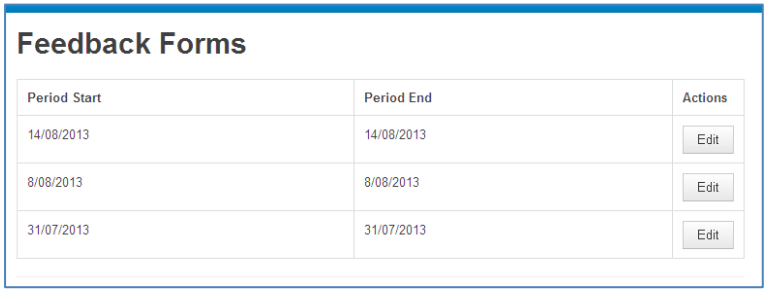
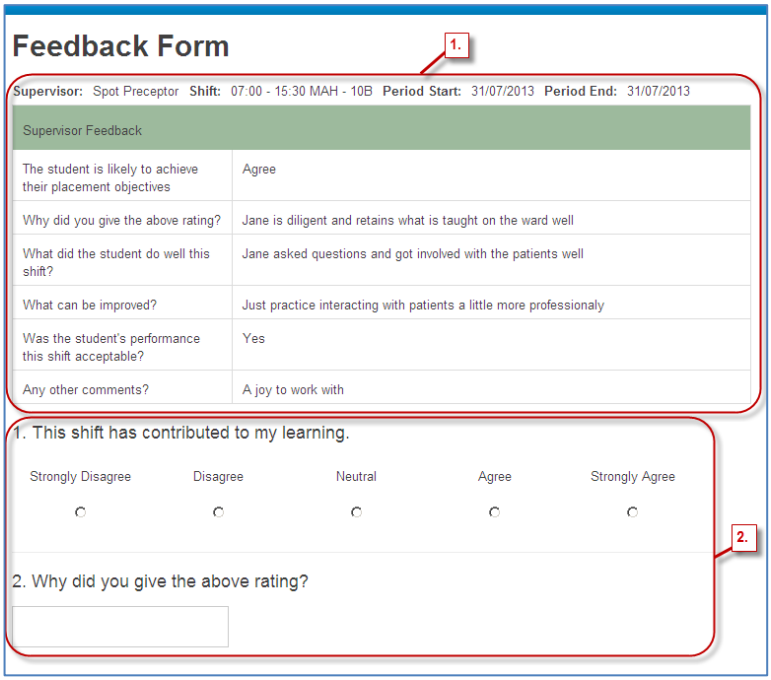
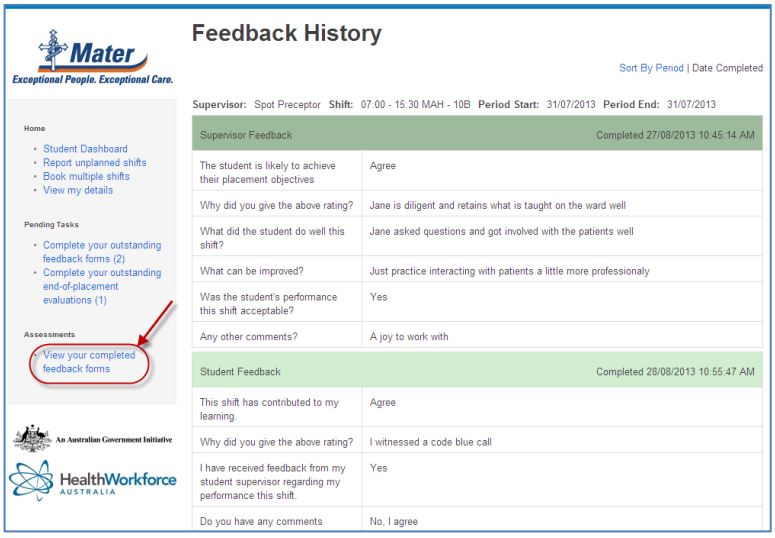
StRef-02 - Student Reference Sheet - How to complete a feedback form.

Steps	Action	What it looks like
1.	Click the **Complete your outstanding feedback forms (#)** link in the sidebar. This will take you to the **Feedback Forms** screen.	
2.	Any feedback forms that need to be actioned will be listed here, displaying the **Start** and **End** date that each form corresponds to. If a Period Start and Period End date are the same then the form is for a single shift. Otherwise it corresponds to all shifts attended within the period. To action a form, click **Edit** button.	 **Note**: *You will be able to access the feedback form once the shift has commenced.*
3.	Each form is comprised of two sections. The first section displays the shift or period of time that the form relates to. It also displays any **Supervisor Feedback** you've received for the shift/period and the name of the **Supervisor** that wrote it. The second section is where you can record your own feedback. Simply answer each question, ensuring there is an answer for every question, and the click the **Submit** button.	

4.	Once a feedback form is submitted you can view it by clicking on the **View your completed feedback forms** link. Your entire feedback history will display with the latest date displaying first. Supervisor feedback displays with a dark green header, while your student feedback displays with a light green header. You can print your feedback from your browser.	
5.	***Troubleshooting: Editing submitted feedback forms*** If you make a mistake on a feedback form and need to amend it, you will need to contact your SPOT System Administrator with the edit required. Use the **Contact** link in the top right corner of the SPOT screen to generate an email. Administrators refer to *DRef-15 – Editing Submitted Feedback Forms*	