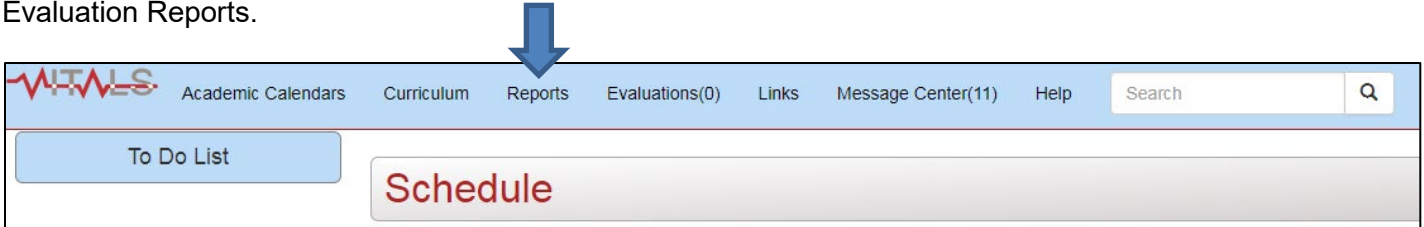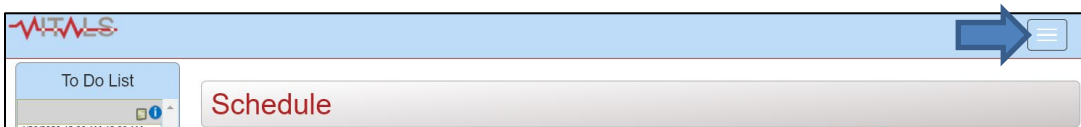# Tip Sheet

Faculty- Viewing Your Evaluation Reports

Click **Reports** at the top of your **Faculty Portal** page to access your annual Faculty Teaching Reports and Evaluation Reports.

VITALS	Academic Calendars	Curriculum	Reports	Evaluations(0)	Links	Message Center(11)	Help	Search 🔍

To Do List

Schedule

Note: If you are on a mobile device or have a smaller screen size, click the **Thumbnail ☰ icon to access the menu items.*
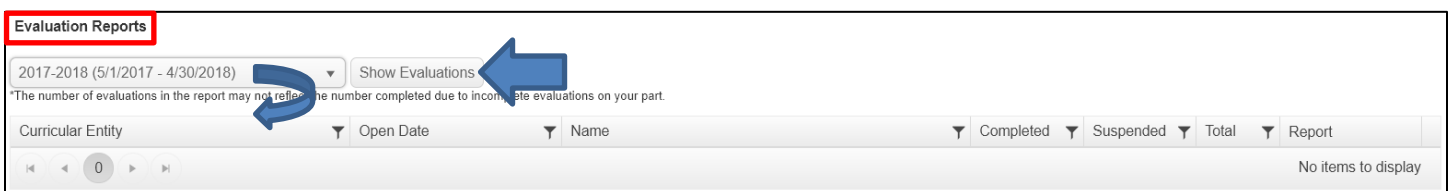
To Do List

Schedule

Faculty Teaching Reports:

In the **Teaching Summary Reports** section, click a button (**medSTAR** or **Vitals**) in the 'Print Form' column to retrieve your Faculty Teaching Report for that corresponding Academic Year.

Faculty Reports

Teaching Summary Reports

Report	Academic Year	Print Form
Faculty Teaching Report	2016-2017	Vitals
Faculty Teaching Report	2015-2016	Vitals
Faculty Teaching Report	2015-2016	medSTAR
Faculty Teaching Report	2014-2015	medSTAR
Faculty Teaching Report	2013-2014	medSTAR
Faculty Teaching Report	2012-2013	medSTAR
Faculty Teaching Report	2011-2012	medSTAR

Evaluation Reports:

In the **Evaluation Reports** section, select an Academic Year from the dropdown and then click the **Show Evaluations** ⌗Show Evaluations button.

Evaluation Reports

2017-2018 (5/1/2017 - 4/30/2018) ▼	Show Evaluations

*The number of evaluations in the report may not reflect the number completed due to incomplete evaluations on your part.

Curricular Entity ▼	Open Date ▼	Name ▼	Completed ▼	Suspended ▼	Total ▼	Report
⏮ ◀ 0 ▶ ⏭						No items to display

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Questions? Email Vitals@osumc.edu

All of the evaluations for the selected Academic Year will populate in the grid. Each row will list a separate evaluation assignment with the following columns:

- **Curricular Entity**- the curricular entity where the evaluation was assigned
- **Open Date**- the time range for when the evaluation was open for completion
- **Name**- the name of the evaluation
- **Completed**- the number of completed evaluations *(required evaluations only)*
- **Suspended**- the number of suspended evaluations *(required evaluations only)*
- **Total**- the total number of assigned evaluations *(required evaluations only)*
- **Report**- Click the **Report** [Report] button to open a PDF report containing the completed evaluation results. *Note: If the **Report** button does not appear in the Report column, the evaluation assignment is still open for submissions or the results are being withheld to protect the anonymity of the evaluators.*

Evaluation Reports

2017-2018 (5/1/2017 - 4/30/2018) [▼] [Show Evaluations]
*The number of evaluations in the report may not reflect the number completed due to incomplete evaluations on your part.

Curricular Entity ▼	Open Date ▼	Name ▼	Completed ▼	Suspended ▼	Total ▼	Report
Overview of the Endo/Repro Block	9/25/2017 8:30:00 AM- 11/13/2017 11:59:00 PM	Part 1 Evaluation of a TLM	40	0	195	Withheld
Male Reproductive Histology	10/11/2017 2:20:00 PM- 11/13/2017 11:59:00 PM	Part 1 Evaluation of a TLM	40	0	195	Report
Male Reproductive Physiology	10/12/2017 11:30:00 AM- 11/13/2017 11:59:00 PM	Part 1 Evaluation of a TLM	39	0	195	Report
Normal Sexual Differentiation	10/12/2017 1:15:00 PM- 11/13/2017 11:59:00 PM	Part 1 Evaluation of a TLM	38	0	195	Report
Reproductive Hormonal Pharmacology	10/12/2017 2:15:00 PM- 11/13/2017 11:59:00 PM	Part 1 Evaluation of a TLM	38	0	195	Report
Breast Physiology	10/16/2017 1:35:00 PM- 11/13/2017 11:59:00 PM	Part 1 Evaluation of a TLM	40	0	195	Report

*Notes:

- Filter the evaluations using the **Filter** [▼] icon located in any column header.
- An asterisk(*) indicates one or more of the completed evaluations will not be included in the assignment's **Report**. To see all results, you must complete your outstanding open/overdue evaluations for that curricular entity.
- To help protect the anonymity of evaluators, the **Report** button will not show for assignments with less than 2 completed evaluations unless the assignment has closed.

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