#### Institutional Research, Evaluation, & Assessment – Office of Educational Affairs OASIS Reporting Template Individual Educator Evaluation Reports

Log in to OASIS (https://umassmed.oasisscheduling.com/).

- Click on **My Home** (in blue toolbar across the top of the page)
- Make sure Welcome greeting says **2024-2025** or the year in which you are pulling your report data. (click on 'Reselect year' and update)

If you have difficulty accessing the system, please visit IT's <u>OASIS Knowledge Base</u> for helpful documentation to guide you, or email <u>OASIS@umassmed.edu</u>.

# **Individual Educator Evaluation Reports**

#### Click on My Faculty Evaluation Reports

Search OASIS										
Search OASIS	Search OASIS departments, courses, events, objectives, Search									
Advanced	Options									
My Acco	ount									
Set my OA	Set my OASIS password									
Set Defaul	Set Default Year									
Set my def	Set my default font size									
UMMS Use	er Guides									
My Eva	luations									
No evaluat	No evaluations									
My Course	My Course Evaluation Reports									
My Faculty	Y Evaluation Reports									

## To view results:

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

- 1. Leave as is, or select different academic year of evaluations
- 2. Select a specific evaluation, or use the control key to select multiple.
- 3. Leave as is: Location for the primary grouping and Person for the secondary grouping
- 4. Click on Create Report to generate the report

My Evaluations						Ent	er as ar	other eva	luator
Complete Evalua	ations	Course Eval Reports				Faculty Eval Reports			
2018-2019 Evaluatio	ons							Select Yea	ar 🔻
Step 1 of 1: Select Ev	valuation	(Req	uired)						
FM-102 BWCT Educato FM-102 BWCT Educato BBS-717 GSBS Educat HSP-500 GSBS Educat	or Evaluatio or Evaluatio or Evaluati or Evaluati	n (v n (v on (v on (v on (v	2.1) @ UMASS 4.3) @ UMASS 3.3) @ UMASS 3.1) @ UMASS	, Worcester , Worcester 5, Worceste 5, Worceste	r r ▼	2			
Step 2 of 2: Data gro	oupings								
The Data Analysis Repo criteria from the menu can be used to generat	ort can grou below. Use e a PDF of	up da Mod each	ta by selected ify View to dis item within th	criteria. Cre play the gro e group.	eate da upings	ta group . The Se	oings b conda	y select ry Grou	ting ping
Primary grouping	Location	3						•	
Secondary grouping	Person	Ŭ						•	
How to collate the									
results: Combine questions by course 🔻									
		4	Create Report	Cancel					

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# To view comments, click on 'Small', 'Large', or 'All'.

		Show Unable t Strongly				Disagree Agr	Agree	Strongly2	Course Stats					
		Legend		NULL	1	2	3	4	N	Mean	Median	Mode	StDev	
1	1 This educator helped me to understand and learn the material													
							20%	80%	5	3.8	4	4	0.5	
2 Please describe any opportunities this faculty member might make for addressing bias or improving representation in the course content or instructional delivery. Please give an example of a time when the faculty member was successful in recognizing and addressing bias or creating an appropriate learning environment.														
	Hide	<u>Small</u>	.arge	All										
3	Comm	ents:												
	<u>Hide</u>	<u>Small</u> <u>L</u>	.arge	All										

## To create a PDF report:

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



If you have any questions or need assistance following this reporting guide, please email IREA@umassmed.edu.

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