EVALUATIONS – Viewing Completed and Incomplete

Clerkship Coordinators can view complete and incomplete evaluations.

INSTRUCTIONS

View Incomplete and Complete Evaluations

- Select the clerkship site from right side drop down
- From the Home page, select the Evaluations tab
- Under the Evaluations Function column on the right, select “View Completed Evaluations”
- Simple Search
  - Delivery Period: Past X Months
  - Evaluations of: check selections
  - Submit

View Completed Evaluations

Use one of the search forms below to filter the completed evaluations for this clerkship.

Simple Search

Delivery Period: [Past 6 Months]
Evaluations of:
- [ ] Students
- [ ] Faculty
- [ ] Course/School/Hospital
- [ ] Conferences
- [ ] Services
- [ ] Procedures

Submit

- The next screen will display completed evaluations for the clerkship selected.

“Yes” indicates that at least one answer on the evaluation triggered an alert.

Select the evaluation to review

Student names have been redacted
• Scroll past the Simple Search box to reach the Detailed Search:
  o Several options to conduct a more detailed search of completed evaluations
Evaluator(s): Any

STUDENTS: Cannon, John (3)
Cioni, Claire (0)
Nkansah-Mahaney, Nancy (4)

FACULTY:
(TEST) Brar, Kiran
(TEST) Cioni, Claire

Evaluation of: Any

STUDENTS: Cannon, John (3)
Cioni, Claire (0)
Nkansah-Mahaney, Nancy (4)

FACULTY:
(TEST) Brar, Kiran
(TEST) Cioni, Claire

Service(s): Any

Kaiser General Surgery

Rotation(s): Any

Medical School Schedule: (none)
• After selecting “Submit”, the next screen will display completed evaluations that fit criteria selected.

To review incomplete evaluations, select “Incomplete Evaluations” in the Evaluation Forms column under the Evaluations tab.
The next screen will show a list of incomplete evaluations for the clerkship selected.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Evaluation Type</th>
<th>Status</th>
<th>Issue Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. TEST Tsukemi, Masha</td>
<td>Faculty evaluation of a student</td>
<td>Incomplete</td>
<td>7/24/2018</td>
</tr>
<tr>
<td>Dr. (TEST) Clau, Claire</td>
<td>Faculty evaluation of a student</td>
<td>Incomplete</td>
<td>7/20/2018</td>
</tr>
<tr>
<td>Dr. (TEST) Russell, Ima</td>
<td>Faculty evaluation of a student</td>
<td>Incomplete</td>
<td>7/19/2018</td>
</tr>
<tr>
<td>Dr. (TEST) Clau, Claire</td>
<td>Faculty evaluation of a student</td>
<td>Incomplete</td>
<td>7/19/2018</td>
</tr>
</tbody>
</table>

To remove evaluations, check the box on the far right and select “Submit”.