

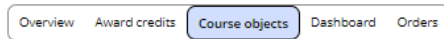
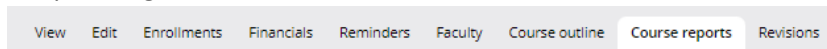
## Accessing an Evaluation Summary in Ethos

Open the Course in Ethos

Select the Course Reports Tab

If a course has a **Faculty Evaluation**, select one of the following depending on your needs:

1. Analysis – this will give you an overview of all responses. This report is helpful for a debrief with the planning committee.



⚠ It's time for a security check. Please [review your administrative users](#) and disable any unused accounts.

### Payment required

[Overview](#)

### Materials

[Overview](#)

### Faculty Evaluation

[Overview](#)

[Submissions](#)

[Analysis](#)

[Download](#)

### Conference Evaluation

[Overview](#)

[Submissions](#)

[Analysis](#)

[Download](#)

View Edit Enrollments Financials Reminders Faculty Course outline Course reports Revisions

Overview Award credits Course objects Dashboard Orders

⚠ It's time for a security check. Please [review your administrative users](#) and disable any unused accounts.

Faculty Evaluation: Webform results

This page shows analysis of submitted data, such as the number of submissions per component value, calculations, and averages. Additional components may be added under the "Add analysis components" fieldset.

What Have We Learned After 3 Years of the COVID-19 Pandemic?

Chart options +



Result details

Attended	94
Did not attend	6



2. Select Download if you are preparing individual reports for faculty.

12 27 2023

Prepared by BMA

⚠ It's time for a security check. Please [review your administrative users](#) and disable any unused accounts.

Payment required

[Overview](#)

Materials

[Overview](#)

Faculty Evaluation

[Overview](#)

[Submissions](#)

[Analysis](#)

[Download](#)

Conference Evaluation

[Overview](#)

[Submissions](#)

[Analysis](#)

[Download](#)

Select the Microsoft Excel format, Show label.

From the select list of options select Full, human-readable, and separate.

From the Included export components:

Uncheck Include all components.

Select:

Course Title

Scroll down to select the Title of the speaker's session and the two questions that follow. (This may vary depending on the evaluation format.)

Select Download.

Repeat these steps to produce a report for each speaker.

▼ [Included export components](#)

The selected components will be included in the export.

- Board certification and licenses
- Preferred pronouns
- Submitter E-mail
- Authentication name
- What Have We Learned After 3 Years of the COVID-19 Pandemic?
- Please rate the faculty listed above
- Additional comments
- Panel Discussion: Day with the Pager

▼ [Download range options](#)

## Course Evaluation Summary

Open the Course in Ethos

Select the **Course Reports** Tab

Under the **Conference Evaluation** heading, select **Analysis** for a summary report that will work well for an overview of the responses to save in the activity file and share with the planning committee. Select **Download** if you want a report of all of the raw data and/or if you want a report of specific data. This report will be an excel file.

The screenshot shows the course management interface for the "2023 Dennis G. Maki Infectious Disease Update Conference". At the top, there is a navigation bar with tabs: View, Edit, Enrollments, Financials, Reminders, Faculty, Course outline, **Course reports**, and Revisions. Below this is a secondary navigation bar with buttons: Overview, Award credits, **Course objects**, Dashboard, and Orders. A warning banner states: "It's time for a security check. Please review your administrative users and disable any unused accounts." The main content area lists several categories with their respective sub-items:

- Payment required
  - Overview
- Materials
  - Overview
- Faculty Evaluation
  - Overview
  - Submissions
  - Analysis
  - Download
- Conference Evaluation
  - Overview
  - Submissions
  - Analysis
  - Download**
- ABIM and ABP MOC Self-Assessment
  - Overview
  - Results
  - Statistics
  - Analysis

(Note if you offered an assessment, you can use the same process to access the reports.)

12 27 2023

Prepared by BMA