



# User Manual – How to complete Learner Evaluations in MedSIS

TARGET AUDIENCE: SUPERVISORS

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# **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.

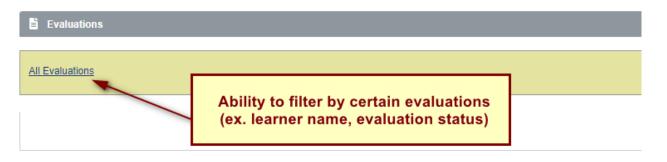


	(20)	
2	Anne Smith	Home > Supervisor Portal
ñ	Home	Welcome, Anne Smith!
	My Profile	You are now logged on to MedSIS 3C, the Internet-based full-function management system for the Faculty of Health Sciences, McMast
6	Course Schedule	
2	Clerkship Schedule	Learner Evaluations
	Event Calendar	You have 1 i complete evaluations.
	Student Evaluations	Click here to generate a new evaluation • Trigger on demand
2	Learner Evaluations	
	Payments and Contributions	C Latest News

# Filtering within Evaluation Dashboard

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



√ Filter	Show Selected
✓ Learners	
Learner Name	
✓ Training Details	
Training Session	
Training Program	
Training Level	
Learner Type	
Base Location	
✓ Evaluations	
Eval Type	
Evaluation Status	
	✓ Apply 🗶 Close





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".

All Evaluations	
-  √ Filter	Show Selected
✓ Learners	Q Search
Learner Name	CLEAR
✓ Training Details	In Progress
Training Session	Pending nt Eva
Training Program	Under Revision
Training Level	Completed
Learner Type	Course Director Review
Base Location	Declined
✓ Evaluations	Draft
Eval Type	Expired
Evaluation Status	Not Distributed
Clear	✓ Apply ★ Close

## **Completing the Evaluations**

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

Evaluation	Source	Created By	Evaluator	Evaluatee	Status	Action	E
MEP - Complications & Consultation Student Evaluation (Final) ${\bf Q}$	On- Demand	Steph, Jordan 26-Jun-2023	Smith, Anne	Steph, Jordan Q	O Pending	Start	1

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





#### **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 submited will be considered incomplete.

OVERALL PERFORM	IANCE			
	Satisfactory	Unsatisfactory	Provisional	
	1	2	3	
Please select one:	0	0	0	
	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.	
		Save 🗸 Submit	To complete the	
Save and cor at a later			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