Below are step-by-step instructions for completing the Learning Agreements in eLogs. If you have any questions, please contact us at fnppracticum@chamberlain.edu.

Week 1

Once the student has submitted his or her Learning Agreement, follow the steps below to approve:

1. Go to grad.elogs.org and login under the Preceptor Login
2. Select “Learning Agreement” on the Home Page
3. Select the appropriate student and course from the Dropdown Menus
4. Make any changes and select “Update Agreement” on the bottom of the form
5. Once complete, select “Approve Agreement” to sign off on the Learning Agreement

Please note:
- Any changes to existing text should also be saved in the History section with the user name and date/time stamp
- Everything except the History section will be included in the print version
- You will be able to print at any time

Once all three signatures are obtained (student, preceptor and faculty), the signature section for Week 1 is complete.

Week 8

By the end of Week 8, the student, preceptor and faculty will need to verify and sign off on the completed Learning Agreement.

1. Follow the same process as in Week 1 to access the Learning Agreement
2. Once the student signs off on the Week 8 agreement, you will have the option to “Approve Agreement” under Week 8
3. You can approve Week 8, but you will not be able to make any edits