

OASIS Reporting Guide Educator Evaluation Report

[Log in to OASIS](#)

If you have difficulty accessing the system, please visit IT's [OASIS Knowledge Base](#) for helpful documentation to guide you, or email OASIS@umassmed.edu.

Click on My Faculty Evaluation Reports

The screenshot shows the OASIS user interface. At the top is a search bar labeled 'Search OASIS' with a text input field containing 'Search OASIS departments, courses, events, objectives' and a 'Search' button. Below the search bar is a 'My Account' section with links for 'Set my OASIS password', 'Set Default Year', 'Set my default font size', and 'UMMS User Guides'. The 'My Evaluations' section is highlighted with a blue header and contains links for 'No evaluations', 'My Course Evaluation Reports', and 'My Faculty Evaluation Reports', which 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' report generation interface. It has three tabs: 'Complete Evaluations', 'Course Eval Reports', and 'Faculty Eval Reports'. Below the tabs is a '2018-2019 Evaluations' section with a 'Select Year' dropdown. The 'Step 1 of 1: Select Evaluation (Required)' section features a dropdown menu with several options, including 'FM-101 Educator Evaluation (v 2.1) @ UMWOR', which is highlighted with a blue background and a red callout box labeled '1'. The 'Step 2 of 2: Data groupings' section includes instructions and two dropdown menus for 'Primary grouping' and 'Secondary grouping', both set to 'Person', with a red callout box labeled '2'. At the bottom, there is a 'How to collate the results:' dropdown set to 'Combine questions by course' and a 'Create Report' button with a red callout box labeled '3'.

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

The screenshot shows a report download interface with three options: 'Show/Hide Distribution Graphs', 'Copy to Excel', and 'PDF', which is circled in red. Below these options is a 'Download' dropdown menu.

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