Laboratory Rotation Forms
Student Instructions

Table of Contents

Login ................................................................. 2
Creating Agreement Forms ................................. 3
Completing Evaluations ..................................... 6
Support ............................................................... 7
Logging in

Start by logging into https://learn.weill.cornell.edu

Sign in with your CWID

Select the PhD Training tab

Scroll down and select Laboratory Rotation Forms
Creating Agreement Forms

Be sure to have registered for a Laboratory Rotation course before trying these steps, otherwise you will not see rotations on the drop down menu.

Choose a rotation in the dropdown menu

Then click submit

You will now be taken to the Laboratory Rotation Agreement form

The Student Information table will be pre-populated with your name, year and program

Select the rotation preceptor, the preceptor's information will prepopulate once selected

Insert the start and end date of the rotation
Next, there will be a series of questions that will need to be filled out.  
**Note:** These questions must be discussed by the student and the preceptor before filling out this form.

![Image of form with questions]

When completed, you can save your progress or submit

- Saving your progress will allow you to return and work on this form later
- Submitting will allow you to finalize your form
A screen will appear containing all the answers entered

If the responses you have entered are correct, click submit. If you need to make changes, click the cancel button to return to the form.

Once submitted, you will be redirected to the homepage, where you can see the status of your form.
Completing Evaluations

After the agreement is approved, the student will automatically be given a student evaluation form. This form can be found on the homepage. This should be completed after the rotation has ended.

To access the evaluation click on open

Fill out all the required fields in the laboratory rotation evaluation

Laboratory Rotation Evaluation
To be completed by student within 2 weeks of completion of rotation and discussed with preceptor.
* Denotes required field.

If you would like to speak confidentially to the Graduate School leadership team about your experience check this box. Once checked and email will be sent to the Graduate School leadership team informing them that you would like to set up a time to speak. An email will also be sent to the student.

PLEASE NOTE THE PRECEPTOR WILL NOT BE ALERTED IF THIS IS CHECKED

Saving your progress will allow you to return and work on this form later

Submitting sends the evaluation to the preceptor
Technical Support

For issues requiring support, such as trouble logging in, please submit an incident to the Educational Technologies Group (ETG) by navigating to myHelpdesk (http://myhelpdesk.weill.cornell.edu) or sending an email to etg-support@med.cornell.edu. If you submit an incident, be sure to mention Educational Technologies Group (ETG) in your ticket so it can be routed accordingly.

General Questions

For general questions regarding the Laboratory Rotations, contact the Graduate School administrative team.

For questions regarding registration for the Laboratory Rotations, contact the Registrar.