

Dear Faculty & Residents,

Below are instructions for completing evaluations in the new Education Management System.

You can access the system through the Education portal, <https://ep.njms.rutgers.edu/> or through the Rutgers portal, <http://myportal.rutgers.edu>

Using the Education Portal

Click on **EMS** from the menu and enter your Core login credentials.

Using the Rutgers Portal

Once logged into the portal, click on the Education tab. Then select the Education Management system link within the NJMS channel.

Instructions for Completing an Evaluation

When submitting student evaluations, select the tab **To Do Evaluations**.

Courtney Terry (terryce@njms.rutgers.edu)

New Jersey Medical School

ROLE: Faculty

Courses **To Do Evaluations** Reports

TERMS: Academic Year 2020-2021

Medicine Clerkship	MED	8160K	321	Academic Year 2020-2021	05/04/2020 → 07/10/2020
Medicine Clerkship	MED	8160K	322	Academic Year 2020-2021	07/27/2020 → 10/02/2020

Evaluations that are available will be listed on the screen. Click on **Start** (circled in red below)

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New Jersey Medical School

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Courses **To Do Evaluations** Reports

Medicine Clerkship	Academic Year 2020-2021	05/04/2020 → 07/10/2020	Faculty Evaluation of Students - CT Updated	Faculty Evaluating Student	DONE BY: 07/01/2020	START
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Choose the person you wish to evaluate from the dropdown menu at the top right corner highlighted below. Fill out the evaluation and hit submit.

Courtney Terry

Faculty Evaluation Of Students - CT Updated

TYPE: Faculty Evaluating Student

Select the person to evaluate

Please complete every category. Check the box which best represents the student's level of performance. For all NJMS goals and objectives, please refer to http://njms.rutgers.edu/education/office_education/curriculum/documents/GoalsandObjectives-NJMSYears1-4.pdf

Medical Knowledge

Question: 1 (Required)

Fund of Knowledge for Patient Care

Submit Evaluation

Once submitted, the system will return you back to the **To Do Evaluations** tab. If you wish to evaluate a different person, you can repeat the process by clicking on **Start** and selecting the next student from the drop down menu.

Evaluation Completed

Courses	To Do Evaluations	Reports
Medicine Clerkship	Academic Year 2020-2021	05/04/2020 → 07/10/2020
Faculty Evaluation of Students - CT Updated	Faculty Evaluating Student	DONE BY:07/01/2020
		(1 users in 49 evaluated) START