

Class of/Student Face Sheets

The Office of Medical Education (OME) will no longer produce and distribute class of/student face sheets. The previous hard-copy practice has been replaced with FERPA-compliant, user-generated, course-based electronic student reports available through OASIS.

Instructions for generating a student report:

If you have faculty or administrative access to a course in OASIS, you have probably already been using this feature. If you require access to a course in OASIS, please advise the OME course coordinator. The course coordinator can generate the report for you while appropriate access is being configured.

COURSE>STUDENT REPORT allows the user to generate a report about students in their learning activity. Simply select the information you would like included, the students you would like it for, and the format you prefer for viewing/generating the report.

Important Caveats:

- ✓ Student reports should not be physically posted where others may see them.
- ✓ Even 'directory information' (that which can usually be shared) should not be shared for any student with a 'confidentiality flag' except with education officials who have a legitimate need to know the information in order to fulfill their professional responsibilities to the University.

A few of the reasons why this change is being implemented:

- ✓ The hard-copy face sheets were stationary snapshots that were unable to reflect changing designations. The electronic student report will reflect 'live' changes.
- ✓ 'Class of' distinctions are often arbitrary or misleading. Very often students 'straddle' class years, for example remediating some activities with one class while beginning the next curriculum segment with another. Expected graduation dates are fluid. The electronic student report is course-based, so will capture all participants in your activity regardless of class year.
- ✓ A student may designate a 'confidentiality flag' at any time, not only in the weeks leading up to production of the hard-copy face sheets.
- ✓ Face sheets were being posted in offices and cubicles accessible to people without legitimate educational need to know.

Screenshot follows on next page
COURSE>STUDENT REPORT

Student Report [\(change course\)](#)

2024-2025 : Medicine : MED-618 - Inpt Internl Med Clrkship

After viewing the report press the Back button to return to this query screen.

Email PDF to:	Melissa.Long.1@med.uvm.edu
Additional email addresses:	<input type="text"/>
Personal Information To Include	
Quick report Thumbnail photo, student name, student level and start date. Weeks or End Date will not display.	<input type="text" value="No - let me choose"/>
Show Weeks or End Date	<input checked="" type="radio"/> Weeks <input type="radio"/> End Date
Students per row:	<input type="text" value="2"/>
Include the student level:	<input type="text" value="Yes"/>
Personal Information:	<input checked="" type="checkbox"/> email <input type="checkbox"/> phone <input type="checkbox"/> pager <input type="checkbox"/> mobile <input type="checkbox"/> Gender <input type="checkbox"/> Pronoun <input type="checkbox"/> LivedPronouns <input type="checkbox"/> Local/Campus Address <input type="checkbox"/> Permanent (Home) <input type="checkbox"/> Eval. QR codes
Students To Include	
Order by:	<input type="radio"/> Name <input checked="" type="radio"/> Start Date <input type="radio"/> LivedPronouns
Starts on	<input type="text" value="Entire Year"/> <input type="text" value="03/18/2024"/> <input type="text" value="04/01/2024"/> <input type="text" value="05/06/2024"/> <input type="text" value="05/20/2024"/>
Location	<input type="text" value="All locations"/> <input type="text" value="Danbury, Danbury CT"/> <input type="text" value="Norwalk Hospital, CT"/> <input type="text" value="Rutland Regional Medical Center"/> <input type="text" value="UVMCC"/>
Student Level	<input type="text" value="Clerkship"/>
Students	<input type="text" value="Student Group Filter"/> <input type="text" value="All students"/>
<input type="button" value="View Report"/> <input type="button" value="PDF Report"/> <input type="button" value="Email PDF Report"/> <input type="button" value="Refresh Students"/>	