Generating and Publishing TES

Target Audience: UG Administrators

Updated *January 4, 2022*

UG Teacher Effectiveness Score (TES)

Aggregate teaching evaluations will be automatically generated and published through the Document Builder in MedSIS.

CONFIDENTIALITY

Three or more distinct evaluations need to be completed on behalf of a faculty/tutor to be able to generate/publish a TES report. This measure is to protect learner confidentiality.
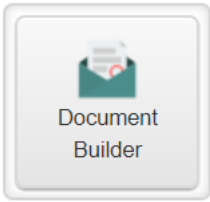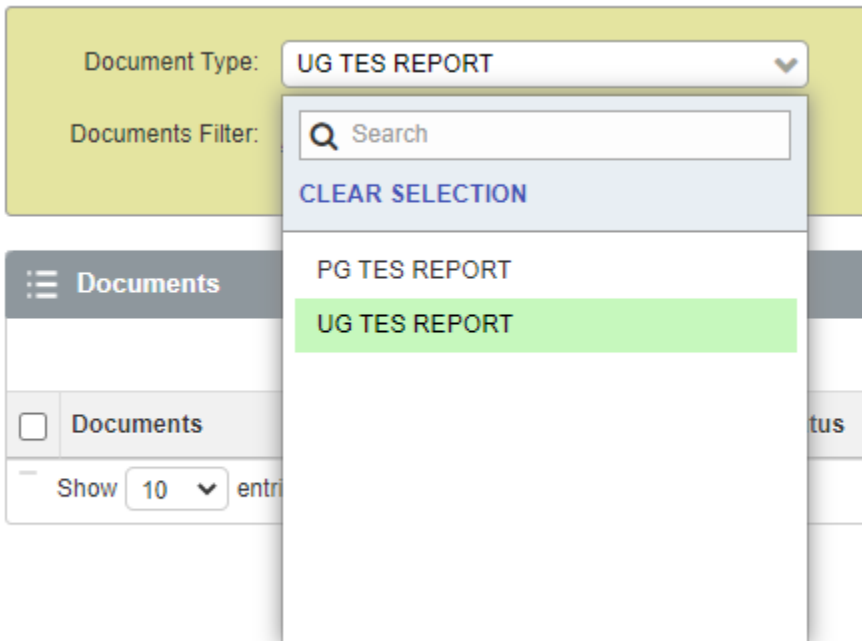
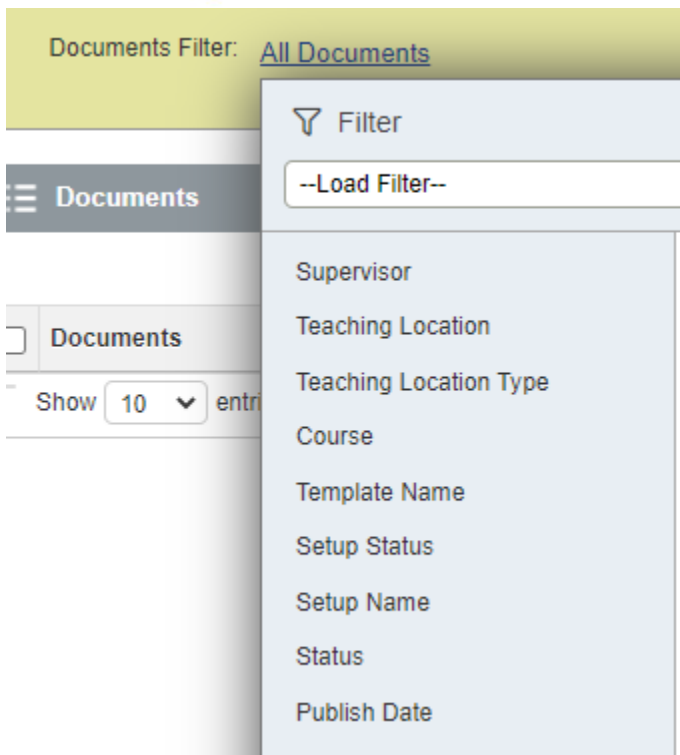## GENERATING VS. PUBLISHING
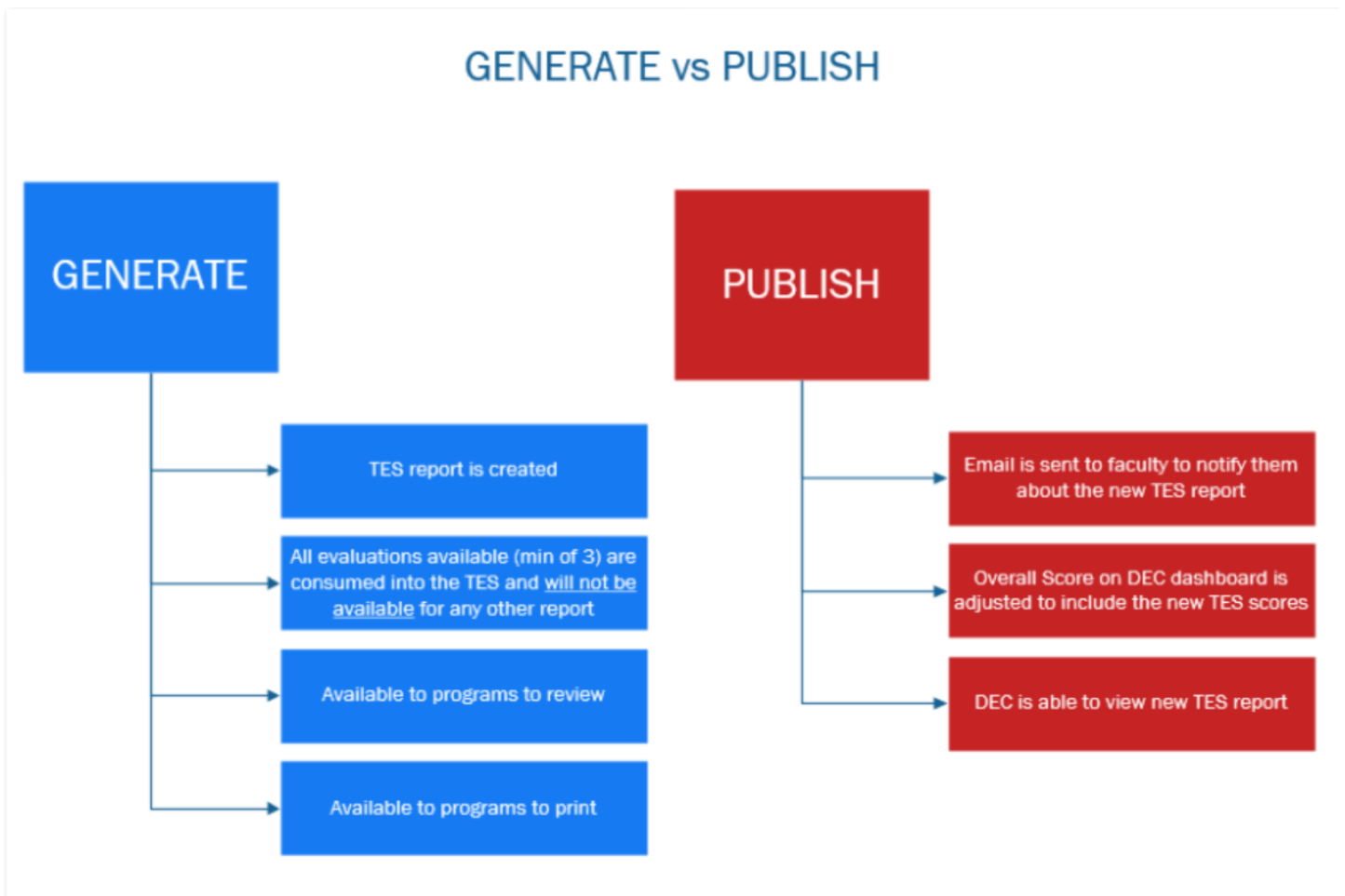
HOW TO MANUALLY GENERATE/PUBLISH

**Please limit manual generation as this defeats the purpose of the automated process.

Step 1: Select "Document Builder" on the MedSIS dashboard.

Document
Builder

Step 2: Select "UG TES REPORT" under Document Type. You can also use the filters if you are looking for a specific faculty, course, status of the report, etc.

Documents Filter: **All Documents**

▽ Filter

--Load Filter--

Supervisor

Teaching Location

Teaching Location Type

Course

Template Name

Setup Status

Setup Name

Status

Publish Date

Documents

☐ **Documents**

Show 10 ▾ entri

Step 3: Select the report you wish to generate and then select "Generate."
You will only be able to generate reports that have the Action of "Ready" (i.e., the report meets the confidentiality 3 minimum).

	Generate	Publish	Delete	Print

☐ Documents	Details	Status	Published By	Published Date	Generated By	Generation Date	Actions
☐ Carlesso, Lisa / [UNIT 5] - PT Academic - Physiotherapy Faculty Evaluation PTPrac Coordinator					0 Historical TES Reports, 59 Unpublished Evaluations, 59 Distinct Evaluators		Ready

Showing 1 to 1 of 1 entries   Show 10 ▾ entries   First Previous 1 Next Last

***As soon as you generate a TES report, all evaluations captured in that report will NOT be captured in any other future individual TES report.

Once you generate a report, it will move to the status of "Not Published," and you will then have the option of previewing the report. It will also indicate the time frame the report is capturing.

	Generate	Publish	Delete	Print

☐ Documents	Details	Status	Published By	Published Date	Generated By	Generation Date	Actions
☐ Carlesso, Lisa / [UNIT 5] - PT Academic - Physiotherapy Faculty Evaluation PTPrac Coordinator					1 Historical TES Reports, 0 Unpublished Evaluations, 0 Distinct Evaluators		Not Ready
☐ PT TES Report	Eval Form: Physiotherapy Faculty Evaluation PTPrac Coordinator vs2 [14913] Course: Unit 5 - PT Academic Evaluation Period: 13-Apr-2020/21-Aug-2020	Not Published			Melissa Bauce	13-May-2021	🔍 Preview ▾

Showing 1 to 1 of 1 entries   Show 10 ▾ entries   First Previous 1 Next Last

Step 4: Select the record that you generated and then select "Publish." The status will change to "Published."
***Once you publish a TES report, a notification will go to the associated supervisor.

If you wish to view/download published or historical TES reports, you will select the record and then select "Preview" or "Print." If you select multiple records and then "Print" the TES will download into a zip file. You are only able to preview/print TES that have been generated or published.
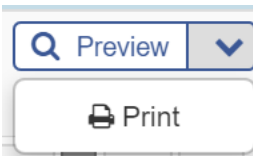
QUESTIONS?

If you have any questions or difficulties with this process, please submit them through our ticketing system.

To submit a ticket, please visit medsishelp.mcmaster.ca

 User Guide: How to Submit a Ticket