

OASIS Reporting Guide Educator Evaluation Report

[Log in to OASIS](#)

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

The screenshot shows the OASIS homepage with a navigation bar at the top containing links for 'My Home', 'Calendar', 'Students', 'Manage', and 'Account', along with a search bar and a 'Submit' button. Below the navigation bar, the user is logged in as 'Faculty1 TEST'. The main content area has a 'Welcome Faculty1 TEST to 2022-2023' message. There are three main sections: 'Search OASIS' with a search bar and 'Advanced Options' link; 'My Account' with links for '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.

Note: reports will generate once confidentiality thresholds have been met.

1. Select a specific evaluation, or use the control key to select multiple.
2. Select **Person** for the primary grouping and **Person** for the secondary grouping
3. Click on **Create Report** to generate the report

The screenshot shows the 'My Evaluations' page with two tabs: 'Complete Evaluations' and 'Faculty Eval Reports'. The '2022-2023 Evaluations' section has a 'Select Year' dropdown. Below this is 'Step 1 of 1: Select Evaluation (Required)' with a list of evaluations. The first two are 'UMLS-TESTING Clerkship Attending Evaluation (v 2.1) @ Baystate Medical Center' and 'UMLS-TESTING Clerkship Attending Evaluation (v 2.1) @ UMMHC-University Campus', with the first one highlighted and a red box labeled '1' next to it. Below this is 'Step 2 of 2: Data groupings' with instructions. There are two dropdown menus for 'Primary grouping' and 'Secondary grouping', both set to 'Person', with a red box labeled '2' next to the 'Secondary grouping' dropdown. Below these is a 'How to collate the results:' dropdown set to 'Combine questions by course'. At the bottom, there are 'Create Report' and 'Cancel' buttons, with a red box labeled '3' next to the 'Create Report' button.

Click on the **PDF** link in the top-right hand corner of the report to download a copy:

The screenshot shows a report header with three links: 'Show/Hide Distribution Graphs', 'Copy to Excel', and 'PDF'. The 'PDF' link is highlighted with a red oval. Below these links is a 'Download' dropdown menu.