

OASIS Reporting Guide Educator Evaluation Report

[Log in to OASIS](#)

Click on **My Faculty Evaluation Reports**

The screenshot shows the OASIS user interface. At the top, there are navigation links: 'My Home', 'Manage', and 'Account'. A search bar is present with a 'Submit' button. Below the navigation, the user is logged in as 'Faculty1 TEST'. The main content area is titled 'Welcome Faculty1 TEST' and contains three sections: 'Search OASIS', 'My Account', and 'My Evaluations'. In the 'My Evaluations' section, the link 'My Faculty Evaluation Reports' is circled in red.

Note: reports will generate once confidentiality thresholds have been met.

1. Select a specific evaluation, or use the control key to select multiple.
2. Select **Person** for the primary grouping and **Person** for the secondary grouping
3. Click on **Create Report** to generate the report

The screenshot shows the 'My Evaluations' interface. At the top, there are three tabs: 'Complete Evaluations', 'Course Eval Reports', and 'Faculty Eval Reports'. Below the tabs, there is a '2018-2019 Evaluations' section with a 'Select Year' dropdown. The interface is divided into two steps: 'Step 1 of 1: Select Evaluation (Required)' and 'Step 2 of 2: Data groupings'. In Step 1, a dropdown menu is open, showing two options: 'PE-300 Educator Evaluation (v 1.1) @ BAY' and 'PE-300 Educator Evaluation (v 1.1) @ UMM'. A red box with the number '1' is placed over the dropdown. In Step 2, there are two dropdown menus for 'Primary grouping' and 'Secondary grouping', both set to 'Person'. A red box with the number '2' is placed over the 'Secondary grouping' dropdown. Below these, there is a 'How to collate the results:' dropdown set to 'Combine questions by course'. A red box with the number '3' is placed over the 'Create Report' button.

Click on the **PDF** link in the top-right hand corner of the report to download a copy:

The screenshot shows a report download options menu. It contains three links: 'Show/Hide Distribution Graphs', 'Copy to Excel', and 'PDF'. The 'PDF' link is circled in red. Below the links, there is a 'Download' dropdown menu.