLUTIONS FOR MODERN LEARNING
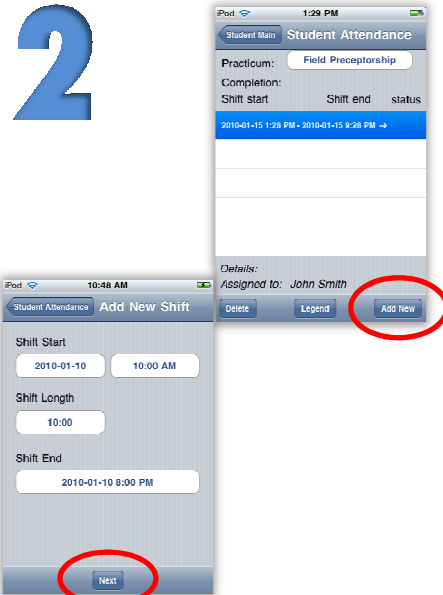*Version 5.0*

Quick Start Guide: STUDENT PDA (iPod Touch/iPhone)

1

Login: Enter CompTracker as a **Student** to enter your data.

Tap on your current Practicum on the **Main** screen.

Approval Summary: Tap to review the details of everything waiting in the approval process.

YOUR PROGRESS WILL UPDATE WHEN SUBMITTED ITEMS ARE APPROVED!

2

Attendance: May be required before logging any **Progress**, so enter applicable Shift data first. You'll see all of the existing records in the list.

If you enter the **Shift Start** and the **Shift Length**, **Shift End** will complete automatically.

3

Progress: To fill out Forms and submit Competencies/Objectives, select **Forms.** You'll see all of your existing forms first. You can fill out a new form by tapping **Add New** then tap the form title in the list.
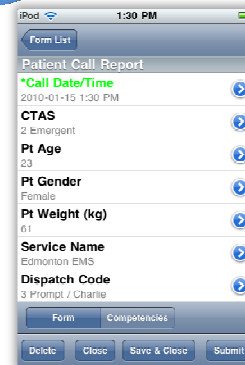
Enter your data into each form field. Review all pages and fill out the required fields (*). Then tap on the **Competencies** tab to attach competencies/objectives to the form if applicable.

If available, you can tap on the **Competencies** link from the Main screen and go straight to submitting your competencies/objectives without a form. The interface is the same.

The Competency/Objective List will automatically filter to **Incomplete.**

To access items you have completed and sign them off additional times, change the filter to **Complete** or **All.** Then tap on an item in the list to view the full description, check off tasks, and enter fields. Tap on **Add** to add this item to your submission list.
Tap on **Done** to review the list of items you've added.
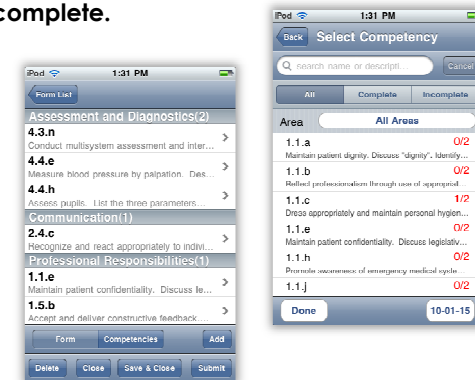
4

Submit: After entering your Attendance, Forms, and Competencies/Objectives, they still need to be Approved! You may have the option to Submit to the Website or to your Handheld for approval.

Select which Instructor/Preceptor will be approving your submission, and tap on **"Finish"** to complete.

Submissions to the Handheld will be available for approval immediately; Website submissions will be available to that Instructor/Preceptor after your next synchronization.
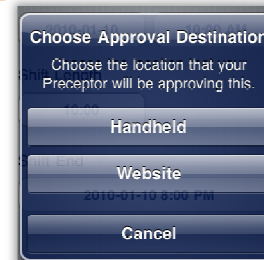
Need Help? Call **1-866-432-3280** , Email **support@studentlogbook.com,** or visit **www.StudentLogBook.com/Support**