

How to Access Your TES Reports

Target Audience: FHS Supervisors

Updated *March 2023*

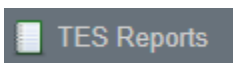
TEACHER EFFECTIVENESS SCORE (TES)

MedSIS automatically generates individual TES reports.

Once you receive a notification that your TES has been published, you can access it by signing into MedSIS and following the below steps carefully. MedSIS is currently in a transition period for TES Reports, and the process is different than before.

HOW TO ACCESS YOUR PG/UG TES

Step 1: Select “TES Reports” on your left-hand side menu.



Step 2: Select either UG or PG reporting.

IMPORTANT: MedSIS is currently in a transition period for TES Report system updates.

In the past, the TES Reports were categorized as PG TES Reports and UG TES Reports. **Now, all**

- **UG and PG TES Reports for the Nursing and Graduate Studies programs for Fall 2022 and after can be found under the PG TES Report filter.**
- **UG and PG TES Reports for Midwifery Education Program for Fall 2023 and after can be found under the PG TES Report filter.**

- **When to select PG TES Report:**

- Please select this for any Nursing and Graduate Studies courses that took place in Fall 2022 and onward. Please also select this for any PG rotations you have supervised.
- Please select this for any Midwifery Education Program courses that took place in Fall 2023 and onward. Please also select this for any PG rotations you have supervised.

- **When to select UG TES Report:**

- Please select this for any Nursing or Graduate Studies courses that took place prior to Fall 2022.
- Please select this for any Midwifery Education Program courses that took place prior to Fall 2023.

Document Type: -- Select --

[CLEAR SELECTION](#)

PG TES REPORT

UG TES REPORT

Step 3: You can filter your search settings if you are looking for a specific report by selecting “All Documents.”

Documents Filter: [All Documents](#)

NOTE: The report’s details will indicate which program/course the report captures.

Documents			
<input type="checkbox"/>	Documents	Details	Status
<input type="checkbox"/>	[PUBHLTH 708] - Master of Public Health Seminar Series Year Two - Graduate Studies Student Feedback Form	Eval Form: Graduate Studies Student Feedback Program: Graduate Studies Course/Rotation: PUBHLTH 708: Master of Public Health Seminar Series Year Two Evaluation Period: 05-Sep-2022/08-Dec-2022	Published

Step 4: To preview or download a specific TES report, you would select preview or print under “Actions.”

<input type="checkbox"/>	Documents	Details	Status	Published By	Published Date	Generated By	Generation Date	Actions
<input type="checkbox"/>	[PUBHLTH 708] - Master of Public Health Seminar Series Year Two - Graduate Studies Student Feedback Form	Eval Form: Graduate Studies Student Feedback Program: Graduate Studies Course/Rotation: PUBHLTH 708: Master of Public Health Seminar Series Year Two Evaluation Period: 05-Sep-2022/08-Dec-2022	Published		29-Mar-2023		23-Mar-2023	<input type="button" value="Preview"/> <input type="button" value="Print"/>

Step 5: If you wish to download multiple TES reports, select the reports and then “Print.” The reports will be downloaded into a zip file.

Documents								Total: 3
<input type="checkbox"/>	Documents	Details	Status	Published By	Published Date	Generated By	Generation Date	Actions
<input checked="" type="checkbox"/>	[PUBHLTH 708] - Master of Public Health Seminar Series Year Two - Graduate Studies Student Feedback Form	Eval Form: Graduate Studies Student Feedback Program: Graduate Studies Course/Rotation: PUBHLTH 708: Master of Public Health Seminar Series Year Two Evaluation Period: 05-Sep-2022/08-Dec-2022	Published		29-Mar-2023		23-Mar-2023	<input type="button" value="Preview"/>
<input checked="" type="checkbox"/>	[PUBHLTH 712] - Professional Development Studio 1 - Graduate Studies Student Feedback Form	Eval Form: Graduate Studies Student Feedback Program: Graduate Studies Course/Rotation: PUBHLTH 712: Professional Development Studio 1 Evaluation Period: 05-Sep-2022/08-Dec-2022	Published		29-Mar-2023		23-Mar-2023	<input type="button" value="Preview"/>

QUESTIONS?

For any assistance, please create a JIRA-MedSIS ticket. Below is the information for creating a ticket:

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

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