



USER MANUAL – EVALUATION STATUSES

TARGET AUDIENCE: ADMINISTRATORS

Updated April 8, 2019

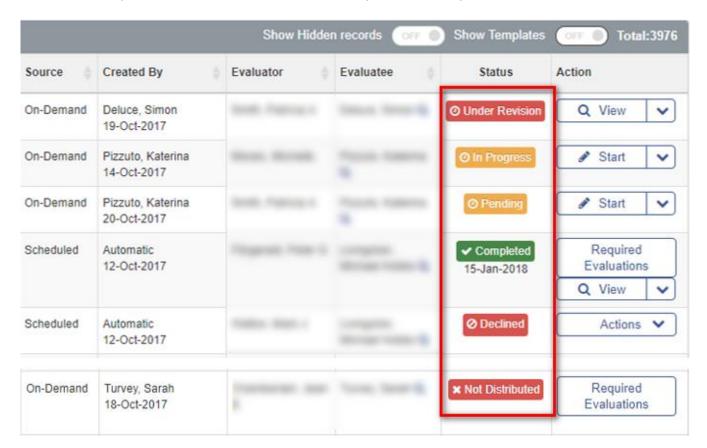




EVALUATION STATUSES

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

- 1. **UNDER REVISION**: A completed ITER has been unlocked and is back in supervisor's dashboard to update and resubmit. Any ITERs under revision must be completed by the supervisor admins cannot complete on behalf of the supervisor.
- 2. IN PROGRESS: The ITER was opened and saved, but not yet submitted.
- **3. PENDING:** The ITER is sitting in the supervisor's dashboard pending completion. Admins can complete an ITER on behalf of the supervisor.
- 4. **COMPLETED:** The supervisor has completed and submitted the evaluation.
- 5. **DECLINED:** The supervisor declined completing the evaluation on the learner. Comments will be left as to why they declined.
- **6. 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