

Below are the instructions on how to select your Flexible Clinical Experience (FCE) supervisor, the person who will submit your FCE grade. In addition, your selection will generate an evaluation for you to complete on your supervisor. ***It is important to select your supervisor in a timely manner. If you do not select one, a student performance evaluation will not be generated which will result in no grade for your FCE.***

FCE Faculty Evaluation

On the start date of your FCE, you will receive an OASIS email with a link that says, 'You have 1 evaluation that you must add people to evaluate'. Click on the **URL** and you will be asked to log into OASIS. Once logged in, you will be brought directly to your pending evaluations page.

You can also access your pending evaluations page without an email link by logging directly into OASIS (<https://umassmed.oasisscheduling.com/>). From the Home screen, under **Evaluations to Complete**, click 'View a report of the evaluations you need to complete'. *This link will only appear if you have evaluations to complete*

The screenshot shows the OASIS user interface. At the top, there is a dark blue navigation bar with links: Schedule, Course Catalog, Add Course, Account (with a dropdown arrow), Reselect Year, and Log out. Below this is a breadcrumb trail: Home / Student / Schedule. A status bar indicates the user is logged in as [redacted] and provides links for 'Return to normal user account' and 'Change student'. A yellow notification banner reads 'There are NEW notices'. Below this are two main sections: 'Announcements' and 'Evaluations to Complete'. The 'Announcements' section contains a list of links: 'Set your default font size.', 'Set your default DEV - OASIS year.', 'Your track is MD Student. You may update your track.', 'You have Requirement Checklist items to complete.', 'View your GradeBook.', and 'View your Academic History.'. The 'Evaluations to Complete' section contains a link 'View a report of the evaluations you need to complete', which is circled in red.

On your pending evaluations page, locate your current FCE and click on 'Add a person to evaluate'.

The screenshot shows the 'FCE Faculty Evaluation' page for 'FCEAN-327: Flexible Clinical Experience in Anesthesiology: Obstetric Anesthesia' at 'UMASS, Worcester: 06/10/2019 - 06/14/2019'. The page displays the following information: 'Complete BEFORE 06/14/2019', 'For the period 06/10/2019 - 06/14/2019, you must evaluate at least 1 person.', and 'You have submitted 0 of 1 evaluations. You must add at least 1 more person.'. A link 'Add a person to evaluate' is circled in red.

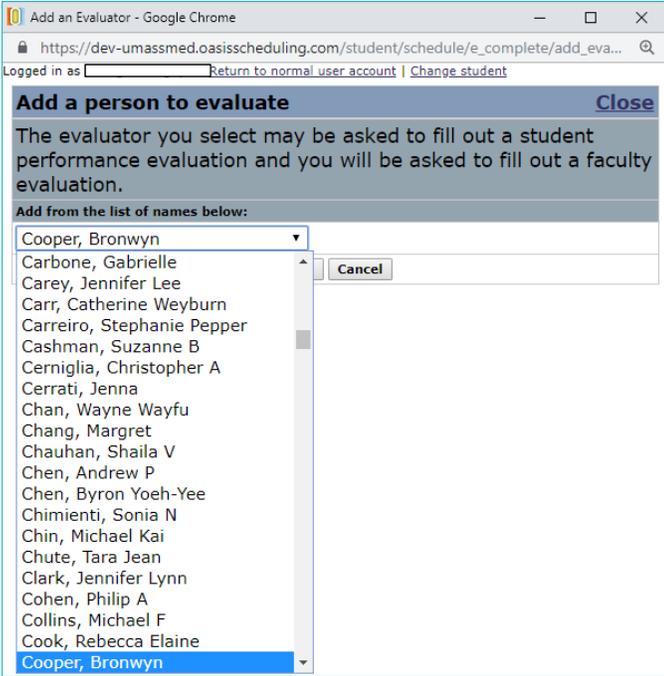
You must select only 1 supervisor.

Please select the person who is best equipped to submit your FCE credit recommendation.

Office of Institutional Research, Evaluation & Assessment- Office of Educational Affairs
OASIS Instructions for FCE Faculty Evaluations

After clicking on ‘Add a person to evaluate’, a pop-up box will appear. Search for your supervisor from the dropdown list and click ‘Add’.

Hint: you can start typing the last name of your supervisor to quickly search for the name instead of scrolling through the list.



If you do not see your supervisor listed, please email FCE course team (UMMSFCEprogram@umassmed.edu) to have your supervisor added.

Once your supervisor has been selected, you will notice that the font that was once red, is now black. Click on the ‘FCE Faculty Evaluation’ OR the ‘supervisor name’ links to submit your evaluation on your supervisor.

FCEAN-327: Flexible Clinical Experience in Anesthesiology: Obstetric Anesthesia
UMMHC-Memorial Campus: 02/04/2019 - 02/08/2019

FCE Faculty Evaluation ←

Complete **BEFORE** 07/04/2019
For the period 02/04/2019 - 02/08/2019, you must evaluate at least 1 person. You have submitted 0 of [Add a person to evaluate](#)
1 evaluations. You must add at least 0 more people.

I will evaluate	Status	Complete BEFORE
Cooper, Bronwyn ← Period: 02/04/2019 - 02/08/2019	Not Started	07/04/2019

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.