How to view internship evaluations: student & employer

Login to GradLeaders: https://admin.gradleaders.com/SUNYP/Admin/Login.aspx

Use the first part of your potsdam.edu email address as your username, as shown below, and GradLeaders password.

**NOTE:** If this is your first time logging in, your temporary password is 123456.

Once you login you will see the main dashboard. Go to the **Internships** tab then **internship records**
Welcome, jaypa Students  System Time: 1:02:56 PM

The following screen will appear. To begin searching click on basic search on the left-hand side of the screen.

Click on the advanced search button.
Scroll down to **Faculty Sponsor Name**, enter your name, and click the **Add** button on the right.

Continue to scroll until you find **Semester**. Click on the semester you would like to search and click **Add** on the right-hand side.

Once you have entered your name, the semester you want to view, scroll back to the top of the page, and click **View Results**
Results are shown below. Click on **Summer 2020** on the student you wish to view.

The student’s internship record will appear like as shown below.

Scroll to the bottom of the page to **Feedback Results**. Click on the **binoculars** on the right-hand side to view the internship evaluation results. There will be a student and site supervisor evaluation.

**NOTE:** If you do not see binoculars in the Actions section under student or employer then the evaluation has not been completed.
Evaluation results will look like what is shown below