

Completing a form distribution in one45

If you have been designated to identify the appropriate evaluator for a student, a distribution will be sent to your one45 To-Do list. This will appear under the heading “Forms to distribute”.



The screenshot shows the one45 dashboard for Dale Krams, Admin. The left sidebar contains navigation links: To Dos (1), Bulletins (0), Personal Info, Contact List, Handouts & Links, Evaluations, Results, Schedules, and Programs. The main content area is titled "YOUR TO DOS: 1" with links for "expand all" and "collapse all". A section titled "Forms to distribute (1)" is expanded, showing a table with the following data:

Activity	Program	Dates	Form	Contact
Medicine 5000C (Alford)	Yr3 Clerks	Jan 5 - 30/09	Elective Student Evaluation	del Andria Thomas

Click the item to open the matching page. Click Add Attending (this demo shows the word “Faculty” instead) to add the names of attendings, faculty members or residents who should evaluate this student.



The screenshot shows the "Medicine 5000C" distribution page for Dale Krams, Admin. The page title is "Medicine 5000C :: Jan 5 - Jan 30, 2009" and the subtitle is "Elective Student Evaluation". The main content area contains the following text:

Please match faculty (evaluators) to student (targets), by clicking the checkboxes () and then click "Send Forms" at the bottom of the page. If people or checkboxes are missing from the list, click "Add faculty"

[reassign to new distributor](#)

[Add faculty](#) [Add faculty](#)

Alford, Ayla (2008)
Undergraduate Medical Program

Lauziere, Marc (2007)

A search form window will open. Type the first few letters of the attending, faculty member or resident’s name (the person or persons who should receive the form to evaluate the student). Click Search.

Search for faculty:

Select the appropriate person. Click Add to list. Repeat this process to add all the necessary evaluators to the distribution page.

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Find faculty:

- Allen, Alison
- Allison, Alexia
- Allison, Austyn
- Allison, Brady
- Allison, Eileen
- Allison, Gia
- Allison, Isabel (resident)
- Allison, Joy
- Allison, Tyshawn

Add To List

Faculty not on list?

Search again (last name)

Search

Match up faculty (or residents/attendings) with students by clicking the appropriate checkboxes. When satisfied with the matching, click Send Forms:

The screenshot shows the 'Dale Krams Admin' interface. The main content area is titled 'Medicine 5000C :: Jan 5 - Jan 30, 2009' and 'Elective Student Evaluation'. It contains instructions: 'Please match faculty (evaluators) to student (targets), by clicking the checkboxes () and then click "Send Forms" at the bottom of the page. If people or checkboxes are missing from the list, click "Add faculty"'. Below the instructions is a table for matching faculty to students.

	Add faculty	Add faculty	Add faculty	Add faculty
	remove	remove	remove	remove
Alford, Ayla (2008) Undergraduate Medical Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lauziere, Marc (2007)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

At the bottom of the table are two buttons: 'Send Forms' and 'Cancel'.

You are given a screen to confirm. If the evaluator selections are NOT correct, click "No, let me rematch" - this is the final opportunity to return to the screen above to add or change evaluators or edit the matches for the students listed. If you are unsure and need to gather additional information, click Cancel. What you have done thus far will remain in your To-Do list. If the matching is all correct, click "Yes, these are correct". It is recommended you leave the Email notification checked to alert the evaluators they have a task to complete.

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Dale Krams Admin

[help](#)

To Dos 2

- Bulletins 0
- Personal Info
- Contact List
- Handouts & Links
- ▼ Evaluations
 - Evaluations
 - Results
- ▼ Schedules
 - Programs

Medicine 5000C :: Jan 5 - Jan 30, 2009
Elective Student Evaluation

Please check that these facultys (evaluators) are matched correctly to the students (targets), and then click "Yes, these are correct" at the bottom of the page.

Dr. A. Allen **Dr. A. Bailey** **Dr. C. Chambers** **Dr. C. Dean**
Lauziere, Marc (2007) Alford, Ayla (2008) Alford, Ayla (2008) Lauziere, Marc (2007)

email notification of form (recommended)

Please make sure you have made all of your selections. You will not be able to make other matches later.

The form is sent to the designated faculty member's To-Do list.

Alison Allen Faculty

[help](#)

To Dos 1

- Personal Info
- Contact List
- Handouts & Links
- ▼ Evaluations
 - Evaluations
- ▼ Schedules
 - My Calendar

ALISON'S TO DOS: 1 [expand all](#) [collapse all](#)

▼ **Forms to complete (1)**

Please fill in the forms you see here

Target	Activity	Program	Dates	Form	Contact
Lauziere, Marc (2007)	Medicine 5000C	Yr3 Clerks	Jan 5 - 30/09	Elective Student Evaluation	del Andria Thomas