

OASIS Reporting Template Individual Educator Evaluation Reports

Log in to OASIS (<https://umassmed.oasisscheduling.com/>)

If you have difficulty accessing the system, please visit IT's [OASIS Knowledge Base](#) for helpful documentation to guide you, or email OASIS@umassmed.edu.

Individual Educator Evaluation Reports

Click on **My Faculty Evaluation Reports**

The screenshot shows the OASIS interface. At the top is a 'Search OASIS' bar with a text input field and a 'Search' button. Below this is a 'My Account' section with links for 'Set my OASIS password', 'Set Default Year', 'Set my default font size', and 'UMMS User Guides'. The 'My Evaluations' section contains links for 'No evaluations', 'My Course Evaluation Reports', and 'My Faculty Evaluation Reports', which is circled in red.

To view results:

Note: reports will generate once confidentiality thresholds have been met.

1. Leave as is, or select different academic year of evaluations
2. Select a specific evaluation, or use the control key to select multiple.
3. Leave as is: **Location** for the primary grouping and **Person** for the secondary grouping
4. Click on **Create Report** to generate the report

The screenshot shows the 'My Evaluations' page. At the top right is a button 'Enter as another evaluator'. Below are three tabs: 'Complete Evaluations', 'Course Eval Reports', and 'Faculty Eval Reports'. A '2018-2019 Evaluations' section has a 'Select Year' dropdown. Below this is 'Step 1 of 1: Select Evaluation (Required)' with a list of evaluations. A '2' is next to the first two items. 'Step 2 of 2: Data groupings' follows, with instructions. Below are dropdowns for 'Primary grouping' (set to 'Location') and 'Secondary grouping' (set to 'Person'), with a '3' next to the 'Person' dropdown. A 'How to collate the results:' dropdown is set to 'Combine questions by course'. At the bottom are 'Create Report' and 'Cancel' buttons, with a '4' next to 'Create Report'.

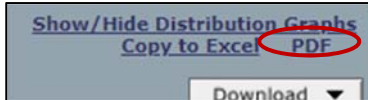
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To view comments, click on 'Small', 'Large', or 'All'.

		Did Not ... NULL	Strongly... 1	Disagree 2	Agree 3	Strongly2... 4	Course Stats			
Show Legend							N	Mode	Mean	StDev
1	This educator helped me to understand and learn the material									
		(1)	0.00%	0.00%	9.52%	90.48%	21	4	3.90	0.30
2	Comments:									
	Hide Small Large All									

To create a PDF report:

Click on the PDF link in the top-right hand corner of the report to download a copy



If you have any questions or need assistance following this reporting guide, please email IREA@umassmed.edu.