

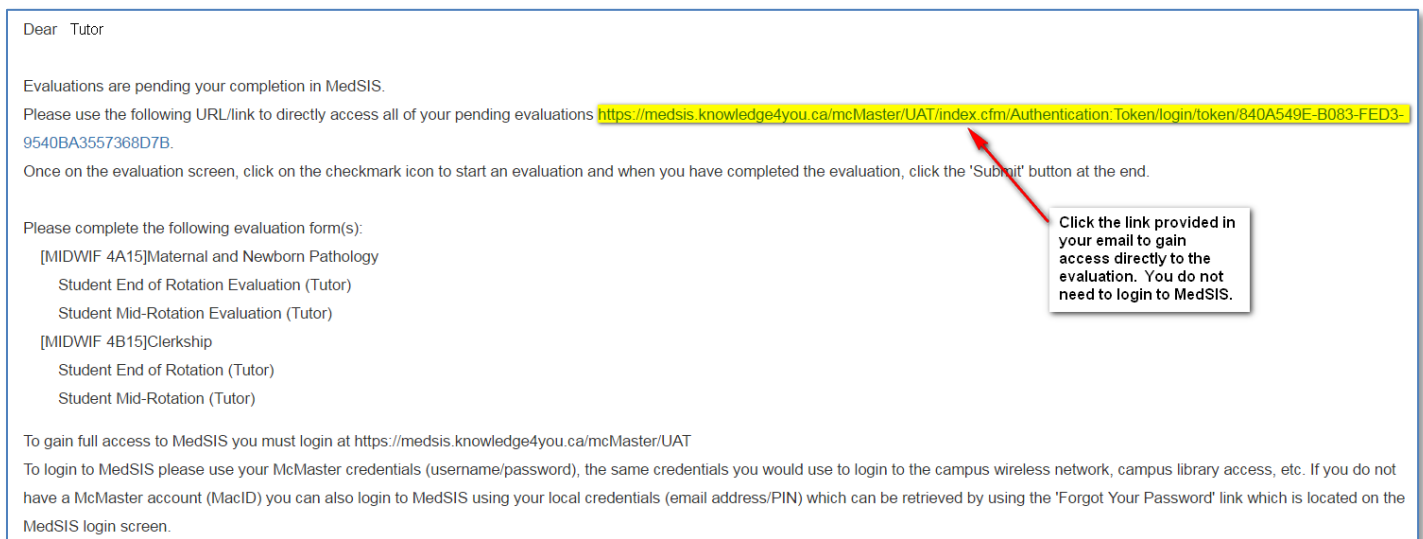
How to View/Sign-Off on Evaluations in MedSIS – Tutor (Midwifery Education Program)

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 tutors who will need to sign off on preceptors' evaluations of students.

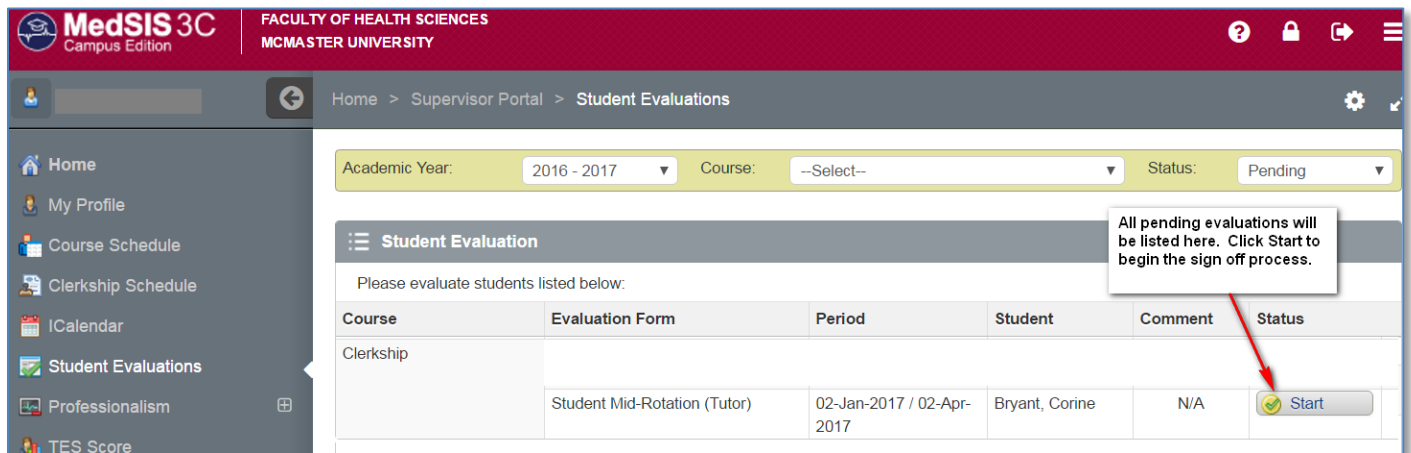
Signing Off on Mid-Rotation and End of Rotation Evaluations

At the mid-point and end of the rotation, preceptors will complete their student evaluations in MedSIS. After the preceptors have completed the evaluations, tutors will receive an email from MedSIS that an evaluation is pending for sign-off.

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 view or sign off on evaluations.



2. Click Start to begin completing the pending evaluation.



3. Click on the magnifying glass to view the preceptor's evaluation.
4. Review the evaluation with the student.
5. Complete your sign-off portion of the evaluation and click Submit.

Rotation Mid-Point (Mid-Point Evaluators) on Clerkship

Student Name: Bryant, Corine
Student #: 001207592
Final Evaluator: Tutor Name

Click on the magnifying glass to view any evaluations completed by the preceptor

Print All

Evaluation Form	Period	Teacher	Complete Date	Preview
Student Mid Rotation (Preceptor)	02-Jan-2017 - 02-Apr-2017	Preceptor Name	07-Nov-2016	

Rotation Mid-Point (Mid-Point Evaluators) Form

McMaster University

Faculty of Health Sciences - Midwifery Program
Student Mid-Rotation Evaluation (Tutor)
Clerkship, 2016 - 2017
Evaluation period: 02-Jan-2017 to 02-Apr-2017
Bryant, Corine

Did you review the student mid-rotation evaluation? Yes No

Comments

Save Submit Print to PDF Cancel

After reviewing the preceptor's evaluation with the student, complete your tutor sign-off portion of the evaluation and click Submit.

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