

OASIS Reporting Guide
Educator Evaluation Reports

[Log in to OASIS](#)

Individual Educator Evaluation Reports (see page 4 for lecturer/event level eval reports)

Click on **My Home** (in blue toolbar across the top of the page)

Click on **Evaluations** in the 'Link goes to:' drop-down list

Click on **OB-300 – Clerkship in Ob/Gyn** under the **My Courses** heading on your home page

Under Data Analysis Reports (at the bottom of the Evaluation menu), click on **Faculty Evaluations**

Step 1:

Select **Yes** for the first two radio buttons

Evaluation: Select '**Clerkship Attending Evaluation @ ...**' (you can select the first attending evaluation on the list regardless of the site name, because the questions are the same for all sites; and the resident eval also uses the same questions, therefore you do not need to select one of the resident forms to load the questions)

Click on **Load** to add the **Clerkship Attending Evaluation** questions

Step 1 of 6: Find questions to include in the report

Questions can be added from existing evaluations. Answers to the questions will be included from any evaluation in this course. **Removing any questions you are not interested in will make the report faster.** To remove questions select them in the list then use the "Remove Selected Questions" button.

Include Instructions:
 No Yes

Automatically configure Step 4:
 No Yes

Evaluation:
 Clerkship Attending Evaluation @ UMMHC-Memorial Campus v2.2 Load

Click **OK** in pop-up

Step 2: Leave as default or remove questions as desired

Step 2 of 6: Fine tune the questions to include in the report: 9 questions in report.

Overall, how would you rate this preceptor?
 Please rate the extent to which you agree with the following:
 Was appropriately available
 Gave me the appropriate level of responsibility with patients
 Observed me taking the relevant portions of the patient history
 Observed me performing the relevant portions of the physical or mental status exam
 I was treated with respect
 COMMENTS:
 Strengths and/or areas for improvement.

Remove Selected Questions

****Note:** the steps are essentially the same for running **Resident** reports. Instead of selecting Clerkship Attending Evaluation in Step 1, select the following and then continue with the remaining steps as outlined below.

- Clerkship Resident Evaluation @ ...

Step 3: Leave as default or select specific dates as desired

Note: reports will generate once a minimum of 3 evaluations have been submitted for the specified start/end dates.

Step 3 of 6: Dates to include in the report

Course Dates: All Dates (dropdown) To: All Dates (dropdown) Or: 2022-2023 (dropdown menu with options: 2021-2022, 2020-2021, 2019-2020, 2018-2019, 2006-2007)

From: [text box] To: [text box]

Evaluation Period Dates: [calendar icon] From: [text box] To: [text box]

Submit Dates: [calendar icon] From: [text box] To: [text box]

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Step 4: Select all evaluations to be included in report (e.g., for a combined report of attendings and residents, select all attending and resident evaluations on this list)

Step 4 of 6: Which evaluations to include

All evaluations in the course.
 Select which evaluations to include.

- Clerkship Attending Evaluation @ Baystate Medical Center - Springfield, MA v2.2
- Clerkship Attending Evaluation @ Baystate Medical Center v2.2
- Clerkship Attending Evaluation @ Berkshire Medical Center v2.2
- Clerkship Attending Evaluation @ Cape Cod Hospital v2.2
- Clerkship Attending Evaluation @ Milford Regional Medical Center v2.2
- Clerkship Attending Evaluation @ Saint Vincent Hospital Massachusetts v2.2
- Clerkship Attending Evaluation @ UMMHC-Memorial Campus v2.2
- Clerkship Resident Evaluation @ Baystate Medical Center - Springfield, MA v2.2
- Clerkship Resident Evaluation @ Baystate Medical Center v2.2
- Clerkship Resident Evaluation @ UMMHC-Memorial Campus v2.2

Step 5: No action necessary/Leave as default

Step 5 of 6: Student Levels to include

All Student Levels in the course.
 Select which Student Levels to include.

Step 6: Select **Location** for the primary grouping and **Person** for the secondary grouping

Step 6 of 6: Data groupings

The Data Analysis Report can group data by selected criteria. Create data groupings by selecting criteria from the menu below. Use Modify View to display the groupings. The Secondary Grouping can be used to generate a PDF of each item within the group.

Primary grouping: Location
 Secondary grouping: Person
 How to collate the results: None

Include Report Description (optional):
 Manually Set Report Width (optional):
 Hide results with too few unique number of respondents (U)
Hide results follows the most restrictive viewing setting on all evaluations included in the report.
 Hide follow up responses from results
 Hide off the record responses from results

Data Analysis Report

Click on **Submit** to generate the report

To view the results stratified by **Location and/or Person**, click on the **Modify View** button in the top left-hand corner. Then select **Show Location and/or Show Person**, then click on **Save**

Modify View

Location

Show Location Hide Location

- All
- Baystate Medical Center
- Baystate Medical Center - Springfield, MA

Person

Show Person Hide Person

- All
- Agel, William O
- Al-Kadhi, Asmaa

Display Options:

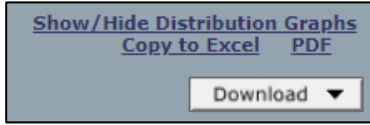
Limit questions to 10 words Show all short answers
 Hide group frequency distribution Randomize short answers
 Hide N/Mean/StDev Hide short answer actions
 Show averages across questions Display questions with larger font
 Show response tally, not percent

1 Number of decimals for N/Mean/StDev
 0 Number of decimals for group frequency distribution

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Creating PDFs of any of the above reports:

Click on the **PDF** button in the top right-hand corner, or the **Download** button for additional options (see below).



Select the radio button (**PDF of this report**) for one pdf of all data

Download Close

Reports may take a few minutes or longer to be created. Reports will be emailed to the address(es) below.

291 forms will be included.

Email:

File Type (except PDFs): Tab separated
 Comma separated

Data Format: Vertical - one row per question
 Horizontal - one row per form

Report: Entire form
 Entire form with extra information
 Selected questions
 Selected q's with extra information
 PDF of individual forms
 PDF of this report
 PDF of this report per location in Modify View
 PDF of this report per person in Modify View

Select the radio button (**PDF of this report per person...**) to have a separate pdf sent to you for each educator.

You also have the option to check off **'Also email report to each person'** which will send each educator a copy of their own individual report, with aggregate data as a comparison.

Download Close

Reports may take a few minutes or longer to be created. Reports will be emailed to the address(es) below.

291 forms will be included.

Email:

File Type (except PDFs): Tab separated
 Comma separated

Data Format: Vertical - one row per question
 Horizontal - one row per form

Report: Entire form
 Entire form with extra information
 Selected questions
 Selected q's with extra information
 PDF of individual forms
 PDF of this report
 PDF of this report per location in Modify View
 PDF of this report per person in Modify View
 Also email report to each person
Custom Message:

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Individual LECTURER/EVENT Evaluation Reports

Click on **My Home** (in blue toolbar across the top of the page)

Click on **Evaluations** in the 'Link goes to:' drop-down list

Click on **OB-300 – Clerkship in Ob/Gyn** under the **My Courses** heading on your home page

Under Data Analysis Reports (*at the bottom of the Evaluation menu*), click on **Faculty Evaluations**

Step 1:

Select **Yes** for the first two radio buttons

Evaluation: Select '**Educator Evaluation @ ...**' (*you can select the first educator evaluation on the list regardless of the site name, because the questions are the same for all sites*)

Click on **Load** to add the **Educator Evaluation** questions

Step 1 of 6: Find questions to include in the report

Questions can be added from existing evaluations. Answers to the questions will be included from any evaluation in this course. **Removing any questions you are not interested in will make the report faster.** To remove questions select them in the list then use the "Remove Selected Questions" button.

Include Instructions:
 No Yes
 Automatically configure Step 4:
 No Yes
 Evaluation:
 Educator Evaluation @ Baystate Medical Center - Springfield, MA v5.1 Load

Click **OK** in pop-up

Step 2: Leave as default

Step 2 of 6: Fine tune the questions to include in the report: 2 questions in report.

This educator helped me to understand and learn the material
 Comments:

Remove Selected Questions

Step 3: Select the specific block start/end dates, or leave as 'All Dates' to pull evaluation data across all blocks

Note: reports will generate once a minimum of 3 evaluations have been submitted for the specified start/end dates.

Step 3 of 6: Dates to include in the report

Course Dates To: **Or:**
 From: To:
 Evaluation Period Dates To:
 From: To:
 Submit Dates To:
 From: To:

2022-2023
 2021-2022
 2020-2021
 2019-2020
 2018-2019
 2006-2007

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Step 4: Select all evaluations to be included in report

Step 4 of 6: Which evaluations to include

All evaluations in the course.
 Select which evaluations to include.

Clerkship Resident Evaluation @ Baystate Medical Center - Springfield, MA v2.2
 Clerkship Resident Evaluation @ Baystate Medical Center v2.2
 Clerkship Resident Evaluation @ UMMHC-Memorial Campus v2.2
Educator Evaluation @ Baystate Medical Center - Springfield, MA v5.1
Educator Evaluation @ Baystate Medical Center v5.1
Educator Evaluation @ Berkshire Medical Center v5.1
Educator Evaluation @ Cape Cod Hospital v5.1
Educator Evaluation @ Milford Regional Medical Center v5.1
Educator Evaluation @ Saint Vincent Hospital Massachusetts v5.1
Educator Evaluation @ UMMHC-Memorial Campus v5.1

Step 5: No action necessary/Leave as default

Step 5 of 6: Student Levels to include

All Student Levels in the course.
 Select which Student Levels to include.

Step 6: Select Event for the primary grouping and Person for the secondary grouping

Step 6 of 6: Data groupings

The Data Analysis Report can group data by selected criteria. Create data groupings by selecting criteria from the menu below. Use Modify View to display the groupings. The Secondary Grouping can be used to generate a PDF of each item within the group.

Primary grouping:
 Secondary grouping:
 How to collate the results:

Include Report Description (optional):
 Manually Set Report Width (optional):
 Hide results with too few unique number of respondents (U)
Hide results follows the most restrictive viewing setting on all evaluations included in the report.
 Hide follow up responses from results
 Hide off the record responses from results

Click on **Submit** to generate the report

To view the results stratified by **Event** and **Person**, click on the **Modify View** button in the top left-hand corner. Then select **Show Event** and **Show Person**, then click on **Save**

Modify View

Event

Show Event Hide Event

All
 05/24/2021 07:45:00 am - Maternal Fetal Medicine (Lecture)
 05/24/2021 09:00:00 am - Gynecologic Oncology (Lecture)

Person

Show Person Hide Person

All
 Chauhan, Shaila V
 Flynn, Michael K

Display Options:

Limit questions to 10 words Show all short answers
 Hide group frequency distribution Randomize short answers
 Hide N/Mean/StDev Hide short answer actions
 Show averages across questions Display questions with larger font
 Show response tally, not percent

Number of decimals for N/Mean/StDev
 Number of decimals for group frequency distribution

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Data Analysis Report - Faculty											
2021-2022 : Obstetrics & Gynecology : OB-300 - Clerkship in Ob/Gyn											
Modify View ▾		Create New Report						Reset/Show All			
Report includes courses starting on/after 05/10/2021 and ending on/before 06/11/2021. 75 of 75 (100.0%) evaluation forms have been submitted and released. Showing 75 of 75 evaluation forms.										Show/Hide Distribution Graphs Copy to Excel PDF Download ▾	
Show Evaluations											
	Show Legend	Did Not ... NULL	Strongly... 1	Disagree 2	Agree 3	Strongly2... 4	Course Stats				
1	This educator helped me to understand and learn the material						N	Mean	Median	Mode	StDev
		(14)		7%	52%	41%	61	3.3	3	3	0.6
	05/24/2021 07:45:00 am - Maternal Fetal Medicine (Lecture)	(3)			75%	25%	12	3.3	3	3	0.5
	Kanter, David Jonathan	(3)			75%	25%	12	3.3	3	3	0.5
	05/24/2021 09:00:00 am - Gynecologic Oncology (Lecture)	(3)		17%	50%	33%	12	3.2	3	3	0.7
	Hughes, Sarah H	(3)		17%	50%	33%	12	3.2	3	3	0.7
	05/24/2021 10:00:00 am - Reproductive Endocrinology & Infertility (Lecture)	(3)		8%	67%	25%	12	3.2	3	3	0.6
	Chauhan, Shaila V	(3)		8%	67%	25%	12	3.2	3	3	0.6
	05/24/2021 01:00:00 pm - Urogynecology (Lecture)	(3)		8%	42%	50%	12	3.4	3.5	4	0.7
	Flynn, Michael K	(3)		8%	42%	50%	12	3.4	3.5	4	0.7
	05/24/2021 02:00:00 pm - General ObGyn (Lecture)	(2)			31%	69%	13	3.7	4	4	0.5
	Kannabiran, Dhivya Rengan	(2)			31%	69%	13	3.7	4	4	0.5

See page 3 for the various pdf options.