User Manual – How to complete Learner Evaluations in MedSIS

TARGET AUDIENCE: SUPERVISORS

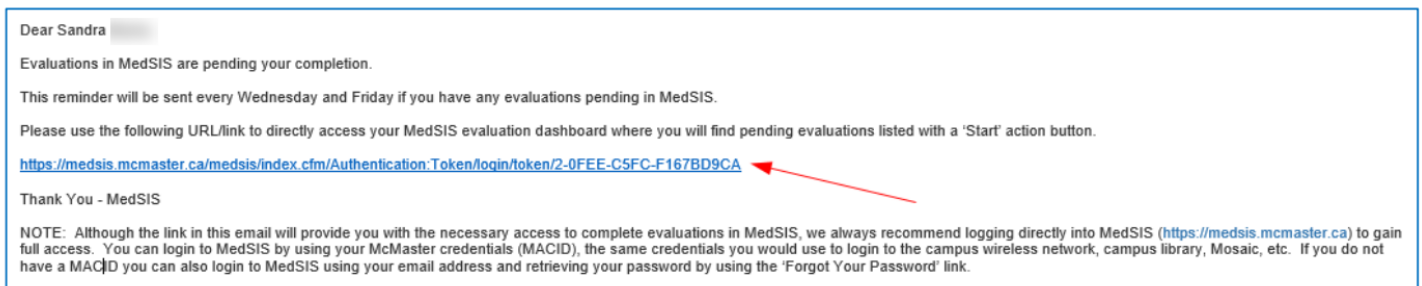Updated September 19, 2023

Contents

Accessing Evaluations

There are two options for accessing learner evaluations in MedSIS:

1) Email Notification
2) Logging directly into MedSIS

Option 1: Email Notification

When an evaluation is triggered to you for a student, an email notification is created with a link to your Learner Evaluations tab in MedSIS. After this, 3 reminder emails will go out per evaluation.

Click the link in the email notification and you will be taken to your Evaluation Dashboard, where you will see all pending and completed evaluations. The message may appear different, but the link will be available to access the evaluation.

> Dear Sandra ▓▓▓▓
>
> Evaluations in MedSIS are pending your completion.
>
> This reminder will be sent every Wednesday and Friday if you have any evaluations pending in MedSIS.
>
> Please use the following URL/link to directly access your MedSIS evaluation dashboard where you will find pending evaluations listed with a 'Start' action button.
>
> https://medsis.mcmaster.ca/medsis/index.cfm/Authentication:Token/login/token/2-0FEE-C5FC-F167BD9CA
>
> Thank You - MedSIS
>
> NOTE: Although the link in this email will provide you with the necessary access to complete evaluations in MedSIS, we always recommend logging directly into MedSIS (https://medsis.mcmaster.ca) to gain full access. You can login to MedSIS by using your McMaster credentials (MACID), the same credentials you would use to login to the campus wireless network, campus library, Mosaic, etc. If you do not have a MACID you can also login to MedSIS using your email address and retrieving your password by using the 'Forgot Your Password' link.

Option 2: Logging Directly into MedSIS

For information about logging into MedSIS, please visit Guide: How to Login to MedSIS on My Desktop

Once logged into MedSIS, ensure you are in your Supervisor Portal. If you do not see a Supervisor Portal option on the left menu, it means you are currently logged into this Portal already. It will also show Home > Supervisor Portal above your name on the main homepage.

The evaluations can be accessed by selecting "Learner Evaluations" on the left-hand side or clicking the blue number in the Learner Evaluations Alert section.
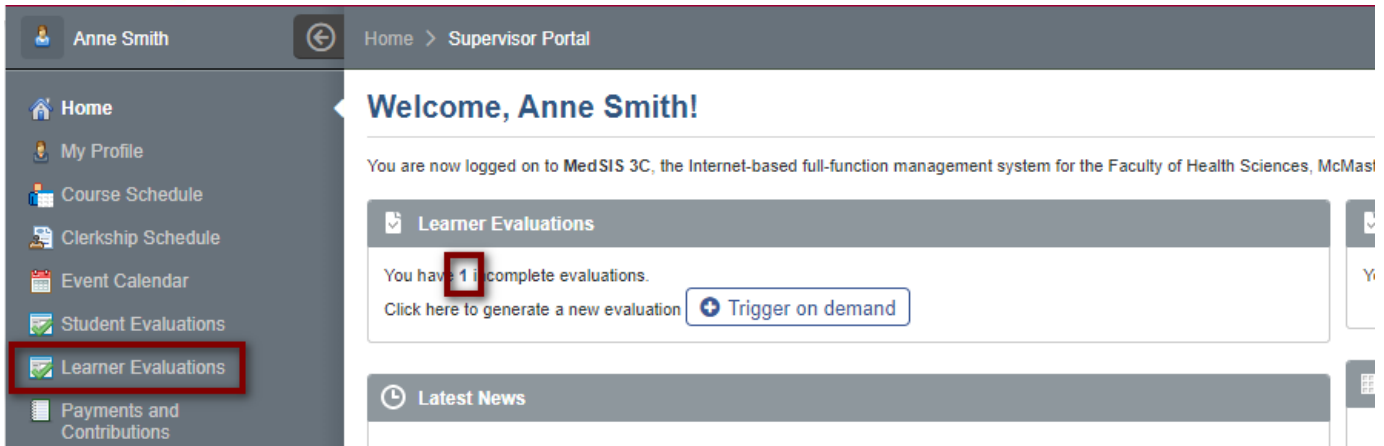
Filtering within Evaluation Dashboard

Within the evaluations page, you can filter by certain parameters. Click on "All Evaluations" to pull up the filter window.


Ability to filter by certain evaluations (ex. learner name, evaluation status)
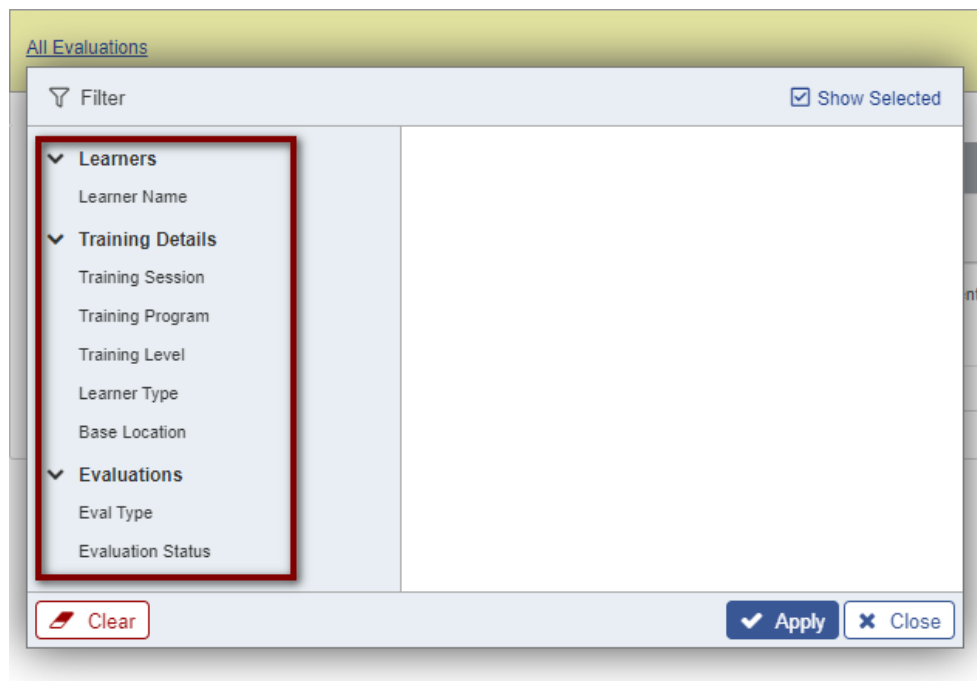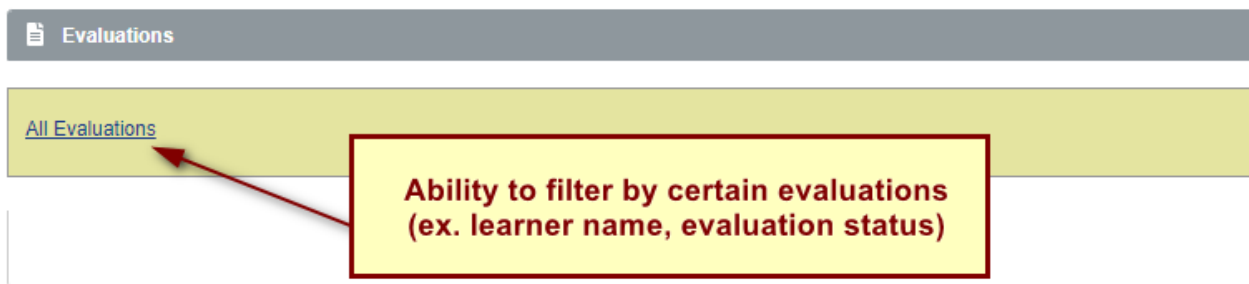
The most helpful parameters for preceptors would be:

1) **Learner's Name:**
   - Search by the first name or last name of a specific learner.
2) **Evaluation Status**
   - Search by status of the evaluation

> **To display all evaluations requiring completion, click on the filter called "Evaluation Status" and then choose "Pending", "In Progress", and "Under Revision".**
>
> **Then "Apply".**

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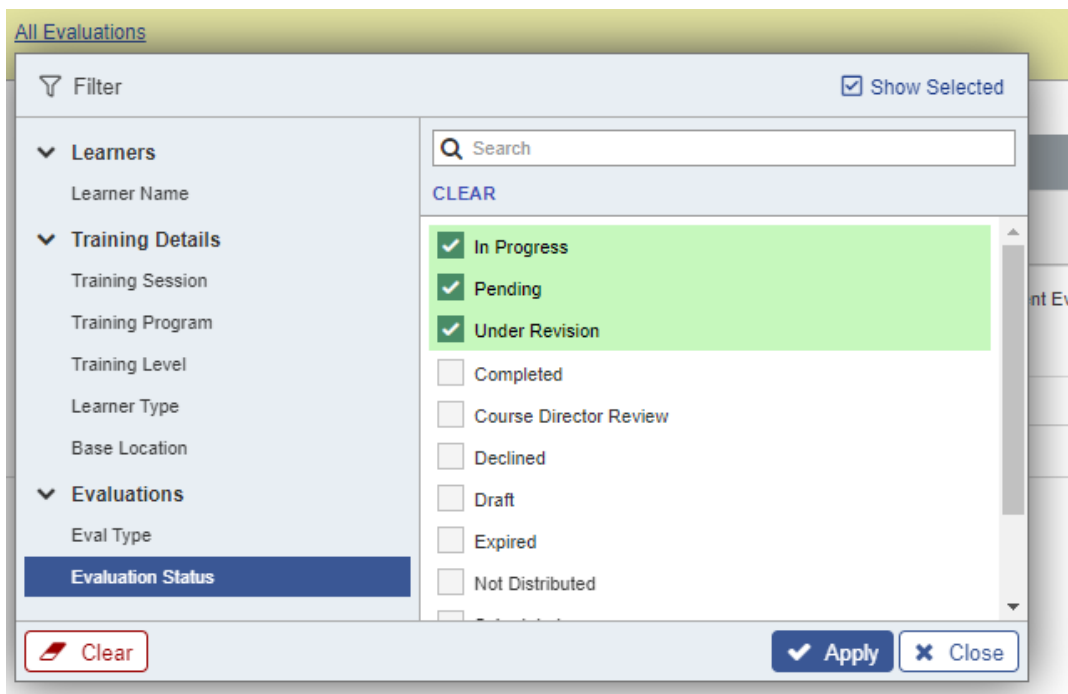
Completing the Evaluations

Step 1: In the Learner Evaluations section, select "Start". This will open the evaluation in a new tab.

Tip: If you only see grey heading bars, you may have to expand the grid. Click on the grey bar to expand it!

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Step 2: Fill out the evaluation as needed.

Step 3: Submit the Evaluation.

- If you need to save the evaluation to be completed at a later time, select "save".
- **Please ensure the evaluation is submitted at a later date using the "submit" button**. Evaluations not submitted will be considered incomplete.

OVERALL PERFORMANCE

	Satisfactory	Unsatisfactory	Provisional
	1	2	3
Please select one:	○	○	○
	Student consistently performs at the appropriate level; has few areas where competence is deficient, shows steady progress in addressing competencies not yet achieved.	Student varies from adequate to inadequate in performance and/or demonstrates several areas where competence is deficient such that continued prompting is needed; does not meet basic clinical expectations for level or demonstrates unprofessional behaviour.	Student has a deficit relating to one or more of the objectives of the course and the deficit is such that it can be made up within a limited time frame of no longer than 4 weeks.

🕘 History | Created on 26-Jun-2023, 15:37 by Jordan Steph.

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Save and come back at a later time → 💾 Save ✔ Submit ← **To complete the evaluation**

QUESTIONS?

If you have any questions or difficulties with this process, please submit them through our ticketing system.

To submit a ticket, please visit medsishelp.mcmaster.ca

User Guide: How to Submit a Ticket