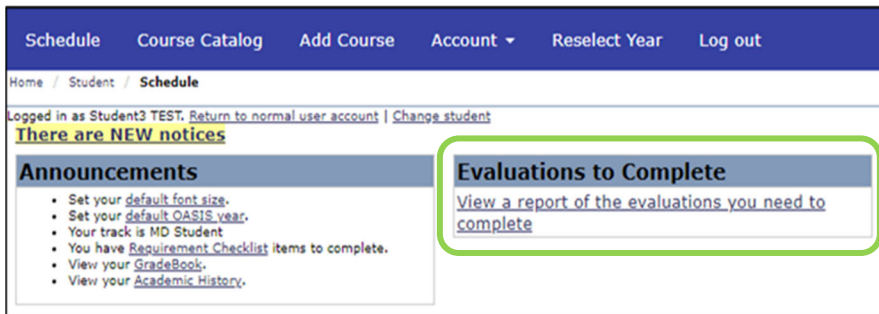


How to generate SPEs

From the Home screen, under **Evaluations to Complete**, click “View a report of the evaluations you need to complete.”



After clicking “View a report of the evaluations you need to complete,” you will see your pending evaluations.

You will have the ability to start adding preceptors on the **start date** of each rotation. Automated emails reminding you of these pending evaluations will start toward the end of the rotation.

SU-310H: Surgery: Thoracic Surgery			
UMMHC-Memorial Campus: 04/01/2024 - 04/12/2024			
Explorations Attending Evaluation (UMMHC)			
Complete BEFORE 05/10/2024			
For the period 04/01/2024 - 04/12/2024, it is suggested you evaluate at least 1. You have submitted 0 of 1 evaluations. You should add 1 more person.			
Selections will ONLY generate a preceptor eval for you to complete; SPEs are either auto-generated within OASIS or scheduled by clerkship admin.			
Contact the clerkship admin to have a name added.			
Evaluator Name	Status	Complete BEFORE	Action
Explorations Resident Evaluation			
Complete BEFORE 05/10/2024			
For the period 04/01/2024 - 04/12/2024, you must evaluate at least 2 people. You have submitted 0 of 2 evaluations. You must add at least 2 more people.			
Selections will generate BOTH a preceptor eval for you to complete, as well as an SPE for the preceptor to complete about you.			
Contact the clerkship admin to have a name added.			
Evaluator Name	Status	Complete BEFORE	Action

The text in **blue** font outlines whether your selections will send SPEs to those preceptors or not. Whether or not it does, the feedback you provide about the preceptors you worked with most often is extremely valuable to academic leaders and to the preceptors themselves.

Some evaluation requests are mandatory (see **red** font), while others are optional (see **green** circle). The optional one's state that it is 'suggested' you select a preceptor as you may not always work with that preceptor type (e.g., resident).

The URL in the reminder email is only valid for one week. A reminder email will be sent out weekly if there are pending evaluations.

FYI: The reminder email states that your username is your email address but that is not correct. Your username and password are your nt login info (same login you use for your email).

If you receive an evaluation that you do not believe is connected to your course/clerkship or schedule, please email the contact person, as listed in your 'auto log in' email from OASIS.

Office of Institutional Research, Evaluation & Assessment- Office of Educational Affairs
OASIS Instructions for Generating Student Performance Evaluations (SPEs)

How to select educators:

It's important to submit your evaluations in a timely manner; especially when asked to select educators that should be sent a Student Performance Evaluation (SPE) to complete about you. Those SPEs will not be sent to those educators until you make those selections, and then the summary evaluations (final grade reports) won't generate until those educators have completed the SPEs about you.

Course directors have set the minimum number of educators you need to select for evaluations.

To add an educator, click on “**add a person to evaluate.**”

Generate a QR code or choose an evaluator to set up a student performance evaluation that will be completed by that evaluator.

Student3 TEST's Evaluations [Show Submitted and Closed in 2024-2025](#)

Select specific dates to view completed evaluation information for courses starting between the given dates. Leave a value blank to use the current date.

Starts On or After mm/dd/yyyy Starts On or Before mm/dd/yyyy

You have completed 0.00% (0 out of 1) of the required evaluations assigned to you in 2024-2025.

Course: (0 of 0)

Faculty/Peer: (0 of 1)

The following report shows the evaluations for which you are responsible, and their status. To access an evaluation, click on the appropriate link below.

FC-310A: Family Medicine & Community Health: Clerkship in Family Medicine A
UMASS, Worcester: 04/01/2024 - 04/05/2024

Explorations Attending Evaluation
Complete **BEFORE** 05/03/2024
For the period 04/01/2024 - 04/05/2024, you must evaluate at least 1 person. You have submitted 0 of 1 evaluations. You must add at least 1 more person.

[Add a person to evaluate](#)

Evaluator Name	Status	Complete BEFORE	Action
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****Important Note-** Educators cannot see evaluations until a threshold of 3 has been met**

A pop-up window will appear where you can select an educator from the drop-down. This drop-down list may be lengthy, but if you know who you would like to select, you can begin to type their last name in.

Note: these drop-down lists are manually populated with site-specific preceptors, therefore a preceptor may not appear on the list even though you were able to select them for a WBA. If they are not on the list, contact the clerkship admin to have them added.

Add a person to evaluate [Close](#)

The evaluator you select may be asked to fill out a student performance evaluation and you will be asked to fill out a faculty evaluation.

Add from the list of names below:

- Select -

After fulfilling the minimum requirement of educators, the “Add a person to evaluate” link disappears. To evaluate additional educators, click on ‘**Show Submitted and Closed in 2024-2025**,’ this will ensure that the “Add a person to evaluate” link reappears.

Student3 TEST's Evaluations [Show Submitted and Closed in 2024-2025](#)

Select specific dates to view completed evaluation information for courses starting between the given dates. Leave a value blank to use the current date.

Starts On or After mm/dd/yyyy Starts On or Before mm/dd/yyyy

You have completed 0.00% (0 out of 1) of the required evaluations assigned to you in 2024-2025.

Course: (0 of 0)

Faculty/Peer: (0 of 1)

You must log into OASIS to see evaluations submitted about you. SPEs cannot be viewed until all evaluations for that clerkship have been completed.

Office of Institutional Research, Evaluation & Assessment- Office of Educational Affairs
OASIS Instructions for Generating Student Performance Evaluations (SPEs)

Please note that there are two ways to complete faculty evaluations. By clicking on the evaluation name (ex: Explorations Attending Evaluation) the preceptors listed under it will be combined into one evaluation. If you click on the individual preceptor evaluation, only that evaluation will open. You will then have to go back to the evaluations page and select additional preceptors for them to open.

FC-310A: Family Medicine & Community Health: Clerkship in Family Medicine A UMASS, Worcester: 04/01/2024 - 04/05/2024			
Explorations Attending Evaluation			
Complete BEFORE 05/03/2024 For the period 04/01/2024 - 04/05/2024, you must evaluate at least 1 person. You have submitted 0 of 1 evaluations. You must add at least 0 more people. Add a person to evaluate			
Evaluator Name	Status	Complete BEFORE	Action
TEST, Faculty1	Not Started	05/03/2024	
TEST, Faculty2	Not Started	05/03/2024	

Clicking on evaluation name view:

Faculty Evaluation Explorations Attending Evaluation			
Return to Report			
Course Information			
Date	Course	Location	Weeks
04/01/2024 - 04/05/2024	FC-310A: Family Medicine & Community Health Clerkship in Family Medicine A	UMASS, Worcester	1
Evaluation Period: 04/01/2024 - 04/05/2024 Faculty: TEST, Faculty1			
The feedback you provide through this evaluation is an important component in improving the quality of medical education for you and future students. The results are rendered anonymous and reported in summary format. Please be sure to use appropriate, professional language when providing constructive feedback.			
Question numbers in red* are required.			
1.* Overall, how would you rate this preceptor? ☐ Poor ☐ Fair ☐ Good ☐ Excellent			
Please rate the extent to which you agree this preceptor: 2.* Gave me the appropriate level of responsibility with patients ☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree 3.* Observed me in clinical encounters ☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree 4.* Demonstrated enthusiasm for teaching ☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree 5.* Created a positive learning environment ☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree 6.* Was approachable and available to answer questions ☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree 7.* Was always respectful ☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree			
COMMENTS: 8. Please describe any opportunities this preceptor might make for recognizing and addressing bias or improving representation in the instruction. Please give an example of a time when the preceptor was successful in recognizing and addressing bias or creating an appropriate learning environment.			
9. Strengths and/or areas for improvement.			
Faculty Evaluation Explorations Attending Evaluation Return to Report			
Course Information			
Date	Course	Location	Weeks
04/01/2024 - 04/05/2024	FC-310A: Family Medicine & Community Health Clerkship in Family Medicine A	UMASS, Worcester	1
Evaluation Period: 04/01/2024 - 04/05/2024 Faculty: TEST, Faculty2			
Question numbers in red* are required.			
1.* Overall, how would you rate this preceptor? ☐ Poor ☐ Fair ☐ Good ☐ Excellent			

Clicking on individual preceptor evaluation view:

Faculty Evaluation Explorations Attending Evaluation			
Return to Report			
Course Information			
Date	Course	Location	Weeks
04/01/2024 - 04/05/2024	FC-310A: Family Medicine & Community Health Clerkship in Family Medicine A	UMASS, Worcester	1
Evaluation Period: 04/01/2024 - 04/05/2024 Faculty: TEST, Faculty1			
The feedback you provide through this evaluation is an important component in improving the quality of medical education for you and future students. The results are rendered anonymous and reported in summary format. Please be sure to use appropriate, professional language when providing constructive feedback.			
Question numbers in red* are required.			
1.* Overall, how would you rate this preceptor? ☐ Poor ☐ Fair ☐ Good ☐ Excellent			
Please rate the extent to which you agree this preceptor: 2.* Gave me the appropriate level of responsibility with patients ☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree 3.* Observed me in clinical encounters ☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree 4.* Demonstrated enthusiasm for teaching ☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree 5.* Created a positive learning environment ☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree 6.* Was approachable and available to answer questions ☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree 7.* Was always respectful ☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree			
COMMENTS: 8. Please describe any opportunities this preceptor might make for recognizing and addressing bias or improving representation in the instruction. Please give an example of a time when the preceptor was successful in recognizing and addressing bias or creating an appropriate learning environment.			