

Instructions for creating a report that compares faculty

Go to OASIS: <https://kumc.oasisscheduling.com/index.html>

Log in using your KUMC network username and password

The screenshot shows the top navigation bar of the OASIS system. The 'Manage' dropdown menu is open, showing three options: '1. Manage Menu', '2. My Evaluations', and '3. Evaluation Reports'. The 'Evaluation Reports' option is further expanded to show '1. Individual faculty report' and '2. Faculty Primary Department Report'. A green arrow points from the 'Manage' menu to the 'Evaluation Reports' option, and a black arrow points from the 'Faculty Primary Department Report' option to a callout box.

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

Faculty Primary Department Report for 2017-2018

Step 1 of 4: Select years and primary department

The screenshot shows the 'Step 1 of 4: Select years and primary department' form. Under the 'Years:' section, a dropdown menu is open with '2017-2018' selected. Below the dropdown are 'Select' and 'Cancel' buttons. A black arrow points from the '2017-2018' selection to a callout box.

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

Step 2 of 4: Select faculty that taught courses in the selected department

The screenshot shows the 'Step 2 of 4: Select faculty that taught courses in the selected department' form. It includes a list of faculty members (blacked out), 'Remove selected faculty' and 'Keep selected faculty' buttons, and a 'Select faculty by course:' dropdown menu with a 'Select' button. Below that is a 'Select faculty by predefined classification:' dropdown menu.

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

Step 3 of 4: Load questions

Pick a faculty member which best represents the report you would like to see. Questions asked about the faculty member below will be loaded in to Step 4. Once the questions are loaded you can remove questions that are not interested in.

You can load questions for Step 4 more than once. Only new questions will be added to the list.

You may also load all questions in the department, however this might take longer than loading a specific faculty member.

The screenshot shows the 'Step 3 of 4: Load questions' form. It includes a dropdown menu with 'All questions in department' selected and a 'Load questions for Step 4' button. A black arrow points from the dropdown menu to a callout box.

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.

Step 4 of 4: Select questions

Remove questions to be excluded from the report. **Removing questions you are not interested in will make the report faster.**

Established an environment where students felt comfortable regardless if they were...
Allowed the group to discover the answers (i.e., did not just answer the questions...
Asked open ended questions like Why, What if, and How?
Encouraged all group members to participate.
Redirected the group when necessary.
Please tell us what this CBCL facilitator did well and what they can improve.

Remove selected questions

Keep selected questions

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.

Dates:

Course Dates From: To:
Evaluation From: To:
Submit Date From: To:

Evaluations

ACED-810 ACE CBCL Facilitator evaluation @ KUMC KC

For this report, disregard the Dates section.

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

Student Levels

Student Levels

- All Student Levels in the course.
 Select which Student Levels to include.

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 Location
Secondary grouping Person
How to collate the results: None

Include Report Description (optional):

Manually Set Report Width (optional):

Go to report

Cancel

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*

can be used to generate a PDF of each item within the group.

Primary grouping Course
Secondary grouping Person
How to collate the

Faculty Primary Department Report for 2017-2018 [Return to menu](#)

Primary Department: [REDACTED]

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

Report includes courses starting on/after 05/22/2017 and ending on/before 03/09/2018.
 205 of 322 (63.7%) evaluation forms have been submitted.
 Showing 205 of 205 evaluation forms.

[Show Evaluations](#) [Show/Hide Distribution Graphs](#) [Copy to Excel](#) [PDF](#) [Download](#)

	Show Legend	Strongly...	Disagree	Neutral	Agree	Strongly2...	Course Stats			
		1	2	3	4	5	N	Mode	Mean	StDev
1	Established an environment where students felt comfortable regardless if they were wrong or right.	0.00%	3.90%	7.80%	23.41%	64.88%	205	5	4.49	0.80
2	Allowed the group to discover the answers (i.e., did not just answer the questions asked).	0.00%	1.46%	2.93%	23.41%	72.20%	205	5	4.66	0.61
3	Asked open ended questions like Why, What if, and How?	0.98%	1.95%	9.27%	24.39%	63.41%	205	5	4.47	0.82
4	Encouraged all group members to participate.	0.49%	1.95%	14.15%	24.39%	59.02%	205	5	4.40	0.84
5	Redirected the group when necessary.	0.98%	1.95%	12.68%	25.85%	58.54%	205	5	4.39	0.85

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.

Modify View [Close](#)

Course

Show Course Hide Course

All
 ACED-800 - Introduction to Doctoring
 ACED-805 - Molecular & Cellular Medicine

Person

Show Person Hide Person

All
 [REDACTED]

Click "Show Course" and "Show Person" to produce the report on the next page.

Faculty Primary Department Report for 2017-2018 [Return to menu](#)

Primary Department: [REDACTED] [Create New Report](#) [Reset/Show All](#)

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[Show Evaluations](#)

	Strongly... 1	Disagree 2	Neutral 3	Agree 4	Strongly2... 5	Course Stats			
						N	Mode	Mean	StDev
1 Established an environment where students felt comfortable regardless if they were wrong or right.	0.00%	3.90%	7.80%	23.41%	64.88%	205	5	4.49	0.80
ACED-800 - Introduction to Doctoring	0.00%	5.00%	5.00%	30.00%	60.00%	20	5	4.45	0.83
[REDACTED]	0.00%	14.29%	14.29%	14.29%	57.14%	7	5	4.14	1.21
[REDACTED]	0.00%	0.00%	0.00%	50.00%	50.00%	6	4, 5	4.50	0.55
[REDACTED]	0.00%	0.00%	0.00%	28.57%	71.43%	7	5	4.71	0.49
ACED-805 - Molecular & Cellular Medicine	0.00%	5.26%	7.89%	21.93%	64.91%	114	5	4.46	0.85
[REDACTED]	0.00%	0.00%	0.00%	14.29%	85.71%	7	5	4.86	0.38
[REDACTED]	0.00%	0.00%	0.00%	0.00%	100.00%	6	5	5.00	0.00
[REDACTED]	0.00%	7.14%	7.14%	35.71%	50.00%	14	5	4.29	0.91
[REDACTED]	0.00%	0.00%	0.00%	25.00%	75.00%	8	5	4.75	0.46
[REDACTED]	0.00%	0.00%	0.00%	16.67%	83.33%	12	5	4.83	0.39
[REDACTED]	0.00%	0.00%	0.00%	33.33%	66.67%	6	5	4.67	0.52
[REDACTED]	0.00%	41.67%	25.00%	8.33%	25.00%	12	2	3.17	1.27
[REDACTED]	0.00%	0.00%	14.29%	57.14%	28.57%	14	4	4.14	0.66
[REDACTED]	0.00%	0.00%	0.00%	9.09%	90.91%	11	5	4.91	0.30
[REDACTED]	0.00%	0.00%	0.00%	0.00%	100.00%	12	5	5.00	0.00
[REDACTED]	0.00%	0.00%	25.00%	25.00%	50.00%	12	5	4.25	0.87

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.

Faculty Primary Department Report for 2017-2018 [Return to menu](#)

Primary Department: [REDACTED] [Create New Report](#) [Reset/Show All](#)

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[Show Evaluations](#)

	Strongly... 1	Disagree 2	Neutral 3	Agree 4	Strongly2... 5	Course Stats			
						N	Mode	Mean	StDev
1 Established an environment where students felt comfortable regardless if they were wrong or right.						205	5	4.49	0.80
ACED-800 - Introduction to Doctoring						20	5	4.45	0.83
[REDACTED]						7	5	4.14	1.21
[REDACTED]						6	4, 5	4.50	0.55
[REDACTED]						7	5	4.71	0.49
ACED-805 - Molecular & Cellular Medicine						114	5	4.46	0.85
[REDACTED]						7	5	4.86	0.38
[REDACTED]						6	5	5.00	0.00
[REDACTED]						14	5	4.29	0.91
[REDACTED]						8	5	4.75	0.46
[REDACTED]						12	5	4.83	0.39
[REDACTED]						6	5	4.67	0.52
[REDACTED]						12	2	3.17	1.27
[REDACTED]						14	4	4.14	0.66
[REDACTED]						11	5	4.91	0.30
[REDACTED]						12	5	5.00	0.00
[REDACTED]						12	5	4.25	0.87

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.

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

To see comments click "All"