User Manual – How to Complete MEP Course and Faculty Evaluations

TARGET AUDIENCE: LEARNERS

Updated November 14, 2023

Contents

Overview of Course and Faculty Evaluations

Evaluation Type	Evaluations	Brief explanation	Go out for:
1. **Course/Rotation Evaluations**	• 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**	• 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
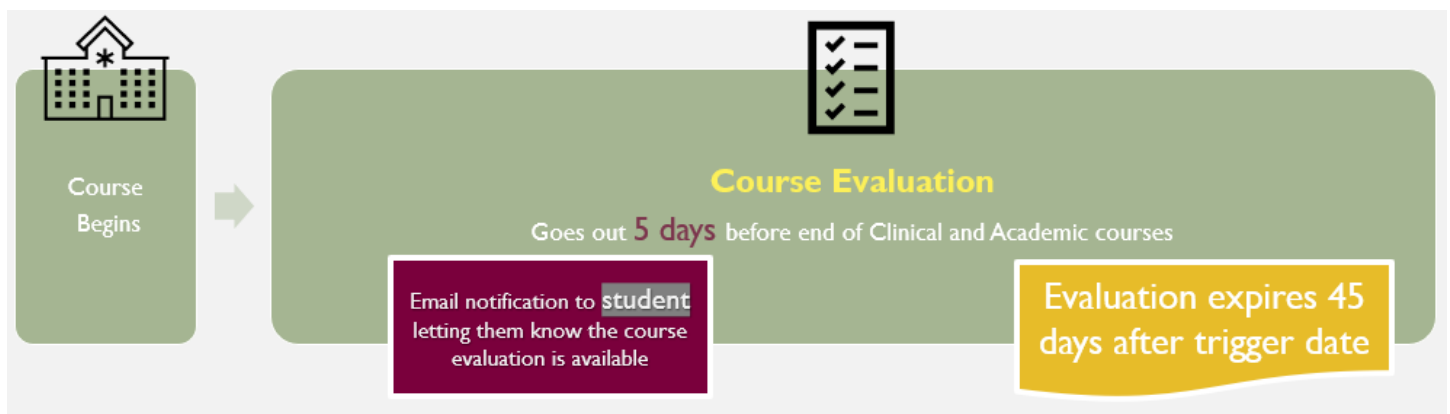
Workflow of Faculty Evaluation
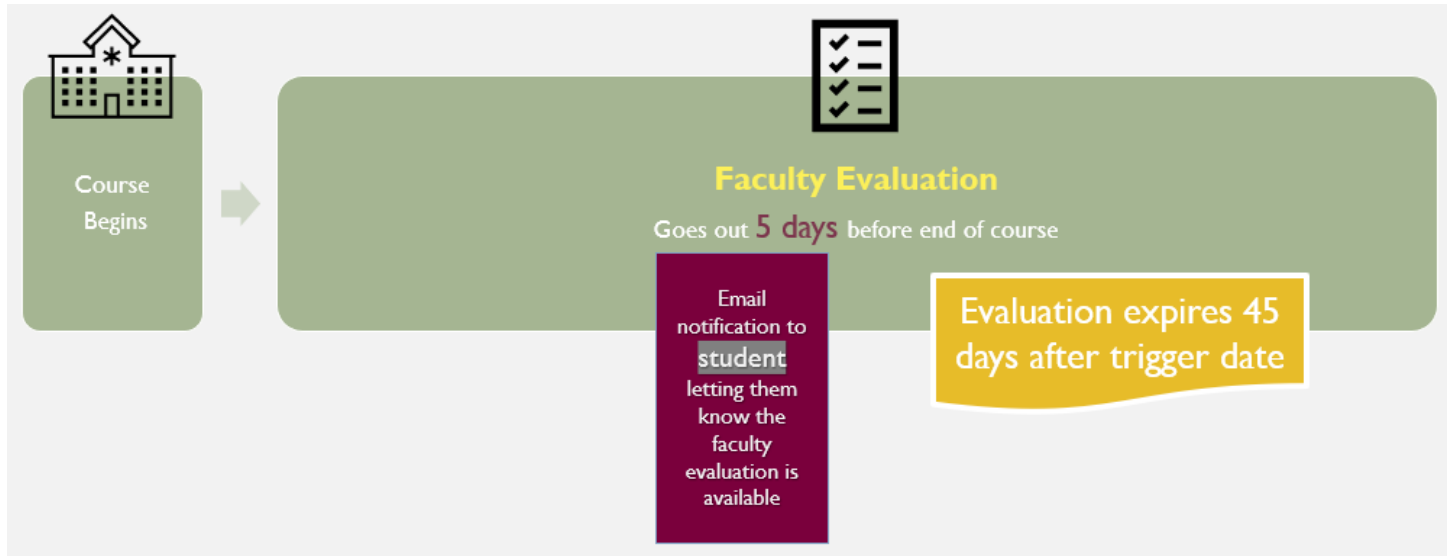

Accessing your Course and Faculty Evaluations

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.
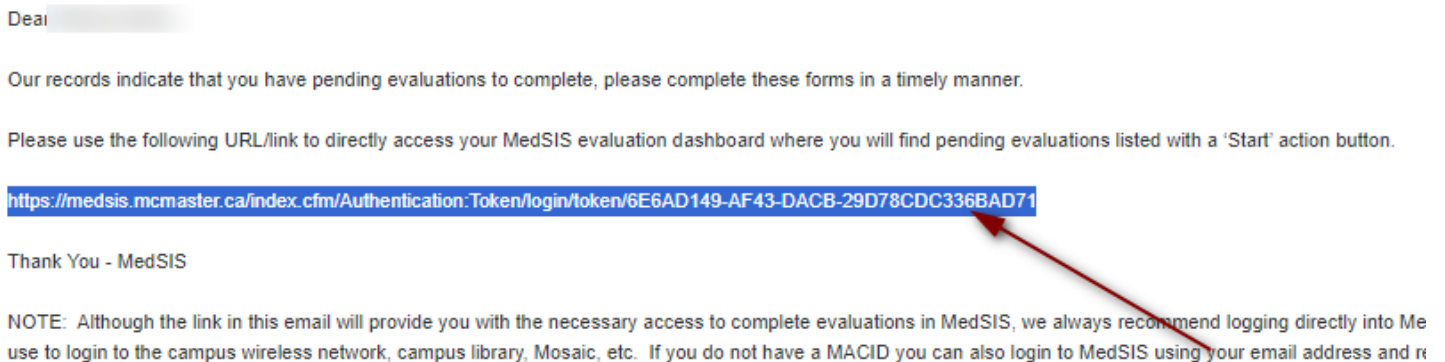

Option 2: Logging Directly into MedSIS

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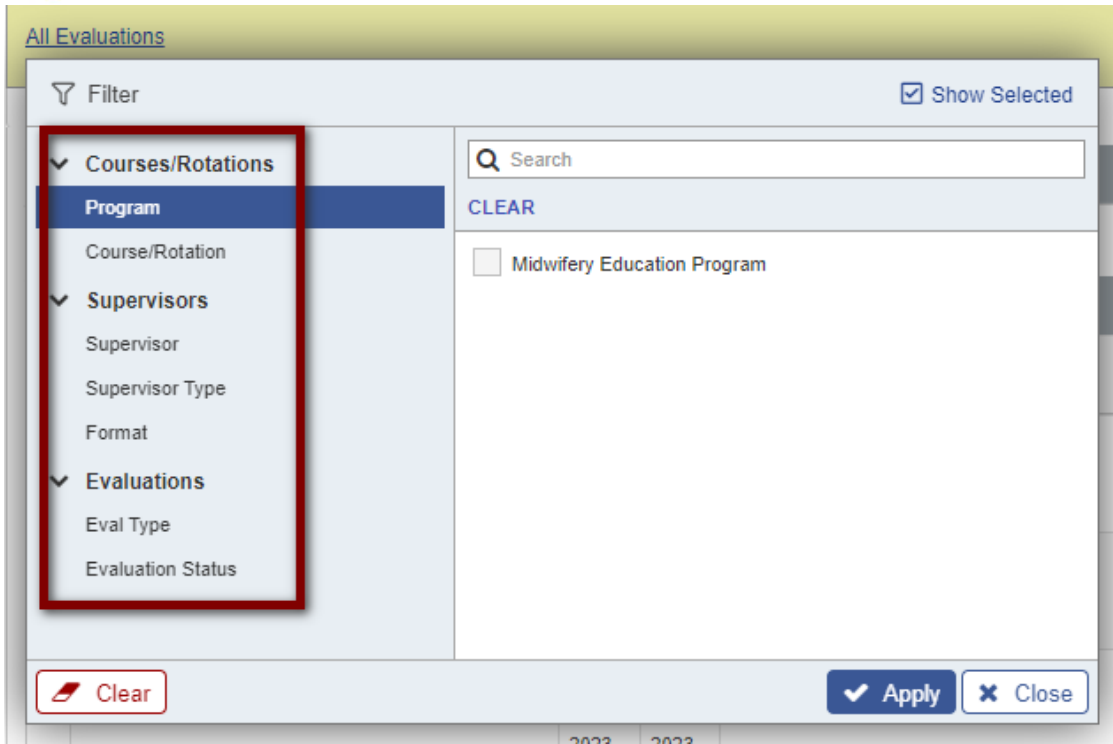
In your Learner Portal, access "Evaluations" from the left-hand menu.
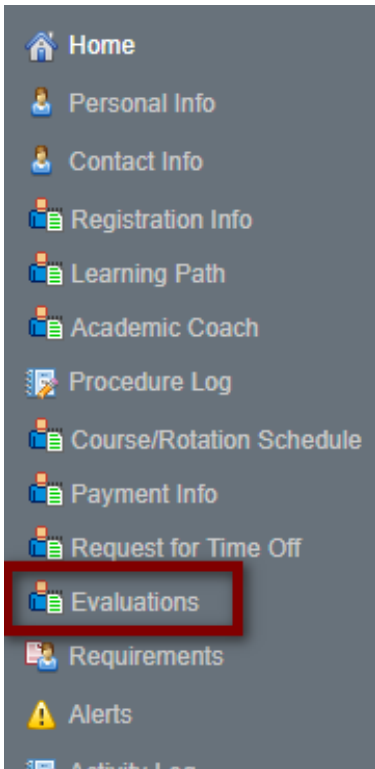

Filtering within Evaluations

Within the evaluations page, you can filter by certain parameters. Click on "All Evaluations" to pull up the filter window.
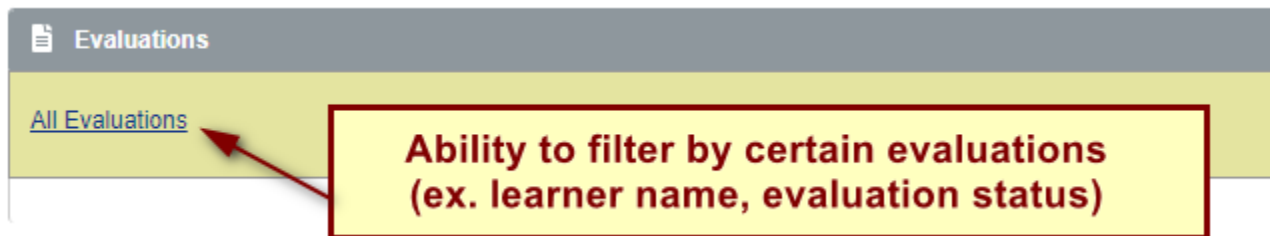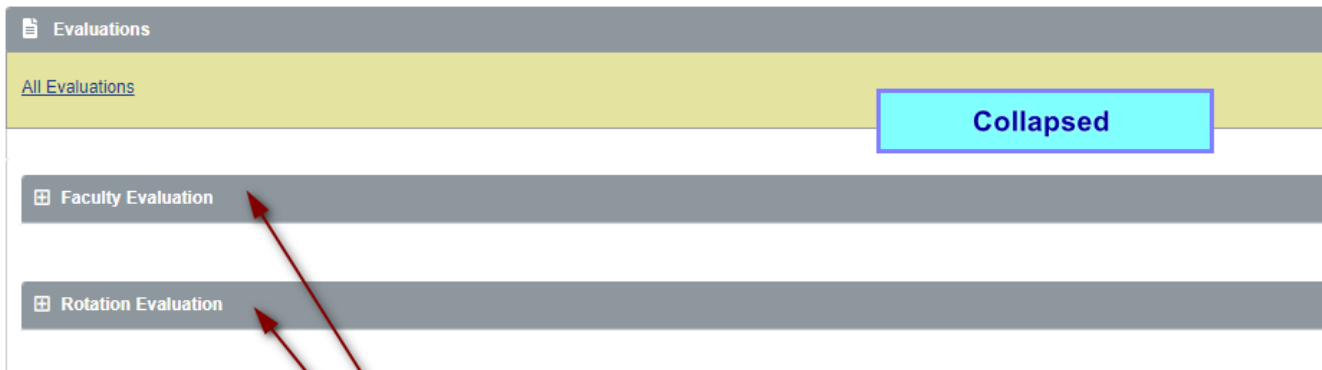
The most helpful parameters for learners would be:

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."
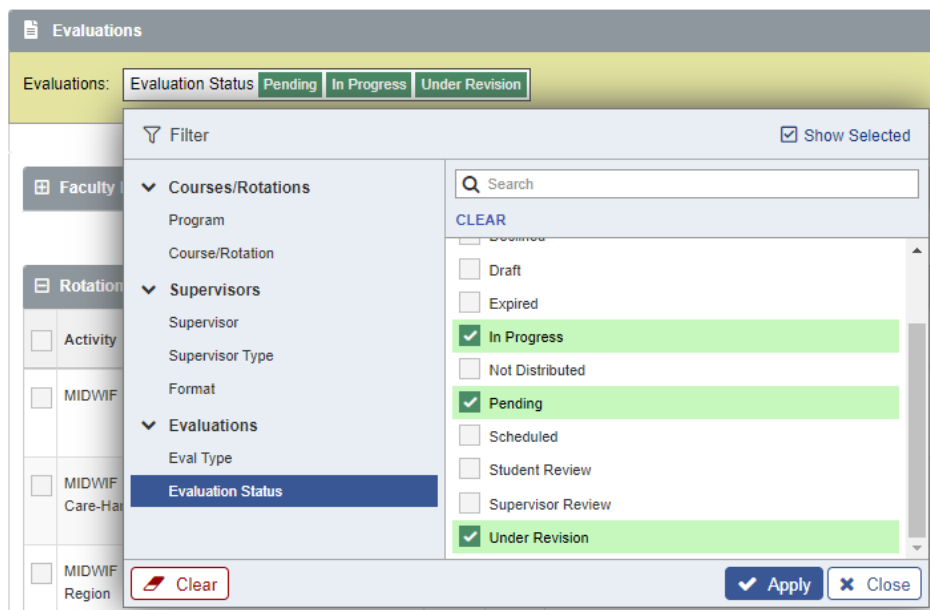
Expanding and Collapsing the Evaluation Types

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

Completing the Course and Faculty Evaluations

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

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

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