

HOW TO COMPLETE PENDING EVALUATIONS ON MY DESKTOP

TARGET AUDIENCE: SUPERVISORS

Updated June 25, 2019

COMPLETING PENDING EVALUATIONS

There are two options for accessing pending evaluations in MedSIS.

OPTION 1: EMAIL NOTIFICATION

Email notifications are sent out from MedSIS each Wednesday and Friday morning to all supervisors who have pending evaluations. Simply click the link in the email notification and you will be taken to your Evaluation Dashboard where you will see all pending and completed evaluations.

Dear Sandra Burns,

Evaluations in MedSIS are pending your completion.

This reminder will be sent every Wednesday and Friday if you have any evaluations pending in MedSIS.

Please use the following URL/link to directly access your MedSIS evaluation dashboard where you will find pending evaluations listed with a 'Start' action button.

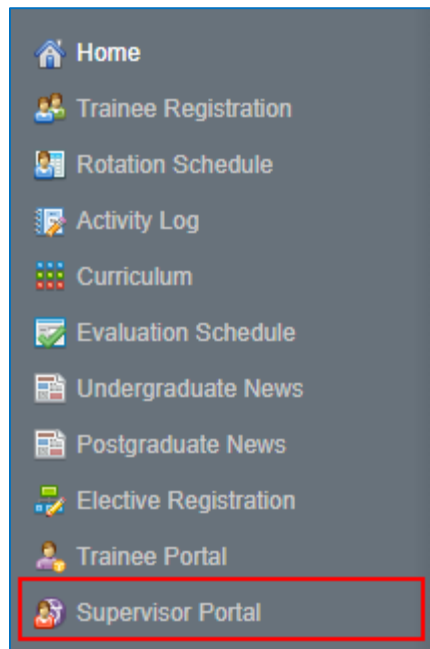
<https://medsis.mcmaster.ca/medsis/index.cfm/Authentication.Token/login/token/2-0FEE-C5FC-F167BD9CA>

Thank You - MedSIS

NOTE: Although the link in this email will provide you with the necessary access to complete evaluations in MedSIS, we always recommend logging directly into MedSIS (<https://medsis.mcmaster.ca>) to gain full access. You can login to MedSIS by using your McMaster credentials (MACID), the same credentials you would use to login to the campus wireless network, campus library, Mosaic, etc. If you do not have a MACID you can also login to MedSIS using your email address and retrieving your password by using the 'Forgot Your Password' link.

OPTION 2: EVALUATION SCHEDULE

1. Once logged into MedSIS, ensure you are in your Supervisor Portal. If you do not see a Supervisor Portal option on the left menu, it means you are currently logged into this Portal already.



2. On the home screen of your Supervisor Portal there will be a box that indicates how many pending trainee evaluations are required. You can click on the number pending box OR select Trainee Evaluations from the left menu.

Welcome, **John Campbell**

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Trainee Evaluations

You have 0 pending evaluations.
Click here to generate a new evaluation [+ Trigger on demand](#)

3. Your Evaluation Dashboard will display all pending and completed evaluations. Click on the Start Button to open the form. Once the form is complete, click Submit at the bottom of the form.

Activity	Start Date	End Date	Evaluation	Source	Created By	Evaluator	Evaluatee	Status	Action
CIP Research Block 2	01-Jul-2017	31-Dec-2017	ITER - Clinician Investigator Program - Research Q	Scheduled	Automatic 22-Jan-2018	(Supervisor)	[Search]	Completed 16-Apr-2018	View
ICU-St. Joseph's Hospital Hamilton	01-Jul-2017	28-Aug-2017	ITER - Critical Care Medicine - Intensive Care Unit Q	Scheduled	Automatic 28-Aug-2017	(Supervisor)	[Search]	Pending	Start Decline
ICU-St. Joseph's Hospital Hamilton	01-Jul-2017	28-Aug-2017	ITER - Critical Care Medicine - Intensive Care Unit Q	On-Demand	Lewis, Kimberley Anne 25-Aug-2017	(Supervisor)	[Search]	Pending	Start Decline

QUESTIONS?

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