

Instructions for Preceptors

How to Access Evaluations from Students

Step 1: Log into OASIS

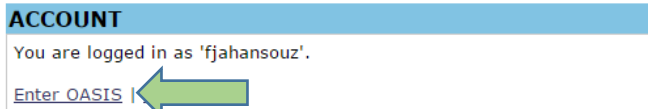
<https://ucsdsspss.oasisscheduling.com/>

Enter user ID and password information

If password is unknown, click “forgot password.”

Step 2: If below screen appears, click on “Enter OASIS”

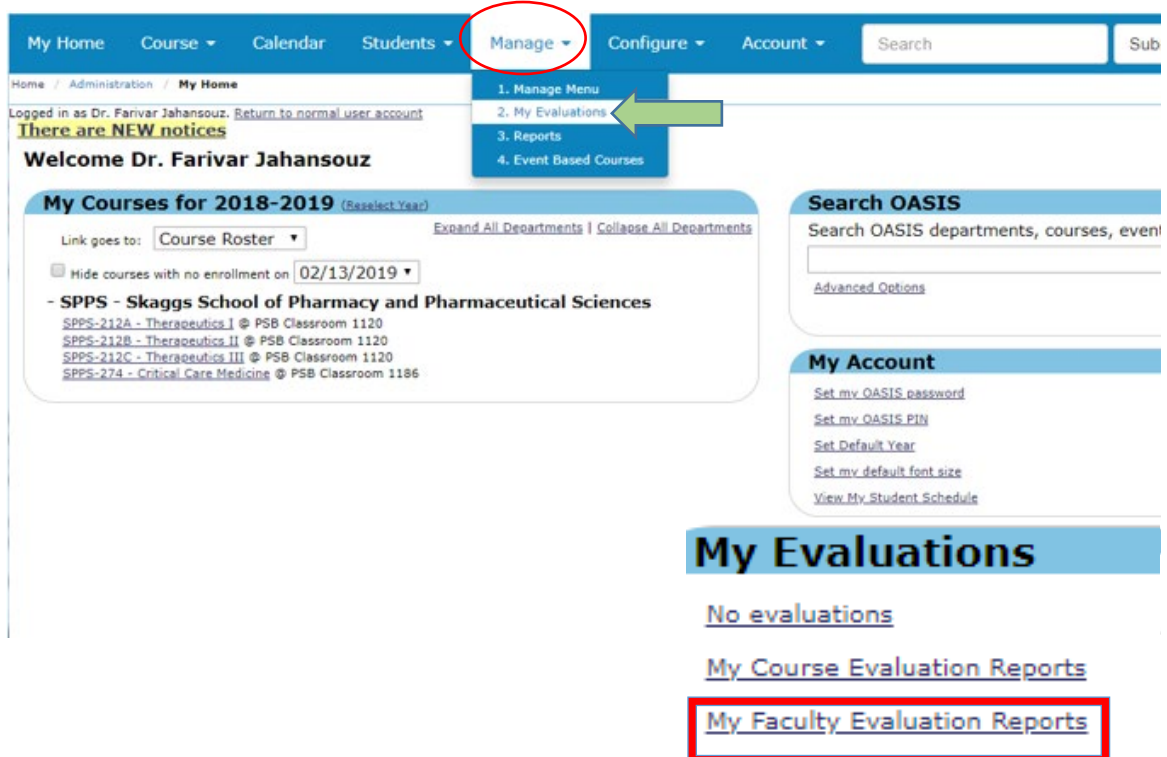
Logged in as Farivar Jahansouz. [Return to normal user account](#)



Please contact Lisa Avery (lavery@ucsd.edu) or Amber Berean (aberean@ucsd.edu) if y

POWERED BY OASIS
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Step 3: Click on “Manage”, then select “2. My Evaluations” OR Click on “My Evaluations”

A screenshot of the OASIS interface. At the top, there is a navigation bar with "My Home", "Course", "Calendar", "Students", "Manage", "Configure", and "Account". The "Manage" menu is open, showing options: "1. Manage Menu", "2. My Evaluations", "3. Reports", and "4. Event Based Courses". A green arrow points to "2. My Evaluations". Below the navigation bar, there is a "Welcome Dr. Farivar Jahansouz" message. There is a "My Courses for 2018-2019" section with a list of courses. To the right, there is a "Search OASIS" section and a "My Account" section. At the bottom, there is a "My Evaluations" section with a blue header. Underneath, it says "No evaluations". Below that, there are links for "My Course Evaluation Reports" and "My Faculty Evaluation Reports", which is highlighted with a red box.

Step 4: Pick year to view from drop down year options, click ‘Select Year’ under Faculty Eval Reports Tab

**Evaluations for the current year are not available to look at until the APPE year ends.

Step 5: Select desired evaluations and data grouping filters

**OASIS will list all evaluations for the year and type of evaluation you chose.

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Complete Evaluations | Course Eval Reports | **Faculty Eval Reports**

2018-2019 Evaluations Select Year ▼

Step 1 of 1: Select Evaluation (Required)

APPE-401A APPE Preceptor Evaluation (v 1.1) @ APPE Ambulatory Care - UCSD Track C, UC San Diego Health Care, Dr. Renu Singh (Diabetes)
 APPE-401B APPE Preceptor Evaluation (v 1.1) @ APPE Ambulatory Care - UCSD Track C, UC San Diego Health Care, Dr. Renu Singh (Diabetes)
 APPE-401A APPE Student Evaluation of Site and Experience (v 2.1) @ APPE Ambulatory Care - UCSD Track C, UC San Diego Health Care, Dr. Renu Singh (Diabetes)
 APPE-401B APPE Student Evaluation of Site and Experience (v 2.1) @ APPE Ambulatory Care - UCSD Track C, UC San Diego Health Care, Dr. Renu Singh (Diabetes)

Step 2 of 2: Data groupings

The Data Analysis Report can group data by selected criteria. Create data groupings by selecting criteria from 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: Combine questions by course

Create Report Cancel

Select Year Close

2018-2019 ▼

Select Year Cancel

Step 6: Select data grouping filters

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: Person
 Secondary grouping: Location
 How to collate the results: Combine questions by evaluation

Create Report Cancel

Step 6: Click 'Create Report'

**The report will show you the period the evaluations cover, and the number of evaluations included in the cumulative report.

Step 7: Click the arrow on 'Modify View' button and select any desired options, Click 'Save'

2017-2018 Evaluations

Modify View ▼ Create New Report Reset/Show All

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

Report includes courses starting on/after 06/26/2017 and ending on/before 02/16/2018.
 6 of 6 (100.0%) evaluation forms have been submitted.
 Showing 6 of 6 evaluation forms. Download ▼

Hide Evaluations	Evaluation	Num. Forms
	APPE-403: APPE Preceptor Evaluation @ APPE Hospital Practice, UC San Diego Health System - Hillcrest, Dr. Nancy Yam, 92103	6 of 6 submitted by 6 users.

1 Evaluations

APPE-403: APPE Preceptor Evaluation @ APPE Hospital Practice, UC San Diego Health System - Hillcrest, Dr. Nancy Yam, 92103

	Strongly...	Agree	Neutral	Disagree	Strongly2...	Course Stats			
	5	4	3	2	1	N	Mode	Mean	StDev
1	The Preceptor provides a balance of direct supervision and independent learning experiences.					6	5	4.92	0.41

** Scroll to the bottom of the report to display any comments provided by the students – it will default to Hide

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Modify View

Location

Show Location Hide Location

All
APPE Ambulatory Care - UCSD Track C, UC San Diego Health Care, Dr. Renu S
HSEC Classroom 3

Person

Show Person Hide Person

All
Singh, Dr. Renu

Display Options:

Limit questions to 10 words Show all short answers

Hide group frequency distribution Randomize short answers

Hide N/Mean/StDev Show response tally, not percent

Show averages across questions Display questions with larger font

Save **Cancel**

Step 8: Click on PDF for report OR click the arrow on 'Download' button, confirm email, check 'PDF of this Report' option, Click 'Email'

Show/Hide Distribution Graphs
Copy to Excel PDF
Download ▼

Download Clos

Reports may take a few minutes or longer to be created. Reports will be emailed to the address(es) below.

36 forms will be included.

Email

File Type (except PDFs)

Tab separated
 Comma separated

Data Format

Vertical - one row per question
 Horizontal - one row per form

Report

Entire form
 Entire form with extra information
 Selected questions
 Selected q's with extra information
 PDF of individual forms
 PDF of this report
 PDF of this report per location in Modify View

Email **Cancel**