

Below are the instructions on how to select your Flexible Professional Experience (FPE) supervisor, the person who will submit your FPE 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 FPE.***

FPE Faculty Evaluation

On the start date of your FPE, 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 interface with a dark blue navigation bar containing 'Schedule', 'Course Catalog', 'Add Course', 'Account', 'Reselect Year', and 'Log out'. Below the navigation bar is a breadcrumb trail: 'Home / Student / Schedule'. A status bar indicates 'Logged in as [username]' with links for 'Return to normal user account' and 'Change student'. A yellow banner reads 'There are NEW notices'. The sidebar has two sections: 'Announcements' with a list of links (e.g., 'Set your default font size', 'View your GradeBook') and 'Evaluations to Complete' with a red circle around the link 'View a report of the evaluations you need to complete'.

On your pending evaluations page, locate your current FPE and click on ‘**Add a person to evaluate**’.

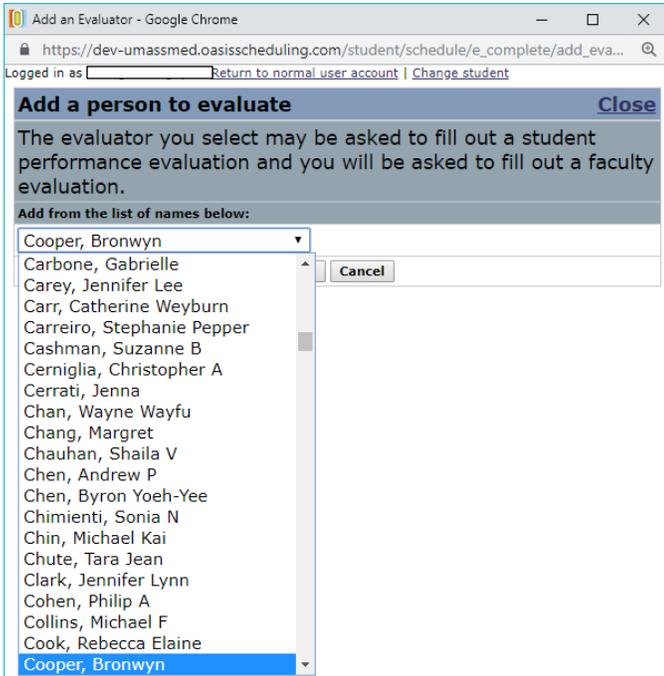
The screenshot shows the details for 'FPEME-344: Flex Prof Exp Medicine: Obesity Medicine' at UMMHC University Endocrinology Clinic, running from 04/01/2024 to 04/05/2024. It indicates the course evaluation is due before 05/03/2024. Under 'Faculty Evaluation for Flexible Experiences', it states 'Complete BEFORE 04/05/2024' and 'For the period 04/01/2024 - 04/05/2024, you must evaluate at least 1 person. You have submitted 0 of 1 evaluations. You must add at least 1 more person.' A red circle highlights the 'Add a person to evaluate' link. Below this is a table with columns: 'Evaluator Name', 'Status', 'Complete BEFORE', and 'Action'.

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

Office of Institutional Research, Evaluation & Assessment- Office of Educational Affairs
OASIS Instructions for FPE 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 the FPE course team (FPE@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 ‘Faculty Evaluation for Flexible Experiences’ OR the ‘supervisor name’ links to submit your evaluation on your supervisor.

FPME-323: Flex Prof Exp Medicine: Hematologic Malignancies
UMASS, Worcester: 04/01/2024 - 04/05/2024

Faculty Evaluation for Flexible Experiences ←

Complete **BEFORE** 04/05/2024
For the period 04/01/2024 - 04/05/2024, you must evaluate at least 1 person. You have submitted 0 of 1 evaluations. You must add at least 0 more people. [Add a person to evaluate](#)

PLEASE SELECT ONLY 1 SUPERVISOR

Evaluator Name	Status	Complete BEFORE	Action
<u>Patel, Shyam</u> ←		04/05/2024	

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.

To learn more about Diversity, Representation, and Inclusion for Value in Education, please access the DRIVE Website: <https://www.umassmed.edu/DRIVE>