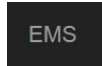


Retrieving Faculty Evaluation Reports

Step 1: Go to URL below and sign in by using your net id/password.

- <https://ep.njms.rutgers.edu/index.php>

Step 2: Click on EMS



Step 3: Click on Courses:

 A screenshot of a user profile and navigation menu. The profile section shows the name "Robyn Kampf" with email "(rk779@njms.rutgers.edu)", a "Choose File" button, and an "Upload Profile Picture" button. Below this is "New Jersey Medical School" and "Course Director Delegate Faculty Proxy". The navigation menu includes "Courses", "To Do Evaluations", "Lottery", "Grading", and "Reports". A "TERMS:" dropdown menu is set to "Academic Year 2020-2021". A blue arrow points from the text "Click on Courses:" to the "Courses" button.

Step 4: Click on Reports

MED 8161K 070 06/29/2020 → 07/24/2020

students:11 show course directors:5 show add faculty:196 show add residents:300 show add

Title Description	Type	%Complete	Statistics
MED AI - Student Evaluation of Residents - Clerkships AY 2020-2021	3 & 4 Year Students Evaluating Residents		Completed Reports Release
MED AI -Students Evaluation of Faculty - Clerkships AY 2020-2021	3 & 4 Year Students Evaluating Faculty	45.45%	Completed Reports Release
Medicine AI - Faculty Evaluation of Students	Faculty Evaluating Student	8.67%	Results Reports Release
Medicine AI -Residents Evaluation of Students	Resident Evaluating Student	6%	Results Reports Release
Medicine AI- End of Clerkship AY 2020-2021	Course Evaluation	63.63%	Completed Reports

Step 5: Click on Select Evaluated User

 A screenshot of an "Eval Report" form. The title is "MED AI -Students Evaluation Of Faculty - Clerkships AY 2020-2021". It includes fields for "TAGS" (set to "None"), "KEYWORDS:", and "DEPARTMENT:" (set to "All"). There are buttons for "Box Plot", "Bar Chart", and "PRINT". A dropdown menu labeled "Select Evaluated User" is highlighted with a red box. A red arrow points from the text "Click on Select Evaluated User" to this dropdown menu. Below the form, there is a note: "Please complete this evaluation form on the teaching performance of your INPATIENT Attending who you were assigned to work with. Your feedback is confidential."

Retrieving Faculty Evaluation Reports

Step 6: Type in Faculty first name and click on View Report

The screenshot shows the 'Eval Report' window for 'MED AI -Students Evaluation Of Faculty - Clerkships AY 2020-2021'. A search bar contains 'victor'. Below it, a list of faculty members is displayed with their names, email addresses, and 'VIEW REPORT' buttons. The 'VIEW REPORT' button for Yonatan Greenstein is highlighted with a red box. The interface also includes a 'DEPARTMENT: All' dropdown, a 'TAGS' dropdown, and a 'KEYWORDS' field. There are also buttons for 'Box Plot', 'Select All', 'Bar Chart', and 'PRINT'.

Step 6: Click on Print and then right click on mouse to print

The screenshot shows the 'Eval Report' window for 'MED AI -Students Evaluation Of Faculty - Clerkships AY 2020-2021'. The 'Evaluated User' is 'Fayngersh, Alla'. The 'PRINT' button is highlighted with a red box, and a red arrow points to it. The interface includes a 'DEPARTMENT: All' dropdown, a 'TAGS' dropdown, a 'KEYWORDS' field, and buttons for 'Box Plot', 'Select All', 'Bar Chart', and 'PRINT'. Below the user information, there is a text prompt: 'Please complete this evaluation form on the teaching performance of your INPATIENT Attending who you were assigned to work with. Your feedback is confidential.'