

## Advanced Integration Level Courses with Multiple Evaluators Contributing to One Summarized Narrative Assessment

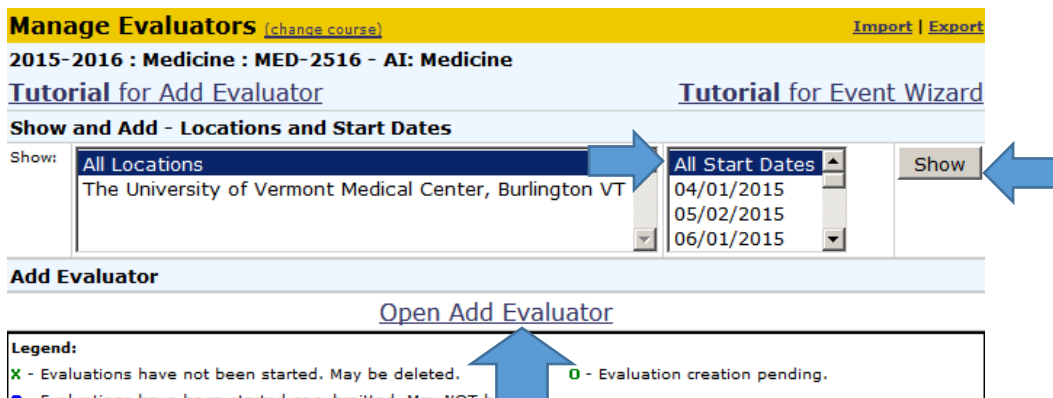
INSTRUCTIONS AT A GLANCE	
Supply required information to <a href="#">Advanced Integration Level Curriculum Coordinator</a> (Summary form sign-off individual and course #)	page 1
Assign individual evaluators to specific students/dates using “Manage Evaluators”	1
- Add evaluator(s) if necessary	2
- If you make an error/something changes	3
Individual evaluators complete electronic evaluation forms	4
- If the evaluator asks you to enter on his/her behalf	4
Coordinator adds comment fields to summary form, editing as necessary	5
Director assigns final grade and signs-off/submits the summary evaluation	6
- Viewing a submitted evaluation	7

**1. Summary Evaluations must be arranged with the Advanced Integration Level Curriculum Coordinator first.**

- Contact Michelle to specify the course (Dept. + course number) and the one person (generally the course director) who will be responsible for signing off on the summarized assessment and assigning the final grade.
- Note: Students may only view their assessment once a final grade has been assigned. They will not see individual evaluations, only the summary evaluation.

**2. Once the Advanced Integration Curriculum Level Coordinator has confirmed configuration of the evaluation for the course, the course coordinator assigns appropriate individual evaluators.**

- Go to COURSE>EVALUATIONS>MANAGE EVALUATORS
- Select “All start dates” and hit “Show” at the top of the screen, then hit “Open Add Evaluator”



- Select the specific start date for which you wish to assign evaluators
- Search for the evaluators who will contribute to the summarized evaluation, hitting “Move down” once located.

- Select the students s/he will be working with (default/easiest is all students) but you can specify which individual students are working with whom, then hit “Add.”
- Repeat the above until all of the faculty members who will be contributing to a student’s summary evaluation have been selected and assigned to that student/time period.

**\*\*\*DO NOT include the person who will ultimately sign-off on the summarized evaluation here, UNLESS s/he has worked directly with the student and is contributing an individual assessment to be summarized with the others.**

### 3. Use “Add a new evaluator” if the person you are searching for is not found.

- Send an email to [Michelle McKay, Advanced Integration Level Curriculum Coordinator](#) before proceeding with this step to make sure that the person you are searching for really does not already have a user account in OASIS. It is very problematic to create duplicate user 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 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.)

The screenshot shows a web form titled "Add a new evaluator" for the "2014-2015 : Pediatrics : PED-1007 - Pediatrics Research" course. The form includes fields for Username (M12345), Prefix, First Name (Willy), Middle Name, Last Name (Wonka), Suffix, Email (.Wonka@uvmhealth.org), Authentication Method (Internal/External), Phone, Pager, Mobile, Address 1, Address 2, City, State, Zip, Sex (Male), Designation, and Primary Department. At the bottom are "Add" and "Cancel" buttons. Annotations include: a blue arrow pointing to the Username field with the text "Hospital or COM username mandatory so can log-in"; a blue arrow pointing to the Email field with the text "Accurate email so receives notification and link"; a green arrow pointing to the Authentication Method section with the text "MUST check EXTERNAL so can log-in via COMIS server"; a blue arrow pointing to the Designation field with the text "Skip designation this is for students only (Class of xxxx)"; and a blue arrow pointing to the "Add" button with the text "helpful".

**If you make an error or something changes,** you can check the checkbox next the faculty member's name and hit "Delete Selected" to remove a faculty member from a start date entirely. Or you can click on the green "x" to the left of an individual student association to remove that specific relationship. Then you can re-assign appropriate evaluators/students as necessary.

**4. Individual evaluators will receive email reminders from OASIS when the evaluation opens.**

- They should contact the course coordinator as the primary resource if they have trouble accessing the evaluation.
- From the user’s home page, they should click on “You have # evaluation(s) to complete” under “My Evaluations.”

**My Account**

[Set my CoM Scheduling password](#)

[Set my "As Observer" PIN](#)

**My Evaluations**

You have [1 evaluation](#) to complete.

[My Course Evaluation Reports](#)

[My Faculty Evaluation Reports](#)



- Then they will click on the evaluation form after the student’s name to complete it. Individual contributors do not have the option of assigning a final grade.

**My Evaluations**

**Complete Evaluations** | **Course Eval Reports** | **Faculty Eval Reports**

Average days to submit is 0. [View Details](#) Show... ▼

**Medicine: MED-2516: AI: Medicine**

**04/01/2015**

Action	Student	Location	Evaluation Form	Eval Per.	Status	Complete BEFORE
	[REDACTED] of 2016	The University of Vermont Medical Center, Burlington VT	<a href="#">Clinical Competencies for Advanced Integration</a>	04/01/2015-04/30/2015	Not Started	06/09/2015



**If the evaluator sends you their evaluation and asks you to enter it on their behalf...**

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.

(Screenshot follows)

Evaluations <small>(change course)</small>	
2014-2015 : Pediatrics : PED-1007 - Pediatrics Research	
<a href="#">Manage Evaluators</a>	Assign and manage evaluators and their association to students
<a href="#">My Evaluations</a>	Go to Manage -> My Evaluations
Data Analysis Reports	Analyze evaluation data for the course.
<a href="#">Course Evaluations</a>	



**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.



## 5. Course coordinator accesses the summary evaluation first to add/edit the narrative comments

- Once all of the individual contributors assigned to the student's evaluation have completed their assessments, the course coordinator will see the summary form under "My Evaluations."

**My Evaluations** Enter as another evaluator

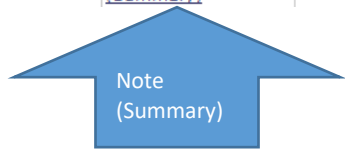
**Complete Evaluations** **Course Eval Reports** **Faculty Eval Reports**

Average days to submit is 0. [View Details](#) Show... ▼

**Medicine: MED- 2516: AI: Medicine**

**04/01/2015**

Action	Student	Location	Evaluation Form	Eval Per.	Status	Complete BEFORE
	██████████ ss of 2016	The University of Vermont Medical Center, Burlington VT	<a href="#">Clinical Competencies for Advanced Integration (Summary)</a>	04/01/2015-04/30/2015	Not Started	06/13/2015



- For each of the text boxes, the course coordinator copies and edits the narrative comments prior to the course director's review and sign-off.
- Do this by simply clicking on "Copy answers to text area" above each text box and editing accordingly.
- Please pay particular attention to the final "Summative comments for use in the MSPE" text box. This text is copied to the student's Dean's Letter and supplied to program directors through ERAS without additional editing.

[Copy answers to text area](#)

[Rich text](#)



[Copy answers to text area](#)

Test comments from Dr. Fries

These are test comments from Dr. Plante

The course coordinator MAY enter the final course grade on the summary evaluation form, but it will not be posted to the student's transcript until the course director has signed-off on the summary evaluation. The course director may also access the summary evaluation to complete the above comment copying and editing.

- You can monitor which assessments have been submitted on the Manage Evaluators screen in order to remind individual evaluators to submit their forms. The symbol that appears next to the student's name indicates the status. (Note that they will receive automated reminders as well.)

<b>Legend:</b>	
<span style="color: green;">X</span> - Evaluations have not been started. May be deleted.	<span style="color: green;">O</span> - Evaluation creation pending.
<span style="color: blue;">●</span> - Evaluations have been started or submitted. May NOT be deleted.	<span style="color: red;">●</span> - No evaluation exists for this association.
	<span style="color: red;">O</span> - No evaluation exists because they were deleted.

### 6. The designated course director assigns final grade and signs-off on the summary evaluation

- The course director will access the summary evaluation under "My Evaluations" on his/her OASIS home page by clicking on "You have # evaluation(s) to complete" and selecting the submitted but not signed summary evaluation.

**My Evaluations**

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

Average days to submit is 0. [View Details](#) Show... ▼

**Medicine: MED-2516: AI: Medicine**  
**04/01/2015**

Action	Student	Location	Evaluation Form	Eval Per.	Status	Complete BEFORE
	██████████ s of 2016 by Summary, Evaluation	The University of Vermont Medical Center, Burlington VT	<a href="#">Clinical Competencies for Advanced Integration (Summary) (Evaluator: Summary, Evaluation)</a>	04/01/2015-04/30/2015	Submitted <span style="color: red;">Not Signed</span>	06/13/2015

- After reviewing the evaluations, the director selects "Sign-off" or if changes are needed, clicks on "Require resubmission" and adding a message/explanation. If resubmission is required, the course coordinator can make the requested changes and resubmit for director sign-off.

### You can view a submitted evaluation

Click on # evaluations under My Evaluations, then click on "Show" in the upper right corner.

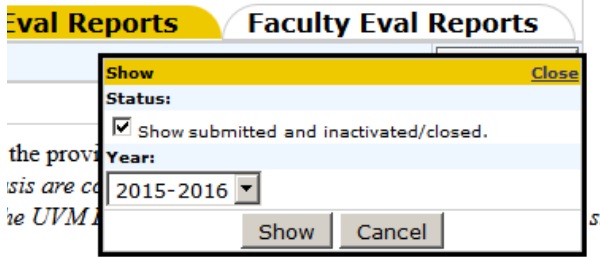
**My Evaluations** Enter as another evaluator

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

Average days to submit is 0. [View Details](#) Show... ▼

No evaluations found.

Check the checkbox next to “Show submitted and inactivated/closed” and choose the appropriate year, then hit “Show”



Click on the evaluation form after the student’s name to view the submitted evaluation.

**My Evaluations** Enter as another evaluator

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

Average days to submit is 0. [View Details](#) Show... ▼

**Medicine: MED-2516: AI: Medicine**

**04/01/2015**

Action	Student	Location	Evaluation Form	Eval Per.	Status	Complete BEFORE
	██████████s of 2016 by Summary, Evaluation	The University of Vermont Medical Center, Burlington VT	Clinical Competencies for Advanced Integration (Summary) <a href="#">View</a>   <a href="#">View+</a>	04/01/2015- 04/30/2015	Submitted <i>Signed</i>	06/13/2015