

**VCU DEPARTMENT OF INTERNAL MEDICINE
DIRECTIONS FOR FACULTY EVALUATORS OF MINI-CEX**

- On your New Innovations welcome screen, under Evaluations heading in the Notifications box, you will see a link that says: “select a person to evaluate.”:

Notifications

Evaluations

- Click here to [select a person to evaluate.](#)

[End of Notifications]

- When you click on “select a person to evaluate” you will see:

Welcome Stephanie Call

	Session Name	Available Until
Choose Subject	Mini-Clinical Evaluation Exercise (CEX)	6/30/2007

[Export to Excel](#)

- Click on “Choose Subject” which will display:

Welcome Stephanie Call

Evaluator **Call, Stephanie Ann**

Session **Mini-Clinical Evaluation Exercise (CEX) -- 07/19/2006**

Subject

Rotation

Interval

[Create this evaluation](#)

	Session Name	Available Until
Choose Subject	Mini-Clinical Evaluation Exercise (CEX)	6/30/2007

[Export to Excel](#)

- Select the person’s name you wish to complete the Mini-CEX for from the drop down box (you do NOT need to select a rotation name)
- Click on “create this evaluation”
- This will produce the evaluation to complete

Problems or Questions?

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