

OASIS Reporting Template
Individual Educator Evaluation Reports

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

- Click on **My Home** (in blue toolbar across the top of the page)
- Make sure Welcome greeting says **2024-2025** or the year in which you are pulling your report data. (click on 'Reselect year' and update)

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 interface with three main sections: 'Search OASIS', 'My Account', and 'My Evaluations'. In the 'My Evaluations' section, the link 'My Faculty Evaluation Reports' 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' page with the following elements and callouts:

- 1**: Points to the 'Faculty Eval Reports' tab.
- 2**: Points to the list of evaluations under '2018-2021 Evaluations'.
- 3**: Points to the 'Location' dropdown menu in the 'Data groupings' section.
- 4**: Points to the 'Create Report' button at the bottom.

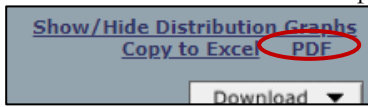
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To view comments, click on ‘Small’, ‘Large’, or ‘All’.

| | Show Legend | Unable t... NULL | Strongly... 1 | Disagree 2 | Agree 3 | Strongly2... 4 | Course Stats | | | | |
|---|---|-----------------------|-----------------------|---------------------|------------|-------------------|--------------|------|--------|------|-------|
| | | | | | | | N | Mean | Median | Mode | StDev |
| 1 | This educator helped me to understand and learn the material | | | | | | 5 | 3.8 | 4 | 4 | 0.5 |
| 2 | Please describe any opportunities this faculty member might make for addressing bias or improving representation in the course content or instructional delivery. Please give an example of a time when the faculty member was successful in recognizing and addressing bias or creating an appropriate learning environment. | | | | | | | | | | |
| | Hide | Small | Large | All | | | | | | | |
| 3 | 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.

To learn more about Diversity, Representation, and Inclusion for Value in Education, please access the DRIVE Website: <https://www.umassmed.edu/DRIVE>