

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.

| | | | | |
|-------------------------|------------------------|--------------------------|------------------------|-------------------------|
| My Home | Course | Students | Manage | Account |
|-------------------------|------------------------|--------------------------|------------------------|-------------------------|

Home > Administration > Course
Logged in as [Name] McClellan. [Return to normal user account](#)
There are [Number] notices

Course [\(change course\)](#)

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

| | |
|--|--|
| Select a course | Select the course you would like to manage. |
| Course Roster | Access the current roster for this course including the ability to add and drop students. |
| Student Report | Printable student roster reports. |
| Evaluations | Evaluations management |
| Catalog information | Edit/view course information displayed in the catalog. Add Keywords and Objectives to the course. |
| Course Set-up | Configure important enrollment settings including locations, weeks, start times, and enrollment minimums and maximums. |
| Enrollment Information | Current enrollment set-up report by week and location. |

Select **“Manage Evaluators”** to assign and manage evaluator associations with students.

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 | Analyze evaluation data for the course. |
| Course Evaluations | |

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.”

Add Evaluator

[Open Add Evaluator](#)

Legend:

- X** - Evaluations have not been started. May be deleted.
- - Evaluations have been started or submitted. May NOT be deleted.
- - Evaluation creation pending.
- - No evaluation exists for this association.
- - No evaluation exists because they were deleted.

To **remove** an individual name from the evaluation, click the **x** next to the name. A **■** next to a name indicates an evaluation has been started or submitted by the individual, and therefore the name cannot be removed from this page. To **delete** an evaluator entirely, click the checkbox next to the name and click **Delete Selected**.

[Delete](#) - [McClellan, Patricia](#) entire course <-> at The University of Vermont Medical Center, Burlington VT

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).

Manage Evaluators [\(change course\)](#) [Import](#) | [Export](#)

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[Tutorial for Add Evaluator](#) [Tutorial for Event Wizard](#)

Show and Add - Locations and Start Dates

Show:

Add Evaluator

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**.

The screenshot shows the 'Manage Evaluators' interface for the course '2014-2015 : Pediatrics : PED-1007 - Pediatrics Research'. The interface includes several sections:

- Show and Add - Locations and Start Dates:** A section with dropdown menus for 'All Locations' (The University of Vermont Medical Center, Burlington VT) and 'All Start Dates' (04/07/2014, 05/05/2014, 06/02/2014). A blue arrow points to this section with the text 'All start dates here'.
- Add Evaluator:** A section with a 'Close' button and a 'Location and Dates' dropdown menu. A blue arrow points to the start date options with the text 'Specific start dates here'.
- Evaluation Period:** A section with date pickers for '4/7/2014' and '5/2/2014', and a dropdown for 'Entire course'.
- Search for evaluators:** A section with a search box containing 'ras', a 'Search' button, and a dropdown menu showing 'Raszka, William'. A blue arrow points to this section with the text 'Search for evaluator, then pick from drop-down menu & hit "MOVE"'. Below the search box is a 'Move down' button.
- Associate Evaluators to Students:** A section with two dropdown menus: 'Evaluators to add' (showing 'Raszka, William paul@office.schillingconsulting.com') and 'Students to add' (showing 'All Students'). A blue arrow points to the 'Students to add' dropdown with the text 'Pick all students (or specific if known exceptions)'. There are also 'Remove Selected' and 'Load Common Evaluators' buttons.
- Evaluations:** A section with radio buttons for 'Automatic' (selected) and 'Manual'.
- Classification of evaluator:** A dropdown menu set to 'None'.
- Student Activity:** An empty text input field.
- Buttons:** 'Add' and 'Cancel' buttons at the bottom of the form.

A large blue arrow at the bottom points to the 'Add' button with the text 'Hit 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.”

| Eval. Period | Evaluator(s) | Evaluates these students | Is evaluated by | Classif |
|--|---|--------------------------|-----------------|---------|
| | <input type="button" value="Delete Selected"/> | | | |
| 04/07/2014-05/02/2014 Load all for period | <input checked="" type="checkbox"/> Raszka, William | X All Students | X All Students | |
| 05/05/2014 - 05/30/2014 - 4 wks, 4 crs. The University of Vermont Medical Center, Burlington VT | | | | |
| 05/05/2014-05/30/2014 Load all for period | <input type="checkbox"/> Raszka, William | X All Students | X All Students | |
| 06/02/2014 - 06/27/2014 - 4 wks, 4 crs | | | | |

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.

| | |
|-----------------------|---|
| Location and Dates | The University of Vermont Medical Cen |
| | All Start Dates |
| | 04/07/2014-05/02/2014 4/4 cr. |
| | 05/05/2014-05/30/2014 4/4 cr. |
| | 06/02/2014-06/27/2014 4/4 cr. |
| Evaluation Period | 4/7/2014 5/2/2014 |
| Search for evaluators | wonka <input type="button" value="Search"/> |
| | Add a new evaluator |

- To do this you **must** supply the evaluator’s:
1. Username (this should be their UVMCM 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

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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 account. You are advised that you create multiple accounts for the same individuals. Once you are done, you can search for this new account in the Add Evaluators section of the Manage Evaluators page.

Bold fields are required.

| | |
|--|---|
| Username: | M12345 |
| Prefix: | |
| First Name: | Willy |
| Middle Name: | |
| Last Name: | Wonka |
| Suffix: | |
| Email: | .Wonka@uvmhealth.org |
| Authentication Method: | <input type="radio"/> Internal: Passwords are verified by OASIS. <input checked="" type="radio"/> External: Passwords are verified by another system (e.g. OASIS). |
| Phone: | |
| Pager: | |
| Mobile: | |
| Address 1: | |
| Address 2: | |
| City: | |
| State: | |
| Zip: | |
| Sex: | Male |
| Designation: | |
| Primary Department Edit | |
| <input type="button" value="Add"/> <input type="button" value="Cancel"/> | |

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 [\(change course\)](#)

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|---|--|
| 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 Eval Reports

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

Show... ▼

No evaluations found.