



USER MANUAL – HOW TO ACCESS PENDING PRESENTER EVALUATIONS

TARGET AUDIENCE: LEARNERS

Updated October 4, 2021





ACCESSING PENDING PRESENTER EVALUATIONS

Presenter evaluations are generated the day of the event. Below are the steps to access these pending evaluations:

1. Login into MedSIS and click on "Evaluations" button of the left hand side of the main menu:

者 Home 🕒	Home > Trainee Portal	
🎒 Supervisor Portal	Welcome	
🚨 Personal Info	Welcome ,	
👃 Contact Info	You are now logged on to MedSIS 3C, the Internet-based full-function management system for the Faculty of Heal As a student, start by completing your requirements found under the Registration Requirements section on the d	
Registration Info	submitting forms.	ashboard of by clicking Requ
Learning Path	📾 Latest News	👔 Registration Requ
Academic Coach		
🎼 Procedure Log	USER DOCUMENTATION Please visit our MedSIS website under "TRAINING" to find all user documentation for Learners, Supervisors,	Registration Form (Pleas
Rotation Schedule	Program Administrators, Program Directors, etc.	LOA
Payment Info	30-Jun-2017 11:12, by Andrea Somerville	HAL
Request for Time Off		Payment
Evaluations		CPSO License
Requirements		CMPA
🛕 Alerts	details	Confirmation of Registrat
🎲 Activity Log	ustand	
Licenses	Alerts	Document Repos
Letters		
<mark>гін</mark> Hospital Details		There are no document:
🗮 Event Calendar		
Health Screen Records		
Document Repository		Evaluations
Part News		You have 2 incomplete e
		<u></u>

2. Click on the filter and choose "EVALUATION STATUS" \rightarrow "PENDING" \rightarrow "APPLY":



Evaluations			
√ Filter	Show Selecter	d -	
> Trainees	Q Search		
> Training Details	CLEAR SELECTION	_	
 Evaluations 	Completed		
Evaluation Type	Declined		
Evaluation Status	Draft		^
	Expired		Source
	In Progress	uation - Academic Event Q	Scheduled
	Not Distributed		0011000100
	Pending		
	Scheduled	uation - Academic Event Q	Scheduled
	Under Revision		

3. This will display all pending evaluations. Pending presenter evaluations for event can be found under the heading of "PRESENTER EVALUATION":

Evaluations	1 incomplete evaluations.
Evaluations: Evaluation Status Pending	
	• Trigger on demand
	Hidden Evaluation
E Presenter Evaluation	Show Hidden records OFF Total:2

QUESTIONS?

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If you have any questions or difficulties with this process, please submit a ticket to our JIRA ticketing system: <u>Submit a</u> <u>Ticket</u>