


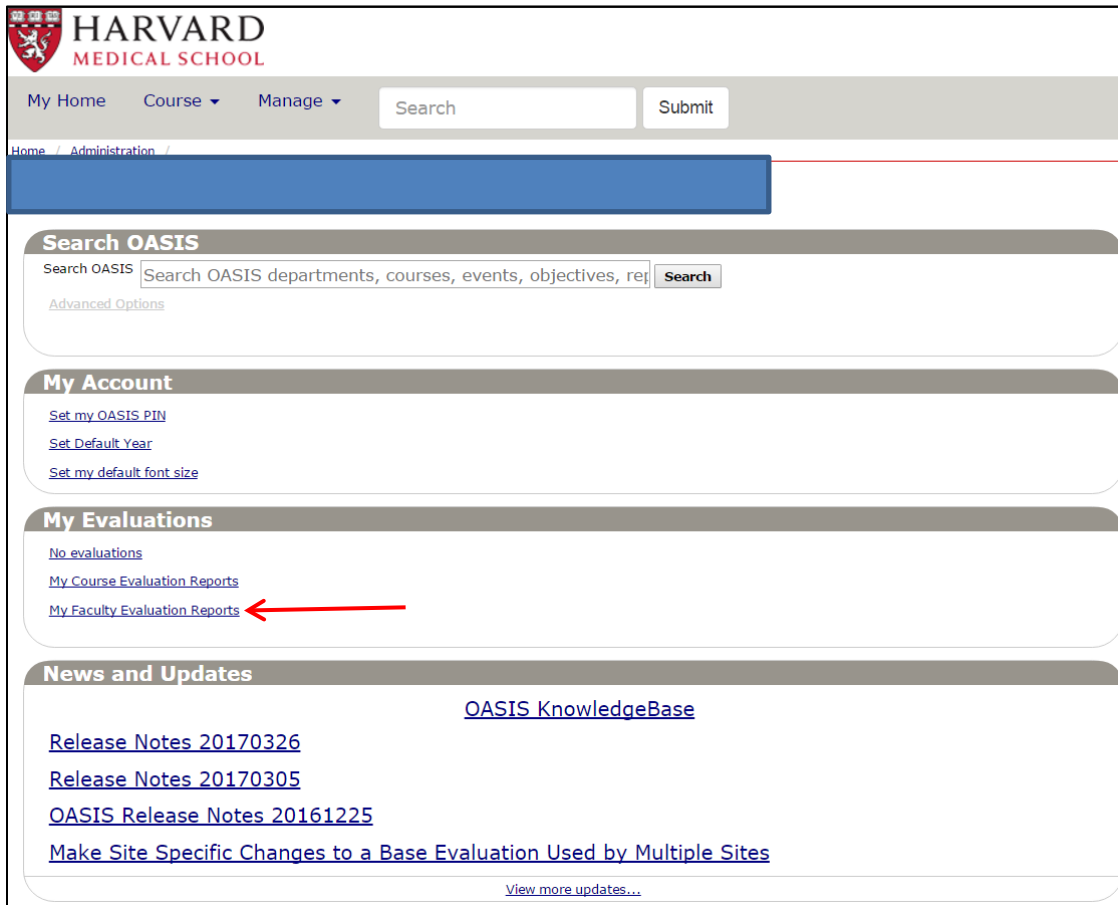
## Instructions for Retrieving OASIS Individual Faculty Evaluation Data

1. You will have one of two homepages when you log into OASIS.
  - a. Click on the 'Faculty Eval Reports' tab:



The screenshot shows the Harvard Medical School OASIS homepage. At the top left is the Harvard Medical School logo. Below it is a navigation bar with 'My Home', 'Manage', and 'Account' dropdown menus, a search box, and a 'Submit' button. A breadcrumb trail reads 'Home / Administration / Manage /'. The main content area is titled 'My Evaluations' and contains three tabs: 'Complete Evaluations', 'Course Eval Reports', and 'Faculty Eval Reports'. A red arrow points to the 'Faculty Eval Reports' tab. Below the tabs, there is a summary of average submission times and a 'View Details' link. The page concludes with 'No evaluations found.' and a 'POWERED BY OASIS' logo with a copyright notice for 2008-2017 WARF.

- b. ~or~ Click on the 'My Faculty Evaluation Reports' tab:



The screenshot shows the Harvard Medical School OASIS homepage with a different layout. It features the Harvard Medical School logo and a navigation bar with 'My Home', 'Course', and 'Manage' dropdown menus, a search box, and a 'Submit' button. A breadcrumb trail reads 'Home / Administration /'. The main content area is divided into several sections: 'Search OASIS' with a search box and 'Advanced Options' link; 'My Account' with links for 'Set my OASIS PIN', 'Set Default Year', and 'Set my default font size'; 'My Evaluations' with links for 'No evaluations', 'My Course Evaluation Reports', and 'My Faculty Evaluation Reports'. A red arrow points to the 'My Faculty Evaluation Reports' link. The final section is 'News and Updates' with links for 'OASIS KnowledgeBase', 'Release Notes 20170326', 'Release Notes 20170305', 'OASIS Release Notes 20161225', and 'Make Site Specific Changes to a Base Evaluation Used by Multiple Sites'. A 'View more updates...' link is at the bottom.

2. Your available Faculty Evaluation Reports will be listed in the 'Step 1 of 1: Select Evaluation (Required):' box. When you've chosen the preferred evaluation, click the 'Create Report' Button:

**My Evaluations**

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

2015-2016 Evaluations Select Year ▼

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

Preceptor Evaluation (v 1.1)

Select from your available reports here.

**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  ▼

Secondary grouping  ▼

How to collate the results:  ▼

[Use original report setup](#)

- a. Please note – if you are seeking evaluation reports from previous years, you will need to change the year you are reviewing in the 'Select Year' box in the top right-hand corner.

3. Your evaluation report will be displayed for viewing in OASIS in the format sampled below:

**My Evaluations**

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

**2015-2016 Evaluations**

Modify View [Create New Report](#) [Reset/Show All](#)

Report includes courses starting on/after 08/03/2015 and ending on/before 07/20/2016.  
 11 of 11 (100.0%) evaluation forms have been submitted.  
 Showing 11 of 11 evaluation forms. [Download](#)

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

[Show Evaluations](#)

**1 Evaluations**

	Strongly... 1	Agree 2	Neither ... 3	Disagree 4	Stongly ... 5	Course Stats		
	<a href="#">Show Legend</a>					N	Mean	StDev
1	<a href="#">This faculty preceptor provided helpful feedback immediately after observing my interviews.</a>					11	2.64	0.67
2	<a href="#">This faculty preceptor provided helpful feedback on my write-ups and reflections.</a>					11	2.00	0.77
3	<a href="#">This faculty preceptor created a positive environment for discussion and feedback.</a>					11	1.64	0.92

	Excellen... 1	Good 2	Average 3	Fair 4	Poor 5	Course Stats		
	<a href="#">Show Legend</a>					N	Mean	StDev
4	<a href="#">Overall rating for this faculty preceptor</a>					11	1.73	0.65

5 **Please comment in as much detail as possible about the qualities of your preceptor and their ability to facilitate your learning of interviewing and communication skills. Please include what you feel are their strengths and opportunities for potential improvement as a teacher.**

[Hide](#) [Small](#) [Large](#) [All](#)

**ID Comments**

2  genuinely cares about us and  is a great mentor.  creates a non-judgmental and open environment for us to talk about our concerns had thoughts.

- You can download a pdf of this report or copy the data to an excel file using the hyperlinks in the top right hand corner.
- Clicking the 'All' button beneath narrative comment feedback will display all of the comments available for that question.