

# User Manual – Midwifery Evaluation Notifications

**TARGET AUDIENCE: ADMINISTRATORS**

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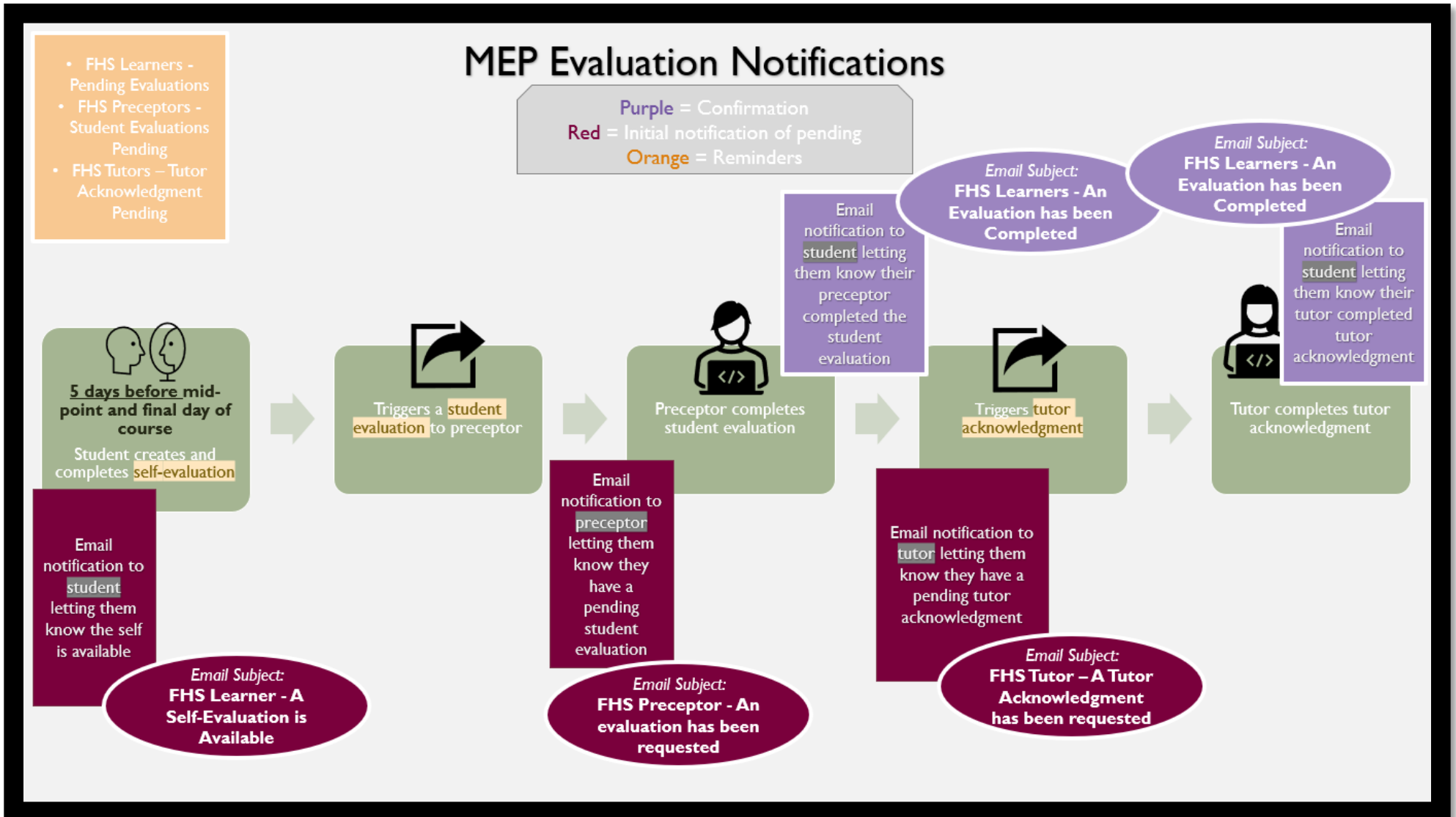
Updated November 6, 2023

## MEP Evaluation Notifications

Evaluation notifications are emails sent to users to inform or remind them of pending evaluations. There are 7 evaluation notifications that the Midwifery Education Program (MEP) uses:

Email Subject (Alert Notification)	Brief Explanation	When it will go out:	Go out for:
<b>1. FHS Learners - A Self Evaluation is Available</b>	This email goes out to students to notify them that they can now complete either a mid- or final Self-Evaluation for the course.	5 days before mid-point of course and then again 5 days before final day of course. It goes around 7am.	Clinical Courses only (2H15, 3H15, 4A15, 4B15)
<b>2. FHS Preceptor - An Evaluation has been requested</b>	This email goes out to preceptors to notify them that a Student Evaluation is available.	At the 30-minute mark of each hour (between 11:30am and 8pm). Only one per evaluation.	Clinical Courses only (2H15, 3H15, 4A15, 4B15)
<b>3. FHS Learners - An Evaluation has been Completed</b>	This email goes out to students to notify them that a Student Evaluation or Tutor Acknowledgment was completed on them.	Immediately after the preceptor or tutor completes the Student Evaluation or Student Evaluation (Final)	Clinical Courses only (2H15, 3H15, 4A15, 4B15)
<b>4. FHS Tutor – A Tutor Acknowledgment has been requested</b>	This email goes out to tutors to notify them that a Tutor Acknowledgment is available.	At the 30-minute mark of each hour (between 11:30am and 8pm). Only one per evaluation.	Clinical Courses only (2H15, 3H15, 4A15, 4B15)
<b>5. FHS Learners - Pending Evaluations</b>	This email goes out to learners to notify them they have pending faculty and/or course evaluations.	Scheduled to go out on Mondays and Thursdays around 1:30pm.	Clinical and Academic Courses
<b>6. FHS Preceptor - Student Evaluation Pending</b>	This email goes out to preceptors to notify them they have pending student evaluations.	Scheduled to go out on Mondays and Thursdays around 5pm.	Clinical Courses only (2H15, 3H15, 4A15, 4B15)

Email Notification Workflow



**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](https://medsishelp.mcmaster.ca)

User Guide: [How to Submit a Ticket](#)