

User Manual – How to Complete MEP Course and Faculty Evaluations

TARGET AUDIENCE: LEARNERS

Updated November 14, 2023

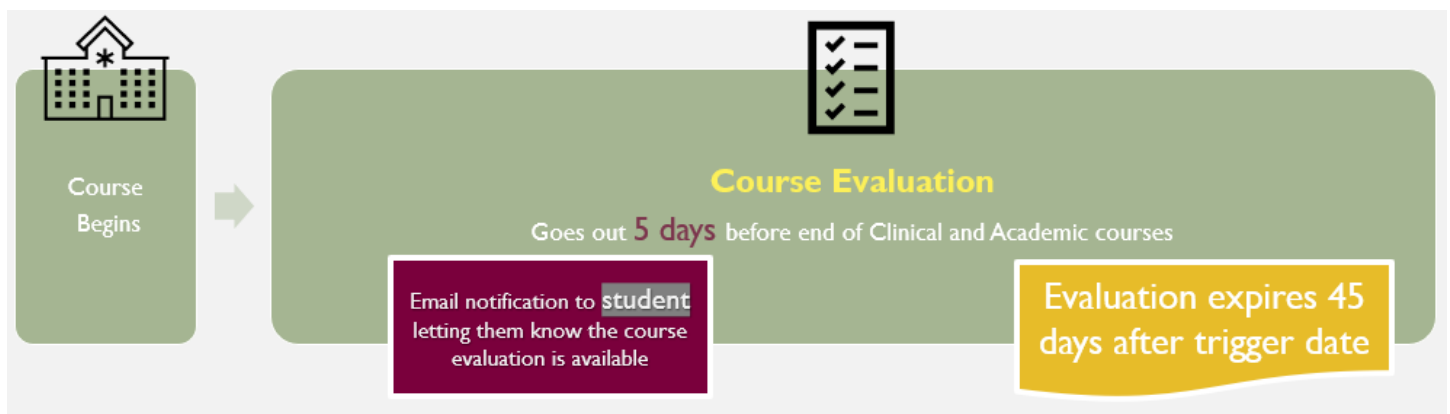
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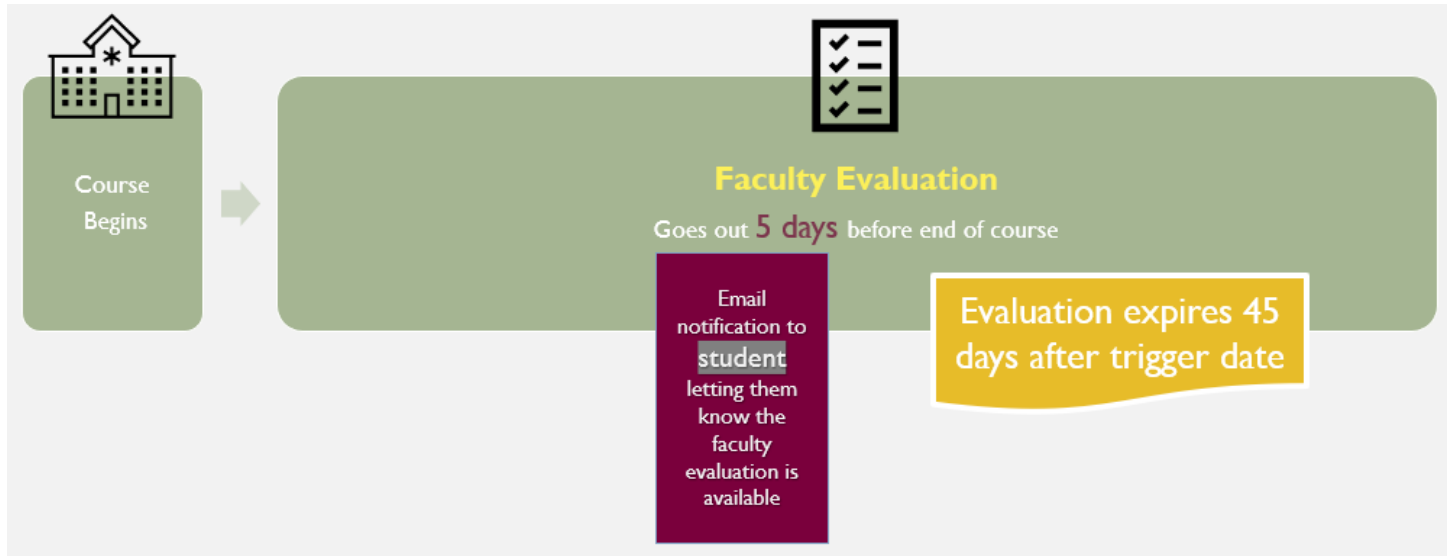
Overview of Course and Faculty Evaluations

Evaluation Type	Evaluations	Brief explanation	Go out for:
1. Course/Rotation Evaluations	<ul style="list-style-type: none"> • MEP Clinical Course Evaluation • MEP Non-Clinical Course Evaluation 	This is the evaluation a student completes for the course.	Clinical and Academic Courses
2. Faculty Evaluations	<ul style="list-style-type: none"> • MEP Faculty/Tutor Evaluation • MEP Preceptor Evaluation • MEP TA Evaluation 	This is the evaluation a student completes on faculty (Preceptors, TAs, Tutors, etc.)	Clinical and Academic Courses

Workflow of Course Evaluation



Workflow of Faculty Evaluation



Accessing your Course and Faculty Evaluations

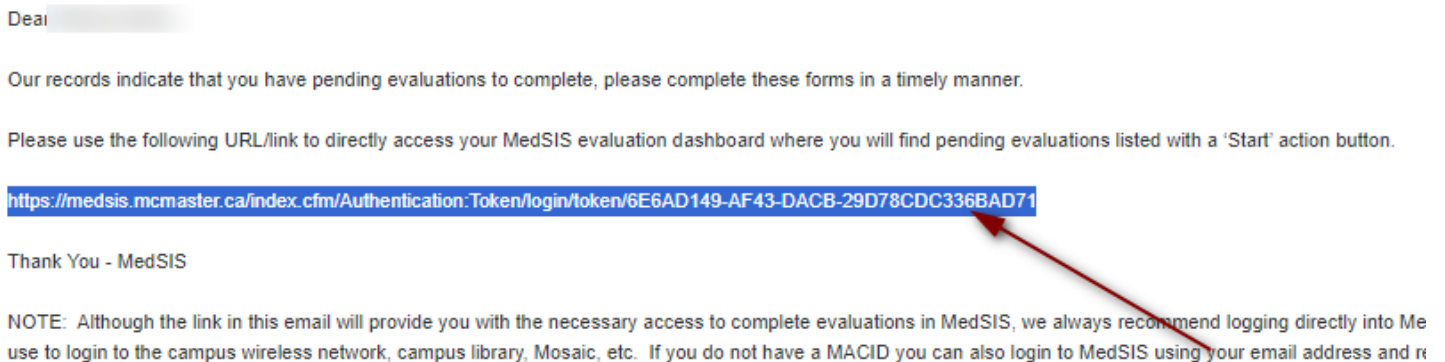
There are two options for accessing your learner evaluation dashboard:

- 1) Email Notification
- 2) Logging directly into MedSIS

Option 1: Email Notification

When a Course or Faculty 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.

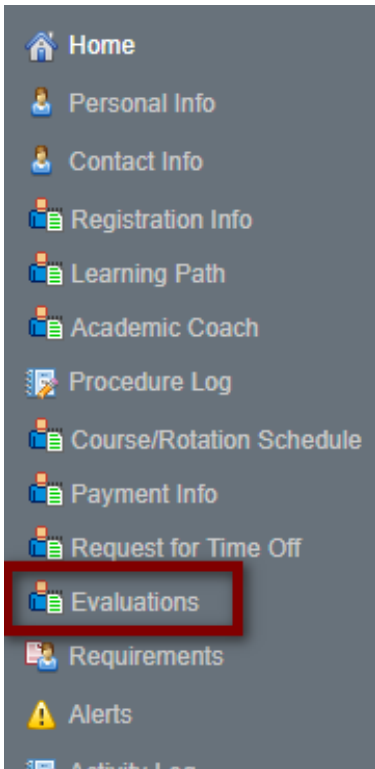


Option 2: Logging Directly into MedSIS

For information about logging into MedSIS, please visit [Guide: How to Login to MedSIS on My Desktop](#)

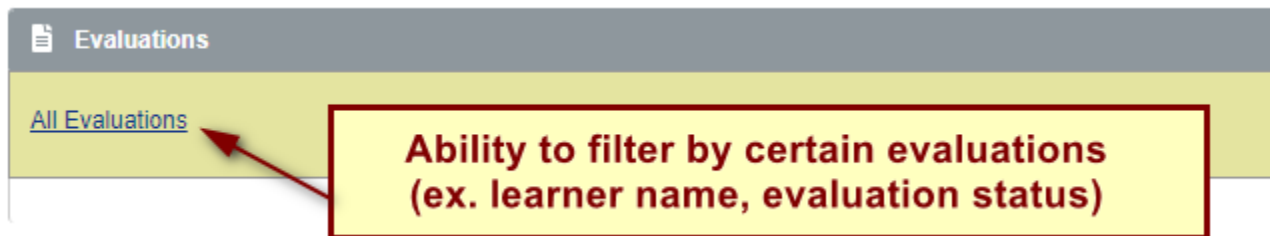
Once logged into MedSIS, ensure you are in your Learner Portal. If you do not see a Learner Portal option on the left menu, it means you are currently logged into this Portal already. To see more information about switching portals, please refer to the [“USER MANUAL – SWITCHING BETWEEN PORTALS”](#)

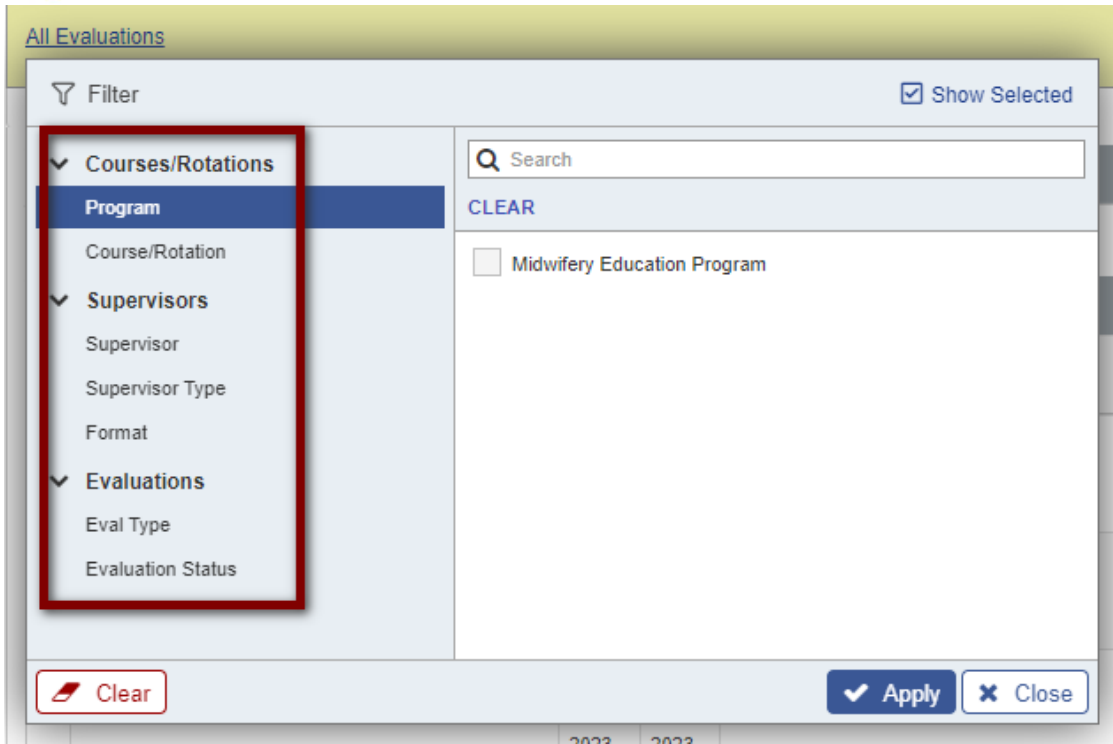
In your Learner Portal, access “Evaluations” from the left-hand menu.



Filtering within Evaluations

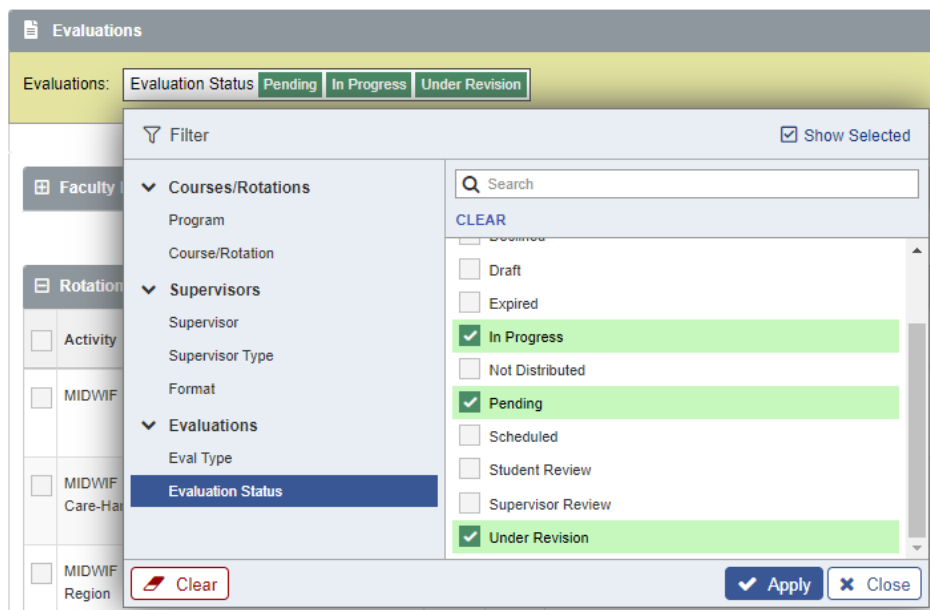
Within the evaluations page, you can filter by certain parameters. Click on “All Evaluations” to pull up the filter window.





The most helpful parameters for learners would be:

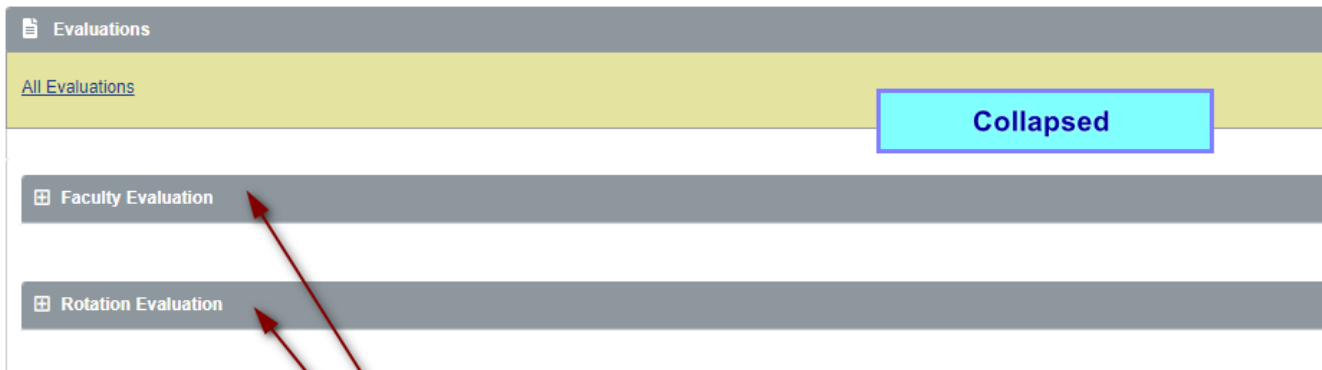
- 1) Courses/Rotations:
 - Search by the course or rotation only. Only the forms applicable to this course will appear.
- 2) Evaluation Status
 - Search by status of the evaluation
 - To pull up evaluations that are not completed, but need to be, select “In Progress”, “Pending” and “Under Revision.”



Expanding and Collapsing the Evaluation Types

There are different evaluation types used in MedSIS (ex. Student Evaluations, Faculty Evaluations, Course Evaluations, etc.). These evaluation types are sorted in your evaluation dashboard by accordions menus.

To collapse or expand, click on the dark grey bar with the evaluation type.



Clicking the dark grey bar will expand it and show forms under this evaluation type

Activity	Start Date	End Date	Evaluation	Status	Assignees
<input type="checkbox"/> MIDWIF 3F03: Midwifery Issues-Hamilton Region	09-Jan-2023	12-Apr-2023	MEP Non-Clinical Course Evaluation Q	Scheduled	Automatic 20-Jun-2023 Koals, Hia
<input type="checkbox"/> MIDWIF 3J06: Preparation for Primary Maternity Care-Hamilton Region	09-Jan-2023	12-Apr-2023	MEP Non-Clinical Course Evaluation Q	Scheduled	Automatic 20-Jun-2023 Koals, Hia
<input type="checkbox"/> MIDWIF 3L03: Advanced Clinical Skills II-Hamilton Region	29-Mar-2023	23-Apr-2023	MEP Non-Clinical Course Evaluation Q	Scheduled	Automatic 20-Jun-2023 Koals, Hia

Showing 1 to 3 of 3 entries Show 15 entries

Completing the Course and Faculty Evaluations

Step 1: Locate the Course or Faculty evaluation you wish to complete and click “Start”.

Start Date	End Date	Evaluation	Source	Created By	Evaluator	Evaluatee	Status	Action
05-Sep-2023	10-Sep-2023	MEP Non-Clinical Course Evaluation Q	Scheduled	Automatic 09-Sep-2023			Pending	✎ Start

Step 2: Fill out the Course or Faculty evaluation as needed.

Step 3: submit.

You can save the evaluation and return to the form later. Please note, the evaluation will only be considered completed once it is submitted.

4000 characters remaining

History Created on 15-Sep-2023, 05:21 by MedSIS System.

1

Save
Submit

Once submitted, the status will change to “Completed”, with the date it was done. To view the form, click “view” under the action column.

Indicate	Evaluation	Source	Created By	Evaluator	Evaluatee	Status	Action	Exp
0- sep- 023	MEP Speaker/Presenter Evaluation Q	Scheduled	Automatic 10-Sep-2023	Student name	Faculty Name	✔ Completed 20-Sep-2023	View	

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](#)