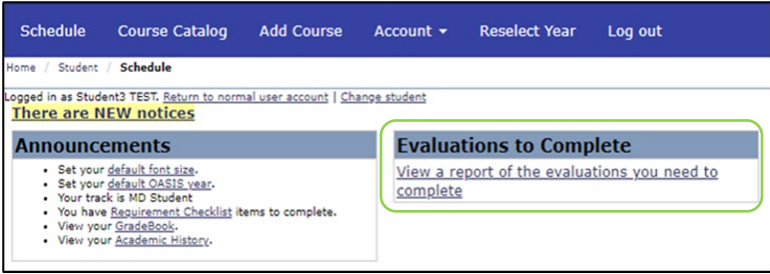
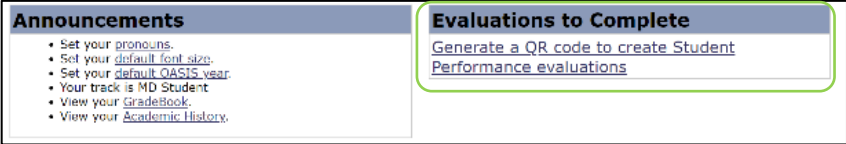
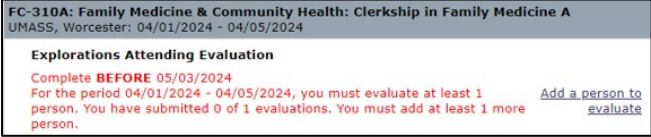


Office of Institutional Research, Evaluation & Assessment- Office of Educational Affairs
OASIS Instructions for Generating WBAs and SPEs

| | Workplace Based Assessment (WBA) Process | Student Performance Evaluation (SPE) Process |
|--|---|--|
| Purpose of evaluation: | Formative feedback <u>immediately</u> following a specific encounter that your preceptor observed (e.g., an oral presentation, H&P, etc.). | Summative feedback provided at the <u>end of your rotation</u> , or at the end of your time working with the preceptor. |
| When evaluations are available in OASIS: | On the start date of the rotation. | One the start date of the rotation; automated weekly email reminders will go out towards the end of the rotation. |
| Accessing evaluations: | <p>From the Home screen, under Evaluations to Complete, click “View a report of the evaluations you need to complete.” <i>This link will only appear if you have evaluations to complete.</i></p> <div style="text-align: center;">  <p>The screenshot shows the OASIS Home page with a navigation bar at the top. Below the navigation bar, there is a section for 'Announcements' and a section for 'Evaluations to Complete'. The 'Evaluations to Complete' section contains a link that says 'View a report of the evaluations you need to complete', which is highlighted with a green box.</p> </div> <p><i>Note: if you do not have any pending evals (e.g., attending/resident, site, rotation, etc.), it will look like this:</i></p> <div style="text-align: center;">  <p>The screenshot shows the OASIS Home page with a navigation bar at the top. Below the navigation bar, there is a section for 'Announcements' and a section for 'Evaluations to Complete'. The 'Evaluations to Complete' section contains a link that says 'Generate a QR code to create Student Performance evaluations', which is highlighted with a green box.</p> </div> | |
| Step-by-step instructions: | See “WBA instructions” pdf also attached to this email | See “SPE instructions” pdf also attached to this email |
| How to send evaluations to preceptors: | <p>Click on the QR code link at the top of your pending evaluations page:</p> <p>Generate a QR code or choose an evaluator to set up a student performance evaluation that will be completed by that evaluator.</p> <p><i>Note: please hold off on having your preceptor scan the QR until after you have selected your <u>rotation</u>, the <u>specific WBA form</u>, and you search for the preceptor’s name. After those selections have</i></p> | <p>Click on the ‘Add a person to evaluate’ link*:</p> <div style="text-align: center;">  <p>The screenshot shows an email notification for 'Explorations Attending Evaluation'. It includes a deadline to complete evaluations before 05/03/2024 and a link to 'Add a person to evaluate', which is highlighted in red.</p> </div> <p><i>Note: selecting your preceptors from the drop-down list will generate evaluations for you to complete <u>about them</u>, as well as an SPE for the preceptor to complete <u>about you</u>.</i></p> |

Office of Institutional Research, Evaluation & Assessment- Office of Educational Affairs
OASIS Instructions for Generating WBAs and SPEs

| <p>How to send evaluations to preceptors (<i>cont'd</i>):</p> | <p><i>been made a new window will pop-up with the QR code for your preceptor to scan.</i></p> | <p><i>It is important to note that there are a small number of sites within a few clerkships that have a default educator that automatically receives an evaluation for all students at that site and therefore your selections will <u>only</u> generate an evaluation for you to complete.</i></p> <p><i>We will be adding a note in OASIS to the specific evaluations that do not generate SPEs, but in the meantime, please reach out to the clerkship admin if you have any questions.</i></p> <p><i>*There are some evaluations that are optional (see “it is suggested” language below). These evaluations will disappear from your pending evaluation list after the course ends; they will <u>not</u> affect your evaluation compliance.</i></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Explorations Resident Evaluation</p> <p>Complete BEFORE 05/24/2024 For the period 04/01/2024 - 04/26/2024, it is suggested you evaluate at least 1. You have submitted 1 of 1 evaluations. You should add 0 more people. Add a person to evaluate</p> </div> | | | | | | | | | | | | | | | | |
|--|---|--|-------|--------|----------|-------|---|--|--|--|-------------------------|--|---|---|---|--|--|--|
| <p>Selecting preceptors:</p> <p><i>Note: if your preceptor’s name is not there, please contact the clerkship admin to have them added.</i></p> | <p>Search for your preceptor by <u>typing their last name</u> into the text box and clicking on <u>Search</u> button.</p> <p><i>Note: this ‘search’ function is searching the <u>entire</u> OASIS system for anyone with an account, therefore be cautious when selecting your preceptor as there may be many people with similar names.</i></p> | <p>Select your preceptor from the <u>drop-down list</u>.</p> <p><i>Note: these drop-down lists are manually populated with site-specific preceptors, therefore a preceptor may not appear on the list even though you were able to select them for a WBA. If they are not on the list, contact your clerkship admin to have them added.</i></p> | | | | | | | | | | | | | | | | |
| <p>When will the evaluation close:</p> | <p>WBAs are intended to be submitted on-the-fly, immediately following the encounter, however they will remain open for 72 hours after the WBA has generated.</p> | <p>Once generated, SPEs will remain open until the preceptor submits it, or until the admin inactivates it because grades are due and the evaluation was still pending.</p> | | | | | | | | | | | | | | | | |
| <p>Viewing evaluations submitted about you:</p> <p><i>Note: WBAs will be available to you as soon as they are submitted. SPEs will be available to you once you have submitted all pending evaluations (e.g., site, rotation, attending/resident, etc.).</i></p> | <p>On your homepage, look for your course and click on the View link next to Student Performance Evaluations:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Student3 TEST's MD3 Schedule for 2024-2025</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Date</th> <th style="width: 50%;">Course</th> <th style="width: 15%;">Location</th> <th style="width: 15%;">Weeks</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">147 days are free at the beginning of this year.</td> </tr> <tr> <td style="vertical-align: top;">04/01/2024 - 04/05/2024</td> <td style="vertical-align: top;"> FC-310A: Family Medicine & Community Health Clerkship in Family Medicine A <div style="border: 1px solid green; padding: 2px; display: inline-block;">Student Performance Evaluations: View</div> </td> <td style="vertical-align: top;">UMASS, Worcester Details</td> <td style="vertical-align: top; text-align: center;">1</td> </tr> <tr> <td colspan="4" style="text-align: center;">504 days are free at the end of this year.</td> </tr> </tbody> </table> </div> | | Date | Course | Location | Weeks | 147 days are free at the beginning of this year. | | | | 04/01/2024 - 04/05/2024 | FC-310A: Family Medicine & Community Health Clerkship in Family Medicine A <div style="border: 1px solid green; padding: 2px; display: inline-block;">Student Performance Evaluations: View</div> | UMASS, Worcester Details | 1 | 504 days are free at the end of this year. | | | |
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