

OASIS Reporting Template
Faculty – How to Complete Evaluations

Completing Evaluations in OASIS

You will receive an email from OASIS with links to evaluations you need to complete:

Auto-login links:

- The **1st URL (and subsequent URLs)** will automatically log you into OASIS, without needing to enter your username and password, and bring you directly to that specific evaluation
- Auto-login links will **expire in 1 week**; however, each *weekly reminder* email will include a new active link.

The URL to see a report of ALL your evaluations **will require you to log into OASIS**

(<https://umassmed.oasisscheduling.com/>)

- For users with a umassmed.edu email address: Use your network (NT) credentials to log in.
- For users that don't have a umassmed.edu email address: Your email address **IS** your user name. Use the 'Forgot Password' function when necessary.

Under the 'My Evaluations' header, you will see if you have evaluations to complete. Click on the link to be brought to your open evaluations.

The screenshot displays the OASIS web application interface. At the top, there is a navigation menu with options: My Home, Course, Calendar, Students, Manage, and Account. A search bar is located to the right of the menu. Below the menu, the user is logged in as [redacted] and is viewing the 'My Home' page. The page features several sections: 'My Courses' with a dropdown menu set to 'Evaluations', 'Search OASIS' with a search input field, 'My Account' with links for 'Set Default Year', 'Set my default font size', and 'UMMS User Guides', and 'My Evaluations' with a notification 'You have 6 evaluations to complete.' and links for 'My Course Evaluation Reports' and 'My Faculty Evaluation Reports'.

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.

If you have any questions or need assistance following this reporting guide, please email IREA@umassmed.edu.