

Knowledgebase > \*M1 Student Materials\* > OwlMed: Request an On-Demand Evaluation (Student)

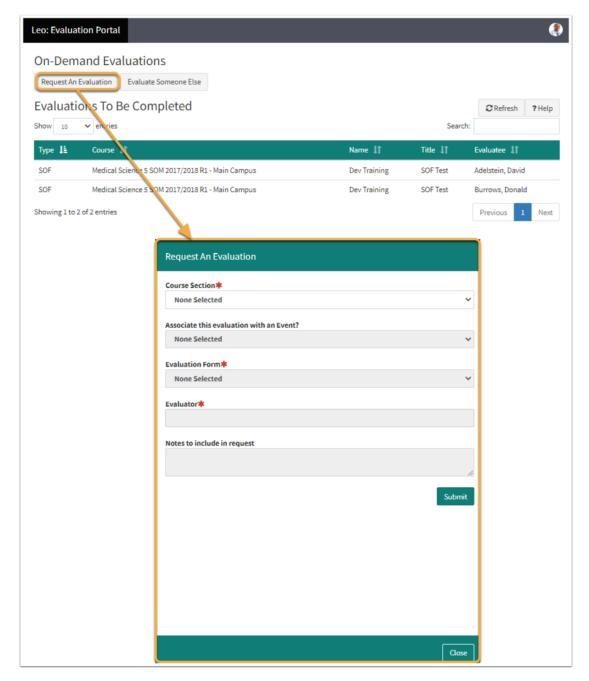
# OwlMed: Request an On-Demand Evaluation (Student)

Samantha Starr - 2025-06-20 - \*M1 Student Materials\*

## **Request an Evaluation (On-Demand Evaluation)**

When enabled by the institution, Students can Request An Evaluation of them to be completed.

- 1. Go to **Eval Portal** by selecting the **Account Menu** (picture icon)
- 2. Click Request an Evaluation on the Eval Portal screen.
- 3. Complete fields on the Request An Evaluation screen.
- 4. Click Submit to close the Evaluation Request. An email with a link to the evaluation will be sent to the evaluator you chose.



- Course Section: Use the drop-down to select the Course Section associated to the Evaluation Request.
- Associate this evaluation with an Event?: This optional drop-down allows the Evaluation Request to be associated to a particular Event.
- Evaluation Form: This drop-down will provide a list of approved Evaluation forms available for On-Demand Evaluation Requests.
- Evaluator: Use the Evaluator drop-down to designate to whom the Evaluation form should be sent.
- Notes to include in Request: Provide additional notes to be included in the Evaluation Request with the text box.

#### **Confirmation**

Once submitted, a confirmation message will be provided to verify that the Evaluation Request was successful.

### Request An Evaluation



#### ✓ Success!

Your request has been processed. Reloading evaluations now  $\dots$ 

- TagsevaluationsOwlMed
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