

# User Manual – Viewing Associated Evaluations for Students

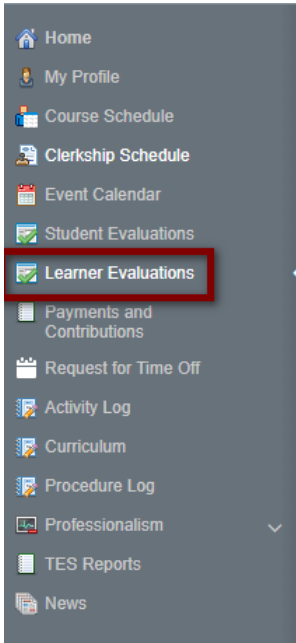
TARGET AUDIENCE: EVALUATORS

---

Updated March 20, 2024

## Viewing Student Evaluations as a Preceptor/Tutor

**Step 1:** Please go to “Learner Evaluations” in your left-hand menu in MedSIS.



**Step 2:** Once on the Learner Evaluations page, please locate the pending evaluation.

*Tutor Acknowledgement will be found under the “Student Evaluations (Final)” grey heading and Student Evaluations can be found under the “Student Evaluations” grey heading.*

Evaluations					
Evaluations: Evaluation Status <span>In Progress</span> <span>Pending</span> <span>Under Revision</span>					
Student Evaluation (Final)					
Activity	Start Date	End Date	Evaluation	Source	
<input type="checkbox"/> MIDWIF 4A15: Maternal and Newborn Pathology	05-Sep-2023	06-Dec-2023	MEP -Tutor Acknowledgement (Mid-Rotation) <a href="#">Q</a>	On-Demand	
<input type="checkbox"/> MIDWIF 4A15: Maternal and Newborn Pathology	05-Sep-2023	06-Dec-2023	MEP -Tutor Acknowledgement (Mid-Rotation) <a href="#">Q</a>	On-Demand	
<input type="checkbox"/> MIDWIF 4A15: Maternal and Newborn Pathology- Hamilton Region	05-Sep-2023	06-Dec-2023	MEP -Tutor Acknowledgement (Mid-Rotation) <a href="#">Q</a>	On-Demand	

Showing 1 to 3 of 3 entries Show 15 entries

**Step 3:** To view the associated evaluations related to that evaluation, please click on the magnifying glass under the Evaluatee column:

Activity	Start Date	End Date	Evaluation	Source	Created By	Evaluator	Evaluatee	Status
MIDWIF 4B15: Clerkship	05-Feb-2024	04-May-2024	MEP - Clerkship Student Evaluation (Mid) <a href="#">Q</a>	On-Demand	20-Mar-2024			<span style="background-color: #ffc107; border: 1px solid #ffc107; padding: 2px;">Pending</span>

Showing 1 to 1 of 1 entries Show 15 entries

This will bring you to an evaluations and activities window, where the associated evaluations can be viewed.

**Step 4:** To open the evaluations, please click on “View” under the action column. This will open the evaluations in another tab.

*(Please note, preceptors will not see Tutor Acknowledgments).*

**Student's name evaluations and activities** ✕

Completed Evaluations for Student's name - MIDWIF 4A15: Maternal and Newborn Pathology, Period: 05-Sep-2023/06-Dec-2023

Evaluation Details	Source	Created By	Evaluator	Action
<b>Summary Report: MEP -Tutor Acknowledgement (Mid-Rotation) <a href="#">Q</a></b>				
MEP -Tutor Acknowledgement (Mid-Rotation)	On-Demand	Student's name 22-Oct-2023	Tutor's name (Mid_Evaluator)	<a href="#">View</a>
<b>Summary Report: MEP - Maternal Newborn Pathology Student Evaluation (Mid) <a href="#">Q</a></b>				
MEP - Maternal Newborn Pathology Student Evaluation (Mid)	On-Demand	Student's name 22-Oct-2023	Preceptor's name	<a href="#">View</a>
<b>Summary Report: MEP - Maternal Newborn Pathology Student Self Evaluation (Mid) <a href="#">Q</a></b>				
MEP - Maternal Newborn Pathology Student Self Evaluation (Mid)	On-Demand	Student's name 22-Oct-2023	Student's name	<a href="#">View</a>

To close out of this window, please use the close button in the bottom left-hand corner of the window.

Showing 15 entries First Previous 1 Next Last

✕ Close

**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](#)