

Office of Institutional Research, Evaluation & Assessment- Office of Educational Affairs
OASIS Instructions for FPE Faculty Evaluations

Below are the instructions on how to select your Flexible Professional Experience (FPE) supervisor, the person who will submit your FPE grade. In addition, your selection will generate an evaluation for you to complete on your supervisor. ***It is important to select your supervisor in a timely manner. If you do not select one, a student performance evaluation will not be generated which will result in no grade for your FPE.***

FPE Faculty Evaluation

On the start date of your FPE, you will receive an OASIS email with a link that says, 'You have 1 evaluation that you must add people to evaluate'. Click on the **URL** and you will be asked to log into OASIS. Once logged in, you will be brought directly to your pending evaluations page.

You can also access your pending evaluations page without an email link by logging directly into OASIS (<https://umassmed.oasisscheduling.com/>). From the Home screen, under **Evaluations to Complete**, click 'View a report of the evaluations you need to complete'. *This link will only appear if you have evaluations to complete*

The screenshot shows the OASIS Home page. At the top is a navigation bar with links: Schedule, Course Catalog, Add Course, Account, Reselect Year, and Log out. Below this is a breadcrumb trail: Home / Student / Schedule. A login status bar indicates the user is logged in as [redacted] with links to 'Return to normal user account' and 'Change student'. A yellow banner reads 'There are NEW notices'. On the left, an 'Announcements' box lists several items. On the right, the 'Evaluations to Complete' section is highlighted with a red oval, containing the link 'View a report of the evaluations you need to complete'.

On your pending evaluations page, locate your current FPE and click on 'Add a person to evaluate'.

The screenshot shows the 'FPEME-344: Flex Prof Exp Medicine: Obesity Medicine' evaluation page. It includes the course title, the clinic name (UMMHC University Endocrinology Clinic), and the dates (04/01/2024 - 04/05/2024). A section titled 'FPE Course Evaluation' states 'Complete BEFORE 05/03/2024'. Below this, a 'Faculty Evaluation for Flexible Experiences' section specifies the completion deadline (BEFORE 04/05/2024) and the requirement to evaluate at least 1 person. A red link 'Add a person to evaluate' is circled in red. At the bottom, a table header is visible with columns: Evaluator Name, Status, Complete BEFORE, and Action.

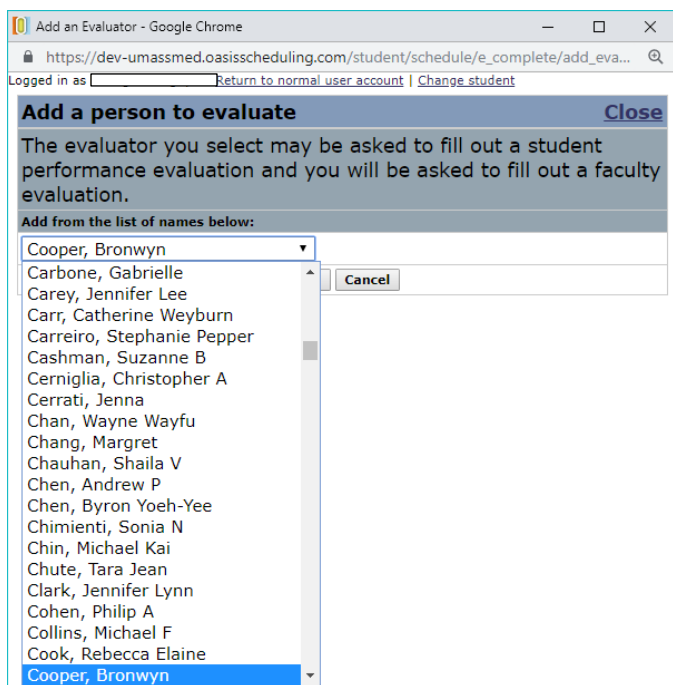
You must select only 1 supervisor.

Please select the person who is best equipped to submit your FPE credit recommendation.

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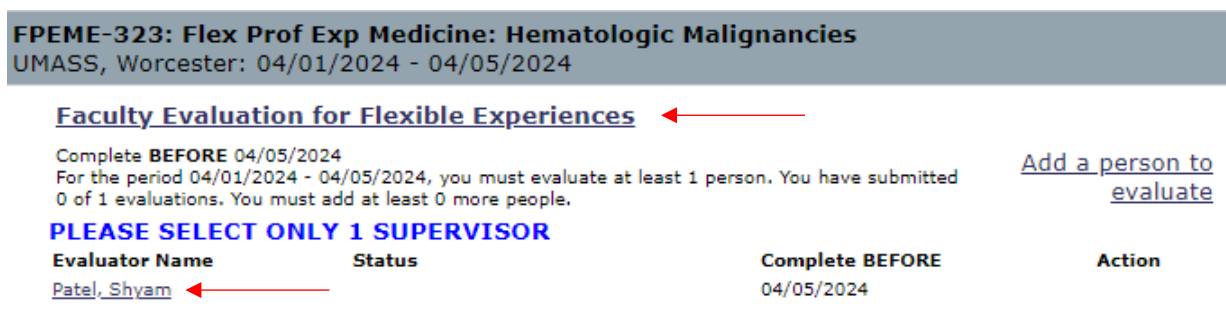
After clicking on ‘Add a person to evaluate’, a pop-up box will appear. Search for your supervisor from the dropdown list and click ‘Add’.

Hint: you can start typing the last name of your supervisor to quickly search for the name instead of scrolling through the list.



If you do not see your supervisor listed, please email the FPE course team (FPE@umassmed.edu) to have your supervisor added.

Once your supervisor has been selected, you will notice that the font that was once red, is now black. Click on the ‘Faculty Evaluation for Flexible Experiences’ OR the ‘supervisor name’ links to submit your evaluation on your supervisor.



Evaluator Name	Status	Complete BEFORE	Action
Patel, Shyam		04/05/2024	

If you have difficulty accessing the system, please visit IT’s [OASIS Knowledge Base](#) for helpful documentation to guide you, or email OASIS@umassmed.edu.

To learn more about Diversity, Representation, and Inclusion for Value in Education, please access the DRIVE Website: <https://www.umassmed.edu/DRIVE>