

One45 Student Advisory Committee (SAC) Form Instructions - Chair Summary Report Form

The chair of a graduate student’s Student Advisory Committee must complete and submit a Chair Summary Report form following each meeting.

The chair summary report form is due within one week of the meeting date. If you have any questions or require assistance, please email sgregistrar@einsteinmed.org.

1. Log into One45

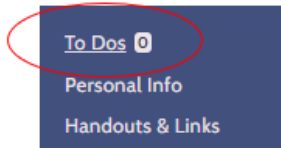
Through Direct Access:

- a) Go to <http://einstein.one45.com/>
- b) Log in with your Monte Active Directory username and password

Through Luminis Portal:

- a) Go to <https://lum-prod.ec.einsteinmed.org/>
- b) Sign in with your Monte Active Directory username and password
- c) Click “One45” located under Student Links

2. Click on “To Dos” located on the left-hand side



Student’s name and the Chair Summary Report form will be listed under “Forms to complete.”



Faculty's To Dos: 1 EXPAND ALL COLLAPSE ALL

Forms to complete (1)

Please fill in the forms you see here

Target	Activity	Program	Dates	Form	Contact
GRtest, Registrar (030)	SAC	GS SAC	Aug 28/20	Student Advisory Committee (SAC) Chair Summary Report Form	del ...

3. Click on Student’s name (see Target column).

Review Member Reports

4. You will have access to the member report forms submitted by each member of the SAC. Review committee member comments by clicking on the “View student response and member comments” link at the top of the form.

Note: in One45, comments/forms submitted to the SAC chair are recorded as “grades.”

One45 Instructions for SAC Chair Summary Report

Evaluated By : GR Test, Faculty (Attending)
Evaluating : GRtest, Registrar (Student) - 2030
Rotation : SAC
Dates : Aug 28, 2020

* indicates a mandatory response

The following link is configured to open a page for you to edit grades

[View student response and member comments](#)

5. On the next page, you will see the comments from each member for each particular comment question, and an average rating for the questions where a rating of 1 to 5 was required.

The screenshot shows a list of comment boxes for a SAC Chair Summary Report. Each box has a red dot icon and a 'view' link. The items are:

- GS SAC view template
- Student Response form
- Comments on progress
- Summary of goals for the next meeting
- Progress Toward first author manuscript, thesis project completion and career development
- Student's knowledge of field/techniques (average)
- Progress towards completion of thesis project (average)
- Mentorship received (average)
- Student's effort in the lab (average)
- Please provide comment if "Yes" is selected for having concerns

You can expand the display size of each comment box (click and drag the bottom right corner).

This image shows a close-up of the 'Progress Toward first author manuscript, thesis project completion and career development' comment box. A red circle highlights the bottom right corner of the text area, indicating where to click and drag to expand the box.

If you click on the “view” link next to the comment box, you will see a list of members who submitted a response to that particular question. (The “view” link may be located under the comment box depending on its size.)

One45 Instructions for SAC Chair Summary Report

GS SAC view template

- Student Response form view
- Comments on progress view
- Summary of goals for the next meeting view
- Progress Toward first author manuscript, thesis project completion and career development view
- Student's knowledge of field/techniques (average) view
- Progress towards completion of thesis project (average) view
- Mentorship received (average) view
- Student's effort in the lab (average) view
- Please provide comment if "Yes" is selected for having concerns view

If you click on the “view” link next to the questions that require a rating of 1 to 5, you will see a list of committee members or evaluator with the specific rating score they selected.

GS SAC view template

- Student Response form view
- Comments on progress view
- Summary of goals for the next meeting view
- Progress Toward first author manuscript, thesis project completion and career development view
- Student's knowledge of field/techniques (average) view
- Progress towards completion of thesis project (average) view
- Mentorship received (average) view
- Student's effort in the lab (average) view
- Please provide comment if "Yes" is selected for having concerns view

Evaluator	Rotation	Dates	Score
<input checked="" type="checkbox"/> (att)	SAC		4.00
<input checked="" type="checkbox"/> : (att)	SAC	S . . .	3.00
<input checked="" type="checkbox"/> : (att)	SAC	S . . .	4.00
<input checked="" type="checkbox"/> : (att)	SAC	S . . .	5.00

Note: Due to security rights in One45, the chair will not be able to access themselves the full report submitted by other faculty evaluators. However, a PDF of the full member reports can be provided to you upon request to sregistrar@einsteinmed.org. The student can also send a PDF copy of the fully completed member reports to the chair.

- After reviewing the member comments, return back to the chair summary report form. If you have all the information you need to complete the chair summary report form, proceed to complete the form, then click the “Submit” button at the end.

Important Note: If you do not have all the information you need to complete the summary (i.e. feedback from the SAC members), you can “save and close” at any time. The pending form will be listed on your To Dos in the “Forms to complete” section. You can return to it at any time to finish completing the form.

The form must then be submitted in order for it to be counted as fully completed. Once you “submit” the form,

- the link to “view student response and member comments” will expire after one week.
- the student will be able to access the completed evaluation in their list of To Dos in One45.

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