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Students will access Practical Procedure Tracker from the student's view of the main dashboard.

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Topic:Using the Practical Procedure TrackerLevel:IntermediateIntended For:Instructors, Lead Instructors/MindTap Admins

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Enter the date of completion, and optionally select "Add Image" of the procedure. Click "Save."



Select the image from your files. Click "Open."

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The procedure will be listed as "Awaiting Instructor Grade" in the student dashboard. If the student shared an image the face silhouette icon will display.

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Please Note: Students can export a report of Practical Procedures by clicking "Export Report." Students can choose a detail report or a summary report. Both report types will open as a PDF file.

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Instructors will grade the procedure by visiting the Procedure Tracker Gradebook on the MindTap apps dock on the right side of instructor MindTap dashboard. See the "How to Use the Procedure Tracker Gradebook" PDF tutorial.

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