You can evaluate educators you interacted with during your internal (at UMMS or one of our affiliate sites) 4th year electives. Below are the instructions on how to create these evaluations.

Elective Educator Evaluation

On the start date of your elective, you will receive an OASIS email with a link that says, 'You have 1 evaluation that you must add people to evaluate'. Click on the **URL** and you will be asked to log into OASIS. Once logged in, you will be brought directly to your pending evaluations page.

You can also access your pending evaluations page without an email link by logging directly into OASIS (<u>https://umassmed.oasisscheduling.com/</u>). From the Home screen, under **Evaluations to Complete**, click '**View a report of the evaluations you need to complete**'. *This link will only appear if you have evaluations to complete*.

Schedule	Course Catalog	Add Course	Account -	Reselect Year	Log out			
Home / Student	/ Schedule							
Logged in as <u>Return to normal user account</u> <u>Change student</u> There are NEW notices								
Announcements			Evaluat	tion s to Comp	lete			
 Set your Set your The lott View you View you 	default font size. default OASIS year. Set t ery system is active. ur <u>GradeBook</u> . ur <u>Academic History</u> .	to 2020-2021	View a re complete	port of the evalua	<u>tions you need to</u>			

On your pending evaluations page, locate your current elective and click on 'Add a person to evaluate'.



After clicking on 'Add a person to evaluate', a pop-up box will appear. Search for your educator from the dropdown list and click 'Add'.

Hint: you can start typing the last name of your educator to quickly search for the name instead of scrolling through the list.

Add a person to evaluate	3	Close				
The evaluator you select may be asked to fill out a student performance evaluation and you will be asked to fill out a faculty evaluation.						
Add from the list of names below:						
Cooper, Bronwyn Carbone, Gabrielle Carey, Jennifer Lee Carr, Catherine Weyburn Carreiro, Stephanie Pepper Cashman, Suzanne B Cerniglia, Christopher A Cerrati, Jenna Chan, Wayne Wayfu Chang, Margret	Cancel					

If you do not see the educator in the list, please email <u>moya.pemberton@umassmed.edu</u> to have them added.

Once your educator has been selected, you will notice that the font that was once red, is now black. Click on the 'Elective Clinical/Non-clinical Educator Evaluation' OR the 'educator's name' link to submit your evaluation.

AN-400: Anesthesiology & Perioperative Medicine: Anesthesiology Baystate Medical Center: 05/03/2021 - 05/28/2021							
	Elective Clinical Educat	or Evaluation					
	Complete BEFORE 06/07/2021 For the period 05/03/2021 - 05/28/2021, you must evaluate at least 1 person. You have submitted 0 of 1 evaluations. You must add at least 0 more people.			<u>Add a person to</u> <u>evaluate</u>			
	Larkin, Anne	Not Started	06/07/2021				

The minimum requirement is 1; however, if you would like to submit an evaluation for an additional educator, you may do so. Click on **'Add a person to evaluate**' again to generate another educator evaluation. You can evaluate as many as you want.

If the 'Add a person to evaluate' it not showing, click on 'Show Submitted and Closed in 2024-2025'

Evaluations	Show Submitted and Closed in 2024-2025				
Select specific dates to view completed evaluation information for courses starting between the given dates. Leave a value blank to use the current date.					
Starts On or After mm/dd/yyyy 🗂 Starts On or Before mm/dd/yyyy 🗂 Update					
You have completed 100% (8 out of 8) of the required evaluations assigned to you in 2024-2025. Course: (3 of 3) Faculty/Peer: (5 of 5)					

Please note that your educator selection does not also create a student performance evaluation (SPE) for the educator to complete. Your SPE will be assigned to the faculty sponsor for that elective.

If you are participating in an internal elective, but you were not requested to evaluate educators, please email <u>moya.pemberton@umassmed.edu</u>.

If you have difficulty accessing the system, please visit IT's <u>OASIS Knowledge Base</u> for helpful documentation to guide you, or email <u>OASIS@umassmed.edu</u>.