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*

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

You must **select only 1** supervisor.
Please select the person who is best equipped to submit your FCE credit recommendation.

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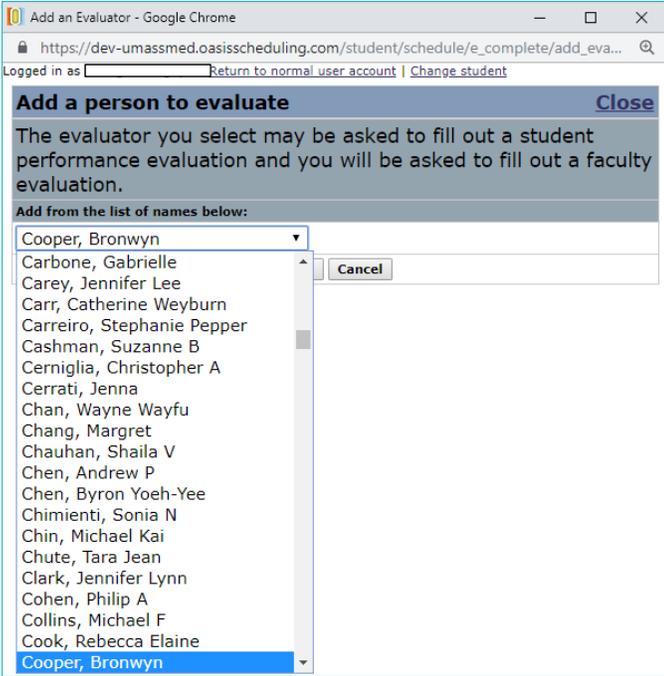
If you do not see your supervisor listed, please email FCE course team (UMMSFCEprogram@umassmed.edu) to have your supervisor added.

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.

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.