Instructions for creating a report that compares faculty

Go to OASIS: [https://kumc.oasisscheduling.com/index.html](https://kumc.oasisscheduling.com/index.html)
Log in using your KUMC network username and password

Select Manage in the top menu bar then; Evaluation Reports >> 2. Faculty Primary Department report

Select academic year. Your department will be displayed here, click Select to display a list of your faculty.

A list of your faculty will be appear here. Disregard this list for this report.

Note instructions for Step 3.

To select the items to be included in the report, in Step 3, click **All questions in department** and select a faculty member to include the items that faculty member has been evaluated on.
The items associated with the selected faculty member in Step 3 appear in Step 4. You can remove items by selecting them and clicking *Remove selected items* or add items by selecting another faculty member in Step 3.

For this report, disregard the Dates section.

The evaluation(s) that the selected items came from are listed.

All student levels is the default, recommend keeping the default.

To group items in the report by course and then person. Click on *Primary grouping* and select Course.

To create the report click *Go to report*.
This is the default report view. It shows how students rated your faculty on the selected items. The overall rating is just for faculty in your department, not all faculty who participated in the activity.

To see the results by “Course” and “Faculty” click Modify View.

Click “Show Course” and “Show Person” to produce the report on the next page.
The report now shows the individual faculty rated by course for each item.

The values in the dark grey area is the aggregated total across all faculty in the report for the evaluation question.

The bolded values in the light green area are the totals for the class.

The normal font values in the light green area are the individual faculty ratings. Their names have been de-identified for this example.

To change percentages to a graph click "Show/Hide Distribution Graphs"
Please tell us what this CBCL facilitator did well and what they can improve.