Instructions for Faculty Members

Logging In

Enter http://surgery.uthscsa.edu/students into your web browser.

Enter your UTHSCSA username and password under “login” on the right side of the screen. And click on the “Secure Login” button.

(If you put a checkmark next to “Keep me signed in” underneath the “Secure Login” button, then your computer will automatically fill in your username every time you access this page.)

Evaluation Overview

From the “Main Menu” page, click on “Faculty Evaluations Overview”.

Evaluation Overview

“Faculty Evaluations Overview” will display a list of your students for the current rotation.

If you see an “Evaluation Needed” button next to the student’s name, you will need to evaluate that student’s performance.

If you have multiple rotations with the same student, please be sure to notice the course name listed under the student’s name.
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Evaluating Students

To evaluate a student click on the "Evaluation Needed" button. A window will pop up with the evaluation form (if you do not see this window, you will need to adjust settings within your web browser to allow viewing pop-up windows.)

You must fill out the entire evaluation form, including the comments area, to complete the student’s evaluation. If you do not add any comments, the system will not record the evaluation.

Once you have finished the evaluation, click on the "Submit" button. You will see a confirmation message indicating that your information was submitted. If instead you see a yellow box with Warning text, you did not previously fill out the entire form, and it cannot be submitted until you complete the entire form.

Student Photo

Photos of each student are available to you so that you can easily put a face with a name.

Click on the Student Name dropdown menu and select the name of a student. The photo of the student will appear directly below.

If a student photo has not been added into the system, then a "Photo Not Available" image will appear.

Exiting the System

Once you have finished an evaluation, return to the "Faculty Evaluations Overview" page and click on the Refresh/Reload button on your browser. Now instead of seeing an "Evaluation Needed" button next to the student’s name, you will see the student’s grade generated from your evaluation.

Once you are finished, you may log out of the system by clicking on "Logout" on the left side menu.

Please contact WebTeam@uthscsa.edu with any questions or concerns.