Please note, students should complete all of their assigned evaluations as directed in the OASIS evaluation system. The following instructions are for:

1) Students who have selected or completed the required faculty evaluations and the option to evaluate more faculty is not appearing;

OR

2) Students who desire to complete Optional Evaluation Forms which do not have any required (pre-set) faculty assignments.

Please use the steps below to select additional individuals to evaluate using an evaluator pick-list.

Examples of Preclinical and Clinical Evaluation screens are shown below.

<table>
<thead>
<tr>
<th>Preclinical Evaluation Screen – click the “Show Submitted and Closed in YYYY-YYYY” link.</th>
</tr>
</thead>
</table>
| **Student’s Name**

The following report shows the evaluations for which you are responsible, and their status. To access an evaluation, click on the appropriate link below. If available, click on "Complete Combined Evaluation" to be presented with all your unfinished evaluations for a course, one after another.

**SOMC-229: SOM Core: Endocrinology, Reproduction, and Metabolism I**

UCSD School of Medicine: 03/26/2018 - 04/16/2018

**SOMC 229 ERM 1 [E&M] Evaluation of Diabetes Lab Session(s) – Complete**

before 03/01/2018

03/26/2018 11:00 AM for 0:50

SOMC 229 ERM 1 [E&M] Diabetes Lab Hours: 1:00, in Anatomy Lab Room B210 Laboratory

Contact MedEDTechEval Staff for help at mededtecheval@ucsd.edu.

<table>
<thead>
<tr>
<th>Preclinical Evaluation Screen – click the “Add a person to evaluate” link.</th>
</tr>
</thead>
</table>
| **Student’s Name**

The following report shows the evaluations for which you are responsible, and their status. To access an evaluation, click on the appropriate link below. If available, click on "Complete Combined Evaluation" to be presented with all your unfinished evaluations for a course, one after another.

**SOMC-229: SOM Core: Endocrinology, Reproduction, and Metabolism I**

UCSD School of Medicine: 03/26/2018 - 04/16/2018

**SOMC 229 ERM 1 [E&M] Evaluation of Diabetes Lab Facilitator(s)**

Complete before 05/01/2018

03/26/2018 11:00 AM for 0:30 the Laboratory event "SOMC 229 ERM1 [E&M] Diabetes Lab Hours: 1:00, in Anatomy Lab Room B210, you must evaluate at least 1 person. You have submitted 1 of 1 evaluations. You must add at least 0 more people.

To add additional individuals to evaluate via Pick-List, click on the link (Show Submitted and Closed in “Year-Year”) located above, upper right.

Contact MedEDTechEval staff for help at mededtecheval@ucsd.edu.

<table>
<thead>
<tr>
<th>03/26/2018</th>
<th>I will evaluate</th>
<th>Select all for this date</th>
<th>Remove Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
<td><strong>Complete Before</strong></td>
<td><strong>05/01/2018</strong></td>
<td></td>
</tr>
<tr>
<td>Submitted</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Faculty name**

03/26/2018 11:00 AM for 0:50

SOMC 229 ERM 1 [E&M] Diabetes Lab Hours: 1:00, in Anatomy Lab Room B210 Laboratory
Use the “Add a person to evaluate” pull-down menu (shown on page 3 below) to select a person to evaluate. Repeat this step to include additional persons.

**Clinical Evaluation Screen** – click the “Show Submitted and Closed in YYYY-YYYY” link.

<table>
<thead>
<tr>
<th>Student’s Evaluations</th>
<th>Show Submitted and Closed in 2017-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SURG-401A: Surgery: Surgical Specialty**  
SURG-Surg Spec-TRANSPLANT-

**SURG 401 Clerkship Rotation Evaluation** - Complete before 04/16/2018

**SURG 401 Evaluation of Clinical Preceptor**

To add additional individuals to evaluate via Pick-List, click on the link (Show Submitted and Closed in "Year-Year") top of list, upper right

Contact MedEDTechEval staff for help at mededtecheval@ucsd.edu

<table>
<thead>
<tr>
<th>I will evaluate</th>
<th>Status</th>
<th>Complete Before</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty name</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Faculty name</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Faculty name</td>
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<td></td>
</tr>
</tbody>
</table>

**Clinical Evaluation Screen** – click the “Add a person to evaluate” link.

<table>
<thead>
<tr>
<th>Student’s Evaluations</th>
<th>Hide Submitted and Closed in 2017-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SURG-401A: Surgery: Surgical Specialty**  
SURG-Surg Spec-TRANSPLANT-

**SURG 401 Clerkship Rotation Evaluation** - Complete before 04/16/2018

**SURG 401 Evaluation of Clinical Preceptor**

Complete before 04/24/2018  
For the period 03/12/2018 - 04/08/2018, you must evaluate at least 2 people. You have submitted 1 of 2 evaluations. You must add at least 0 more people.

To add additional individuals to evaluate via Pick-List, click on the link (Show Submitted and Closed in "Year-Year") top of list, upper right

Contact MedEDTechEval staff for help at mededtecheval@ucsd.edu

<table>
<thead>
<tr>
<th>I will evaluate</th>
<th>Status</th>
<th>Complete Before</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty name</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Faculty name</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For both Preclinical & Clinical Evaluation Screens – use the “Add a person to evaluate” pull-down menu to select a person to evaluate. Repeat this step to include additional persons.

Add a person to evaluate

Add from the list of names below:

- Select -

- Select -

Faculty name 1
Faculty name 2
Faculty name 3
Faculty name 4
Faculty name 5