

Incomplete Evals

This Incomplete Evals option lets you review outstanding evaluations by Program, Eval Type, Year, Campus, Course Template and/or Section.

Path: Admin Toolbar > Assessment > Evaluations > Incomplete Evals

1. The Program is required (*).
2. You can select a secondary filter of Eval Type, Year, Campus, Course Template and/or Section to run the report.
3. Check Summarized Data only to view a summary of the report results.
4. Select Refresh Eval List to refresh the report results.
5. After you have refreshed, you can select an Eval Form from the drop menu. If there are no evaluations, then you will have to adjust your options and try again. The Eval Form is required (*).
6. You can receive your report results by selecting Download Spreadsheet or Generate SQL.
7. To reset your report select Reset Filters.

The screenshot shows the 'Leo' application interface. On the left is a dark sidebar with a menu. The main content area is titled 'Incomplete Evals' and contains a form for 'Export Incomplete Evaluations'. Numbered callouts are placed over the interface as follows:

- 1**: Points to the 'Program' dropdown menu, which is currently set to 'UNDERGRADUATE MEDICAL EDUCATION'.
- 2**: Points to a group of filter fields including 'Eval Type', 'Academic Year', 'School Year', 'Campus', 'Course Template', and 'Section', all of which have search hints.
- 3**: Points to the 'Summarized data only' checkbox, which is currently checked.
- 4**: Points to the 'Refresh Eval List' button.
- 5**: Points to the 'Eval Form' dropdown menu.
- 6**: Points to the 'Download Spreadsheet' and 'Generate SQL' buttons.
- 7**: Points to the 'Reset Filters' button.

The sidebar menu includes: CURRICULUM MAPPING, COURSE MANAGEMENT, PEOPLE, ASSESSMENT, Evaluations (with a sub-menu), Eval Listing, Courses with Evals, Active Evals, Deleted Evals, Email Triggers, Trigger Log, Response Sets, Resolve Conflicts, Email Log, User Eval History, Template/Campus User List, Peer Eval Text, Incomplete Evals (highlighted), Export Eval Responses, Response Trigger Summary, and About.