

OASIS Reporting Template Individual Educator Evaluation Reports

Log in to OASIS (<https://umassmed.oasisscheduling.com/>)

If you have difficulty accessing the system, please visit IT's [OASIS Knowledge Base](#) for helpful documentation to guide you, or email OASIS@umassmed.edu.

Individual Educator Evaluation Reports

Click on **My Faculty Evaluation Reports**

The screenshot shows the OASIS user interface. At the top is a search bar labeled 'Search OASIS' with a text input field containing 'Search OASIS departments, courses, events, objectives' and a 'Search' button. Below the search bar are three main sections: 'My Account' with links for 'Set my OASIS password', 'Set Default Year', 'Set my default font size', and 'UMMS User Guides'; 'My Evaluations' with links for 'No evaluations', 'My Course Evaluation Reports', and 'My Faculty Evaluation Reports'. The 'My Faculty Evaluation Reports' link is circled in red.

To view results:

Note: reports will generate once confidentiality thresholds have been met.

1. Leave as is, or select different academic year of evaluations
2. Select a specific evaluation, or use the control key to select multiple.
3. Leave as is: **Location** for the primary grouping and **Person** for the secondary grouping
4. Click on **Create Report** to generate the report

The screenshot shows the 'My Evaluations' interface. At the top right is a button 'Enter as another evaluator'. Below are three tabs: 'Complete Evaluations', 'Course Eval Reports', and 'Faculty Eval Reports'. The 'Faculty Eval Reports' tab is selected. Below the tabs is a '2018-2019 Evaluations' section with a 'Select Year' dropdown menu. The main area is titled 'Step 1 of 1: Select Evaluation (Required)'. It contains a list of evaluations: 'FM-102 BWCT Educator Evaluation (v 2.1) @ UMASS, Worcester', 'FM-102 BWCT Educator Evaluation (v 4.3) @ UMASS, Worcester', 'BBS-717 GSBS Educator Evaluation (v 3.3) @ UMASS, Worcester', and 'HSP-500 GSBS Educator Evaluation (v 3.1) @ UMASS, Worcester'. The first two items are highlighted in blue. Below this is 'Step 2 of 2: Data groupings'. It includes instructions: 'The Data Analysis Report can group data by selected criteria. Create data groupings by selecting criteria from the menu below. Use Modify View to display the groupings. The Secondary Grouping can be used to generate a PDF of each item within the group.' There are two dropdown menus: 'Primary grouping' set to 'Location' and 'Secondary grouping' set to 'Person'. Below these is a 'How to collate the results:' section with a dropdown menu set to 'Combine questions by course'. At the bottom are 'Create Report' and 'Cancel' buttons. Numbered callouts 1 through 4 are placed on the interface: 1 points to the 'Faculty Eval Reports' tab, 2 points to the evaluation list, 3 points to the 'Location' dropdown, and 4 points to the 'Create Report' button.

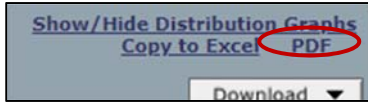
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To view comments, click on ‘Small’, ‘Large’, or ‘All’.

	Did Not ... NULL	Strongly... 1	Disagree 2	Agree 3	Strongly2... 4	Course Stats				
						N	Mode	Mean	StDev	
1	This educator helped me to understand and learn the material									
	(1)	0.00%	0.00%	9.52%	90.48%	21	4	3.90	0.30	
2	Comments:									
	Hide	Small	Large	All						

To create a PDF report:

Click on the PDF link in the top-right hand corner of the report to download a copy



If you have any questions or need assistance following this reporting guide, please email IREA@umassmed.edu.