

Course/Clerkship Directors' All/Individual Faculty Evaluation Report Retrieval Steps

- Log into OASIS and select the desired course environment – *example highlighted below:*

My Courses for 2017-2018 (Reselect Year)

Link goes to: **Course Roster** [Expand All Departments](#) | [Collapse All Departments](#)

Hide courses with no enrollment on 06/29/2018

- **210 - Pathways**
 - 210-PWY150 - Transition To PCE @ HMS
- **230 - Required Subinternships**
 - 230-ME550M.5 - Core Subinternship in Medicine @ BIDMC

Search OASIS

Search OASIS departments, courses, events, objectives, re...

My Account

- [Set my OASIS PIN](#)
- [Set Default Year](#)
- [Set my default font size](#)

My Evaluations

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

- [My Course Evaluation Reports](#)
- [My Faculty Evaluation Reports](#)

- On the following page – click the **Course** dropdown from the topmost selection bar, and click on the **Evaluations** option:

My Home **Course** Students Manage Search Submit

Logged in as Dr. A... Beth Israel Deaconess. [Return to normal user account](#)

Course Roster

2017-2018

Starting: 017 Locations: BIDMC

Number of start: 8. Catalog Information

Only show student in starting week: Show students: All

[Refresh List](#)

[Switch to classic view](#)

[Export List as CSV](#) [Export to PDF](#) [Print View](#)

Click on a column header to re-order rows based on that column. Click again to reverse the sorting. Right click on the header to add/remove columns.

#	Student	Email Address	Grade	Status	Student Level	Track	Location	Start Date	End Date	Weeks	Credits	Enrolled	Actions
Total Students Displayed: 0													

POWERED BY OASIS
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- Next, click the **Faculty Evaluations** hyperlink (in the *Data Analysis Reports* section) from the bottom of the Evaluations menu dialogue:

Evaluations (change course)	
2017-2018 : Required Subinternships : 230-ME550M.5 - Core Subinternship in Medicine	
Manage Evaluators	Assign and manage evaluators and their association to students
Manage Required Forms	Manage the number of faculty or student peer evaluations a student is required to add themselves. These can be used when you are not certain who the student worked with but would like the student to complete a certain number of forms.
Search and Edit Evaluations	Search for and edit evaluations of all types
My Evaluations	Go to Manage -> My Evaluations
Student Performance Noncompliance	View users that have not completed their student performance evaluations.
Course/Faculty Noncompliance	View students that have not completed their course and faculty evaluations.
Data Analysis Reports	Analyze evaluation data for the course.
Student Performance Evaluations SPEs By Faculty Name Course Evaluations Faculty Evaluations	



- In most cases, the following instructions will be enough to secure the desired reports:

Please contact OEQI's Staff (thomas_fleenor@hms.harvard.edu / 2-2055) for advanced instruction if necessary

1. Select the appropriate evaluation
2. Click the **Load** button
- You have the option to remove selected questions from the load
3. Click the **Submit** button

Data Analysis Report - Faculty
2017-2018 : Required Subinternships : 230-ME550M.5 - Core Subinternship in Medicine
[Return to Menu](#)

Step 1 of 6: Find questions to include in the report
Questions can be added from existing evaluations. Answers to the questions will be included from any evaluation in this course. **Removing any questions you are not interested in will make the report faster.** To remove questions select them in the list then use the "Remove Selected Questions" button.

Include Instructions:
 No Yes
Automatically configure Step 4:
 No Yes
Evaluation:
HMS Clinical Faculty Evaluation @ BIDMC v1.1

Step 2 of 6: Fine tune the questions to include in the report: 0 questions in report.

Questions will load in this space; you can use the **Remove Selected Questions** button if desired to remove selected items.

Step 3 of 6: Dates to include in the report

Course Date From: To: Or:

Step 4 of 6: Which evaluations to include

All evaluations in the course.
 Select which evaluations to include.

Step 5 of 6: Student Levels to include

All Student Levels in the course.
 Select which Student Levels to include.

Step 6 of 6: Data groupings
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.

Primary grouping
Secondary grouping
How to collate the results:

Include Report Description (optional):
 Manually Set Report Width (optional):

- An aggregate report will be displayed initially:

Data Analysis Report - Faculty
 2017-2018 : Required Subinternships : 230-ME550M.5 - Core Subinternship in Medicine

Modify View Create New Report Reset/Show All

Report includes courses starting on/after 01/02/2018 and ending on/before 05/27/2018.
 81 of 103 (78.6%) evaluation forms have been submitted.
 Showing 81 of 81 evaluation forms.

[Show/Hide Distribution Graphs](#)
[Copy to Excel](#) [PDF](#)

Download ▾

Show Evaluations

	Excellen...	Good	Average	Fair	Poor	NA	Course Stats
	1	2	3	4	5	NULL	N Mode Mean StDev
1	Interest in, and enthusiasm for teaching:						
2	Encouraging independent evalua						
3	Promoting integration of clerksh						
4	Questioning and probing your re						
5	Helping to balance basic science						
6	Encouraging critical appraisal of						
7	Facilitating and supporting good						
8	Facilitating and supporting good						
9	Providing frequent feedback:						
10	Teaching clinical synthesis effect						
11	Actively teaching culturally comp						
	Show Legend						
12	Overall rating for this faculty me						
13	In what ways has this faculty member been most helpful? Hide Small Large All						
14	Please list any suggestions for improvement. Hide Small Large All						
15	Please list any additional comments: Hide Small Large All						

For example purposes, this data is hidden.

- You can select the **Modify View** drop-down to disaggregate the report:

Data Analysis Report - Faculty
 2017-2018 : Required Subinternships : 230-ME550M.5 - Core Subinternship in Medicine

Modify View Create New Report Reset/Show All

- Most courses will only have a single location, but clicking the **Show Person** radial button will allow you to generate a report of all individual faculty (by selecting 'All') or a report on selected individual(s). Select **Save** to reorganize the report according to your selections.

Data Analysis Report - Faculty
 2017-2018 : Required Subinternships : 230-ME550M.5 - Core Subinternship in Medicine

Modify View Reset/Show All

Location Show/Hide Distribution Graphs
[Copy to Excel](#) [PDF](#)

Show Location Hide Location

All
 BIDMC

Person Download ▾

Show Person Hide Person

All
 Abdallah, Dr. Bassima; Medicine-Beth Israel Deaconess
 Allen-Dicker, Dr. Joshua W; Medicine-Beth Israel Deaconess

Display Options:

Limit questions to 10 words Show all short answers
 Hide group frequency distribution Randomize short answers
 Hide N/Mean/StDev Show response tally, not percent
 Show averages across questions Display questions with larger font

[Save](#) [Cancel](#)

For example purposes, this data is hidden.

- Your report will be displayed – you have several options available for downloading or having the system email it to you. Clicking the **PDF** hyperlink will automatically generate a downloadable .pdf, or you can click the **Download** drop-down for more options.

- There are many options in the Download dialogue:
 1. Your email will be populated automatically, but you can edit it to send a report to anyone.
***PLEASE BE MINDFUL OF CONFIDENTIALITY WHEN USING THIS DIALOGUE.**
 2. The system can send you data in a number of raw formats (.csv, .tsv, horizontal/vertical **or** PDFs).
 3. Selecting the bottom option '**PDF of this report per person in Modify View**' will trigger the system to send you (or your designated recipient) a report of each selected individual (or All if chosen).
Additionally, when this option is selected, a new checkbox option will open allowing for you to trigger the system to send each of those individuals a copy of their unique report.

Technical OASIS Support points of contact for Evaluation and Assessment related matters:

Tom Fleenor | thomas_fleenor@hms.harvard.edu | 617-432-2055

Liz Peet | lizpeet@hms.harvard.edu | 617-432-2320

IT Helpdesk | ITServiceDesk@hms.harvard.edu