

# HOW TO VIEW ALL WBA AND CBME EVALUATIONS ATTACHED TO ROTATION TO INFORM OVERALL ITER SCORE

---

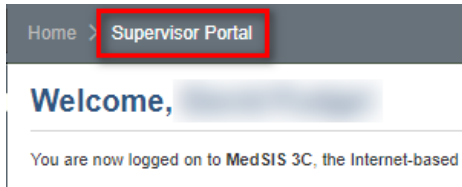
TARGET AUDIENCE: EVALUATING ROTATION SUPERVISORS

Updated May 28, 2024

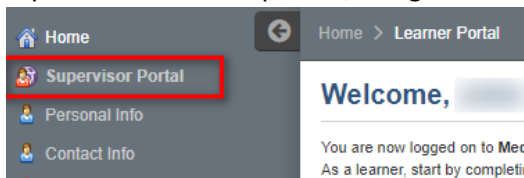
## Navigating to Supervisor Portal

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:

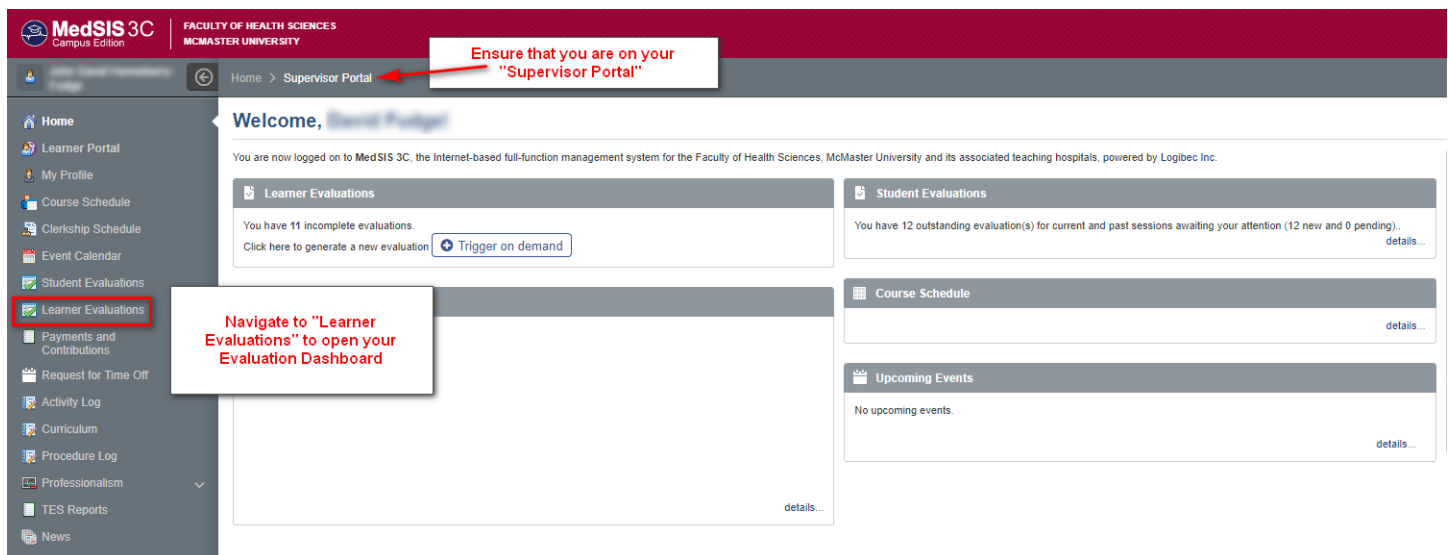


2. If you need to switch portals, navigate to the correct portal using the left-hand navigation menu:



## 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:

The screenshot shows the 'Evaluations' section of the MedSIS 3C Supervisor Portal. It displays a list of evaluations with columns for 'Activity', 'Start Date', 'End Date', 'Evaluation', 'Created By', 'Evaluator', 'Evaluatee', 'Status', 'Action', 'Expiry Date', 'Feedback', and 'Files'. A magnifying glass icon is highlighted in the 'Evaluatee' column of the first table. A red box highlights the search icon in the 'Evaluatee' dropdown menu of the second table.

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

- Click on the magnifying glass under each evaluation heading to open an aggregate report.
  - NOTE REGARDING ROLE (Category entered by admin in Rotation Schedule):
    - “Supervisors” will only be able to view completed WBAs and CBME Evaluations completed by other evaluators.
    - “Evaluators” will be able to view all evaluations completed by other evaluators.

The screenshot shows the 'evaluations and activities' window. At the top, a red box highlights the rotation details: 'Emergency Psychiatry, Location: St. Joseph's Healthcare Hamilton, Period: 26-Sep-2023/23-Oct-2023'. Below this is a table with columns for 'Evaluation Details', 'Source', 'Created By', 'Evaluator', and 'Status'. The table lists several evaluations, including 'Summary Report: ITER - Psychiatry - Emergency Psychiatry' and 'Summary Report: RC - FORM 1 Q'. Red arrows point to magnifying glass icons under the 'Summary Report' headings. A callout box says 'click on magnifying glass under each 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](https://medsishelp.mcmaster.ca).