Guide for accessing teaching evaluations in CBase and New Innovations at Stony Brook Medicine

UME=undergraduate medical education(medical students)   **GME**=graduate medical education (residents, fellows)

Online System	Learner Level	Subject
CBase	Medical Students (UME)	Your RSOM course – all courses, including electives*
New Innovations	Residents and Fellows (GME)	Your clinical teaching (wards, consult services, ambulatory precepting)

*as long as you have posted your course on CBase

How to View Completed Evaluations about Your Course in **CBase** (UME teaching)

1. Log into CBase:
   If you don't know your login please contact Moises Eisenberg or Javier Castro-Barba for assistance.

2. Once logged in, select your course

3. View your course evaluations by selecting "View Overall Course Evaluations Results" in the left-hand menu bar

Note that there is a minimum number of course evaluations that must be completed before the course director can view the evaluations.

4. To export the evaluation data, click on the format (PDF or Excel) you would like to use to export the data.
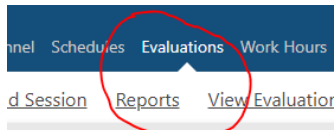

5. If you serve as a small group leader, the course director will send you this data at the conclusion of the course. If you do not receive the course data, please reach out to the course director.

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How to View Completed Evaluations about Your Clinical Teaching in **New Innovations** (GME teaching)

1. log in to New Innovations: https://www.new-innov.com/Login/Login.aspx
   institution = SUNY Stony Brook - SB
   username = your first initial and last name
   password = if you have forgotten your password, please email Doreen Appenzeller in the GME office for a password reset

2. Once you are logged into New Innovations, you will be on the home page. Click the house icon in the upper left corner to set yourself on the home page if you are unsure.

3. On the left-hand side of the page, scroll down to "Favorites". Click on the gear icon to choose your favorites - be sure to select "Completed Evaluations (about me and by me)". Hit save at the bottom of the page

4. Now whenever you log into New Innovations you can navigate to the favorites section and click on "Completed Evaluations (about me and by me)" to review.

5. To obtain <u>comparison data</u> about your clinical teaching, use the **Reports** function in New Innovations as follows:

   Go to Evaluations -> Select Reports

   Your individual data will be available (as long as you have been evaluated). You can select data you would like to see including your overall performance relative to peer average, comments, your grading profile relative to peer average, your compliance with regard to evaluation completion, and exportable data.