

# How to Access Your TES Report

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Target Audience: Supervisors

Updated *October 7, 2021*

## TEACHER EFFECTIVENESS SCORE (TES)

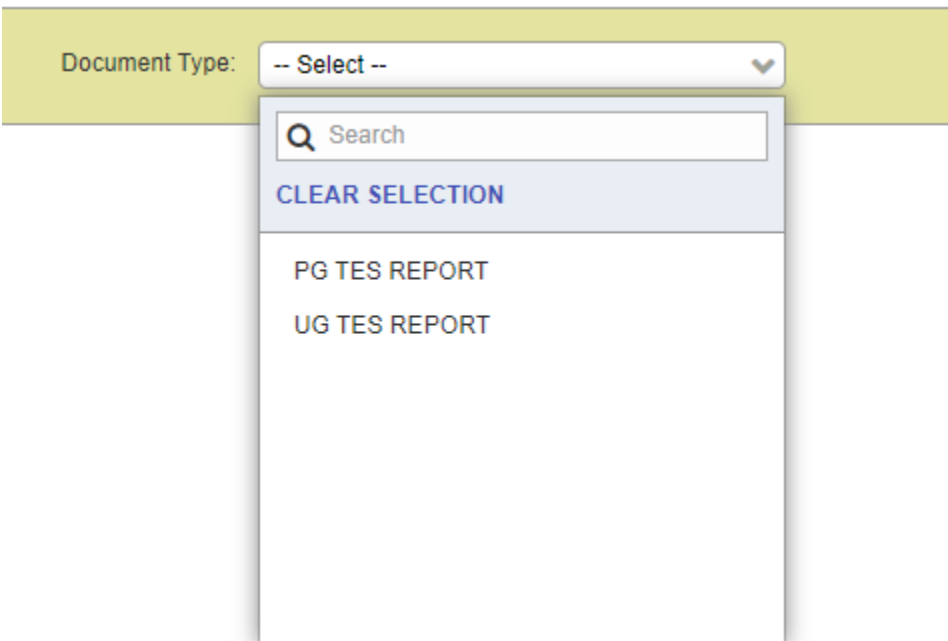
MedSIS now automatically generates individual TES reports for both UG and PG teaching. Once you receive a notification that your TES has been published, you can access it by signing into MedSIS and following the below steps.

### HOW TO ACCESS YOUR PG/UG TES

**Step 1:** Select “TES Reports” on your left-hand side menu.



**Step 2:** Select either UG or PG reporting (depending on the report you are looking for).



**Step 3:** All published TES reports should appear under associated document type. However, you are also able to filter your search settings if you are looking for a specific report by selecting “All Documents.”

Documents Filter: [All Documents](#)

NOTE: If you are supervising UG and PG learners within multiple programs and courses, then you will have multiple reports that are separated based on program/course. The report's details will indicate which program/course the report captures.

Documents	
<input type="checkbox"/> Documents	Details
<input type="checkbox"/> UGME Internal Medicine - Clinical Preceptor TES	Eval Form: <b>MD Program Teacher Evaluation - Clinical</b> Course: <b>Internal Medicine</b> Evaluation Period: <b>05-Jan-2015/19-Jun-2016</b>

Showing 1 to 1 of 1 entries    Show 10 entries

**Step 4:** To preview or download a specific TES report, you would select preview or print under “Actions.”

Documents	Details	Status	Published By	Published Date	Generated By	Generation Date	Actions
<input type="checkbox"/> Respiratory Medicine - PG Presenter TES	Eval Form: <b>Presenter Evaluation - Academic Event</b> Program: <b>Respiratory Medicine</b> Evaluation Period: <b>19-Dec-2017/19-Dec-2017</b>	Published	Admin K4y_HD	10-Jul-2020	Admin K4y_HD	10-Jul-2020	<input type="button" value="Preview"/> <input type="button" value="Print"/>

**Step 5:** If you wish to download multiple TES reports, select the reports and then “Print.” The reports will be downloaded into a zip file.

Documents							Total: 1
Documents	Details	Status	Published By	Published Date	Generated By	Generation Date	Actions
<input checked="" type="checkbox"/> General Surgery - PG Presenter TES	Eval Form: <b>Presenter Evaluation - Academic Event</b> Program: <b>General Surgery</b> Evaluation Period: <b>07-Mar-2018/07-Mar-2018</b>	Published	Melissa Bauce	20-Jul-2020	Melissa Bauce	17-Jul-2020	<input type="button" value="Preview"/> <input type="button" value="Print"/>
<input checked="" type="checkbox"/> Internal Medicine - PG Clinical Supervision TES	Eval Form: <b>Faculty Evaluation - Clinical Rotation</b> Program: <b>Internal Medicine</b> Evaluation Period: <b>22-Oct-2019/06-Apr-2020</b>	Published	Melissa Bauce	26-Sep-2020	Admin K4y_HD	01-Sep-2020	<input type="button" value="Preview"/> <input type="button" value="Print"/>

## QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at [medsis@mcmaster.ca](mailto:medsis@mcmaster.ca)