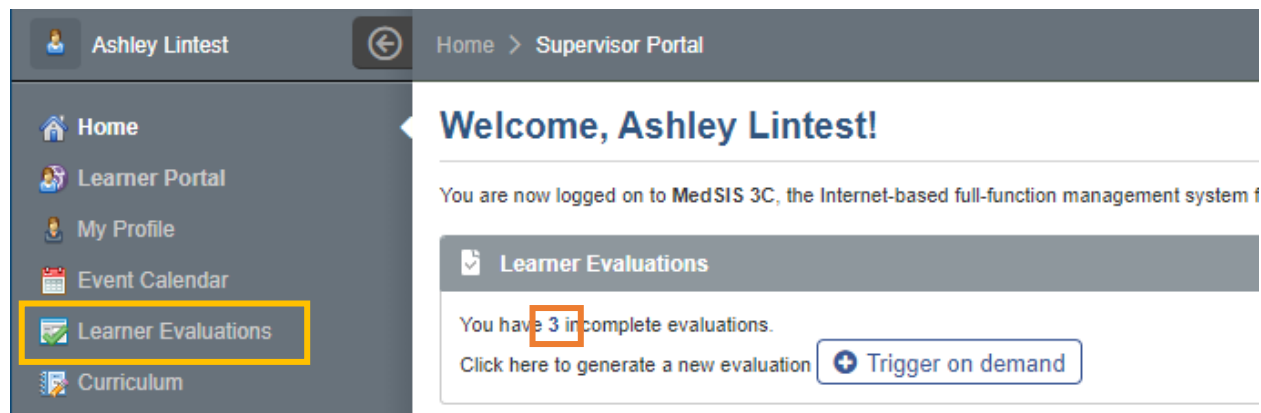


How to find and view your incomplete and completed evaluations – Desktop/Mobile

Audience: Supervisor

A] Find and select an outstanding evaluation - Desktop

»» Click on the menu “**Learner Evaluations**” or on the number in the sentence “**you have X incomplete evaluations**” on your dashboard.



Clicking on the *number* of incomplete evaluations from your homepage brings you to a pre-filtered dashboard of learner evaluations that includes only those elements that require action.

Clicking on Learner Evaluations from the side menu brings you to all of your current and past learner evaluations.

»» You can **filter** evaluations by learner, program, status ...
To adjust your filters, click on any filter that is currently selected (green rectangles beside Evaluations).
Select your preferred filters and click Apply.

You can open supporting documents by clicking on Files icons.

Complete the evaluation by clicking on **Start** or **Continue**.

Status:

- **Completed:** EPA was submitted, you can click on **View**
- **In Progress:** EPA was saved or submitted by the resident -> click on **Continue**
- **Expired:** EPA was not submitted before the end of a time lapse (usually 30 days)
- **Declined:** Evaluations you declined (you had to enter a justification)

Note: most evaluations will expire in 30 days.



Evaluations 2 incomplete evaluations

Evaluations: Evaluation Status In Progress Pending Under Revision Trigger on demand ...

Activity	Start Date	End Date	Evaluation	Source	Created By	Evaluator	Evaluatee	Status	Action	Expiry Date	Feedback	Files
Internal Medicine MTU-Calgary	29-Jul-2024	25-Aug-2024	RC - FORM 1 Q, INITIAL ASSESSMENTS	On-Demand	Radtest, Adam	Lintest, Ashley	Radtest, Adam Q	Completed 07-Aug-2024	View			
Acute Care Emergency Surgical Services PLC-Calgary	29-Jul-2024	25-Aug-2024	RC - FORM 1 Q, PRE-PROCEDURAL ENDOSCOPY - Part A - Consent	On-Demand	Lintest, Ashley	Lintest, Ashley	Cautest, Ryan Q	Pending	Start Decline			
Elective-Calgary	15-Jul-2024	28-Jul-2024	RC - FORM 1 Q, COMMON NEWBORN PROBLEMS	On-Demand	Lintest, Ashley	Lintest, Ashley	Bennett, Aaliyah Q	In Progress	Continue Decline	9 days 1-Aug-2024		

If no filters are currently applied, click on All Evaluations to access filters. Select your preferred filters and click Apply. To clear filters, select Clear, then Apply.

Home
Event Calendar
Learner Evaluations
Learner Curriculum
Procedure Log
News

Evaluations

All Evaluations

Filter Show Selected

Search

CLEAR

- Completed
- Course Director Review
- Declined
- Draft
- Expired
- In Progress
- Learner Review
- Not Distributed
- Pending

Clear Apply Close

To pin your preferred filters, hover beside filter (blue box) and click on pin. To unpin, hover over pin and click. Pinned filters will remain in place when you next navigate to this view.

Training Level Stage 2 - Foundati

Current Stage Stage 3 - Core of I

Start of Stage Stage 4 - Transiti

End of Stage

Pin

Learning Path Stage 1 - Transito

Current Stage Stage 2 - Foundati

Start of Stage Stage 3 - Core of I

End of Stage Stage 4 - Transiti

Unpin



C] Find and select an outstanding evaluation - Mobile

The screenshot displays the MedSIS 3C Campus Edition mobile app interface. At the top, there is a red navigation bar with a home icon, the MedSIS 3C logo, and a menu icon. Below this, a yellow button labeled "Trigger new evaluation" is visible. A white card with a clipboard icon and the text "Evaluations" and "View and submit your Evaluations" is highlighted with an orange arrow pointing to it, labeled "Click Evaluations". Below this is another red navigation bar with a back arrow, a home icon, the text "Evaluations", and a menu icon. Underneath is a search bar with a magnifying glass icon and the text "Search...". To the right of the search bar is a filter icon (a funnel) with an orange arrow pointing to it, labeled "Filter evaluations by learner, training, evaluation type or status". The main content area shows three evaluation cards. The first card is labeled "Pending" on the left and contains the text "RC - FORM 1", "Acute Care Emergency Surgical Services PLC-Calgary", "PRE-PROCEDURAL ENDOSCOPY - Part A - Consent", "Cautest, Ryan", and the dates "29-Jul-2024 / 25-Aug-2024". The second card is labeled "In Progress" on the left and contains "RC - FORM 1", "Elective-Calgary", "COMMON NEWBORN PROBLEMS", "Bennett, Aaliyah", and the dates "15-Jul-2024 / 28-Jul-2024". An orange arrow points to this card with the label "Click on the evaluation to complete". The third card is labeled "Completed" on the left and contains "RC - FORM 2", "Acute Care Emergency Surgical Services PLC-Calgary", "FUNDAMENTAL SKILLS", "Cautest, Ryan", and the dates "01-Jul-2024 / 28-Jul-2024".