

Institutional Research, Evaluation, & Assessment – Office of Educational Affairs
OASIS Reporting Guide
Viewing evaluations previously submitted about students

[Log in to OASIS](#)

On your homepage, click on **My Faculty Evaluation Reports**

The screenshot shows the OASIS homepage. At the top, there is a navigation bar with links: My Home, Calendar, Students, Manage, Account, a search bar, and a Submit button. Below this, a breadcrumb trail reads 'Home / Administration / My Home'. A message states 'Logged in as Faculty1 TEST. Return to normal user account'. The main heading is 'Welcome Faculty1 TEST to 2022-2023 (Reselect Year)'. There are three main sections: 'Search OASIS' with a search bar and a 'Search' button; 'My Account' with links to 'Edit my pronouns', 'Set my OASIS password', 'Set Default Year' (set to 2019-2020), 'Set my default font size', and 'UMass Chan User Guides'; and 'My Evaluations' which states 'You have 11 evaluations to complete.' and has a link for 'My Faculty Evaluation Reports' highlighted with a red box.

Click on **Complete Evaluations**

The screenshot shows the 'My Evaluations' page. There are two tabs: 'Complete Evaluations' (selected and highlighted with a red box) and 'Faculty Eval Reports'. Below the tabs, it says '2022-2023 Evaluations' with a 'Select Year' dropdown. The main heading is 'Step 1 of 1: Select Evaluation (Required)'. Below this, it says 'No evaluations were found' with an upward arrow icon.

Click on **Show**

The screenshot shows the 'My Evaluations' page. There are two tabs: 'Complete Evaluations' and 'Faculty Eval Reports'. Below the tabs, it says 'Average days to submit is 51. UMass Chan Medical School average is 14 days (generated on 05/04/2023). View Details'. Below this, it says 'No evaluations found.' and a 'Show' button with a dropdown arrow, which is highlighted with a red box.

Check off **Show submitted and inactivated/closed**; then click on **Show**

The screenshot shows a 'Show' filter dialog box. It has a 'Close' button in the top right. The 'Status:' section has a checkbox for 'Show submitted and inactivated/closed.' which is checked and highlighted with a red box. The 'Year:' section has a dropdown menu set to '2022-2023'. At the bottom, there are 'Show' and 'Cancel' buttons, with the 'Show' button highlighted with a red box.

You will then see a list of evaluations you have completed for that academic year;
Click on **View** to open a specific evaluation

01/01/2023					
Action	Student	Location	Evaluation Form	Eval Per.	Status
	TEST, Student1	Baystate Medical Center	Final Clerkship Assessment - View	01/01/2023-03/01/2023	Submitted
02/01/2023					
Action	Student	Location	Evaluation Form	Eval Per.	Status
	TEST, Student2	Saint Vincent Hospital Massachusetts	Final Clerkship Assessment - View	02/01/2023-03/09/2023	Submitted
04/20/2023					
Action	Student	Location	Evaluation Form	Eval Per.	Status
	TEST, Student3	UMMHC-University Campus	Final Clerkship Assessment - View (Form Act.: Student added faculty association)	04/20/2023-05/03/2023	Submitted