

HOW TO – FILTER THE EVALUATION DASHBOARD

TARGET AUDIENCE: SUPERVISORS

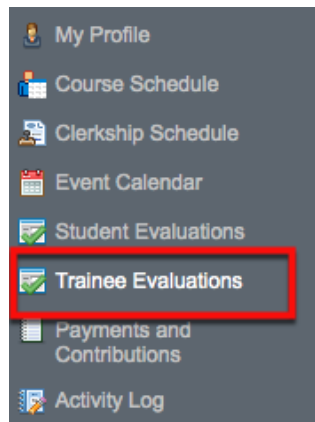
Updated April 1, 2020

EVALUATION DASHBOARD

All evaluations that supervisors are required to complete can be found in the Evaluation Dashboard.

Supervisors have two options to complete evaluations:

1. Log into MedSIS and go to 'Trainee Evaluations':



2. Use the direct link from a MedSIS email notification to enter into MedSIS without logging in.

Dear [REDACTED]

Our records indicate that you have pending ITER's to complete, please complete this forms in a timely manner.

This reminder will be sent every Friday if you have any ITER 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/index.cfm/Authentication:Token/login/token/4897F463-C01B-6E52-E3519017CBFBDA5>

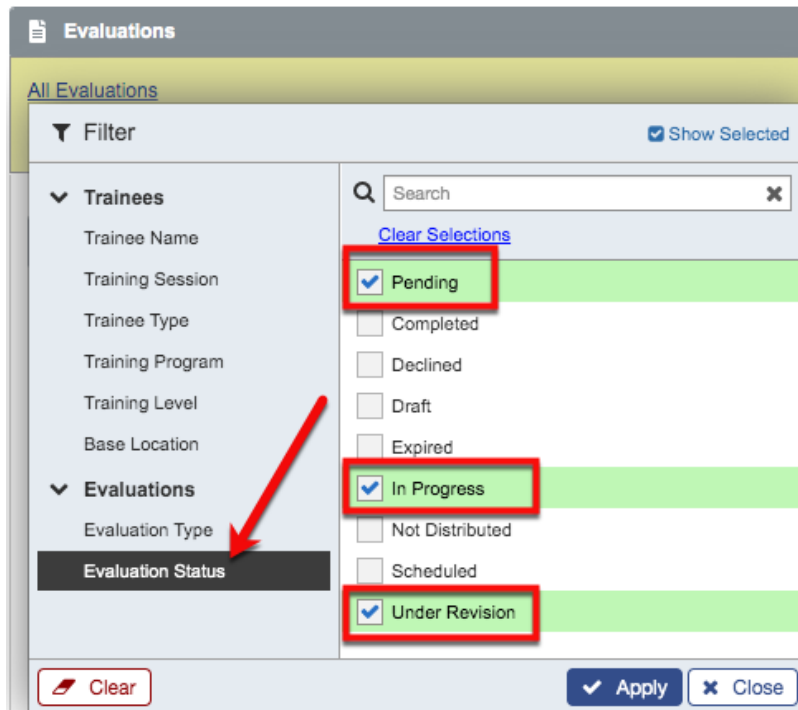
Thank You - MedSIS

HOW TO FILTER THE EVALUATION DASHBOARD

To filter the dashboard, click on "All Evaluations":



Click on the filter called "Evaluation Status" and then choose "Pending", "In Progress", and "Under Revision". This will display all evaluations that require completion.



STATUSES:

Pending – The evaluation is pending completion

In Progress – The evaluation was saved, but not submitted and therefore in progress

Under Revision – The evaluation was completed, but unlocked to make updates by the supervisor and re-submit

QUESTIONS?

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