



Trajecsys Instructions for Clinical Instructors

How to Register in Trajecsys

- Go to Trajecsys.com
- In the upper right corner, select “Registration” and fill out the form
- Select the Educational Institution (Northern Virginia Community College – Diagnostic Medical Sonography)
- Remember your username and password
- Contact the program’s Program Director or Clinical Coordinator to change your status to a clinical instructor

Grading “Practice Competencies”

- Log into Trajecsys
- On left side panel select “Comp Evals”
- Select your student from the drop-down box
- Under Type, click chevron and select “Practice competency”
- Under Major Study, Select Category
- Under Procedure, select subcategory (ie: Complete Liver)
- Select next and complete the competency form
- Comments can be placed in the box to the right (these are encouraged)
- When finished, click the submit box in the bottom right corner

Grading “Graded Competencies”

- Log into Trajecsys
- On left side panel select “Comp Evals”
- Select your student from the drop-down box
- Under Type, click chevron and select “Graded competency”
- Under Major Study, Select Category
- Under Procedure, select subcategory
(Note for DMS: ABD exams are always complete)
- Select next and complete the competency form
- Comments can be placed in the box to the right (these are encouraged)
- When finished, click the submit box in the bottom right corner

Approving Time Records

- Log into Trajecsys
- From the left-hand column select “Approve Time Records”
- Check to ensure that the student has logged in and out from your facility accurately
- Select “Approve Records”
- If there is a concern or discrepancy, contact the program’s Clinical Coordinator before approving any records



Mid-Term Evaluation Form

- Choose “Other Evaluations” from the left-hand menu
- Select “Clinical Instructor Evaluation of the Student-Midterm”
- Complete the form and select Submit to send
- Please review forms, comps, and evaluations with the student

End-of-Term Evaluation Form

- Choose “Other Evaluations” from the left-hand menu
- Select “Ethics and Attitude Evaluation-End of Term Evaluation”
- Complete the form and select Submit to send
- Please review forms, comps, and evaluations with the student

Reports Tab

- In the left-hand column select “Reports”
- Select “Completed Comp Exams”
- The list of completed competencies for the semester will be listed here