

## 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 dark blue navigation bar containing 'My Home', 'Calendar', 'Students', 'Manage', and 'Account' menus, along with a search bar and a 'Submit' button. Below the navigation bar, the user is logged in as 'Faculty1 TEST' for the '2022-2023' year. The page features three main sections: 'Search OASIS' with a search input and button; 'My Account' with links for editing pronouns, password, and default year; and 'My Evaluations' which states 'You have 11 evaluations to complete.' and includes a red-bordered link for 'My Faculty Evaluation Reports'.

*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 displays the 'My Evaluations' interface. At the top, there are tabs for 'Complete Evaluations' and 'Faculty Eval Reports'. The current view is for '2022-2023 Evaluations'. Under 'Step 1 of 1: Select Evaluation (Required)', a dropdown menu is open, showing two options: 'UMLS-TESTING Clerkship Attending Evaluation (v 2.1) @ Baystate Medical Center' and 'UMLS-TESTING Clerkship Attending Evaluation (v 2.1) @ UMMHC-University Campus'. A red box with the number '1' is next to the second option. Below this, 'Step 2 of 2: Data groupings' is shown. It includes instructions on how to use the data analysis report. There are two dropdown menus for 'Primary grouping' and 'Secondary grouping', both set to 'Person', with a red box and the number '2' next to the 'Secondary grouping' dropdown. The 'How to collate the results:' dropdown is set to 'Combine questions by course'. At the bottom, there are 'Create Report' and 'Cancel' buttons, with a red box and the number '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 download interface with three options: 'Show/Hide Distribution Graphs', 'Copy to Excel', and 'PDF'. The 'PDF' link is circled in red. Below these options is a 'Download' button with a dropdown arrow.