

Managing Thesis Evaluation: How to Use the Evaluation Worklist

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Evaluation Worklist Guide – Contents

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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?

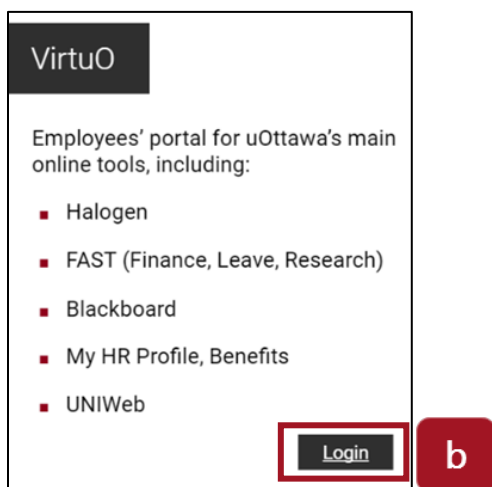
The **Evaluation Worklist** is an online portal that allows thesis evaluators to review and evaluate a thesis and submit their evaluations.

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](#).

c

Our look changed on July 16. [Read more.](#)

jsmith@uottawa.ca

.....

[Forgot your password?](#)

Login

- d. In **VirtuO**, under the **uoCampus** logo, click **Professors**.

d

New SIS resources

uoCampus

[Professors](#) [Support staff](#)

e. In the **Evaluation Worklist** section, click **Access your Evaluation Worklist**.

Professor User Guides

Information and job aids for professors and supervisors to help them use the tools below.

[Faculty Centre Guide for University of Ottawa Professors *](#)

[Managing Thesis Evaluation: How to use the Evaluation Worklist](#)

[Service Request Dashboard for University of Ottawa Professors](#)

[uoCampus-uoZone Knowledge Base](#)

[How to Change Accessibility Options](#)

* Note: PeopleSoft Campus Solutions, the software suite we have chosen for uoCampus, is produced by an American company. That's why the English uses American spelling (for example, "center" instead of "centre" or "enrollment" instead of "enrolment"). In order to alter the software as little as possible, we have decided to keep the American spelling. We will use Canadian spelling on our web pages and save the American spelling for direct references to the software.

Faculty Centre

For professors. It includes your class and exam schedules, as well as your class grade rosters. You can also use it to send messages to your students.

[Access your Faculty Centre](#)

Service Request Dashboard

For professors supervising graduate students.

[Access your Service Request Dashboard](#)

Evaluation Worklist

For professors and external evaluators evaluating graduate theses.

[Access your Evaluation Worklist](#)

e

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

Evaluation Worklist

*Show Assigned Evaluations

Filter By

Evaluation Description ▼

ID

Your Role ▼

Date From

Date To

[Apply](#) [Reset](#)

f

Your assigned evaluations		Personalize Find View All 📄 🗄️	First 1 of 1 Last
1 Select	Gee-Gee Student	thesis	09/19/2016 Individual Evaluator

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.

Evaluation Worklist

*Show Assigned Evaluations

Assigned Evaluations

Completed Evaluations

Upcoming Evaluations

a

b. Under the section **Your assigned evaluations**, click **Select** next to the thesis that you want to review.

b Your assigned evaluations Personalize | Find | View All | First 1 of 1 Last
 1 Select Gee-Gee Student thesis 09/19/2016 Individual Evaluator

- 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.

Evaluation Decision Entry

This is a thesis evaluation for

You are evaluating as an Individual Evaluator in the Written evaluation Scheme.



Please comment each rating component. Student will only see comments from the rating components.

Please provide a rating for the components below

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

Please enter a recommendation and any additional comments

Recommendation

Evaluation Status

Overall Rating

Status Date 07/10/2018

Comments

[Add or View Attachments \(1\)](#)

- 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

Evaluation Decision Entry

This is a thesis evaluation for [redacted] (ID: [redacted]).



You are evaluating as an Individual Evaluator in the Written evaluation Scheme.

Please comment each rating component. Student will only see comments from the rating components.

Please provide a rating for the components below

Component	Rating Required	Rating	
Understanding of the subject matter	Yes	[dropdown]	Add Comments
Contribution of the thesis to advancing knowledge	Yes	[dropdown]	Add Comments
Research methodology	Yes	[dropdown]	Add Comments
Analysis of results and value of conclusions	Yes	[dropdown]	Add Comments
Organisation, writing style and presentation	Yes	[dropdown]	Add Comments
Revisions necessary for thesis to be accepted	Yes	[dropdown]	Add Comments
General comments	Yes	[dropdown]	Add Comments
Do you consider this thesis worthy of a prize?	Yes	[dropdown]	Add Comments

Please enter a recommendation and any additional comments

Recommendation: [dropdown] Overall Rating: [dropdown]

Evaluation Status: Under evaluation Status Date: 02/08/2017

Comments: [Add or View Attachments \(1\)](#)

The thesis reports should be returned in April, as we have tentatively agreed on a defence date on May 15.

SUBMIT EVALUATION | SAVE CHANGES | RETURN

3. Adding Ratings and Comments

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

Please provide a rating for the components below

Component	Rating Required	Rating	
Understanding of the subject matter	Yes	Comments added	Add Comments
Contribution of the thesis to advancing knowledge	Yes	Comments added	Add Comments
Research methodology	Yes	[dropdown]	Add Comments
Analysis of results and value of conclusions	Yes	[dropdown]	Add Comments
Organisation, writing style and presentation	Yes	[dropdown]	Add Comments
Revisions necessary for thesis to be accepted	Yes	[dropdown]	Add Comments
General comments	Yes	[dropdown]	Add Comments
Do you consider this thesis worthy of a prize?	Yes	[dropdown]	Add Comments



b. Type the comment for the rating selected and click **OK**.
Note : Students will only receive the **General comments**.

Please enter comments for the Understanding of the subject matter component.

c. Change the **Rating** to **Comments added**.

Please provide a rating for the components below			
Component	Rating Required	Rating	
Understanding of the subject matter	Yes	Comments added	Add Comments
Contribution of the thesis to advancing knowledge	Yes	Comments added	Add Comments
Research methodology	Yes		Add Comments
Analysis of results and value of conclusions	Yes		Add Comments
Organisation, writing style and presentation	Yes		Add Comments
Revisions necessary for thesis to be accepted	Yes		Add Comments
General comments	Yes		Add Comments
Do you consider this thesis worthy of a prize?	Yes		Add Comments

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**.

Please enter a recommendation and any additional comments

Recommendation

Overall Rating

Status Date

Comments [Add Attachments](#)

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**.

Please enter a recommendation and any additional comments

Recommendation

Overall Rating

Status Date

Evaluation Status

Comments [Add Attachments](#)

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.

Please enter a recommendation and any additional comments

Recommendation

Overall Rating

Evaluation Status

Status Date

Comments [Add Attachments](#)

- b. Click **Add attachment**.

Evaluation Attachments

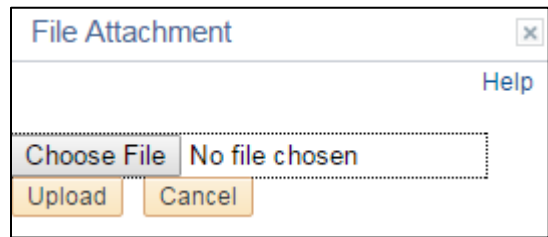
Attached File	Description
---------------	-------------

b ADD ATTACHMENT

OK Cancel

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

c



The dialog box titled "File Attachment" contains a "Choose File" button, a text field with "No file chosen", and "Upload" and "Cancel" buttons. A "Help" link is also present.

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**.

Evaluation Attachments

Attached File	Description	View
Thesis_Evaluation.docx	Thesis_Evaluation.docx	d View

e OK Cancel ADD ATTACHMENT

f. Click **Save Changes**

SUBMIT EVALUATION **f** SAVE CHANGES RETURN

g. In the **Save Confirmation** screen, click **OK**.

Save Confirmation

g

You are about to save your entries for this evaluation.

Saving the evaluation allows you to return at a later time and complete your work. However, your entries are not considered complete until you formally submit the evaluation. Do you want to save?

OK Cancel

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.

Please enter a recommendation and any additional comments

Recommendation

Overall Rating

Evaluation Status

Status Date 02/08/2017

Comments [Add or View Attachments \(1\)](#)

The thesis reports should be returned in April, as we have tentatively agreed on a defence date on May 15.

a

8. Saving your Evaluation (without submitting it)

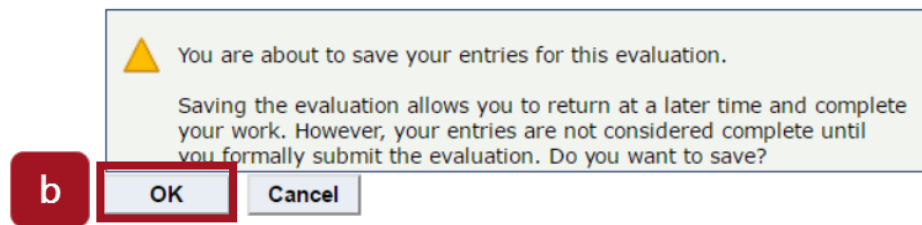
- a. If you are not ready to submit your evaluation and want to return to it later, click **Save Changes**.

a

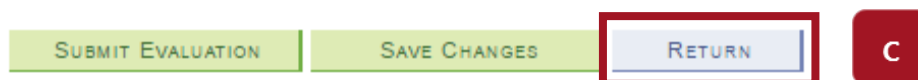
SUBMIT EVALUATION SAVE CHANGES RETURN

- b. In the **Save Confirmation** screen, click **OK**.

Save Confirmation



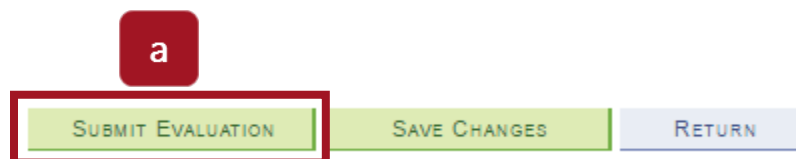
- c. To return to the **Evaluation Decision Entry** page without saving your changes or submitting your evaluation, click **Return**.



9. Submitting your Evaluation

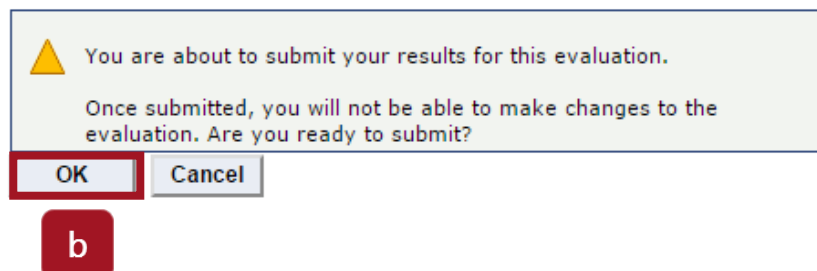
- a. From the **Evaluation Decision Entry** page, click **Submit evaluation**.

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



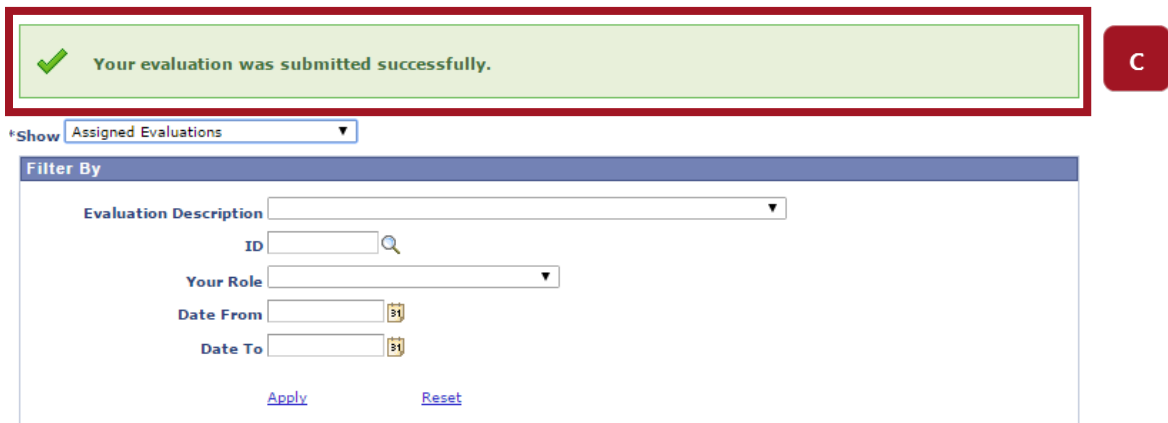
- b. The page **Submit Confirmation** will be displayed. Click on **OK** to submit your evaluation.
Note: Once submitted, you will not be able to make changes to the evaluation. To cancel, click **Cancel**.

Submit Confirmation



- c. The **Submit Confirmation** screen will display a message confirming that your evaluation was successfully submitted.

Submit Confirmation



The image shows a confirmation message box with a green checkmark and the text "Your evaluation was submitted successfully." To the right of this box is a red square button with a white letter 'C'. Below the message box is a dropdown menu labeled "Show" with "Assigned Evaluations" selected. Underneath is a "Filter By" section with several input fields: "Evaluation Description" (a dropdown), "ID" (a text input with a search icon), "Your Role" (a dropdown), "Date From" (a date input with a calendar icon), and "Date To" (a date input with a calendar icon). At the bottom of the filter section are two links: "Apply" and "Reset".

- d. Click **Log out** at the top right of your browser to logout 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.