



1. After logging in to OASIS, click the hyperlink for “My Faculty Evaluation Reports”

The screenshot shows the OASIS dashboard for the University of Kansas School of Medicine. At the top, there are navigation tabs: My Home, Course, Calendar, Students, Users, and Manage. Below the tabs, there is a header with the KU School of Medicine logo and the text 'The University of Kansas'. A navigation bar contains links for Home, Administration, and a 'Return to normal user account' link. A notification banner reads 'There are NEW notices'. A 'Welcome' message is displayed. The main content area is divided into three sections: 'My Courses for 2015-2016 (Reselect Year)' with a dropdown for 'Course Roster' and a checkbox for 'Hide courses with no enrollment on 03/04/2016'; 'My Account' with links for 'Set my KUMC Evaluations via OASIS PIN', 'Set Default Year', and 'View My Student Schedule'; and 'My Evaluations' with a message 'You have 16 evaluations to complete.' and two links: 'My Course Evaluation Reports' and 'My Faculty Evaluation Reports', which is circled in red.

2. Continue to Instruction 3 for Simple Report which contains only your evaluation results. OR Click Original Report Set-up and continue to Instruction 6.

The screenshot shows the 'My Evaluations' page. At the top, there are three tabs: 'Complete Evaluations', 'Course Eval Reports', and 'Faculty Eval Reports', with 'Faculty Eval Reports' selected. Below the tabs, there is a '2015-2016 Evaluations' section with a 'Select Year' dropdown. The page is divided into two steps: 'Step 1 of 1: Select Evaluation (Required)' and 'Step 2 of 2: Data groupings'. In Step 1, there is a list of evaluation forms: 'Class of 2018-M2 Students PBL Leader Evaluation (v 1.1) @ KUMC KC', 'Class of 2018-M2 Students Preceptor Evaluation (v 1.1) @ KUMC KC', and 'CORE-840 Small Group Leader Evaluation (v 1.1) @ KUMC KC'. In Step 2, there are dropdown menus for 'Primary grouping' (Location) and 'Secondary grouping' (Person), and a 'How to collate the results:' dropdown (Combine questions by course). At the bottom, there are 'Create Report' and 'Cancel' buttons, and a link 'Use original report setup' which is circled in red.

3. Follow instructions on the screen. Step 1 of 1 asks you to select an evaluation form for which you would like to review ONLY YOUR results. You may select more than one evaluation form by CTRL+Clicking on more than one evaluation form title. Evaluation form items that occur on more than one form will be reported together unless otherwise modified.

This screenshot is identical to the one above, showing the 'My Evaluations' page with the 'Faculty Eval Reports' tab selected and the 'Use original report setup' link circled in red.

4. Step 2 of 2 asks you to identify two measures to group data. IF you {facilitated PBL, lab, small group, or other activity; or lectured} you may want to group by Course, Student Level, and/or Location. Students who completed evaluations about you will be unidentifiable using any setting. IF you think you may have been evaluated for different roles using the same items (e.g., “Comments for this facilitator”), you may want to collate results by evaluation. Click Create Report.

### Step 2 of 2: Data groupings

The Data Analysis Report can group data by selected criteria. Create data groupings by selecting criteria from the menu below. Use Modify View to display the groupings. The Secondary Grouping can be used to generate a PDF of each item within the group.

Primary grouping: Student's Level  
 Secondary grouping: Location  
 How to collate the results: Combine questions by evaluation

**Create Report** Cancel

### 5. Sample (Simple) Evaluation:

**2015-2016 Evaluations**

Modify View [Create New Report](#) Reset/Show All

Report includes courses starting on/after 07/27/2015 and ending on/before 01/02/2016.  
 6 of 6 (100.0%) evaluation forms have been submitted.  
 Showing 6 of 6 evaluation forms.

[Show/Hide Distribution Graphs](#)  
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[Show Evaluations](#)

**1 Evaluations**  
 Class of 2018-M2 Students: PBL Leader Evaluation @ KUMC KC  
 Please rate the selected PBL leader on each item.

	1	2	3	4	5	Course Stats		
						N	Mean	StDev
1 <a href="#">The leader established ground rules/expectations for the sessions.</a>	0.00%	0.00%	16.67%	16.67%	66.67%	6	4.50	0.84
2 <a href="#">The leader helped us set learning issues without arbitrarily defining them.</a>	0.00%	0.00%	16.67%	16.67%	66.67%	6	4.50	0.84
3 <a href="#">The leader kept the group on track.</a>	0.00%	16.67%	16.67%	16.67%	50.00%	6	4.00	1.26
4 <a href="#">The leader asked open-ended questions.</a>	0.00%	0.00%	16.67%	0.00%	83.33%	6	4.67	0.82
5 <a href="#">The leader challenged our statements (i.e., asked for supporting evidence).</a>	0.00%	0.00%	16.67%	33.33%	50.00%	6	4.33	0.82
6 <a href="#">The leader should be used again.</a>	0.00%	0.00%	16.67%	0.00%	83.33%	6	4.67	0.82
7 <b>Please tell us what this PBL leader did well and what they can improve.</b>								

[Hide](#) [Small](#) [Large](#) [All](#)

Click “Show Evaluations” to view response rates by evaluation form. (Useful if you are viewing >1 Evals)

Click “All” to expand comments

Click “Show/Hide...” to view results as a bar graph

Open Modify View to view results by variables selected in Step 2 of 2. Remember to Save changes.

Click “PDF” to download a PDF of the report AS IT APPEARS ON YOUR SCREEN

**OME recommends you save a copy of ALL of your Faculty Evaluations on a local drive for your personal use in P&T.**

6. Follow the instructions on the screen.

#### Step 1 of 4: Select Evaluation (Required)

Preceptor Evaluation ▼

#### Step 2 of 4: Select Courses and Locations (Optional)

Class of 2018-M2 Students @ KUMC KC v1 ▲

#### Step 3 of 4: Select Dates (Optional)

Dates:

From: To:  
All Dates ▼ All Dates ▼

#### Step 4 of 4: Select Questions (Optional)

The preceptor visits were valuable learning experiences.  
My preceptor took time to answer my questions.  
My preceptor provided me with constructive feedback about my performance.  
My preceptor exhibited a professional attitude.  
My preceptor provided a good role model for physical exam skills.  
My preceptor allowed me time to interview, examine and take vital signs on patients.  
I would recommend this preceptor to other students.  
Please tell us what your preceptor did well and what they can improve.

7. In Step 1 of 4: use the drop down menu to select the form you wish to view. Questions from that form will populate Step 4.
8. In Step 2 of 4: IF students from more than one campus responded to the evaluation form you wish to view, you may use CTRL+Click to select multiple locations of results.
9. In Step 3 of 4: IF students evaluated you on the same form multiple times, you may select a date range to report. (E.g., same lecture or lab multiple years and you wish to segregate results to one academic year.)
10. In Step 4 of 4 you may select one of more evaluation items to report on. The default is for all items to be selected for the report.
11. Step 5 of 4 is optional; it asks you to identify two measures to group data. IF you {facilitated PBL, lab, small group, or other activity; or lectured} you may want to group by Course, Student Level, and/or Location. Students who completed evaluations about you will be unidentifiable using any setting. IF you think you may have been evaluated for different roles using the same items (e.g., "Comments for this facilitator"), you may want to collate results by evaluation. IF you would like to see the deidentified results of all other instructors who have been evaluated in the SAME COURSE AND TIME FRAME for comparison, make sure to select "Person" as one of the variables.
12. Click Create Report.
13. View Step 5 for modifying and saving the report.

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