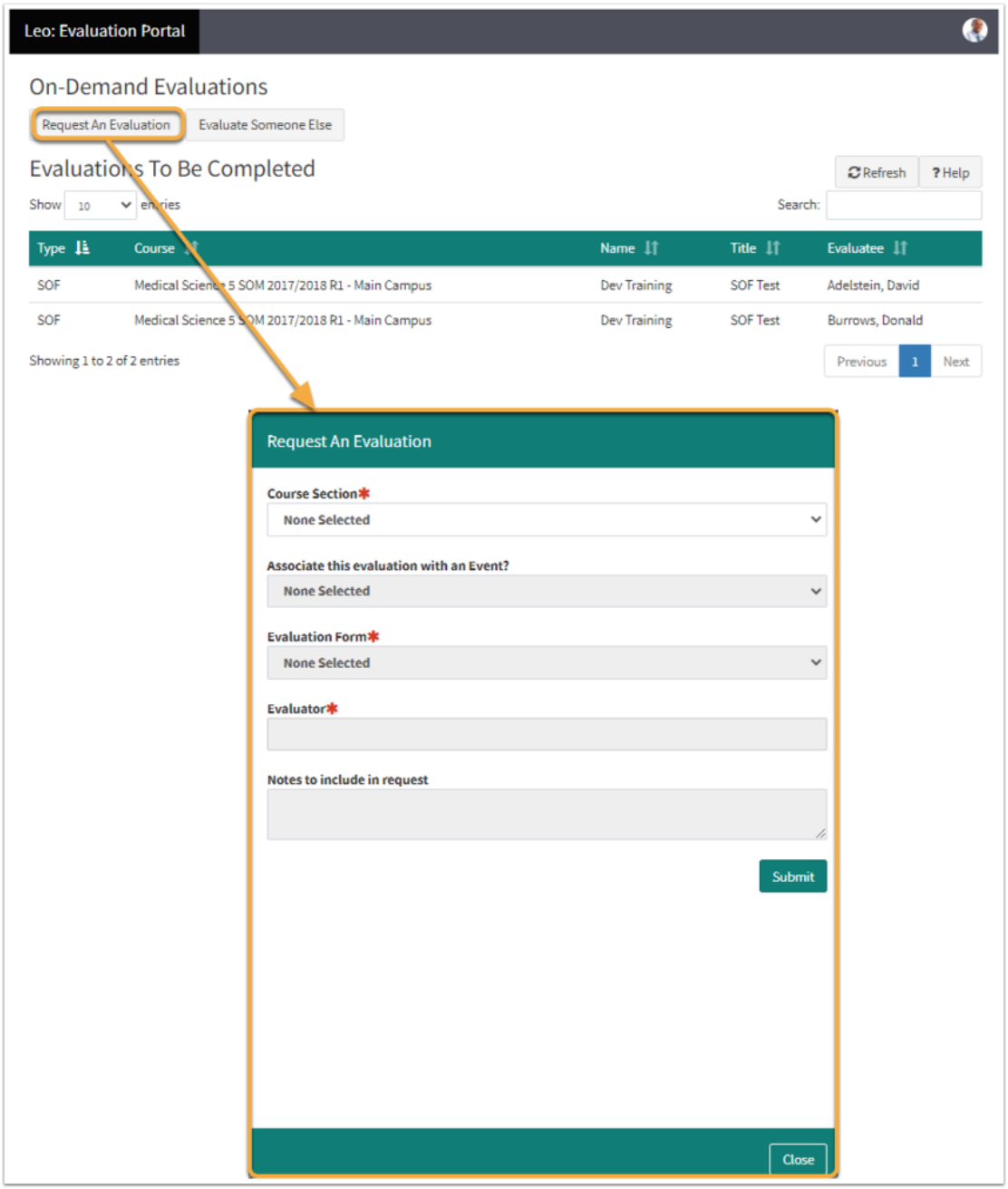
OwlMed: Request an On-Demand Evaluation (Student)

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.

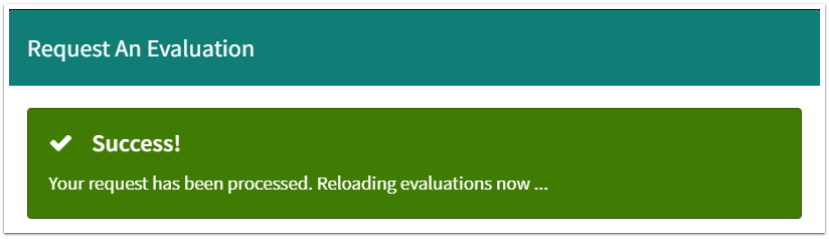
1. Go to **Eval Portal** by selecting the **Account Menu** (picture icon)
2. Click Request an Evaluation on the Eval Portal screen.
3. Complete fields on the Request An Evaluation screen.
4. Click Submit to close the Evaluation Request. An email with a link to the evaluation will be sent to the evaluator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



- Tags
- evaluations
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