Accessing Instructor Evaluation(s) in MedSIS
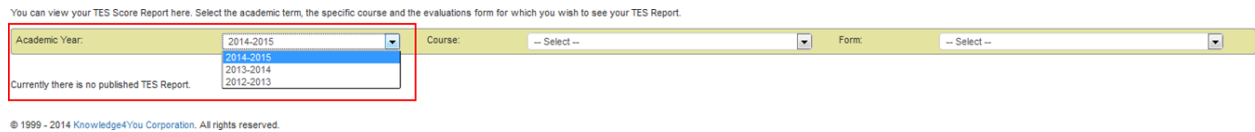
1. Go to https://medsis.med.ualberta.ca.
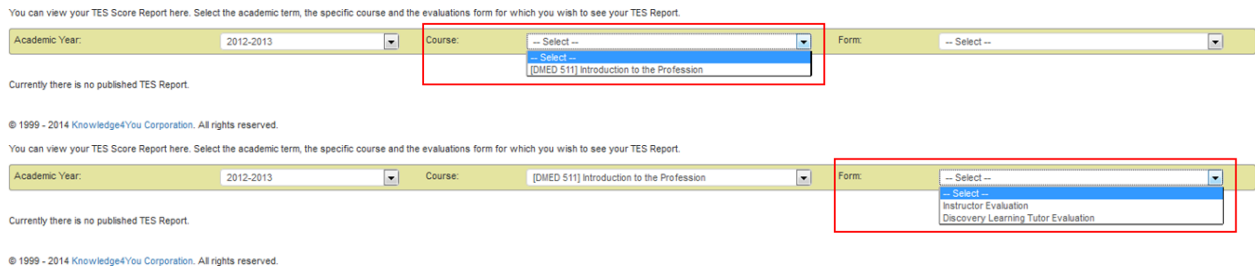
2. Login using your CCID and password.
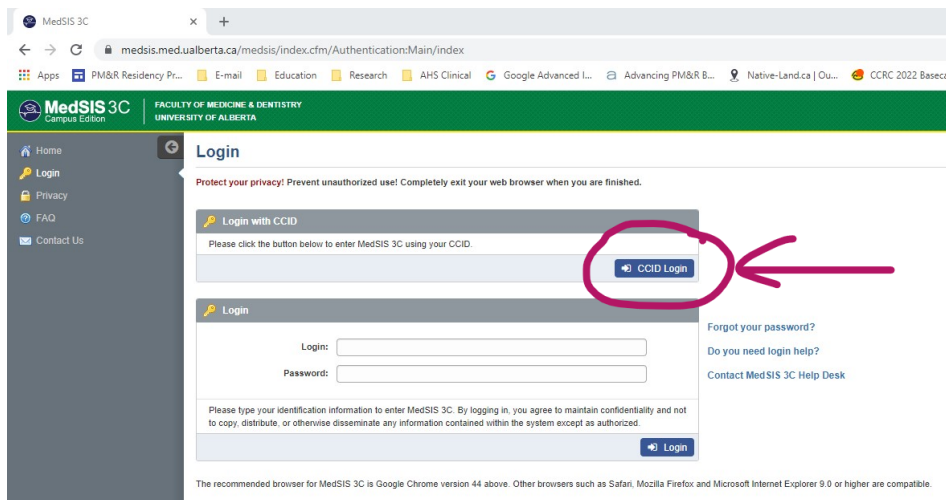
3. On the LEFT HAND panel, click on **"TES Score"**. If you do not see **"TES Score"**, click on "**Supervisor/Instructor Portal**" and then click "TES Score"
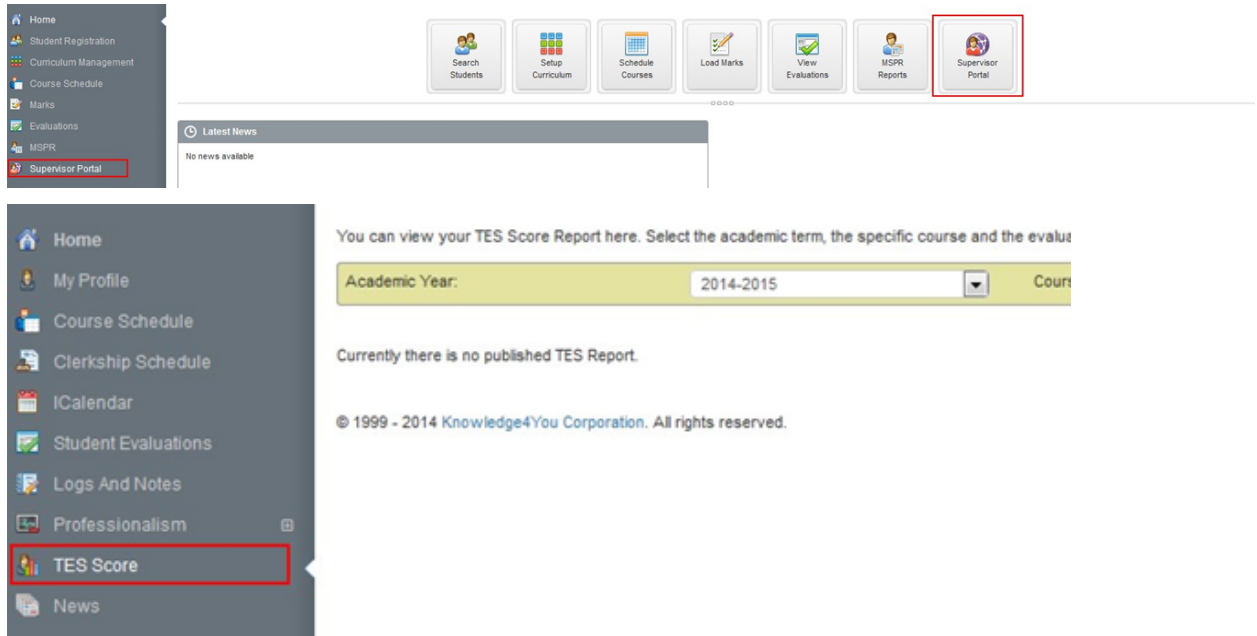
4. Select the "**Academic Year**"from the drop down menu. All of your evaluations for the selected year will be displayed.

5. To sort further, you can also select by "Course" and "Form" using the drop down menu.

6. Click the **Form Name** or the **PDF icon** to view individual evaluations.

7. To print or save ALL evaluations for the academic year, **SELECT ALL** reports on the left hand button and then click **"Print Selected"**.