

Using the McMaster University Tutors Evaluation Website

The Tutorial Clerkship Evaluation website has been designed to enable tutors to easily enter information on the students that are studying with them for the current Clerkship Rotation. By simply opening the Tutor Evaluation website, logging in with a user ID and password, each tutor can enter the current information, then click on a “Save” button to send the information to a database on a special server at McMaster. Each tutor will also print a version of the evaluation, sign the form and mail it to McMaster.

This manual outlines how to use the website.

First, some caveats:

- a. The system works best using Microsoft Internet Explorer, version 4 or later.
- b. The system works less well using Netscape.
- c. Currently, the database is open for tutors to change information for a particular student as often as necessary.

How to use the website and change evaluation information:

It is recommended that you log in through Medportal, as Medportal has a mapping feature that requires you to enter your User ID and Password only once. After you have done this the first time, Medportal should automatically sign you into the One45 (evaluation) website seamlessly.

- 1 Connect your computer to the internet and enter the following web site address into the browser: <http://fhsundergrad.csu.mcmaster.ca:8080/servlet/Clerkship>.
- 2 Enter the user ID and password that have been sent to you. They are not case sensitive. It is important that the security of the system is always maintained. Most computers will ask you if you want to save the password. We recommend that you only answer “Yes” if you are the sole user of the computer, as this reduces the security of the system. Click on the “Login” button. (If you have any questions about your user ID or password, please see the contact information below).
- 3 The next screen allows you to select (using the arrow-button to the right of the student names) the student whose file you wish to work on. Click on the arrow-button, then click on the name of the student and rotation. The student’s name and rotation will appear in the box. Click on the “Go” button to the right of the name and in a few seconds, the form for that student will appear.
- 4 The next screen is the data entry screen. This is where you enter the evaluation information. The small boxes are check boxes, i.e. just click on the appropriate box and a check mark will appear there and that will be recorded in the database.

- 5 Enter the dates (Period Ending; Date Tutor Signed; Start Date; and End Date). You can either click on the small square box to the right of each date box, in which case a calendar will appear, and you can select the right month and year, then click on the actual day or you can enter the date right into the date box using the format yyyy/mm/dd. For example the date February 28, 2004 would be entered as 2004/02/28.
- 6
 - a. There are ten groups of check boxes, each having ten choices. The default is blank. In each case, click on the appropriate check box.
 - b. There is also a group of check boxes with five choices which records the “Encounter Card Performance”. This section is to be completed by the clinical supervisor.
 - c. There is also a set of five boxes to be completed at the “end-of-rotation” examination by either the tutor or clerkship coordinator. These boxes can contain numbers (including decimal places) or the words “Satisfactory” or “Unsatisfactory”.
- 7 The “Summary of Student Performance” (text) box at the bottom of the page is completed just as with a word processor. There is a limit of 1500 characters per box. If you exceed this amount, the box will still accept the data, but when you click on the “Save” button, you will get a message on the screen informing you that you have exceeded the limits. At this point, you can return to the text box and reduce the amount of text until it fits within the limits. One method to make this process easier is to create the text using a word processor such as Microsoft Word or Corel WordPerfect. Once the text is complete, just highlight the block of information and copy and paste into the web page. (To do this, highlight the text, hold down the “Control” key and press the letter “C”, then click onto the web page, hold down the “Control” key and press the letter “V”). If for any reason you lose the Internet connection before you “Save” the information, you can log back in and use the information in the word processor file and will not need to recreate the text for that student’s evaluation. This “Summary of Student Performance” text box at the bottom of the page should be a narrative summary of all aspects of the student’s performance. This summary will be printed on the student’s transcript.
- 8 Once all of the data has been entered, it is important to remember to click on the “Save” button at the bottom of the form. Until you do this, the information is sitting on your computer and has not been sent via the Internet to the McMaster server database. As soon as you have clicked on the “Save” button, your text is automatically transferred to the McMaster server database. You will know when the transfer is complete when you see the top of the form again. Any changes made to the information will overwrite the McMaster database when the “Save” button is pressed.
- 9 If you need to do other things before completing the evaluation, we recommend that you “Save” the information, even if the evaluation is incomplete, as the system has a time-out feature when there has been no activity for approximately 30 minutes. You can always re-open the evaluation file and continue with the evaluation later.
- 10 At this point, you have completed the task for that particular student. Until this particular record is locked, you can change the information as many times as you wish, and each time you press the “Save” button, the database will be updated to what you currently have on your screen.
- 11 At this point you can either exit the system by closing the web page or you can click on another student and continue data entry. Just be sure to save the information for each student individually by clicking on the “Save” button before moving to another student.

- 12 Once you have finished the final data entry for a particular student, or if you just wish to view a paper copy of the evaluation to date, click on the blue coloured “Printable version” link at the top of the screen. In a few seconds, another web page will open with the same data but in a form suitable for printing and signing. The data on this web page will be that currently in the McMaster server database. If you made changes to the data and clicked on the “Printable version” link before you saved the changes, the date on the printable web page will be that from the last time the data was saved. We therefore advise that you get into the habit of saving your work each time you make any changes that you wish to keep. The first page of the “Printable version” has signature and date boxes for the tutor, student and Unit Chair respectively.

Contact information: If you have any questions related to your user ID or password, please contact Chantelle Campbell, McMaster MD Program, 905-525-9140 extension 22234 or email her at campc@mcmaster.ca. It is important to recognize the need to maintain confidentiality of the information you are handling. Therefore, we request that you take special steps to ensure that your user ID and password are kept private. If you have any doubts at all, please contact Chantelle immediately and she will change your user ID and/or password.

Although the above description of the use of the web based system has a lot of detail, we think that you will find it very easy to use and hopefully, will enable you to simplify keeping up to date with the written evaluation part of the process. We believe that the overall efficiencies that will ensue due to the use of this method of collecting evaluation information will make the project worth doing.