

# Instructions for Retrieving OASIS Course/Clerkship Evaluation Data

OASIS can provide you with on-demand Data Analysis Reports in the form of either pre-constructed PDFs or raw data sets for manipulation in Excel or other advanced statistical packages. Below, we provide the necessary instruction with visual aids to provide you the directions to secure reports for courses that you may direct or administer. OASIS provides wide latitude in regards to how you can segment and filter the data to better understand your course or clerkship's performance. Please reach out to the Office of Educational Quality Improvement (contact information below) if you have any questions, or would like to receive further training on how to navigate the functionalities that can better serve you in OASIS.

When you log into OASIS – click on the **'My Course Evaluations Reports'** hyperlink located in the third bubble down ('My Evaluations') on the right side of the screen.

The screenshot displays the OASIS dashboard with several key sections:

- My Courses for 2017-2018 (Present Year):** Includes a dropdown for 'Link goes to: Course Roster', 'Expand All Departments | Collapse All Departments', and a filter for 'Hide courses with no enrollment on 03/29/2018'. A course entry is shown: '- 103 - PCE BWH' with a sub-entry '103-SU600M.23 - Core Clerkship Surgery © BWH'.
- Search OASIS:** A search bar with the placeholder text 'Search OASIS departments, courses, events, objectives, re...' and a 'Search' button.
- My Account:** Contains links for 'Set my OASIS SIN', 'Set Default Year', and 'Set my default font size'.
- My Evaluations:** States 'You have 11 evaluations to complete.' and lists two links: 'My Course Evaluation Reports' (highlighted with a black box) and 'My Faculty Evaluation Reports'.
- News and Updates:** Includes a link to 'OASIS Help Site' and three links for 'OASIS Release Notes' (20161225, 20170326, 20160703), with a 'View more updates...' link at the bottom.

A yellow arrow points from the 'My Course Evaluation Reports' link in the 'My Evaluations' section to a larger, detailed view of the 'My Evaluations' section at the bottom of the page. This detailed view shows the text 'You have 11 evaluations to complete.' and the same two links, with 'My Course Evaluation Reports' again highlighted by a black box.

This will take you to the 'Course Eval Reports' interface tab:

**My Evaluations** Enter as another evaluator

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

2017-2018 Evaluations Select Year ▼

**Step 1 of 1: Select Evaluation (Required)**

103-SU600M.23 HMS Clerkship Evaluation (v 2.2) @ BWH

**Step 2 of 2: 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	Location ▼
Secondary grouping	Course ▼

How to collate the results: Combine questions by course ▼

Create Report Cancel

[Use original report setup](#)

Select from your available evaluations (our example above in red has only one: '103-SU600M.23 HMS Clerkship Evaluation (v2.2) @ BWH').

- **1 – (Green):** After you've selected your evaluation, you can also select the curricular year from which you would like to draw your data analysis.
- **2 – (Purple):** You then have the option to select from two possible variables (which could also be considered dimensions or perspectives) on which the OASIS data analysis report will allow you to filter the presented data.

Click the 'Create Report' button to generate your Course Evaluation Data Analysis Report:

## My Evaluations

**Complete Evaluations**

**Course Eval Reports**

**Faculty Eval Reports**

### 2017-2018 Evaluations

Modify View ▼

[Create New Report](#)

Reset/Show All

Report includes courses starting on/after 09/25/2017 and ending on/before 12/17/2017.  
13 of 13 (100.0%) evaluation forms have been submitted.  
Showing 13 of 13 evaluation forms.

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

Download ▼

[Show Evaluations](#)

#### 1 Evaluations

103-SU600M.23: HMS Clerkship Evaluation @ BWH

	1 Very	2	3	4	5 Not a...	Course Stats			
	1	2	3	4	5	N	Mode	Mean	StDev
1	<a href="#">How accessible were the faculty?</a>								

OASIS will provide you with a web-based instance of your selected data analysis report. From here, you can:

- 'Modify View' (i.e.: choose from the grouping variables you may have been interested in)

**Modify View** Close

**Location**

Show Location  Hide Location

All ▲  
BWH ▼

**Course**

Show Course  Hide Course

All ▲  
103-SU600M.23 - Core Clerkship Surgery ▼

**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

- Select from the 'Copy to Excel' or 'PDF' hyperlink options, or –

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

- Use the 'Download' dialogue to instruct OASIS to email you specific types of spreadsheet files (excel, .csv, .tsv, etc.) or PDFs.

**Download** Close

Reports may take a few minutes or longer to be created. Reports will be emailed to the address(es) below.

13 forms will be included.

Email	<input type="text" value="youremail@partners.org"/>
File Type (except PDFs)	<input checked="" type="radio"/> <b>Tab separated</b> <input type="radio"/> <b>Comma separated</b>
Data Format	<input checked="" type="radio"/> <b>Vertical - one row per question</b> <input type="radio"/> <b>Horizontal - one row per form</b>
Report	<input type="radio"/> <b>Entire form</b> <input type="radio"/> <b>Entire form with extra information</b> <input checked="" type="radio"/> <b>Selected questions</b> <input type="radio"/> <b>Selected q's with extra information</b> <input type="radio"/> <b>PDF of individual forms</b> <input type="radio"/> <b>PDF of this report</b> <input type="radio"/> <b>PDF of this report per course in Modify View</b>

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

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