User Manual – How to Trigger a Self-Evaluation

Updated October 12, 2023

Contents

Evaluation Process

Midwifery has four clinical courses and only these courses use student evaluations. The clinical courses are:

1) 2H15: Normal Childbearing
2) 3H15: Complications and Consultation
3) 4A15: Maternal and Newborn Pathology
4) 4B15: Clerkship

To initiate the evaluation process for these courses, learners must trigger their own self-evaluation forms in MedSIS.

Once a learner triggers and completes their self-evaluation, the preceptor they entered will receive an email notifying them a student evaluation is available for completion. Once the preceptor completes and saves the evaluation, a tutor acknowledgement is triggered to the tutor to sign off on. The student does not need to select their tutor, this comes from the schedule, which is entered by an administrator.
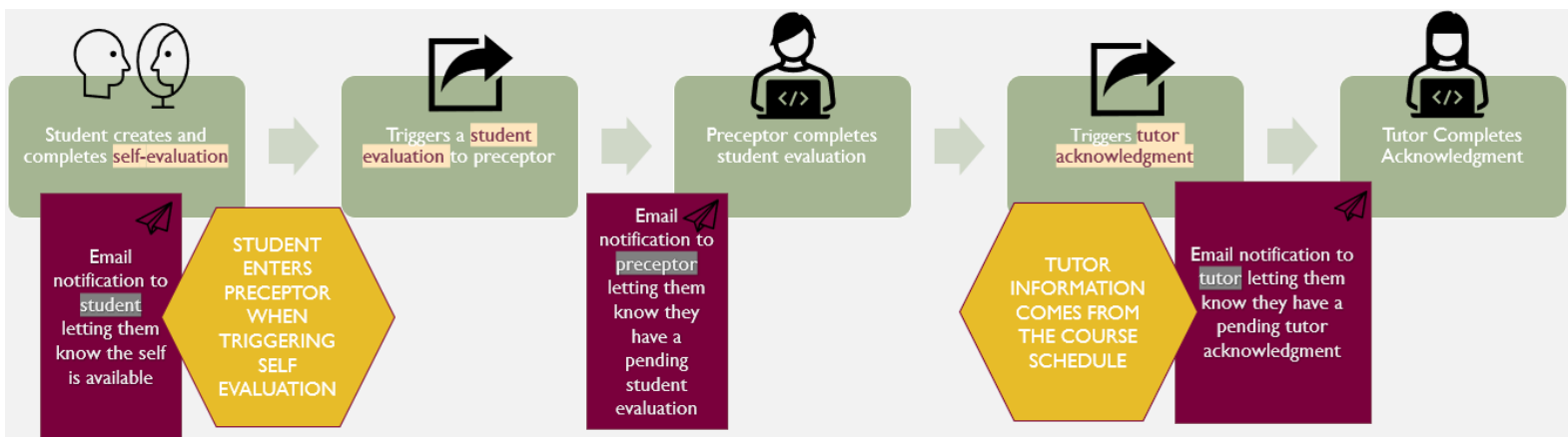
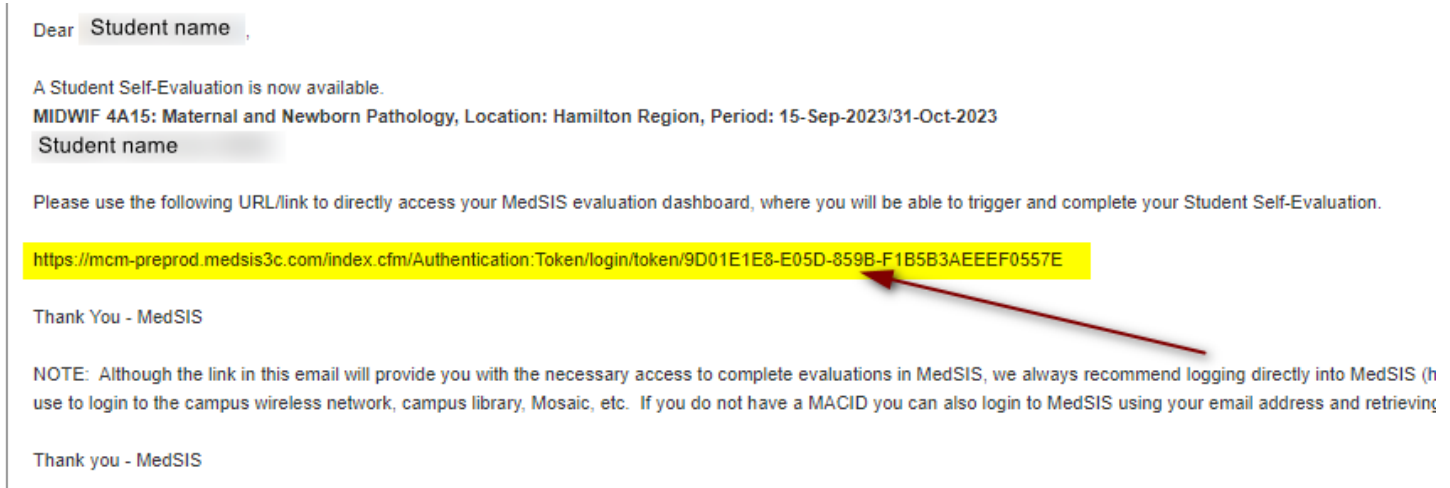## Accessing your Learner Evaluation Dashboard

There are two options for accessing your learner evaluation dashboard:

1) Email Notification
2) Logging directly into MedSIS

Option 1: Email Notification

When a Student Self-Evaluation becomes available, an email notification is created with a link to your Learner Evaluations tab in MedSIS.
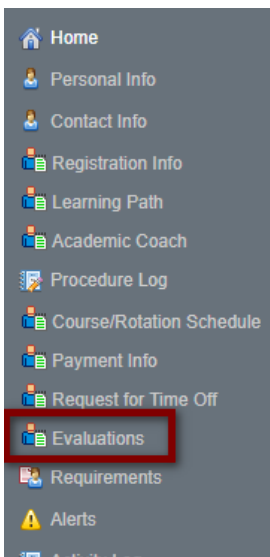
Click the link in the email notification and you will be taken to your learner evaluation dashboard.

Dear Student name ,

A Student Self-Evaluation is now available.
MIDWIF 4A15: Maternal and Newborn Pathology, Location: Hamilton Region, Period: 15-Sep-2023/31-Oct-2023
Student name

Please use the following URL/link to directly access your MedSIS evaluation dashboard, where you will be able to trigger and complete your Student Self-Evaluation.

https://mcm-preprod.medsis3c.com/index.cfm/Authentication:Token/login/token/9D01E1E8-E05D-859B-F1B5B3AEEEF0557E

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 (h
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

Thank you - MedSIS

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 in, access "Evaluations" from the left-hand menu.

- Home
- Personal Info
- Contact Info
- Registration Info
- Learning Path
- Academic Coach
- Procedure Log
- Course/Rotation Schedule
- Payment Info
- Request for Time Off
- Evaluations
- Requirements
- Alerts
- Activity Log

## Completing the Student Self-Evaluation

Step 1: Click 'Trigger on demand' at the top right-hand side of the Evaluations page.
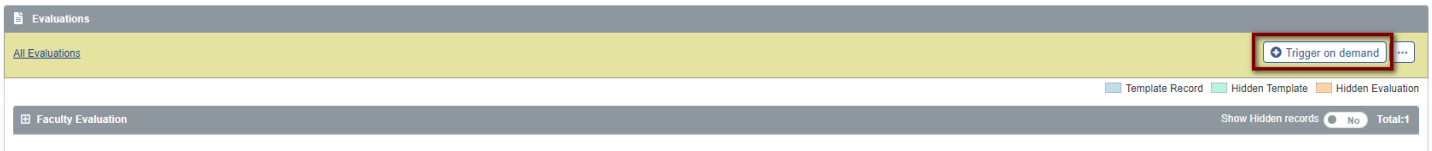
The system will automatically populate the evaluation type "Student Self Evaluaiton", your name and the activity (course) the evaluation is being triggered for.

*If you are in more than one clinical course at time, you will have to select the correct course in the activity section.
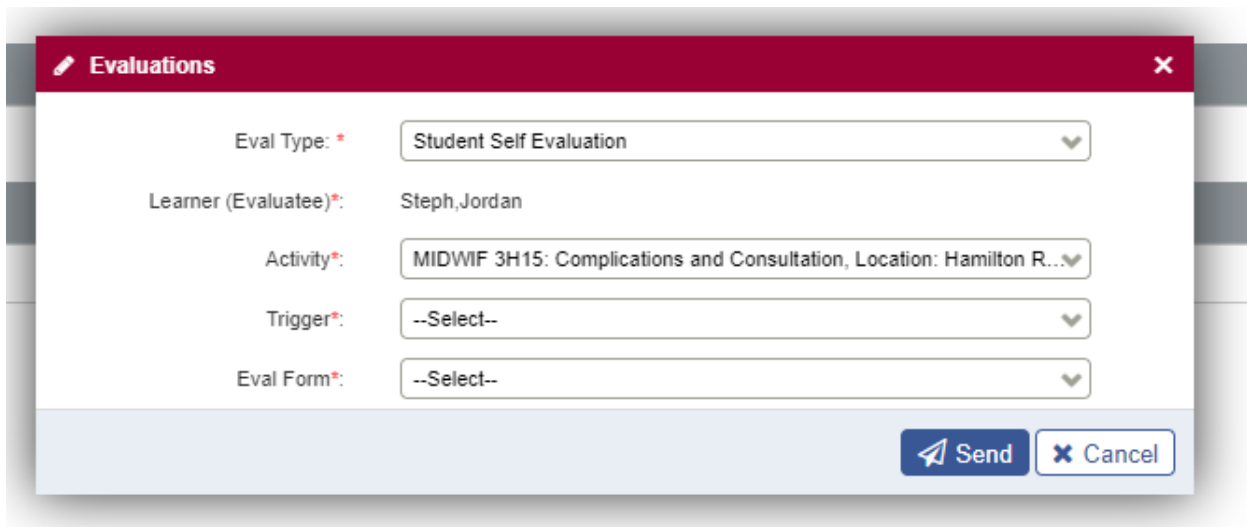
Step 2: Select either "End of Rotation" or "Mid-Rotation Trigger".

If you are in the middle of your course, select "Mid-Rotation Trigger". If you are at the end of your course, select "End of Rotation".
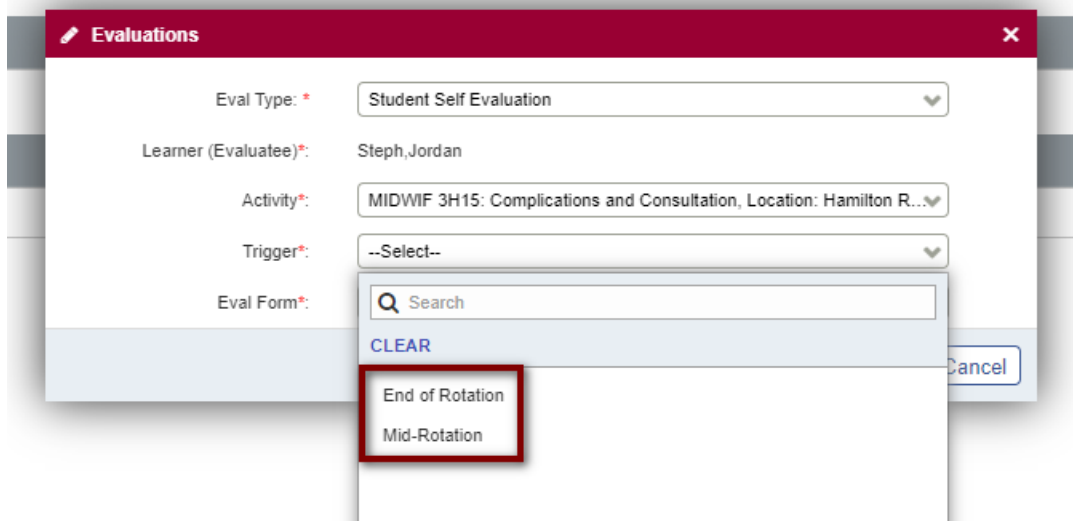
Step 3: Select the evaluation form.

- If you selected the "Mid Rotation" trigger option, the "MEP – Complications & Consultation Student Self Evaluation (Mid)" will be the only form that you can chose.
- If you selected the "Mid Rotation" trigger option, the "MEP – Complications & Consultation Student Self Evaluation (Final)" will be the only form that you can chose.

Step 4: Enter your Supervisor (Preceptor).

To enter your supervisor, click on "select" to open the supervisor registry list. Use the search bar and start to enter the name of your supervisor. Once you see your supervisor, select them from the list by clicking on their name.

This is your preceptor, not your tutor. The preceptor you enter will complete your Student Evaluation.
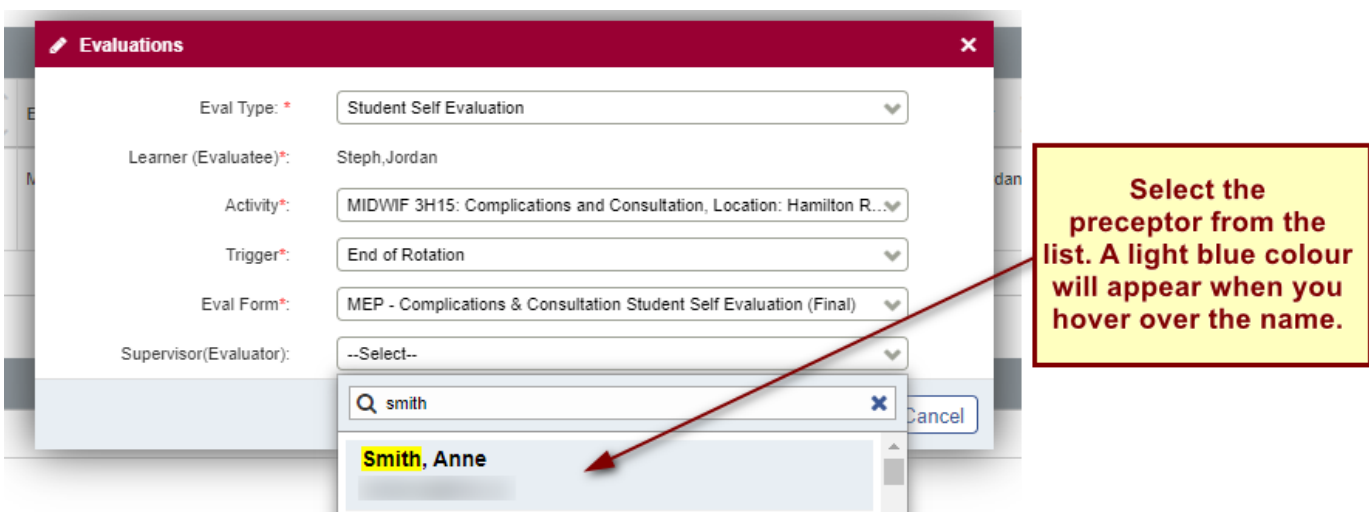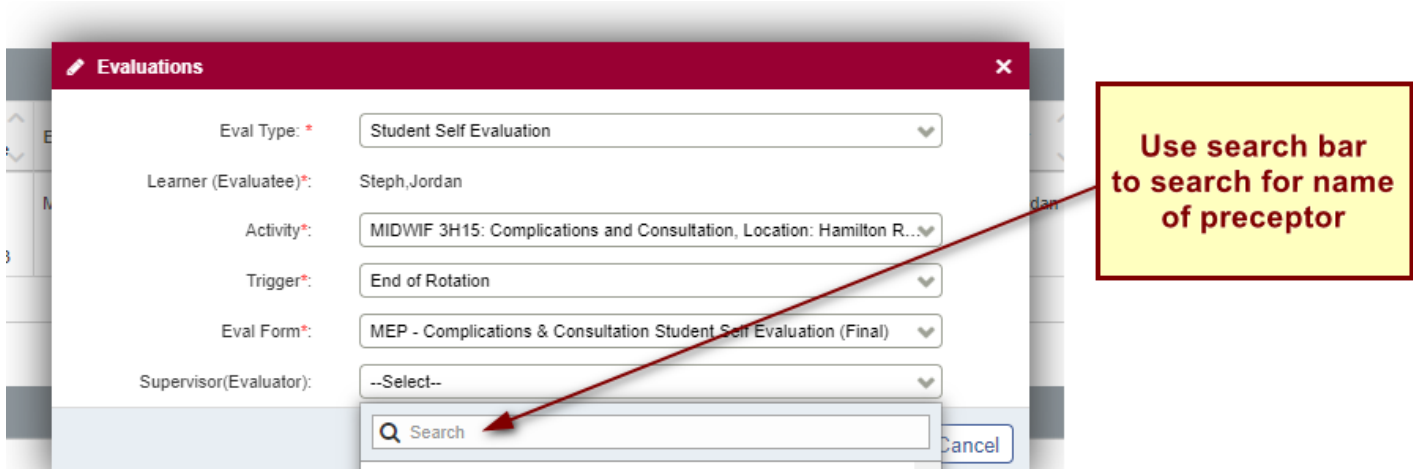
Step 5: Click "Send".

This will open your self-evaluation in another tab.

Step 6: Fill out the self-evaluation and submit.

You can save the evaluation and return to the form later. Please note, the evaluation will only go to your preceptor once your self-evaluation is **submitted.**

Once you have submitted the self-evaluation, the status of the student evaluation will change to "Pending" because it has been sent to the preceptor. The expiry column will show the number of days until the form expires.

Common Questions

Why is my Tutor Acknowledgment showing "Not Distributed"?

Your Tutor Acknowledgment is showing "Not Distributed" because your preceptor has not yet completed your Student Evaluation. Once your preceptor completes your Student Evaluation, the Tutor Acknowledgement will be triggered to your tutor. The tutor acknowledgment cannot be distributed until the Student Evaluation is complete.

If you would like to view which preceptor is linked to the evaluation, click "Required Evaluations". This will open an information window, where you can see the preceptor. The preceptor will be under the Evaluator column.

Why can't I see any evaluations?

Your evaluation list may be closed! If all you see is a grey bar and nothing underneath, click on it to expand.

How do I know when my tutor completed my Tutor Acknowledgment?

Under the grey heading, "Student Evaluation (Final)", are your tutor acknowledgments. Once your tutor completes it, the status will be updated to "Completed" and have the date of completion under it.

How can I view the forms completed on me?

If the evaluation is completed, you can view it. To do so, click on "view" next to the evaluation you wish to open. If open is not an option, the evaluation is most likely not completed (check the evaluation status!).