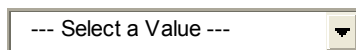
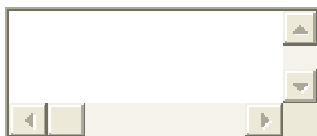


Instructions for Completing Evaluations in the CDCS On-line Evaluation System

- You can begin from the FSU College of Medicine homepage at <http://www.med.fsu.edu/>
- Just below the center image (picture), on the toolbar, you will see CDCS. (That is the entry program)
- Click on CDCS, which will take you to https://cdcs.med.fsu.edu/source/home_Web.asp or you can start here if you bookmark it.
- Next to “Username”, click in the white space and type in your activedirectoryid, which will look like “rebecca.shiveler”. Information Technology (IT) on the main campus assigns these.
- Now click in the white space next to “Password” and type in your password. Your password is assigned at the same time as your activedirectory id. *NOTE: To change your password, you must go to the FSU COM Intranet site.*
- Click on “Login”
- CDCS will open to the main page. It will begin “Welcome, _____!” Under the heading “Evaluations”, It will either say “_ You have no uncompleted evaluations.” or it will say “_ You have “[2 uncompleted evaluations](#) that need your attention..”
- If you have an evaluation to complete, click on the colored text (where it tells you the number of uncompleted evaluations) and a page will open which lists which evaluations you need to submit. This page also tells you when the evaluation is due and when it became available (date published) for you to fill out.
- If you click on the Name of the evaluation, a new page will open with the evaluation form itself.
- The instructions are at the top of the page, just under information showing who you are evaluating and for what course.
- If your evaluation has a box which reads “select a value”, then click on the tiny down arrow to the right, click on the most appropriate answer, and move on.



- If there is a text box below, click inside the text box and you may type in as much commentary as you like concerning the question or your response. The box will expand.



- Most of the form will include buttons next to individual answers. You may click on any one button for an answer. You will not be allowed to choose two answers for the same question.
- You may change or edit any answer or any comment before it is submitted.
- At the bottom of the form, you will be asked to re-submit your password for verification.

Please enter your password before saving or submitting.

Username: cdcstudent1

Password:

- Then you will have several choices:

Save for later

Cancel

Submit

Reset Form

- If you click “Save for later”, all of the answers that you have completed will be saved; you can log out of CDCS and come back to the page when you have time to do more.
- If you click on “Submit”, then you are indicating that these are your final answers and the evaluation will automatically be submitted to the database as finished. **At this stage you cannot change anything on the evaluation form.**
- If you click “Cancel,” you will lose any answers that you have completed and return to the page listing all evaluations. You may still re-enter the form and complete it at another time.
- If you click “Reset Form”, you may start over with a clean slate.

NOTE: If you would like to print out a copy of the evaluation, click on “Printer Friendly Version” that is found at the upper right of the evaluation. A re-formatted version will open up that will give a cleaner view. Print.