

A Step-by-Step Guide to *myTE Prof*

Welcome!

MyTE Prof is an innovative global evaluation platform for the fast-paced clinical environment.

This software enables educators and learners to register teaching and learning in a quick, intuitive platform that can generate thousands of evaluation opportunities and learning credits all in less than 30 seconds.

Let's get started!

Registering a *myTEProf* Profile

Step 1: Go to myteprof.com website and press "Create Account".



myTE Professional

A Secure, Real-Time Teaching Evaluation App

Email

Password

[Forgot Password?](#)

Sign In

Evaluate Anonymously

[Create Account](#)

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Step 2: Enter your name, preferred email, password, as well as your institution, faculty and specialty. Then press Create Account. An email should be sent shortly to you. *Please ensure to check Spam and Junk folders* in case the email is directed there.



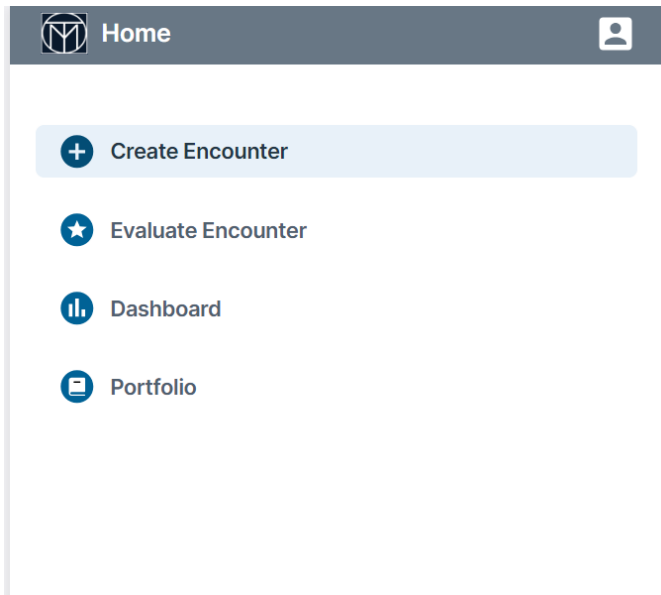
Create Account

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	
Password (8+ characters, at least 1 digit)	
<input type="password"/>	
Re-type Password	
<input type="password"/>	
Participating Institution	
<input type="text" value="Select.."/>	
Participating Faculty	
<input type="text" value="Select.."/>	
Clinical Specialty	
<input type="text" value="Select.."/>	
Current Career Stage	
<input type="text" value="Select.."/>	
What gender do you best identify with?	
<input type="text" value="Select.."/>	
Do you identify as a member of a visible minority group?	
<input type="text" value="Select.."/>	

By creating an account, you acknowledge that you have read, understand, and agree to our [Terms of Use](#) and [Privacy Policy](#).

Creating a Teaching Encounter

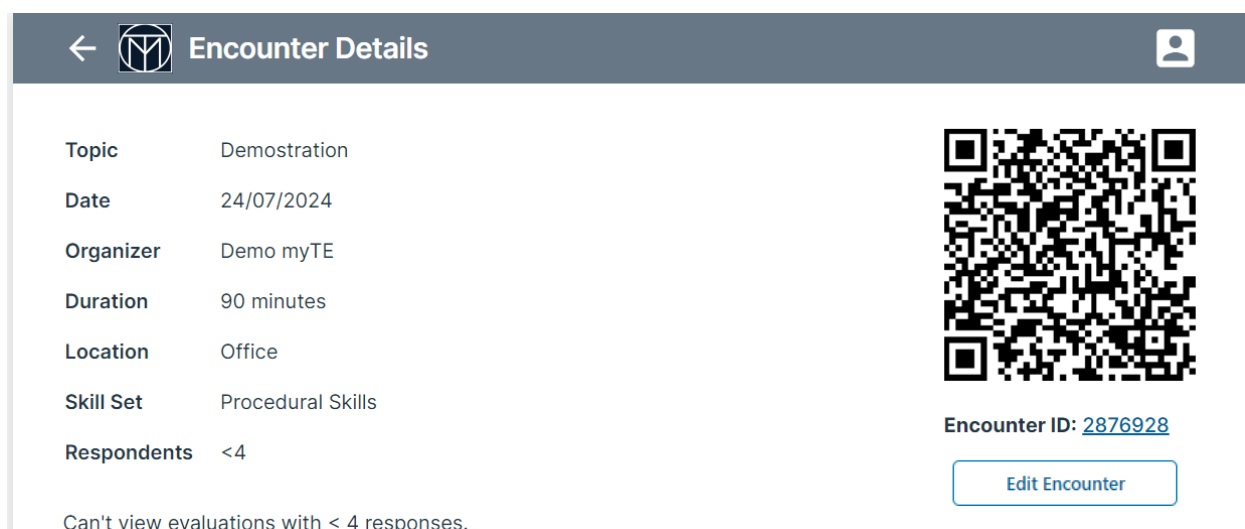
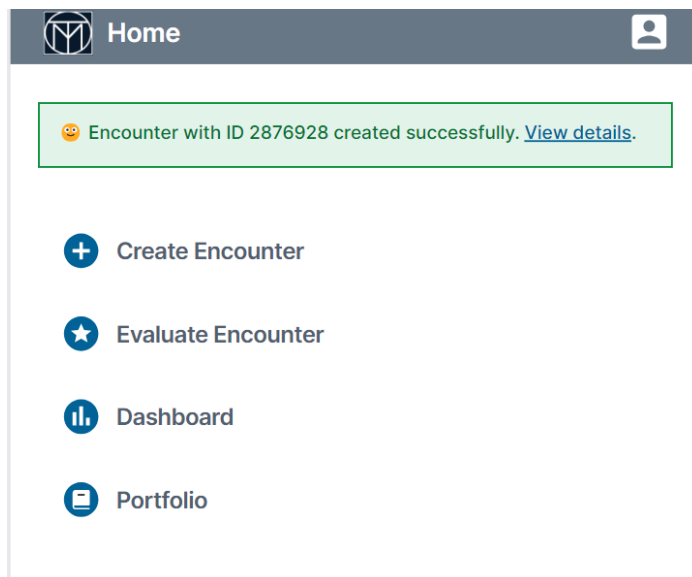
Step 1: Once the temporary password is emailed to you, sign in at myteprof.com to automatically reset your password. Sign in and press **Create Encounter** to create a new teaching encounter.





Step 2: Enter details of your teaching encounter. Press “**Create Event**” to register your teaching session.

Step 3: Once your event is created, a unique 7-digit Encounter ID is generated, specific to your talk. Provide this code for people to evaluate your teaching session. Press onto View Details to view the

encounter record and its QR code. An automatically generated email is also sent to users with the unique 7-digit Encounter ID. This email can be shared with learners who attended your teaching session.



Step 4: If you wish to update your encounter details, simply select “Edit Encounter”. This will bring you back to your encounter page, where you can edit the encounter details. You also have the option to delete your encounter, prior to which a prompt will be given to confirm this action.

←  Edit Encounter 

Topic

Encounter Date

Duration

Audience

Number of Learners

Education Level

Skill Set

Location

Evaluating a Teaching Encounter

Step 1: People can now evaluate your talk by entering the unique 7-digit Encounter ID on the myteprof.com website or by scanning the unique Encounter QR code. Evaluations can be made either anonymously or as a registered user.

Step 2a: Evaluating anonymously does not require signing in (blue arrow).



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Evaluate Encounter

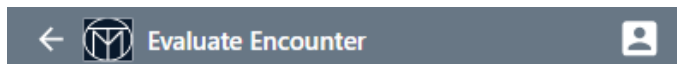
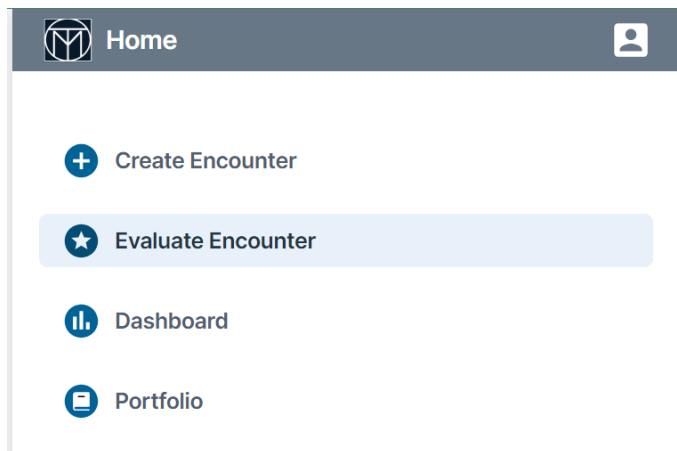
You must [sign in](#) to receive accreditation for the learning encounter.

Evaluations will not be released until at least four have been received.

Encounter ID

Evaluate Anonymously

Step 2b: Registered users will sign in and choose Evaluate Encounter.



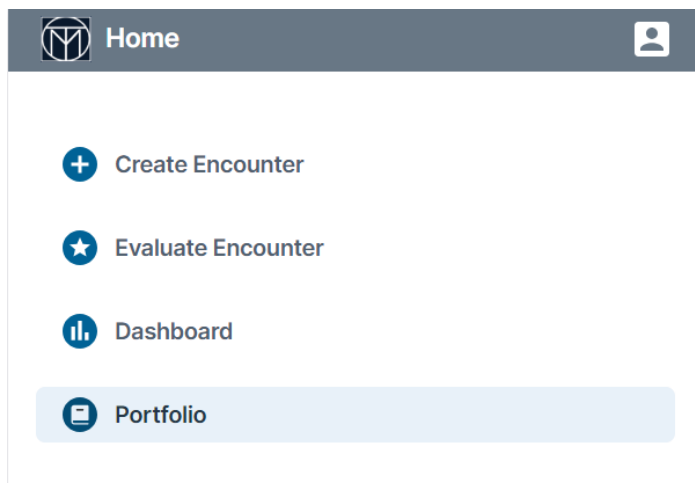
Evaluations will not be released until at least four have been received.

Encounter ID

Evaluate

Accessing your Teaching Evaluations

Step 1: Once signed into myTEprof.com choose "Portfolio".



Step 2: Open individual links to see collated evaluations. These evaluations can be emailed to your registered email. To ensure anonymity, only encounters more than 4 responses would show evaluation results.

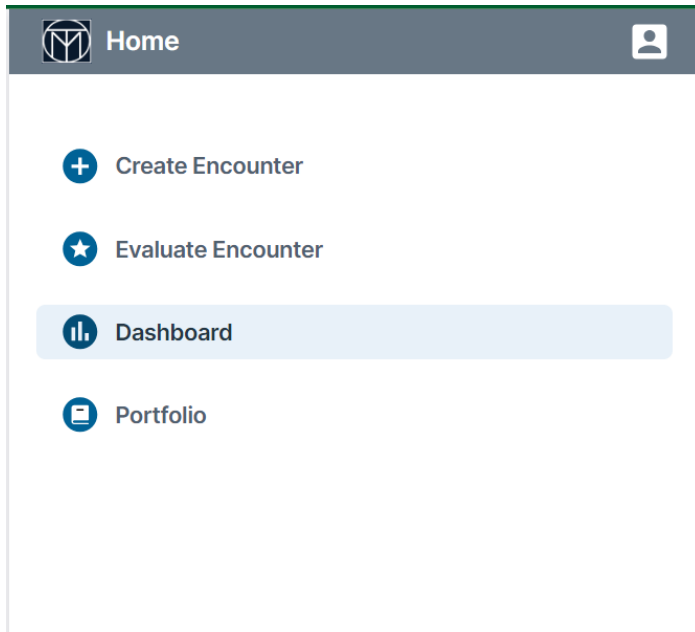


Special Tip!

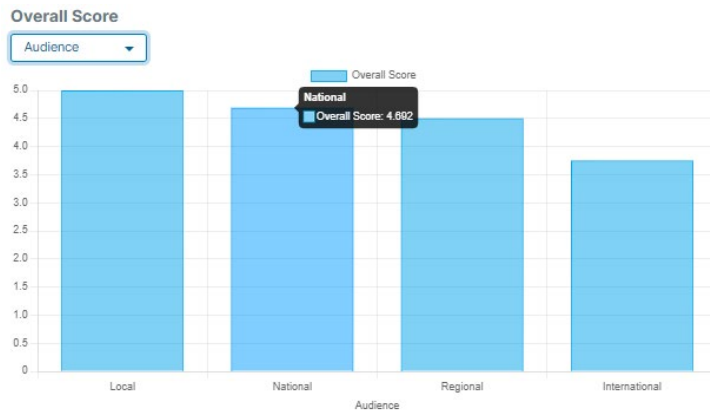
Encounters can be sorted by different criteria including date, topic, department, skill set, duration, location (red arrow). If there are recurring teaching sessions, i.e. “Monday Morning Report” or “Friday AM clinic”, users can label recurring teaching encounters on different dates with the *same name*. This will allow users to collate recurring small group learning that may have <4 learners and to access the series when encounters are sorted by topic. Users can also collate based on other sort criteria including Department as shown below.

Accessing your Personal Dashboard

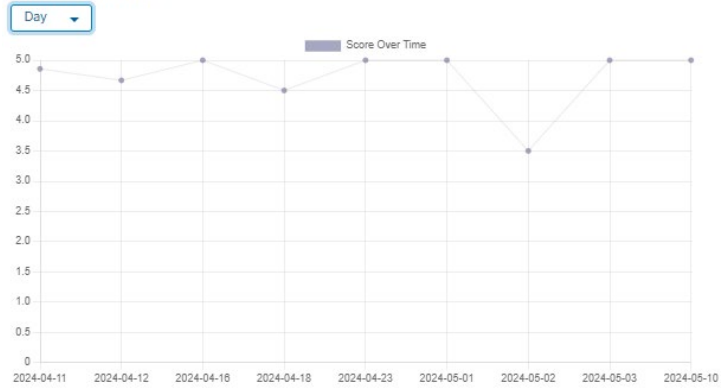
Step 1: Once signed into myTEprof.com choose “Dashboard”.



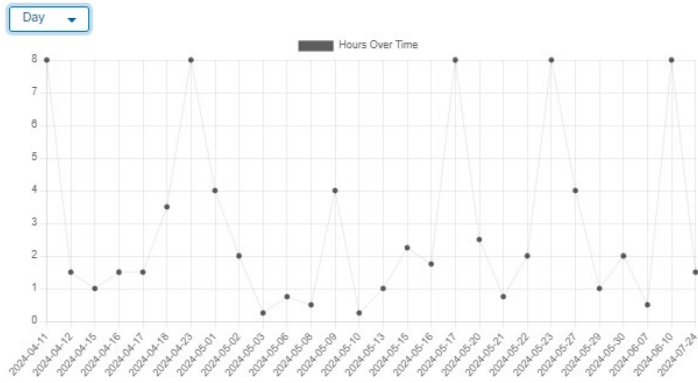
Step 2: Go to each graph to view distribution of evaluation scores and teaching hours among different encounter characteristics and across time. For bar graphs, select the filter on the top to change the graph to display skillset, location, audience, learner size, and education size. For time graphs, select filter “day”, “month” or “year”.



Scores Over Time



Hours Over Time



Please email admin@myteprof.com if any questions or concerns. For specific technical assistance, please email help@myteprof.com.