



MCG MEDICAL EDUCATOR MINUTE

#23

Using One45 System for Evaluations

BACKGROUND

One45 is a web-based system for both faculty and students to complete, submit and review evaluations. Other content may be accessed here as well including student grades, handouts, and procedure logs.

SUGGESTIONS

Logging into One45 – three options to choose from

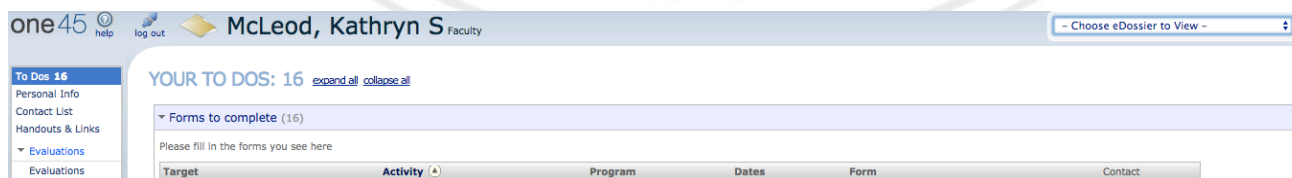
1. Click on One45 icon on tool bar which can be found at the top of Augusta University homepage or PAWS site www.paws.augusta.edu. Note: You will need to scroll right to locate One45 icon.

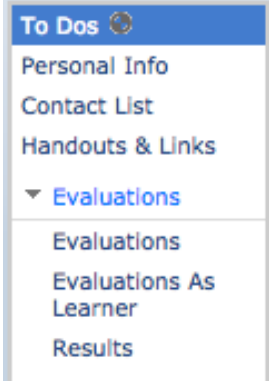



2. Go to augusta.one45.com and enter your One45 username and password (NOT the same as institutional username and password).
3. Click on the One45 link when sent an email about a pending evaluation.

Finding evaluations that need to be completed

Evaluations to be completed will be displayed on the main page as “YOUR TO DOS.” Click on student’s name to access the form. After entering your evaluation, you can save your evaluation (for later editing) or submit as final.



 <p>To Dos </p> <p>Personal Info</p> <p>Contact List</p> <p>Handouts & Links</p> <p>▼ Evaluations</p> <p>Evaluations</p> <p>Evaluations As Learner</p> <p>Results</p>	<p>To locate evaluations you completed on students previously or their evaluations of you, go to “TO DOS” in the column on the left side of the page.</p> <p>Note: Students must complete course and instructor evaluations before they can access grades or evaluations from the instructor.</p>
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WANT MORE?

MCG Evaluation Services can be reached at <https://www.augusta.edu/mcg/coffice/evaluation-services/contact.php> or 706-721-8588.

Evaluating Learners - a *Medical Educator Minute* resource (coming soon)

