INSTRUCTIONS FOR MANAGING EVALUATORS
WITH ONLY 1 PRECEPTOR PER STUDENT

DO NOT ASSIGN MORE THAN 1 EVALUATOR TO THE SAME STUDENT USING EXISTING FORM
Instructions differ for activities with multiple evaluators submitting narrative assessments of same student that are to be summarized with one final grade

Choose COURSE>EVALUATIONS (top green button)
Be sure to select the correct year.

Select "Manage Evaluators" to assign and manage evaluator associations with students.

1) First you will want to remove yourself as the default evaluator for the entire course.

Do this by clicking on "Delete" to the left of your name. Don't worry, this will only delete associations for evaluations that you have not already submitted or started. You will see a pop-up screen asking you to confirm this deletion. Hit "OK."

Select which locations and start dates you want to appear on the screen then click "Show."
You will want to select "All Start Dates" during this step for all of the start dates to be available to assign during the Add Evaluator portion (next).

2) Next click on "Open Add Evaluator" to add the associate the correct evaluator with the student(s)

(Screenshot on following page)

Search for Evaluators by typing the first few letters of the evaluator's last name in the search box, then selecting his/her name from the drop down menu to the right of the search box. Click "Move Down."

Select the Start Date(s) for the rotations that this evaluator will be assessing students. You may pick more than one by using CTRL+ or SHIFT+.

Select the Students that the evaluator will be assessing. The default (and easiest to set-up ahead of time) is "All Students." You can always go back later (before the evaluation opens) to change a particular student's evaluator.

Once you've specified the date(s) (and if appropriate, the location), the evaluator, and the students to be evaluated, **click ADD.**

You can repeat this process to specify different evaluators for various start dates and/or students.

If you need to delete an existing relationship, check the checkbox to the right of the evaluator's name and click on "Delete Selected."

If you cannot find a needed evaluator when searching for evaluators

Please email the Advanced Integration Curriculum Coordinator or LCOM Registrar if you are unable to find someone you are looking for to confirm that they do not already have an OASIS account configured before you proceed to add an account. We must be very careful not to create duplicate accounts.

If they do not have an account already, you may create one for them by clicking on "**Add a new evaluator**" under the search box.

To do this you **must** supply the evaluator's:
1. Username (this should be their UVMMC M#)
2. First and Last Names
3. Email account

The other fields are optional—except for Designation—always skip this. (It is strictly for designating current student expected graduation dates and tied to COMIS/Oasis/Banner data processes). Including the department is often very helpful. You may add the department by clicking on "edit" next to Primary Department.

Be sure to check "**External**" after Authentication Method. This will permit them to log-in to Oasis using their hospital or COMIS credentials (dependent on which username you've supplied).

(Screenshot follows.)

Add a new evaluator

2014-2015 : Pediatrics : PED-1007 - Pediatrics Research

Adding a new evaluator will create a **new** account for this person with a role of e
for the creation of new evaluator accounts for those that have no existing accou
advised that you create multiple accounts for the same individuals. Once you a
to search for this new account in the Add Evaluators section of the Manage Evalu

Bold fields are required.

Username:	M12345
Prefix:	
First Name:	Willy
Middle Name:	
Last Name:	Wonka
Suffix	
Email:	.Wonka@uvmhealth.org
Authentication Method:	○ Internal: Passwords are verified by OASIS. ⊙ External: Passwords are verified by anothe OASIS.
Phone:	
Pager:	
Mobile:	
Address 1:	
Address 2:	
City:	
State	
Zip	
Sex	Male
Designation	
Primary Department Edit	

Add   Cancel

Callouts:
- Hospital or COM username mandatory so can log-in
- Accurate email so receives notification and link
- MUST check EXTERNAL so can log-in via COMIS server
- Skip designation this is for students only (Class of xxxx)
- helpful

OK, you've done all of this and the evaluator still hands you his/her evaluation and asks you to enter it for them….

You can do that by:

Selecting MY EVALUATIONS from the COURSE>EVALUATIONS menu.

Then click on "Enter as another evaluator" in the upper right hand corner (gold bar) and choosing the evaluator from the drop-down menu on whose behalf you are entering the information.

Evaluations (change course)

2014-2015 : Pediatrics : PED-1007 - Pediatrics Research	
Manage Evaluators	Assign and manage evaluators and their association to students
My Evaluations	Go to Manage -> My Evaluations
Data Analysis Reports Course Evaluations	Analyze evaluation data for the course.

My Evaluations

Enter as another evaluator

Complete Evaluations   **Course Eval Reports**   **Faculty Ev Reports**

Average days to submit is 0. The University of Vermont College of Medicine average 36 days (generated on 04/03/2015). View Details

Show... ▼

No evaluations found.