

How to Use the Internship Checklist (Admins)

Creating a New Checklist

Start by clicking the link “Create Checklist” in the application navigation bar.

In the search input field, type either the first or the last name of the student that the new checklist will be for. If the wrong student was selected, the search input field can be cleared and a new search can be performed.

Fill in the internship information.

Click the “Create Checklist” button at the bottom of the form to finish creating the checklist. You will then be taken to the checklist.

Editing Internship Information

While editing a checklist on the edit checklist page, the relevant internship information will be displayed at the top of the form. This information box will have a button that says “Edit Internship”. Click this button to be taken to the edit internship page.

Edit information in the fields that you desired to change. Note that changing answers to any of the radio button questions will change which items (checkboxes) the checklist will have.

Click the save changes button at the bottom of the form to save all changes to the internship information. Nothing will be saved without clicking this button.

Editing a Checklist

On the home page, every checklist in the Open Checklists table will have a button that says “Edit” on it.

Click one of the edit buttons to go to a specific checklist. Once clicked, the edit checklist page will open up.

Items in the checklist can be checked off by clicking the checkboxes. Completing checkboxes will increase the completion percentage for the checklist.

Click the save changes button at the bottom of the screen to save all edits and changes to the checklist. Nothing will be saved without clicking this button.

Withdrawing a Checklist

On the home page, every checklist in the Open Checklists table will have a button that says “Withdraw” on it.

Click one of the withdraw buttons to withdraw a specific checklist. Once clicked, type “CONFIRM” in the popup box to confirm that the checklist should be withdrawn.

Once the checklist is withdrawn it will move to the Closed Checklists table. The checklist details can be viewed by clicking on the row in the Closed Checklists table.

Viewing Stalled Checklists

Clicking on the link “List Stalled Checklists” will take the user to the page that shows all stalled checklists.

Stalled checklists are currently defined as a checklist that is open but hasn’t been edited in at least 28 days.

Viewing Completed Checklists

Clicking on the link “List Completed Checklists” will take the user to the page that shows all completed checklists. The rows in the table may be clicked to open a detailed view of a specific completed checklist.

Downloading Table Data

Every table has a button underneath it that says “Download CSV” on it. Clicking this button will download all data from a specific table. The downloaded data will be ordered in the same order that the table was ordered in when the download button was clicked.