On-The-Fly Evaluations allow students and faculty to complete an evaluation on another member of their program who was not pre-assigned to them. On-The-Fly Evaluations do not conform to existing evaluation rules – in the case of On-The-Fly Evaluations, students may evaluate students and faculty may evaluate faculty.

Course Directors and Administrators will need to guide students and faculty in the use of On-The-Fly Evaluations, specifically, students and faculty will need to select the Evaluation Type, Activity and Time Frame in addition to the name of the person they wish to evaluate.

Please note that On-The-Fly Evaluations will not appear in any Compliance Reports, but they will appear in Performance Reports. These evaluations may not be excluded from Performance Reports. To remove an On-The-Fly Evaluation from a Performance Report, it must be opened and deleted entirely from the record.

How to Create an On-The-Fly Evaluation

1. To access On-The Fly Evaluation, students/faculty click on Evaluations Tile in the top navigation bar to see Evaluations Menu bar, then click On-The-Fly.

2. In each of the drop-down lists displayed on the On-The-Fly Evaluations set-up screen, students/faculty must select the
   a. Evaluation Type.
   b. Name of person they wish to evaluate.
   c. Activity associated with the person they are evaluating.
   d. Site associated with the person they are evaluating.
   e. Time Frame.
   
   Note: You may need to identify for your student or faculty member what evaluation type, Activity and Time Frame to select from the drop-down lists.

3. Click Next.

Note: The refresh icon to the right of the Site drop down may need to be clicked on to see all available sites:
4. Students and faculty may now complete the Evaluation.

5. Students and faculty may click on Submit if they are satisfied with their answers (once submitted, further changes will not be possible), or click on Save For Later if they wish to complete the evaluation or modify their answers at a later date.