

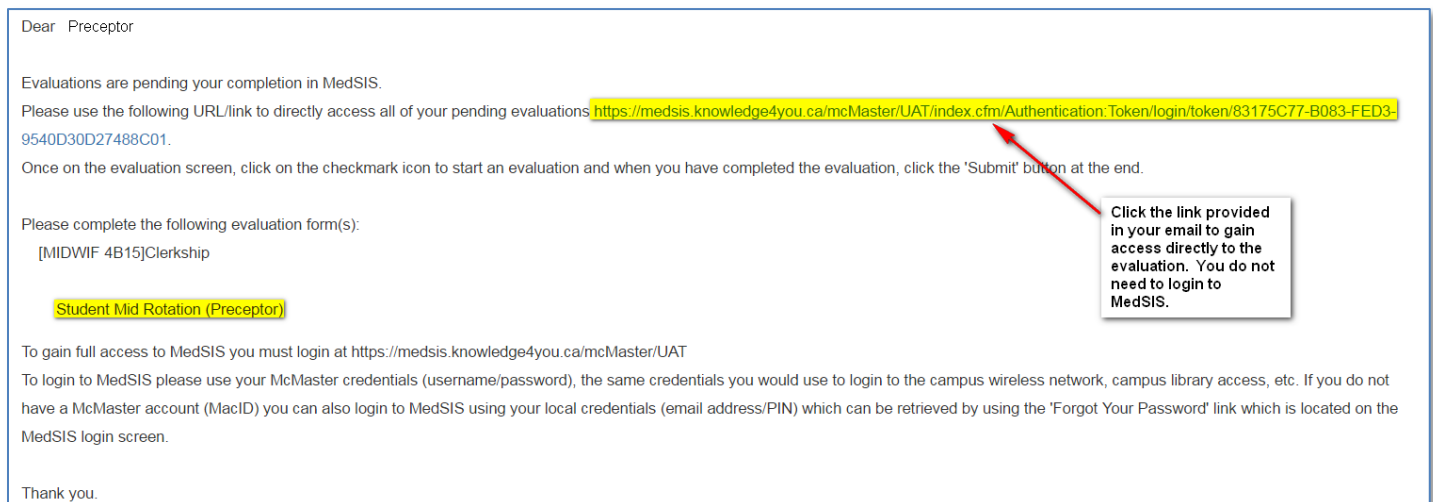
How to Complete Student Evaluations in MedSIS – Preceptors (Midwifery Education Program)

At the mid-point and end of rotation for Clinical Midwifery courses, preceptors and tutors will be required to complete their evaluations of students in MedSIS. The purpose of this document is to provide detailed instructions for preceptors who will need to complete mid-rotation and final evaluations on students.

Completing Evaluations in MedSIS

At the mid-point and end of the rotation, preceptors will receive an email from medsis@mcmaster.ca, notifying them that an evaluation is ready to be completed.

1. Click the link in the email (as shown below) to gain access to the evaluation. You do not need to login to MedSIS to complete your evaluations.



Dear Preceptor

Evaluations are pending your completion in MedSIS.

Please use the following URL/link to directly access all of your pending evaluations <https://medsis.knowledge4you.ca/mcMaster/UAT/index.cfm/Authentication.Token/login/token/83175C77-B083-FED3-9540D30D27488C01>.

Once on the evaluation screen, click on the checkmark icon to start an evaluation and when you have completed the evaluation, click the 'Submit' button at the end.

Please complete the following evaluation form(s):

[MIDWIF 4B15]Clerkship

[Student Mid Rotation \(Preceptor\)](#)

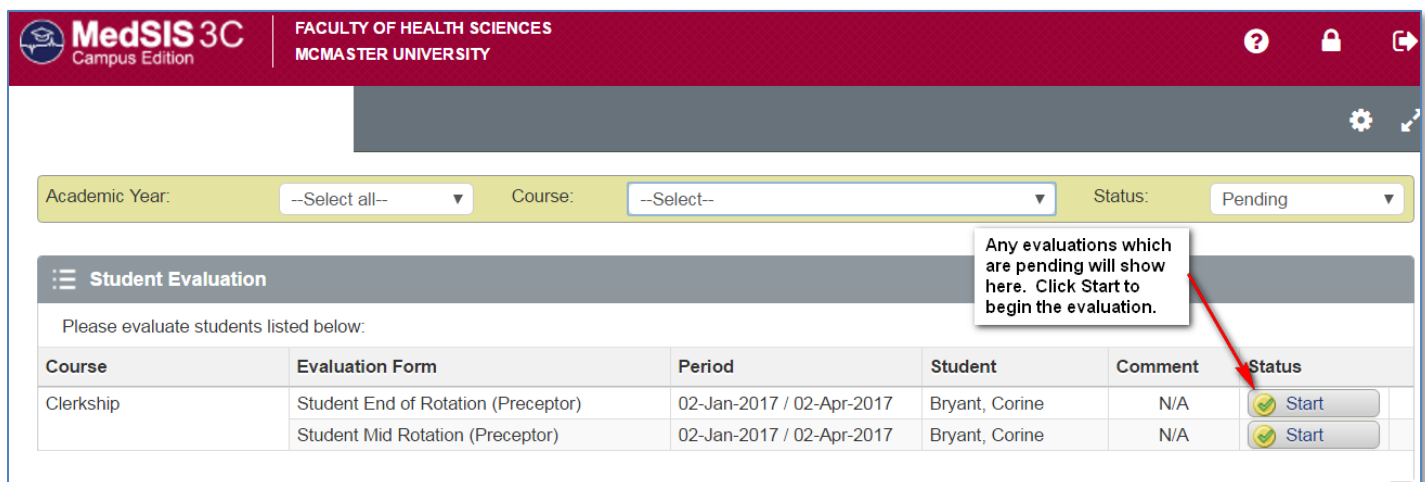
To gain full access to MedSIS you must login at <https://medsis.knowledge4you.ca/mcMaster/UAT>

To login to MedSIS please use your McMaster credentials (username/password), the same credentials you would use to login to the campus wireless network, campus library access, etc. If you do not have a McMaster account (MacID) you can also login to MedSIS using your local credentials (email address/PIN) which can be retrieved by using the 'Forgot Your Password' link which is located on the MedSIS login screen.

Thank you.

Click the link provided in your email to gain access directly to the evaluation. You do not need to login to MedSIS.

2. Click Start to begin completing the pending evaluation.



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Academic Year: --Select all-- Course: --Select-- Status: Pending

Student Evaluation

Please evaluate students listed below:

Course	Evaluation Form	Period	Student	Comment	Status
Clerkship	Student End of Rotation (Preceptor)	02-Jan-2017 / 02-Apr-2017	Bryant, Corine	N/A	Start
	Student Mid Rotation (Preceptor)	02-Jan-2017 / 02-Apr-2017	Bryant, Corine	N/A	Start

Any evaluations which are pending will show here. Click Start to begin the evaluation.

3. Complete the evaluation and click Submit. You also have the option of starting the evaluation and clicking Save, then submitting the evaluation at a later time.

OVERALL PERFORMANCE:

	Satisfactory	Unsatisfactory	Provisional
	1	2	3
Please select one:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Complete the evaluation and click Submit.</div>	Student consistently performs at the appropriate level; has few areas where competence is deficient, shows steady progress in addressing competencies not yet achieved.	Student varies from adequate to inadequate in performance and/or demonstrates several areas where competence is deficient such that continued prompting is needed; does not meet basic clinical expectations for level or demonstrates unprofessional behaviour.	Student has a deficit relating to one or more of the objectives of the course and the deficit is such that it can be made up within a limited time frame of no longer than 4 weeks.
Comments:	<div style="border: 1px solid gray; height: 50px; width: 100%;"></div>		
<input type="button" value="Save"/> <input checked="" type="button" value="Submit"/> <input type="button" value="Close"/>			

Once you click Submit, the evaluation is now complete and the student will have access to it. If you have any questions or difficulties with this process, please contact MedSIS support at medsis@mcmaster.ca