

HOW TO VIEW ALL EVALUATIONS ATTACHED TO ROTATION TO INFORM OVERALL ITER SCORE

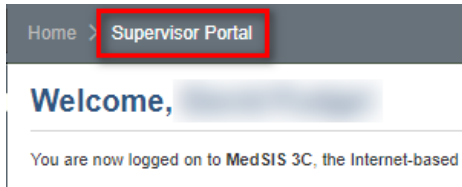
TARGET AUDIENCE: EVALUATING ROTATION SUPERVISORS

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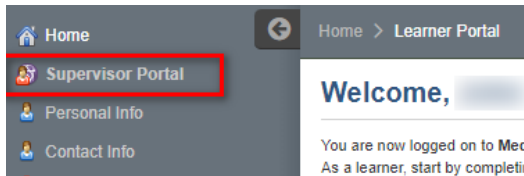
Navigating to Supervisor Portal

When logging into MedSIS, first ensure that you are accessing your Supervisor Portal (many users may have multiple portals based on their role settings).

1. Confirm current portal on top left-hand side:



2. If you need to switch portals, navigate to the correct portal using the left-hand navigation menu:



Navigating to Learner Evaluations

Navigate to Learner Evaluations through the left-hand navigation menu to open Evaluation Dashboard:

Viewing all Evaluations Attached to Rotation

Your Evaluation dashboard typically defaults to any evaluation that is *Pending/In-Progress* or *Under Revision*.

1. Navigate to the pending ITER evaluation under the “Learner ITER Evaluation” heading.
2. Click on the magnifying glass under the “Evaluatee” column:

Once you click on the magnifying glass, a new summary window will open outlining all evaluations completed during the specified rotation period.

1. Click on the magnifying glass under each evaluation heading to open an aggregate report.

QUESTIONS?

If you have any questions or difficulties with this process, please submit a help ticket.

- To submit a ticket, please visit medsishelp.mcmaster.ca.