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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 4th 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 4th Year Medical Student Education and Assistant Dean for Clinical Education, and copied to Clinical Year Supervisor and the 4th Year Coordinator

By Sunday, Week 3
Course Chair submits Summative Evaluation & final grade
Monday, Week 4
The 4th Year Coordinator will send a focused message to Course Coordinator & Chair for any outstanding grades that remain.

Wednesday, Week 4
4th Year Elective Coordinator will escalate remaining grades to the Director for 4th Year Medical Student Education and the Assistant Dean for Clinical Education
- Expectation of 4th Year Med Ed Director/Dean is to resolve outstanding SPEs with the faculty or summative evaluations with the Course Chair

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4-Week Timeliness of Grades Should Be Met
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Monday, Week 5
4th Year Elective Coordinator will escalate any remaining grades to the 4th Year Med Ed Director, the Assistant Dean for Clinical Education, and the Vice Chair for Education if applicable
- Expectation is to resolve any outstanding SPEs with the faculty or summative evaluations with the Course Chair

Thursday, Week 5
Elective Coordinator to schedule a Zoom meeting to resolve issues that may jeopardize accreditation status
- Course Chair, Coordinator, 4th Year Med Ed Director, Vice Chair for Education, Assistant Dean for Clinical Education, and Vice Dean for Education
- Goal is to submit by EOD on Thursday of Week 5, not Friday night or the weekend when no staff are able to help address any technical issues

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**Process to Ensure Timely Submission of Grades**

**MS4 Electives**

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**Questions Regarding this Protocol Can be Directed To:**
Curricular Affairs Office

Updated: 12/2023
Directors for 4th 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 4th 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 uses 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.

   ![My Evaluations](image1)

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

   ![Complete Evaluations](image2)

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).

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.
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).

### Evaluators and Students who will evaluate/be evaluated will display here.

<table>
<thead>
<tr>
<th>Eval. Period</th>
<th>Evaluators</th>
<th>Evaluates these students</th>
<th>Is evaluated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/08/2013-08/31/2013</td>
<td>X Curtis, Lois</td>
<td>X Gregory, Willis</td>
<td></td>
</tr>
<tr>
<td>07/08/2013-08/31/2013</td>
<td>X Curtis, Lois</td>
<td>X Gregory, Willis</td>
<td></td>
</tr>
</tbody>
</table>

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.**

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"
5. Find the student’s Summary evaluation.
6. Select the "Status" link.
7. Change Status to "Submitted, not Signed" and Save.
8. There should now be an "Edit" link to open and revise the evaluation.