Instructions for creating individual faculty reports in OASIS for Department Chairs

Go to OASIS: 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 >> 1. Individual faculty report

Select a faculty member from the drop down list and click Add to include them in the report. You can select more than one person to report on.

All of the evaluation items that the selected faculty member has been rated on appear. You can choose specific questions to include in the report by using the Ctrl key and click the question(s) of interest.

The default date is the current academic year. You can select multiple years but they must be selected before choosing a faculty member above.

All of the evaluations that the faculty member has been rated on also appear. You can choose specific evaluations by using the Ctrl key.
To generate the report:
1) Select Evaluation for primary grouping
2) Select Course for secondary grouping

If more than one faculty has been selected, then “Person” will need to be selected as a grouping variable.

3) Click the With all questions button.
This is the default report view. It shows how students rated the selected faculty member by evaluation question.

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

Click “Show Evaluation” and “Show Course” to produce the following report.
To change percentages to a graph click “Show/Hide Distribution Graphs”

The values in the dark grey area are the ratings for all of the courses (for this report grouping) on the evaluation question.

The values in the light green area are the ratings for the separate courses (for this report grouping) for the selected faculty on the evaluation question.

To see comments click “All”