

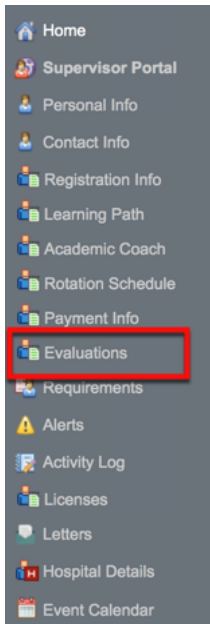
HOW TO – NAVIGATE THE EVALUATION DASHBOARD

TARGET AUDIENCE: LEARNERS

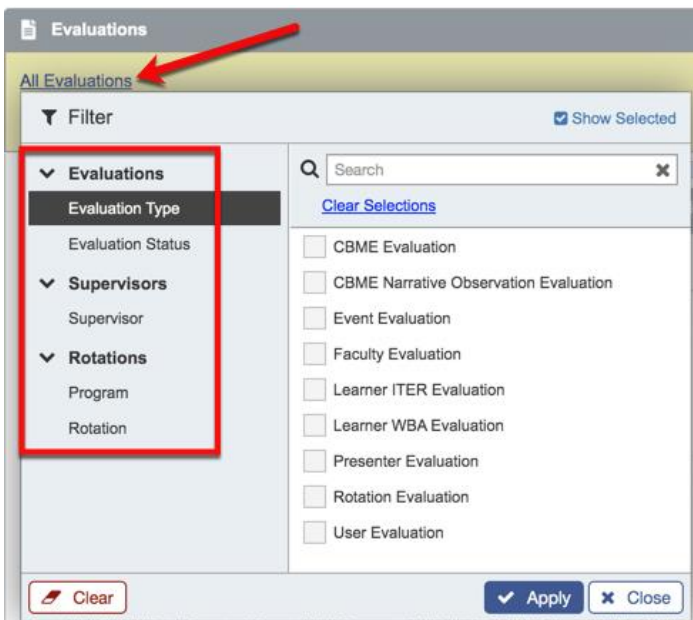
Updated March 19, 2020

HOW TO VIEW YOUR EVALUATIONS

All evaluations are housed in the Evaluation Dashboard. To view your evaluations, click on “Evaluations” from the main dashboard:



To filter in the Evaluation Dashboard, choose “All Evaluations” and select any available options in the drop down:



EVALUATION STATUSES

There are 6 different statuses used for evaluations within the Evaluation Dashboard:

Show Hidden records <input type="checkbox"/> OFF Show Templates <input type="checkbox"/> OFF Total:3976						
Source	Created By	Evaluator	Evaluatee	Status	Action	
On-Demand	Deluce, Simon 19-Oct-2017			Under Revision	View	
On-Demand	Pizzuto, Katerina 14-Oct-2017			In Progress	Start	
On-Demand	Pizzuto, Katerina 20-Oct-2017			Pending	Start	
Scheduled	Automatic 12-Oct-2017			Completed 15-Jan-2018	Required Evaluations View	
Scheduled	Automatic 12-Oct-2017			Declined	Actions	
On-Demand	Turvey, Sarah 18-Oct-2017			Not Distributed	Required Evaluations	

UNDER REVISION: A completed ITER has been unlocked and is back in supervisor’s dashboard to update and re-submit. Any ITERs under revision must be completed by the supervisor – admins cannot complete on behalf of the supervisor.

IN PROGRESS: The ITER was opened and saved, but not yet submitted.

PENDING: The ITER is sitting in the supervisor’s dashboard pending completion. Admins can complete an ITER on behalf of the supervisor.

COMPLETED: The supervisor has completed and submitted the evaluation.

DECLINED: The supervisor declined completing the evaluation on the learner. Comments will be left as to why they declined.

NOT DISTRIBUTED: The trainee triggered an on-demand ITER, but did NOT complete the faculty evaluation. This must be completed before the ITER will send to the supervisor to complete.

QUESTIONS?

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