

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 Evaluaitons tab
- Select “Aggregate Comments Report” under the Evaluation Reports heading

Reports

The screenshot displays a web interface for generating reports. At the top, there are three tabs: "Choose Report" (highlighted in red), "Select Options", and "Generate Report". Below the tabs, the interface is organized into a grid of report categories, each with a document icon and a title. Under "Evaluation Reports", the "Aggregate Comments Report" is highlighted with a blue box. Other categories include Compliance Reports, Conference Reports, Site Statistics, Procedure Reports, Demographics, and Scheduling Reports. Some categories have sub-links listed below them.

Choose Report	Select Options	Generate Report
Compliance Reports (no reports available)		
Conference Reports (no reports available)		
Site Statistics Audit Trail Query		
Procedure Reports Procedure Log Summary Procedure Requirements Summary		
Demographics Student Evaluation Summary Student Grades Student Roster		
Evaluation Reports Aggregate Comments Report Aggregate Evaluation Report Evaluations Low Score Report SIS Completion History Yale Ranking Report		
Scheduling Reports Site Contract Report Student Enrollment Report		
		Charts/Graphs (no reports available)

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"

Reports

Choose Report | Select Options | Generate Report

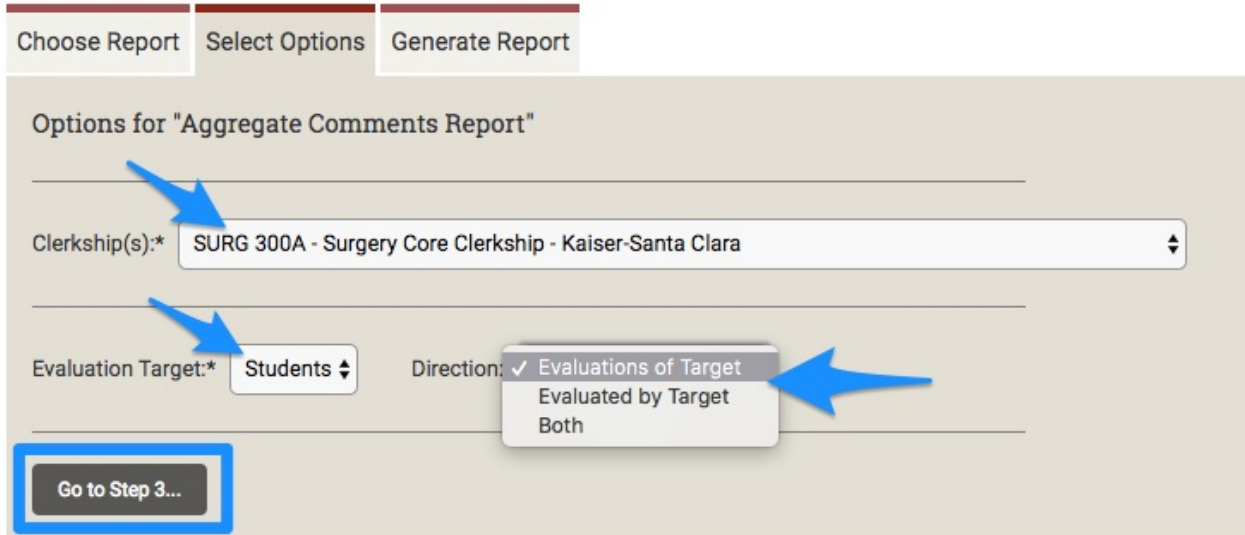
Options for "Aggregate Comments Report"

Clerkship(s):* SURG 300A - Surgery Core Clerkship - Kaiser-Santa Clara

Evaluation Target:* Students

Direction: Evaluations of Target
 Evaluated by Target
 Both

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

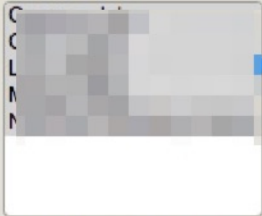
Reports

Choose Report Select Options Generate Report


Options for "Aggregate Comments Report"


Clerkship: SURG 300A - Surgery Core Clerkship - Kaiser-Santa Clara
Evaluation Target: Students [\[Change\]](#)



Display For Student(s)




Shift/Ctrl keys to select multiple

Combine targets in single report 

 Evaluations Issued Between Dates ▾

 to 

Question Types* 

- Short Answer
- Long Answer
- Comment

- Scroll to see more report options
- Select “Go to Step 3”

Evaluation Types to Aggregate*:

- Resident evaluation of student
- Faculty evaluation of a student
- Patient/staff evaluation of student
- Student evaluation of other student (peer)
- Student self evaluation

Form-Specific

- All forms of selected type(s)
- Patient Care Professionalism

Display Options*:

- Mask Evaluator's Name
- Exclude blank comments
- Page break between individual reports

Sort By

- Evaluatee
- Evaluator
- Evaluation/Question

Go to Step 3...

Annotations:

- Blue arrow pointing to "Evaluation Types to Aggregate*": Patient Care Professionalism form is a Faculty Evaluation of Student form
- Blue arrow pointing to "Form-Specific": Sort by Evaluatee, Evaluator, or Evaluation/Question
- Blue arrow pointing to "Display Options*": Option to mask names, exclude blank comments, and insert page breaks
- Blue arrow pointing to "Sort By" dropdown: Sort by Evaluatee, Evaluator, or Evaluation/Question
- Blue box around "Go to Step 3...": Go to Step 3...

- Select Output Format
- Select “Generate Report”

Reports

Choose Report | Select Options | **Generate Report**

Generate Report: "Aggregate Comments Report"

Output Format:

- HTML - Standard
- XLS - MS Excel
- XLSX - MS Excel 2010
- TEXT - Tab Delimited
- TEXT - Comma Delimited
- TEXT - Pipe Delimited

Scaling (HTML only)

Generate Report

TIP

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



STANFORD HEALTH CARE (TEST)

Aggregate Comments Report

HTML – Standard Output

Generated: 07/30/2018 2:20pm PDT

Date:	Evaluator:	Evaluatee:	Evaluation:	Question Type:	Question:	Comment:
07/19/2018	Dr. (TEST) Cioni, Claire	Cioni, Claire	Patient Care Professionalism	Long Answer	Examples and Descriptions of Performance: Patient Care Comments may include details about clinical skills, fund of knowledge, or application of knowledge to clinical care.	very knowledgeable
07/19/2018	Dr. (TEST) Cioni, Claire	Cioni, Claire	Patient Care Professionalism	Long Answer	Suggestions for Improvement: Patient Care Comments may include details about clinical skills, fund of knowledge, or application of knowledge to clinical care.	improve application of knowledge to clinical care
07/20/2018	Dr. (TEST) Cioni, Claire	Cioni, Claire	Patient Care Professionalism	Long Answer	Concerns or suggestions for improvement Professionalism and Interpersonal Communication:	concerns
07/23/2018	Dr. (TEST) Cioni, Claire	Cioni, Claire	Patient Care Professionalism	Long Answer	Concerns or suggestions for improvement Professionalism and Interpersonal Communication:	major concerns

MS Excel 2010 Output

Date:	Evaluator:	Evaluatee:	Evaluation:	Question Type:	Question:	Comment:
08/07/2018			Mid-Clerkship Feedback	Short Answer	Date Mid-Clerkship Feedback was provided	7-27-18
08/07/2018			Mid-Clerkship Feedback	Short Answer	Faculty member who provided Mid-Clerkship Feedback	
07/26/2018			Patient Care Professionalism	Long Answer	Examples and Descriptions of Performance: Patient Care Comments may include details about clinical skills, fund of knowledge, or application of knowledge to clinical care.	
07/25/2018	Dr.		Patient Care Professionalism	Long Answer	Examples and Descriptions of Performance: Patient Care Comments may include details about clinical skills, fund of knowledge, or application of knowledge to clinical care.	
08/01/2018	Dr.		Patient Care Professionalism	Long Answer	Examples and Descriptions of Performance: Patient Care Comments may include details about clinical skills, fund of knowledge, or application of knowledge to clinical care.	
07/26/2018	Dr.		Patient Care Professionalism	Long Answer	Suggestions for Improvement: Patient Care Comments may include details about clinical skills, fund of knowledge, or application of knowledge to clinical care.	
07/25/2018	Dr.		Patient Care Professionalism	Long Answer	Suggestions for Improvement: Patient Care Comments may include details about clinical skills, fund of knowledge, or application of knowledge to clinical care.	
08/01/2018	Dr.		Patient Care Professionalism	Long Answer	Suggestions for Improvement: Patient Care Comments may include details about clinical skills, fund of knowledge, or application of knowledge to clinical care.	
07/26/2018	Dr.		Patient Care Professionalism	Long Answer	Examples of exceptional Professionalism and Interpersonal Communication:	

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