

# MS4 Elective Grading Timeline & MyCourses Help

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## MS4 Elective Grade Submission Timeline

### Annually Before Elective Cycle Begins

Elective Coordinators & Course Chairs establish grade deadlines on calendar for the entire Academic Year

- Grade submission deadline is **by 4 weeks after the conclusion of the elective block**

### Throughout the Elective Block

Elective Coordinators assign Student Performance Evaluations (SPEs) as soon as possible according to the Student-Supervising Physician schedules (Residents, Fellows and Attending Physicians)

- Please DO NOT wait until the end of the rotation
- SPEs now all have a 14-day evaluation window
- Ensure rosters are accurate (i.e. update roster with any drops)
- Starting in June 2024 (AY 2024-2025) each 4<sup>th</sup> year student will be assigned an individual QR code that they can use to solicit and activate SPEs in MyCourses directly from supervising physicians.

----- Elective Ends -----

### Weeks 1 & 2

Supervising physicians submit SPEs in preparation for Summary Evaluation

- Collected from front line faculty, fellows and residents (when applicable) and reminded/paged as needed by Coordinators
- Ensure sufficient SPE volume per student to ensure a representative evaluation of the student's performance
- At least one SPE should be from an attending physician with comments
- Comments should focus on specific, observed behaviors

### End of Week 2

Elective Coordinators will send a focused message to Evaluators for any SPEs that remain, and copy the Course Chair

### Throughout Week 3

Course Chair prepares Summative Evaluation & reviews narrative comments

- Edited as needed for comments that are specific, actionable, and constructive
- Reviewed for biased language
- If there are insufficient SPEs submitted, then uncompleted SPEs are escalated to the Director for 4<sup>th</sup> Year Medical Student Education and Assistant Dean for Clinical Education, and copied to Clinical Year Supervisor and the 4<sup>th</sup> Year Coordinator

### By Sunday, Week 3

Course Chair submits Summative Evaluation & final grade



## Directors for 4<sup>th</sup> Year Medical Student Education

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## MyCourses Login, Search and Edit

### Logging into MyCourses for the first time

1. Select the "[Users without UCLA Mednet Accounts](#)" link
2. Select [Forgot your password?](#) link
3. A window will appear "Forgot your password"
4. Enter your e-mail address in the box provided
5. Enter your login provided by the 4<sup>th</sup> Year Scheduling Coordinator
6. Click the "Submit" button and you will receive an e-mail with your login and password

### Search and Edit

Go to **Courses > Evaluations > Search and Edit**

Search and Edit provides an easy way to view the Evaluation set-up and the status of Evaluations for individual courses. It allows you to make changes to an individual Evaluation form or to all Evaluation forms in a Group:

- Change "Open/Closes On" dates for an individual form or a group of forms
- Edit responses on completed forms (only available to users with appropriate access rights)
- Send email reminders to individuals or all members of a group
- View a PDF of a completed form
- Email data from all the forms in a group
- View a log of all activity for an individual form

### Using Filters on Search and Edit Page

- **Location, Start Date and Status:** define and narrow your search by selection Location(s), Evaluation Type(s), Start Date(s), Base Evaluation(s) and Status
- **Evaluation period start date:** define the date range to further narrow your search, reduce the number of forms and speed up search results
- **View:** select All, Active or Inactive Evaluations
- **Include other courses:** the **From this department** and **All courses** options allow you to pull in courses in addition to the course you are in. for example, an Admin could pull in all the courses they are lined to and view them all on one page.
- **Modify View:** use this to add or remove the columns which will be displayed on the page. The report will "remember" the **Search and Edit** settings you used last
  - **Status:** Select **All** to display all Evaluations or select a different **Status** to filter the Evaluations which will display on the report
  - **View:** view **All, Active** or **Inactive** Evaluations
  - **Group by:** define how Evaluations will be **sorted**. For example, it might be helpful to group all Events together
  - **Columns:** choose which columns will be **displayed** on the report. Selecting only the items you need will simplify the report
  - If you would like to view all Evaluations and cancel the filters you had applied through **Modify View**, click **Show All** at the top of all Evaluation data table

## Using Options in Search and Edit

Click an Option to perform an action for this individual Evaluation. The Options which are available to users will vary depending on the individual Evaluation's status

- **Edit:** Add or Edit Responses and Comments to this Evaluation
- **Delete:** use this ONLY if the Student to Evaluator pairing is incorrect.
- **Inact.:** use this to Inactivate late Student Performance Evaluation in order to trigger a Summative Evaluation to Open
- **Reminder:** send another Reminder telling the Student or the Evaluator the Evaluation is Ready to be Completed

## Frequently Asked Questions about MyCourses Evaluations

### I got an email about an Overdue Evaluation, but I don't see an Open Evaluation on MyCourses

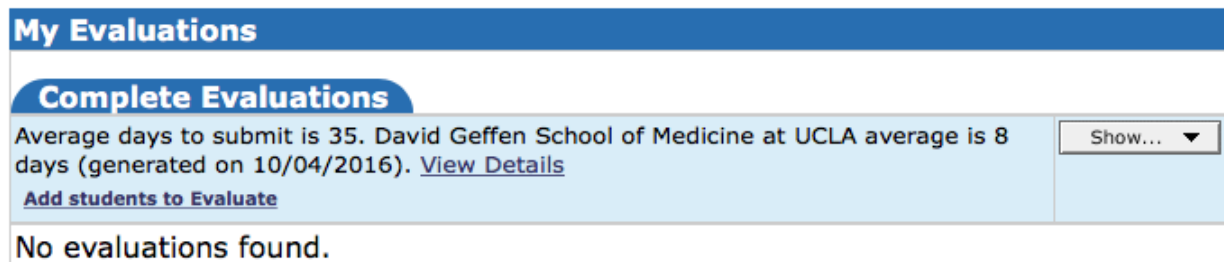
Are you getting notifications that you have evaluations due: however, when you log in there doesn't appear to be an open evaluation?

Please follow the instructions below.

1. Log into MyCourses
2. Navigate to My Evaluations
  - If you have set up MyCourses to show your home screen, look for the box below.



- If you have set up MyCourses to show your pending evaluations, you should see something similar to the image below.

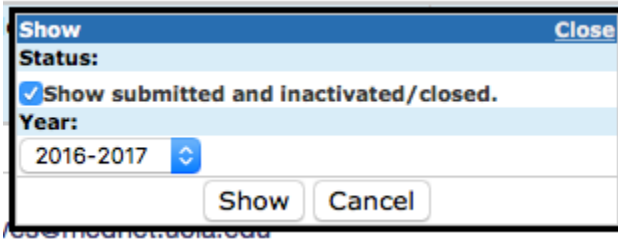


3. From the My Evaluations Screen - click on show



4. Check off "Show submitted and inactivated/closed."
5. Choose the year that you need to review.

6. Click on "Show"



## How do I Add an Evaluator?

- Assumption 1: You have already selected the course and year that you want to add evaluations.
- Assumption 2: You have navigated to the **Manage Evaluators page** (Course > Evaluations > Manage Evaluators).

**Show and Add - Locations and Start Dates**

Show: 1.  2.  3.   **Include course evaluations**

**Add Evaluator** 4. [Open Add Evaluator](#)

1. The page automatically selects All Locations. If you want to narrow your search, then select the location that you want to add evaluators.
2. The page automatically selects the **current** rotation. If the current date is outside of the current rotation, you will need to either select "All Start Dates" or the exact rotation you want.
3. To access other Rotations select "All Start Dates" or a different "Date(s)." Click "Show" to display. The Date(s) [and students] will now be available to use in the next step.
4. Click "Open Add Evaluator" to **add evaluators**.



Location and Dates	WVA All Start Dates 08/22/2016-09/02/2016 2/2 cr.	5.						
Evaluation Period	8/22/2016 9/2/2016 Entire course	6.						
Search for evaluators	lehma Search Lehman, Debbie, M.D. DLehman@mednet.ucla.edu Move down	7.						
Associate Evaluators to Students:	<table border="1"> <thead> <tr> <th>Evaluators to add</th> <th>Assoc.</th> <th>Students to add</th> </tr> </thead> <tbody> <tr> <td>Lehman, Debbie, M.D. DLehman@mednet.ucla.edu</td> <td>--&gt;</td> <td>All Students</td> </tr> </tbody> </table> Remove Selected Load Common Evaluators Select students by group	Evaluators to add	Assoc.	Students to add	Lehman, Debbie, M.D. DLehman@mednet.ucla.edu	-->	All Students	8.
Evaluators to add	Assoc.	Students to add						
Lehman, Debbie, M.D. DLehman@mednet.ucla.edu	-->	All Students						
Evaluations:	<input checked="" type="radio"/> Automatic <input type="radio"/> Manual	9.						
Classification of evaluator:	None	10.						
Student Activity:		11.						
<input type="button" value="Add"/> <input type="button" value="Cancel"/>								

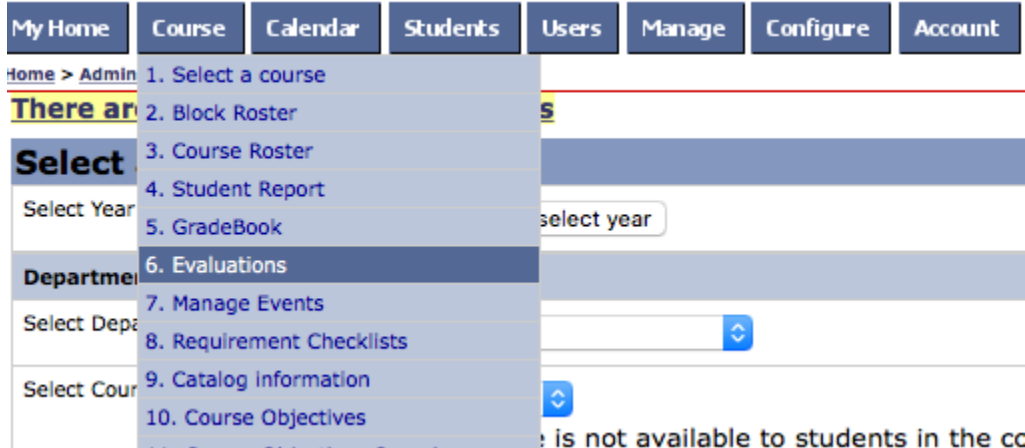
5. Select **Location(s)** and **Date(s)**.
6. The evaluation period will default to the rotation period. This field controls the **open** and **close** by dates of the evaluation. Evaluations will remain open after the close by date and will be marked as overdue.
7. You will need to do a search for the evaluator you want to add. Once found, select the individual from the right select option and click on "move down."
8. The evaluators will appear on the left side. You can list more than one at a time. The students these evaluators will evaluate are listed on the right side.
9. Always choose automatic. (except for the [inpatient medicine courses](#))
10. This field is currently not being used (may vary per course).
11. Use this field to add additional information (usage varies per course).

07/08/2013 - 08/31/2013 - 8 wks, 8 crs.						Delete unused associations	
Clinic Site							
Eval. Period	Evaluator(s)	Evaluates these students	Is evaluated by	Classification	Student Activity	Manual Evaluations	
07/08/2013-08/31/2013	No evaluators						
07/08/2013 - 08/31/2013 - 8 wks, 8 crs.						Delete unused associations	
Hospital							
07/08/2013-08/31/2013	<input type="checkbox"/> Adams, Jane S jane@office.schillingconsulting.com	<input checked="" type="checkbox"/> Curtis, Lois <input checked="" type="checkbox"/> Gregory, Willis	<input checked="" type="checkbox"/> Curtis, Lois <input checked="" type="checkbox"/> Gregory, Willis				<a href="#">Edit evaluations manually</a> <a href="#">Edit evaluations manually</a>

12. After clicking on "add," the status of your evaluations will be listed below. You want all of the evaluations to initially display with a green x. If they do not, then please review Current Status of an Evaluation

## How do I edit a Summative Evaluation?

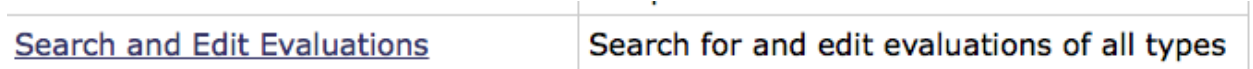
1. Hover over "Course" on the navigation bar to reveal the drop down menu and select - "Evaluations". (Please note that you options may differ than the ones shown below.)



2. Select your course.

The screenshot shows the 'Select a course' form. It has a title bar 'Select a course' and an 'Enter Course' button. The form contains three main sections: 'Select Year:' with a dropdown menu set to '2016-2017' and a 'Reselect year' button; 'Departments and courses in 2016-2017' with a 'Select Department:' dropdown menu set to 'ME - Medicine'; and 'Select Course:' with a dropdown menu set to 'ME-IM017 -- Inpatient Internal Medicine @ CS/HARBOR'. Below the course selection, there is a note: '\*\* indicates course is not available to students in the course catalog course'.

3. Select "Search and Edit Evaluations."



4. If the Summative Evaluation is in a previous academic year, change the year by clicking on "change course" next to "Search and Edit Evaluations" title (at the top of the page); then select "Reselect

Year."

**Select a course**

Select Year: 2016-2017 Reselect year

**Departments and courses in 2016-2017**

Select Department: ME - Medicine

Select Course: ME-IM017 -- Inpatient Internal Medicine @ CS/HARBOR  
\*\* indicates course is not available to students in the course catalog  
course

Enter Course

5. Find the student's Summary evaluation.

6. Select the "Status" link.

[Edit](#) | [View](#) | [PDF](#) | [Delete](#) | [Inact](#) | [Dates](#) | [Update Released](#) | [Core Clinical Clerkships - "Harbor" v4.1](#)  
[To](#) | [Log](#) | [Status](#)

7. Change Status to "Submitted, not Signed" and Save.

**Update Evaluation Form Status** Close

Evaluation Type: Student Performance

Evaluator: Summary, Evaluation

Student: [REDACTED]

Current Status: [REDACTED]

New Status: Do not change status  
✓ Submitted but not signed  
Started

Save Cancel

8. There should now be an "Edit" link to open and revise the evaluation.