How to generate SPEs

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*
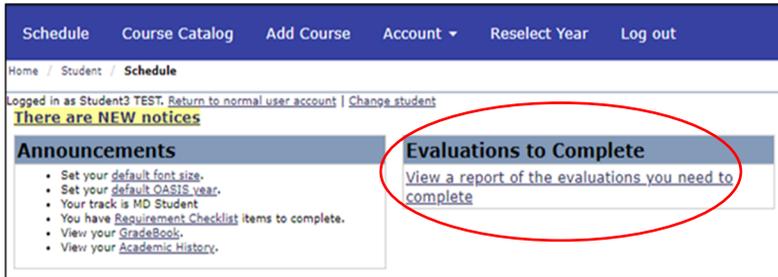
After clicking "View a report of the evaluations you need to complete," you will see the pending evaluations

The URL in the reminder email is only valid for one week. A reminder email will be sent out weekly if there are pending evaluations

FYI: The reminder email states that your username is your email address but that is not correct. Your username and password are your nt login info (same login you use for your email)

If you receive an evaluation that you do not believe is connected to your course/clerkship or schedule, please email the contact person, as listed in your 'auto log in' email from OASIS.

How to select educators:

It's important to submit your evaluations in a timely manner; especially when asked to select educators that should be sent a Student Performance Evaluation (SPE) to complete about you. Those SPEs will not be sent to those educators until you make those selections, and then the summary evaluations (final grade reports) won't generate until those educators have completed the SPEs about you.

Course directors have set the minimum number of educators you need to select for evaluations

To add an educator, click on "add a person to evaluate"

Important Note- Educators cannot see evaluations until a threshold of 3 has been met

A pop-up window will appear where you can select an educator from the drop-down. This drop-down list may be lengthy, but if you know who you would like to select, you can begin to type their last name in

After fulfilling the minimum requirement of educators, the "Add a person to evaluate" link disappears. To evaluate additional educators, click on 'Show Submitted and Closed in 2024-2025,' this will ensure that the "Add a person to evaluate" link reappears

You must log into OASIS to see completed assessments. SPEs cannot be viewed until all evaluations for that clerkship have been completed.

Please note that there are two ways to view faculty evaluations. **By clicking on the evaluation name (ex: Explorations Attending Evaluation) the preceptors listed under it will be combined into one evaluation. If you click on the individual preceptor evaluation, only that evaluation will open. You will then have to go back to the evaluations page and select additional preceptors for them to open.**

Clicking on evaluation name view   Clicking on individual preceptor evaluation view