



HOW TO FILTER MY EXISTING EVALUATIONS ON MY DESKTOP COMPUTER

TARGET AUDIENCE: SUPERVISORS Updated July 2, 2020





1. From your Supervisor Portal, Under the Trainee Evaluation section, you can click the 'Evaluations' link at the top of your screen to filter your evaluations.

<u>د</u>	lome	> Supervisor Portal > Trainee Evaluations						
🔏 Home	ÊE	E Evaluations						
🛃 Admin Portal	All Evaluations							
🚦 My Profile								
Course Schedule								
🚔 Clerkship Schedule								
🛗 Event Calendar		^	Start^	End		~		
Student Evaluations		Activity	Date	Date	Evaluation	Source	Created By	
Trainee Evaluations		Family Medicine-Stonechurch Family Health	01-Jul-	28-	Competency Based Family Medicine ITER Q	Scheduled	Automatic	
Payments and Contributions		Centre	2017	Aug- 2017			23-Aug-2017	
Request for Time Off		Family Medicine-Stonechurch Family Health	29-	18-	Competency Based Family Medicine ITER Q	Scheduled	Automatic	
🙀 Activity Log		Centre	Aug- 2017	Dec- 2017			05-Dec-2017	
📴 Curriculum						-	a. a.i.	
💀 Professionalism 🗸 🗸		Family Medicine-Stonechurch Family Health Centre	29- Aug-	18- Dec-	Competency Based Family Medicine ITER Q	On- Demand	Cheung, Carling Lee	
💁 TES Score			2017	2017			22-Oct-2017	
news		Six Month Portfolio	16- Jan- 2018	30- Jun- 2018	Family Medicine Resident Six Month Portfolio Review Record (ITER) Q	Scheduled	Automatic 08-Aug-2018	

2. Best practice is to filter on the Evaluation Statuses of Pending and In Progress. Click 'Apply' to set the filter.

≜ €	Home > Supervisor Portal > Trainee Evaluations	
🦷 Home 🛃 Admin Portal	Evaluations	
My Profile Course Schedule	☐ ♥ Filter ♥ Show Selected	
Clerkship Schedule Event Calendar	Trainees Q Search Evaluations CLEAR SELECTION	
Student Evaluations Trainee Evaluations	Evaluation Type Pending Evaluation Status	nily N
 Payments and Contributions Request for Time Off 	Declined	nily N
🞼 Activity Log	In Progress	
Professionalism ~ TES Score	Scheduled Tunder Revision	nily N
Rews	Clear Apply Close	nt Si

QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at medsis@mcmaster.ca