

# TRAINING GUIDE – UPDATING TEACHER EFFECTIVENESS SCORE (TES) SETUPS

**TARGET AUDIENCE: FHS ADMINISTRATORS WITH FULL DOCUMENT BUILDER ACCESS**

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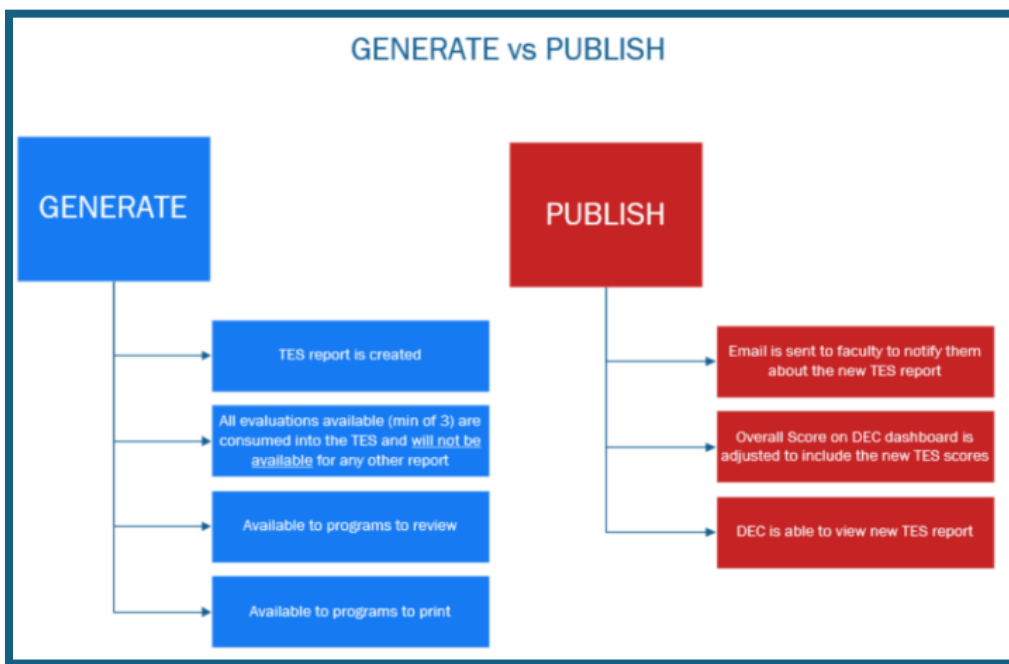
Updated *July 23, 2024*

## BRIEF INTRODUCTION

Within MedSIS, the Nursing program and Midwifery Educational Program (MEP) run Teacher Effectiveness Score (TES) reports. Typically, these reports are generated the day after the Faculty Evaluations expiry. This allows for the highest number of evaluations to be generated at once.

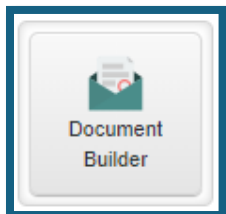
Starting Summer 2024, it will be the responsibility of the programs to update their own TES reports setups. These setups inform the system what TES reports will run and when. It is recommended to update the setup at least 2 days prior to when the program wants the reports generated. *If you are missing any setups or have new courses, please reach out to MedSIS through a JIRA ticket. The setup does need to be created by the MedSIS team.*

The program will be updating the “Activity End Date” “Generate Date” and “Publish Date” within each TES Setup. The “Generate Date” is when the reports are generated for those with full access to the Document Builder but are not available to Faculty yet. The “Publish Date” is when they become available for the faculty.

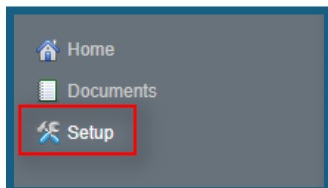


## STEPS FOR UPDATING SETUPS

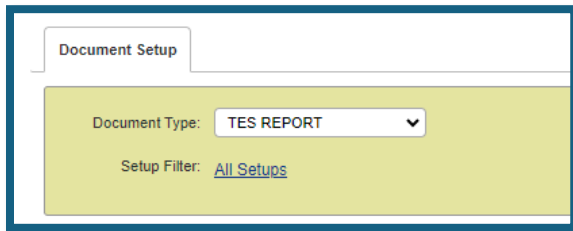
1. Log into MedSIS and locate the Document Builder module.



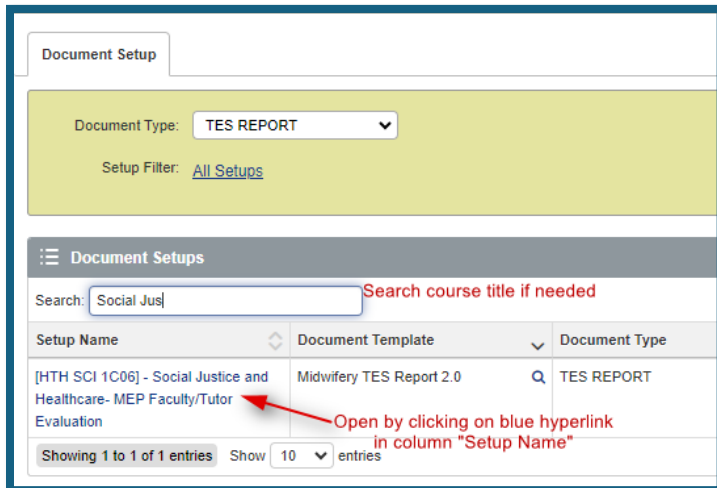
2. From the left-hand menu, go to “Setup”



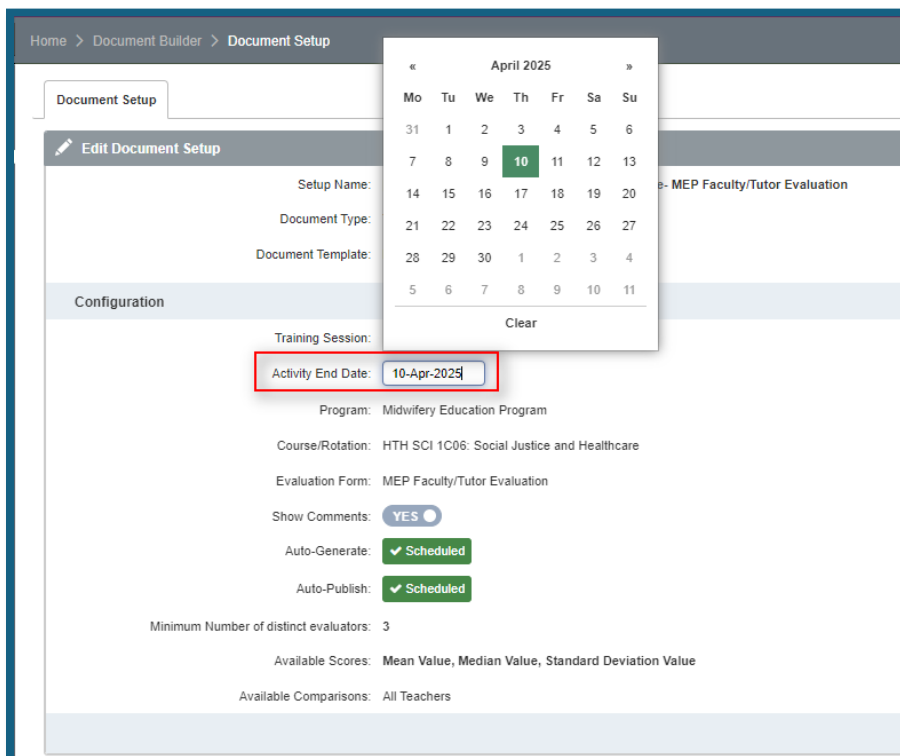
- Ensure you have “TES Report” selected under Document Type. UG TES Report setups will no longer be a category and will be renamed “Archived Setups”.



- Locate the TES Report setup which needs updating. You can do so by scrolling down the list or using the search bar. Open the TES Report setup by clicking on the blue hyperlink under “Setup Name” column.



- Update the “Activity End Date” to be the date the course ends. To do so click on the box with the date and select the new date from the calendar.



- Update the “Auto-Generate” to be the day after the evaluations expire.

- (Screenshots below) - To do so click on the green “Scheduled” button next to “Auto-Generate”. Within the Generate Schedule Details window, a blue box will open. Click anywhere in the blue to open the date selection window. Ensure “One time” is selected on the left-hand side. Then open the calendar by clicking on the first box next to “Date”. Select the date the reports need to generate. Please do not update the time next to the date, MedSIS has spaced out the timing. Please then click “Save” within the Generate Schedule Details window.

*Warning: Do not select “Add New”. Your reports will not be generated. The existing one needs to be updated.*

Document Setup

Edit Document Setup

Setup Name: [HTH SCI 1C06] - Social Justice and Healthcare- MEP Faculty/Tutor Evaluation

Document Type: TES REPORT

Document Template: Midwifery TES Report 2.0

Configuration

Training Session: N/A

Activity End Date: 10-Apr-2025

Program: Midwifery Education Program

Course/Rotation: HTH SCI 1C06: Social Justice and Healthcare

Evaluation Form: MEP Faculty/Tutor Evaluation

Show Comments: YES

Auto-Generate:

Auto-Publish:

Minimum Number of distinct evaluators: 3

Available Scores: Mean Value, Median Value, Standard Deviation Value

Available Comparisons: All Teachers

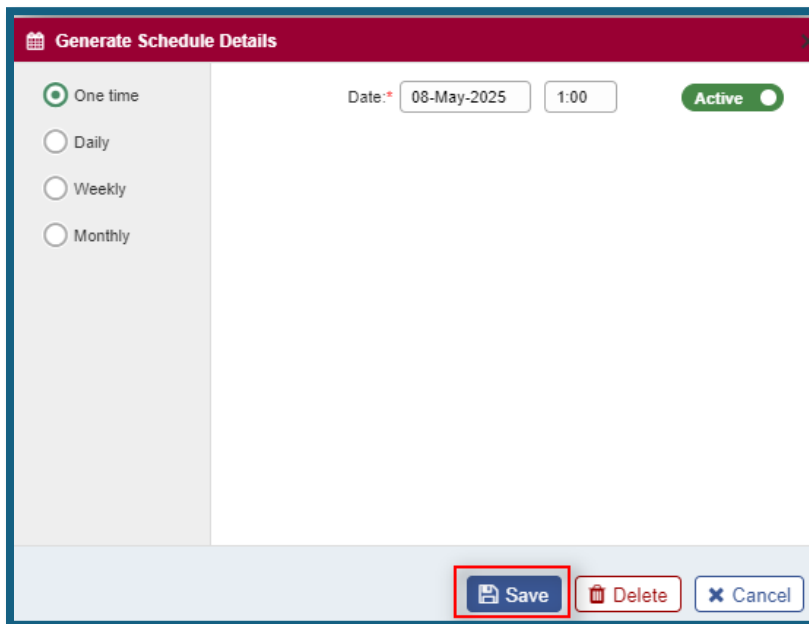
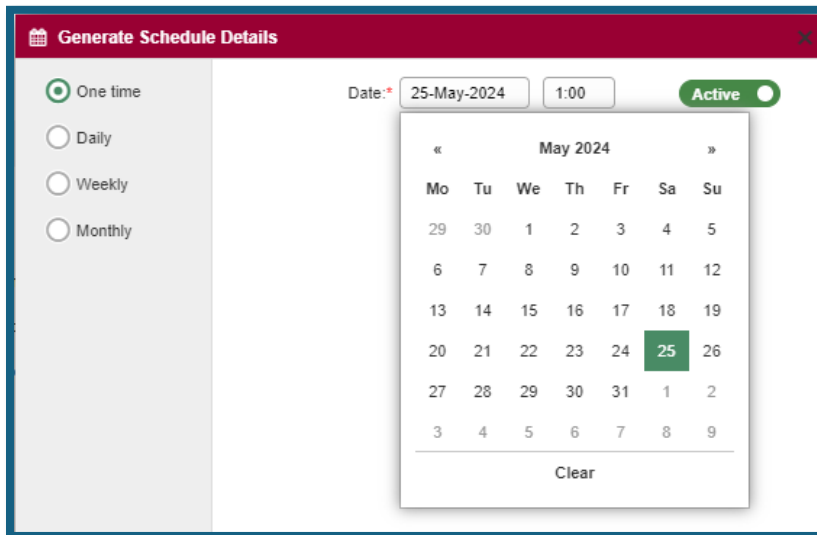
Generate Schedule Details

[HTH SCI 1C06] - Social Justice and Healthcare- MEP Faculty/Tutor Evaluation\_8265

One time on 25-May-2024 at 01:00

Active

+ Add New X Close



7. Update the “Auto-Publish” date for 28 days after the Generate Date. This is a common range used to allow for a Review Period. The program can update this to their preference.  
*Warning: Do not select “Add New”. Your reports will not be generated. The existing one needs to be updated.*
  - To do so click on the green “Scheduled” button next to “Auto-Publish”. Within the Publish Schedule Details window, a blue box will open. Click anywhere in the blue to open the date selection window. Ensure “One time” is selected on the left-hand side. Then open the calendar by clicking on the first box next to “Date”. Select the date the reports need to be published. Please do not update the time next to the date, MedSIS has spaced out the timing. Please then click “Save” within the Publish Schedule Details window (*same process as screenshots above*).
8. After updating the “Activity End Date”, “Auto-Generate” and “Auto-Publish” dates, save the Document Setup itself.

Setup Name: [HTH SCI 1C06] - Social Justice and Healthcare- MEP Faculty/Tutor Evaluation

Document Type: TES REPORT

Document Template: Midwifery TES Report 2.0

Training Session: N/A

Activity End Date:

Program: Midwifery Education Program

Course/Rotation: HTH SCI 1C06: Social Justice and Healthcare

Evaluation Form: MEP Faculty/Tutor Evaluation

Show Comments:  YES

Auto-Generate:  Scheduled

Auto-Publish:  Scheduled

of distinct evaluators: 3

Available Scores: Mean Value, Median Value, Standard Deviation Value

Available Comparisons: All Teachers

**Your setup is now done, and the reports will be generated and published based on those dates.**

*It is recommended to look at the reports on each of these days, to ensure the proper actions took place!*

## 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](#)