

Course Administrator: How to Manually Deliver Evaluations

1. **Select the Evaluation tab on the home page.** If you administer multiple courses, please ensure the dropdown reflects the targeted course.

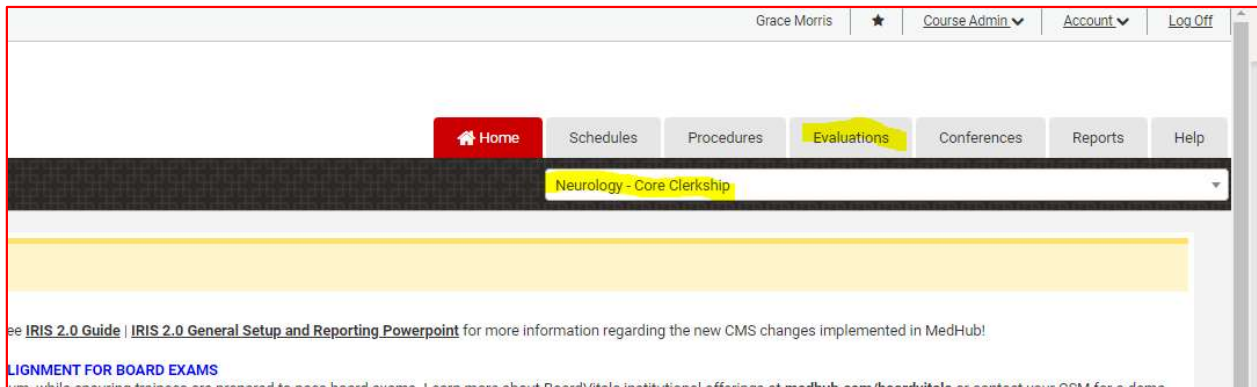


Figure 1 Evaluations Tab

2. **Select Deliver Evaluation**

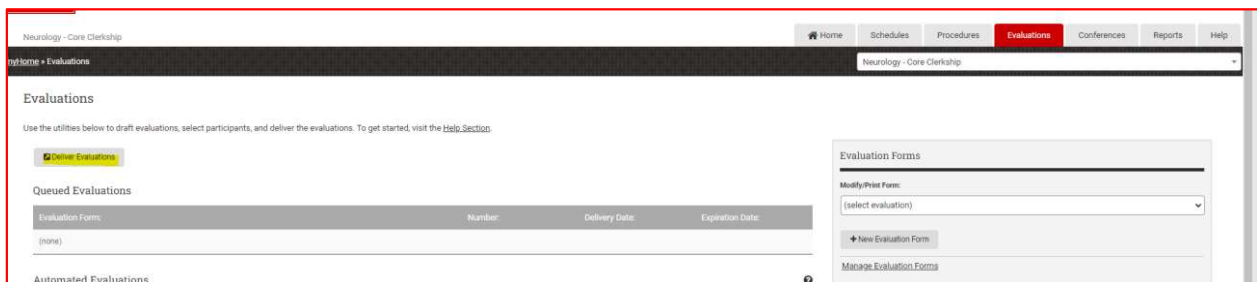


Figure 2 Deliver Evaluations

3. **Select the correct evaluation type.**

Deliver Evaluations - Step 1

Please select the type of evaluation you want delivered and the recipient selection method. ?

Evaluation Type: Selection Method:

Figure 3 Evaluation type

Clerkship course administrators will typically only select “Faculty evaluation of a student” or “Student evaluation of a faculty.”

4. Selecting the form and recipients

Deliver Evaluations - Step 2

Evaluation Type: **Student evaluation of other student (peer)**
Selection Method: **Individuals**

Evaluation Form(s):

Select... ?

Recipient(s):*	Peer(s) to evaluate:*
Group A Group B	Group A Group B
Test, MP (2) [6/1-8/17]	Test, MP (2) [6/1-8/17]
Test, Student 1 (2) [5/21-6/16]	Test, Student 1 (2) [5/21-6/16]
Test, Student 3 (3) [6/17-7/16]	Test, Student 3 (3) [6/17-7/16]
Test Student, Tasha (2) [6/17-7/16]	Test Student, Tasha (2) [6/17-7/16]

Shift/Ctrl to select multiple

Figure 4 Evaluation forms and recipients

5. Selecting other evaluation form options

The screenshot shows a web form with several sections separated by dashed lines. The sections are: 'Notes: (optional)' with a text input field; 'Rotation Period: (optional)' with a dropdown menu showing '(unavailable)' and a help icon; 'Service/Clinic: (optional)' with a dropdown menu showing '(unavailable)' and a help icon; 'Special Options: (optional)' with a dropdown menu showing '(none)' and a checked checkbox labeled 'Disable 'Insufficient Contact' links'; 'Reciprocal Evaluation: (optional)' with a dropdown menu showing '(do not send reciprocal evaluations)'; and 'Delivery:*' with three radio button options: 'Immediate' (selected), 'On Date (Queue)', and 'Multiple Dates (Queue)'. At the bottom of the form is a red 'Submit' button.

Figure 5 Evaluation criteria options

Please select the appropriate rotation and service for the student

For special options, do not select any option other than “none.” **Course administrators should never select anonymous.**

If you would like for the other party to fill out an evaluation on behalf of the original evaluator, please select to send a reciprocal evaluation. This will provide an extra option to select an additional evaluation form to deliver.

Select the delivery (immediate, on date, or multiple dates) which serves the needs of your clerkship.

After all the options are selected, click submit.



6. Confirmation of delivery. Select Deliver Evaluations

Deliver Evaluations - Step 3

Evaluation Type: Student evaluation of other student (peer)
Evaluation Form: PEER ASSESSMENT EVALUATION - PISCES TBL
Delivery Date: 10/13/2023 (immediate)

STANDARD MATCHES

Recipient	Evaluation
(no matches)	

i The delivery process may take several minutes. Don't click submit button below more than once or refresh the page.

Deliver Selected Evaluations Deliver additional evaluations of the same type

Figure 5 Confirmation of delivery