Managing Thesis Evaluation: How to Use the Evaluation Worklist

Last updated: November 12, 2018
Note about enabling pop-ups in your web browser
When working in your Evaluation Worklist, you must enable pop-ups in your web browser. Follow these instructions for Chrome, Firefox, Safari, Edge and Internet Explorer.

Chrome
a. At the top right of the toolbar, click the More icon.
   b. Click Settings.
   c. At the bottom, click Show advanced settings.
   d. Under Privacy, click Content settings.
   e. Under Pop-ups, select Allow all sites to show pop-ups.

Firefox
a. Click the Firefox menu and click Options.
   b. Click the Content tab.
   c. In the Content tab, under Pop-ups, clear the Block pop-up windows box.

Safari
a. In the top left, click Safari.
   b. Select Preferences from the list.
   c. Click the Security tab and clear the Block pop-up windows box.

Edge
a. Click the upper-right More actions button (three dots), and select Settings.
   b. Click View advanced settings.
   c. Turn off Block pop-ups in advanced settings.

Internet Explorer
a. In the top right corner, select the Tools button, and then select Internet options.
   b. On the Privacy tab, under Pop-up Blocker, clear Turn on Pop-up Blocker check box.
   c. Select OK.
About this guide

Purpose and Audience

This guide is intended for thesis evaluators evaluating University of Ottawa candidates. It explains how to use the online Evaluation Worklist to complete different tasks that are part of the thesis evaluation.

What is the Evaluation Worklist?

The Evaluation Worklist is an online portal that allows thesis evaluators to review and evaluate a thesis and submit their evaluations.

Working with the Evaluation Worklist

1. Accessing your Evaluation Worklist

Note: To access your Evaluation Worklist, you need your University of Ottawa uoAccess ID and password. If you are a University of Ottawa professor, your uoAccess is the prefix of your uOttawa email (e.g. jsmith). If you are a supervisor from another university or institution, please use the uOttawa ID and password that you received in an email from the University of Ottawa informing you about the creation of your online account.

   a. From your Internet browser, access VirtuO (https://www.uottawa.ca/en/employees).

   b. On the VirtuO main page, click Login.
c. In the uoAccess login page, type your uOttawa email address in the first box, type your uOttawa password in the box below and click Login.

This page displays in the default language of your browser and device. To see this page in another language, change your language settings.

Our look changed on July 16. Read more.

jsmith@uottawa.ca

Forgot your password?

Login

d. In VirtuO, under the uoCampus logo, click Professors.
e. In the **Evaluation Worklist** section, click **Access your Evaluation Worklist**.

f. The **Evaluation Worklist** page is displayed.

2. Accessing a Candidate’s Thesis from your Evaluation Worklist

   a. From the **Evaluation Worklist**, in the **Show** field, ensure that **Assigned Evaluation** is selected.

   b. Under the section **Your assigned evaluations**, click **Select** next to the thesis that you want to review.
c. To retrieve or consult a thesis, click on Add or View Attachments.  
Note: If there is an attachment, (1) will be displayed.  
Download an electronic version of the thesis using the Add or View Attachments link.

<table>
<thead>
<tr>
<th>Component</th>
<th>Rating Required</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of the subject matter</td>
<td>Yes</td>
<td>Add Comments</td>
</tr>
<tr>
<td>Contribution of the thesis to advancing knowledge</td>
<td>Yes</td>
<td>Add Comments</td>
</tr>
<tr>
<td>Research methodology</td>
<td>Yes</td>
<td>Add Comments</td>
</tr>
<tr>
<td>Analysis of results and value of conclusions</td>
<td>Yes</td>
<td>Add Comments</td>
</tr>
<tr>
<td>Organisation, writing style and presentation</td>
<td>Yes</td>
<td>Add Comments</td>
</tr>
<tr>
<td>Revisions necessary for thesis to be accepted</td>
<td>Yes</td>
<td>Add Comments</td>
</tr>
<tr>
<td>General comments</td>
<td>Yes</td>
<td>Add Comments</td>
</tr>
<tr>
<td>Do you consider this thesis worthy of a prize?</td>
<td>Yes</td>
<td>Add Comments</td>
</tr>
</tbody>
</table>

Please enter a recommendation and any additional comments

- Recommendation
- Overall Rating
- Evaluation Status
- Status Date: 07/10/2016
- Comments

Add or View Attachments [1]

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<th>Status Date</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Under evaluation</td>
<td>07/10/2016</td>
</tr>
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</table>

d. The Evaluation Decision Entry page is displayed. From this page, you can:
- Rate the various thesis components and add comments
- Select a recommendation option from the Recommendation field
- Select a status from the Evaluation Status field
- Add general comments in the Comments field or review support staff comments. This conversation is between support staff and evaluators. Students will not have access to the comments.
- Add one or more attachments using the Add attachments link
- Save your evaluation to continue at a later time or Submit your evaluation
3. Adding Ratings and Comments

a. Click **Add comments** to add your comments for each rating.

b. Type the comment for the rating selected and click **OK**.

*Note*: Students will receive only receive the **General comments**.
c. Change the Rating to Comments added.

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<td>Comments added</td>
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d. Repeat steps a., b. and c. for each component.

e. For the last component, Do you consider this thesis worthy of a prize, select either:

- **No**, this step is complete.
- **Yes – Please add more details in the comments** from the drop-down menu in the Rating column and click Add Comments to provide more details.

4. Adding a Recommendation

a. In the Recommendation field, select Do not proceed to oral defense or Proceed to oral defense.
5. Updating the Evaluation Status

a. In the **Evaluation Status** field, select one of the following options:

- Evaluation complete
- Not started
- Pending, if the evaluation process must be halted use the **pending** status and please advise support staff of the reason using the comments box.
- Under evaluation.

6. Adding attachments

a. If applicable, click **Add Attachments** to add one or more attachments. Attachments will not send to students. Students will only receive comments found in the form.

b. Click **Add attachment.**
c. From the pop-up window, select **Choose File** and click **Upload**.

d. Click **View** if you want to view the attachment you are adding. Repeat steps b. and c. to add additional attachments.

e. Once you have added all the required attachments, click **OK**.

f. Click **Save Changes**

g. In the **Save Confirmation** screen, click **OK**.
7. Adding Additional Comments

a. Type any additional comments in the Comments section. Comments to staff will be received daily.

Note: To provide comments to students write in the General Comments under the rating section.

8. Saving your Evaluation (without submitting it)

a. If you are not ready to submit your evaluation and want to return to it later, click Save Changes.

b. In the Save Confirmation screen, click OK.
c. To return to the Evaluation Decision Entry page without saving your changes or submitting your evaluation, click Return.

9. Submitting your Evaluation

a. From the Evaluation Decision Entry page, click Submit evaluation.

   Note: You must select Comments added in the Rating column for each component in order to submit the evaluation.

b. The page Submit Confirmation will be displayed. Click on OK to submit your evaluation.

   Note: Once submitted, you will not be able to make changes to the evaluation. To cancel, click Cancel.

   The Submit Confirmation screen will display a message confirming that your evaluation was successfully submitted.
d. Click **Log out** at the top right of your browser to log out of VirtuO. (Tip: bookmark this page to log in the next time you need to access the **Evaluator Worklist**.)

For assistance, contact the Service Desk at 613-562-5800, extension 6555.