

USER MANUAL – EVALUATION STATUSES

TARGET AUDIENCE: ADMINISTRATORS

Updated April 8, 2019

EVALUATION STATUSES

There are 6 different statuses used for evaluations within the Evaluation Dashboard. The goal is to have all evaluations in a status of “Completed”.

- 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.

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

QUESTIONS?

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