REPORTS – Aggregate Comments

Aggregate Comments

- From the Home page, select the clerkship from the right side drop down
- For a Core Clerkship – select the Reports tab
  - For an Elective Clerkship – select the Evaluations tab
- Select “Aggregate Comments Report” under the Evaluation Reports heading

![Report Selection Interface]

<table>
<thead>
<tr>
<th>Choose Report</th>
<th>Select Options</th>
<th>Generate Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance Reports</td>
<td>(no reports available)</td>
<td></td>
</tr>
<tr>
<td>Site Statistics</td>
<td>Audit Trail Query</td>
<td></td>
</tr>
<tr>
<td>Demographics</td>
<td>Student Evaluation Summary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Grades</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Roster</td>
<td></td>
</tr>
<tr>
<td>Scheduling Reports</td>
<td>Site Contract Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Enrollment Report</td>
<td></td>
</tr>
<tr>
<td>Conference Reports</td>
<td>(no reports available)</td>
<td></td>
</tr>
<tr>
<td>Procedure Reports</td>
<td>Procedure Log Summary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Procedure Requirements Summary</td>
<td></td>
</tr>
<tr>
<td>Evaluation Reports</td>
<td>Aggregate Comments Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aggregate Evaluation Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evaluations Low Score Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SIS Completion History</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yale Ranking Report</td>
<td></td>
</tr>
<tr>
<td>Charts/Graphs</td>
<td>(no reports available)</td>
<td></td>
</tr>
</tbody>
</table>
On the next page, select:

- Clerkship: Core or Site you wish to report on
- Evaluation Targets: Students, Faculty, or Services
- Direction: Evaluations of Target, Evaluated by Target, Both
- Select “Go to Step 3”
On this page:

- Select students
  - Ctrl+Shift/Command+Shift to select multiple
- Select “**Combine targets in a single report**” or “**Individual report for each target**” depending on reporting need
- Filter by dates
- Check which question types you wish to include: Short, Long, Comment
• Scroll to see more report options
• Select “Go to Step 3”

Patient Care Professionalism form is a Faculty Evaluation of Student form

Option to mask names, exclude blank comments, and insert page breaks

• Select Output Format
• Select “Generate Report”

For Aggregate Comments, if “Individual Report for Each Target” was selected (previous screen), then you can select MS Excel 2010 for the Output Format to organize data into a tab for each student
- Example report outputs

**HTML – Standard Output**

<table>
<thead>
<tr>
<th>Date</th>
<th>Evaluation</th>
<th>Evaluations</th>
<th>Evaluation</th>
<th>Question Type</th>
<th>Question</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/18/2018</td>
<td>Dr. (TEST)</td>
<td>Claire,</td>
<td>Claire</td>
<td>Patient Care</td>
<td>Long Examples and Descriptions of Performance: Patient Care</td>
<td>very knowledgeable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Claire</td>
<td></td>
<td>Professionalism</td>
<td>Answer Comments may include details about clinical skills, fund of knowledge, or application of knowledge to clinical care.</td>
<td></td>
</tr>
<tr>
<td>07/18/2018</td>
<td>Dr. (TEST)</td>
<td>Claire,</td>
<td>Claire</td>
<td>Patient Care</td>
<td>Long Suggestions for Improvement: Patient Care</td>
<td>improve application of knowledge to clinical care</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Claire</td>
<td></td>
<td>Professionalism</td>
<td>Answer Comments may include details about clinical skills, fund of knowledge, or application of knowledge to clinical care.</td>
<td></td>
</tr>
<tr>
<td>07/20/2018</td>
<td>Dr. (TEST)</td>
<td>Claire,</td>
<td>Claire</td>
<td>Patient Care</td>
<td>Long Concerns or suggestions for improvement Professionalism and Interpersonal Communication:</td>
<td>major concerns</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Claire</td>
<td></td>
<td>Professionalism</td>
<td>Answer Concerns or suggestions for improvement Professionalism and Interpersonal Communication:</td>
<td></td>
</tr>
</tbody>
</table>

**MS Excel 2010 Output**

Each student has their own tab, labeled by number. Column C displays the student name for each tab.