

## MedHub Ready – Final Evaluations Resource

<https://view-su2.highspot.com/viewer/649db6d21b931941ac0e7f89>

Note: **36:01** on the clip above starts approximately where the review and release tutorial webinar begins.



MedHub Ready: Final Evaluations

### Student Access to Final Evaluations: A Scenario

#### Course/Clerkship 1

Needs a way to **hold back final evaluation access until students have completed all their evaluations for the course.**

#### Course/Clerkship 2

Course director wants control over when individual students can view final evaluation feedback.

#### Course/Clerkship 3

Needs students to have **immediate access** to final evaluation feedback.



MedHub Ready: Final Evaluations

### Review and Release Groups Functionality

- Purpose – Gives institutions control over when students see evaluations, including final evaluations
- Options
  - Immediate access to final Evaluation
  - Hide until student completes all outstanding evaluations
  - Hide until released by course director

**For Faculty (Course/Clerkship Directors) to Release Evaluations:**

Tuesday, June 6, 2023 Dr. Alex Clerkship Director | Faculty Member | Account | Log Off

**Demo Healthcare System**  
UCSF Medical School

Home | Portfolio | Schedules | Procedures | **Evaluations** | Conferences | Help

myhome • Evaluations • Student Evaluations [NC100N] Neurology Core Clerkship

### Student Evaluations

[All Evaluations](#) | [Aggregate View](#)

[Release Selected Evaluations](#) Show 10 entries

**Date Options**   **Date Period**   **Release Status**   **Evaluation Type**

Date Period: 5/1-6/2/2023 | All | All

Select All | Clear All

Release	Student	Evaluation	Evaluator	Course Name	Rotation	Issued	Completed	Released	Viewed	Alert
...	Avalos, B	Avalos, Broderick - MedHub Ready Final Faculty-of-Student Evaluation Form (FINAL)	Dr. Clerkship Director, Alex	[NC100N] Neurology Core Clerkship	5/1-6/2/23	6/6/2023	(incomplete)	No	--	--
<input checked="" type="checkbox"/>	Clerkship Student, A	Clerkship Student, Avery - MedHub Ready Final Faculty-of-Student Evaluation Form (FINAL)	Dr. Clerkship Director, Alex	[NC100N] Neurology Core Clerkship	5/1-6/2/23	6/2/2023	6/2/2023	No	6/6/2023	No

Showing 1 to 2 of 2 entries Previous | 1 | Next

[Release Selected Evaluations](#)

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**Release evaluations to selected students**

1 evaluation will become viewable upon release

[Do not release](#)   [Release evaluations to students](#)

### Student Evaluations

[All Evaluations](#) | [Aggregate View](#)

[Release Selected Evaluations](#) Show 10 entries

**Date Options**   **Date Period**   **Release Status**   **Evaluation Type**

Date Period: 5/1-6/2/2023 | All | All

Select All | Clear All

Release	Student	Evaluation	Evaluator	Course Name	Rotation	Issued	Completed	Released	Viewed	Alert
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<input checked="" type="checkbox"/>	Clerkship Student, A	Clerkship Student, Avery - MedHub Ready Final Faculty-of-Student Evaluation Form (FINAL)	Dr. Clerkship Director, Alex	[NC100N] Neurology Core Clerkship	5/1-6/2/23	6/2/2023	6/2/2023	No	6/6/2023	No

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[Release Selected Evaluations](#)

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myHome > Evaluations > Student Evaluations [INC100N] Neurology Core Clerkship

### Student Evaluations

1 evaluation successfully released

All Evaluations | Aggregate View

Release Selected Evaluations Show 10 entries

Date Options | Date Period | Release Status | Evaluation Type

Date Period: 5/1-6/2/2023 | Release Status: All | Evaluation Type: All

Select All | Clear All

Release	Student	Evaluation	Evaluator	Course Name	Rotation	Issued	Completed	Released	Viewed	Alert
...	Avalos, B	Avalos, Broderick - MedHub Ready Final Faculty-of-Student Evaluation Form (FINAL)	Dr. Clerkship Director, Alex	[INC100N] Neurology Core Clerkship	5/1-6/2/23	6/6/2023	(incomplete)	No	...	...
<b>Unrelease</b>	Clerkship Student, A	Clerkship Student, Avery - MedHub Ready Final Faculty-of-Student Evaluation Form (FINAL)	Dr. Clerkship Director, Alex	[INC100N] Neurology Core Clerkship	5/1-6/2/23	6/2/2023	6/2/2023	Yes	6/6/2023	No

Showing 1 to 2 of 2 entries Previous | 1 | Next

Release Selected Evaluations

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myHome > Evaluations > Student Evaluations [INC100N] Neurology Core Clerkship

### Student Evaluations

1 evaluation successfully released

All Evaluations | Aggregate View

Release Selected Evaluations Show 10 entries

Date Options | Date Period | Release Status | Evaluation Type

Date Period: 5/1-6/2/2023 | Release Status: All | Evaluation Type: All

Select All | Clear All

Release	Student	Evaluation	Evaluator	Course Name	Rotation	Issued	Completed	Released	Viewed	Alert
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Showing 1 to 2 of 2 entries Previous | 1 | Next

Release Selected Evaluations

**Unrelease evaluation to student**

Once the evaluation is unrelease, the student will no longer have access to this evaluation.

Do not unrelease | **Unrelease evaluation**

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**For Course Coordinators to Release:**

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**Demio Healthcare System**

[EM 100N] Emergency Medicine Clerkship North

Home Schedules Procedures **Evaluations** Conferences Reports Help

Welcome, MedHub Ready Course Coordinator [EM 100N] Emergency Medicine Clerkship N...

**Urgent Tasks**

(none)

**Personal Calendar**

Tuesday, June 6  
(No activities)

Wednesday, June 7  
(No activities)

Thursday, June 8  
(No activities)

Friday, June 9  
(No activities)

Saturday, June 10  
(No activities)

[View my Calendar](#)

**Announcements**

(no events)

**Messaging**

[Recent Messages \(0\)](#)

[https://uat.medhub.com/u/c/evaluations\\_mh](https://uat.medhub.com/u/c/evaluations_mh)

**User Management**

Students:  
(select student)

Faculty:  
(select faculty)

**Schedule Management**

Course Rosters

Student Groups

Clinic Schedules/Alternate Activities

Service Management

Session Management

Student Work Hours

**Portal Management**

Announcements

Curriculum Objectives

Portal Channels

Resources/Documents

Site Management

**MedHub Announcement**

**NEW MILESTONES 2.0 PACKAGES** | [Click here for list of programs.](#) | For instructions on Importing v2.0 Milestones and updating evaluations with new milestones. [Click here](#)

**ERAS, GME CONTRACTS, AND ACADEMIC CHANGE-OVER RESOURCES**

- ERAS Demographics Import Process | [Click Here](#)
- ERAS Preferred Vendor FAQ | [Click Here](#)
- GME Contract FAQ and Contract Tokens | [Click Here](#)
- GME Office-Specific New Year Maintenance | [Click Here](#)
- Program Admin-Specific New Year Maintenance | [Click Here](#)

**IRIS 2.0**

For all GME and Hospital Finance users: Please see [IRIS 2.0 Guide](#) | [IRIS 2.0 General Setup and Reporting Powerpoint](#) for more information regarding the new CMS changes implemented in MedHub!

**UPDATE: MedHub Curriculum Mapping Session-Level Export Now Available!**

Critical update for MedHub (LME) Platform - The Curriculum Mapping Session-Level Export is now available to support your overall curriculum mapping and central management needs. When selecting the basic export data field, you now can extract all session-level data (tabbed by course) to support internal and external curricular updates and reporting.

[+ Add New Channel](#)

Tuesday, June 6, 2023 MedHub Ready Course Coordinator | Course Coordinator | Account | Log Off

**Demio Healthcare System**

[NC100N] Neurology Core Clerkship

Home Schedules Procedures **Evaluations** Conferences Reports Help

myHome » Evaluations [NC100N] Neurology Core Clerkship

**Evaluations**

Use the utilities below to draft evaluations, select participants, and deliver the evaluations. To get started, visit the [Help Section](#)

[Deliver Evaluations](#)

**Queued Evaluations**

Evaluation Form	Number	Delivery Date	Expiration Date
(none)			

**Automated Evaluations**

Title	Roles	Status
(none)		

[+ Add Automated Evaluations](#)

**Evaluation Forms**

Modify/Print Form:  
(select evaluation)

[+ New Evaluation Form](#)

[Manage Evaluation Forms](#)

**Evaluation Functions**

[View Completed Evaluations](#)

[Incomplete Evaluations](#)

[Outside Evaluators](#)

[Evaluation Groups](#)

[Faculty/Resident Service Assignments](#)

[Fill-Out Student Grades](#)

[Fill-Out Evaluation for a Faculty Member](#)

[Fill-Out Faculty/Staff Evaluation of Student](#)

[Export Evaluation Data](#)

[Evaluation Question Mapping](#)

[Custom Answer Types](#)

**Evaluation Reports**

[Aggregate Comments Report](#)

[Aggregate Evaluation Report](#)

[https://uat.medhub.com/u/c/evaluations\\_view\\_mh](https://uat.medhub.com/u/c/evaluations_view_mh)

Clerkship Director, Alex  
RESIDENTS:  
[BODY ALL STUDENTS]

Service(s): Any

Rotation(s): Any  
 UCSF-M8 Schedule  
 June (6/1-6/30/2023)  
 May (5/1-5/31/2023)  
 April (4/1-4/30/2023)  
 March (3/1-3/31/2023)  
 February (2/1-2/28/2023)  
 January (1/1-1/31/2023)  
 December (12/1-12/31/2022)

Alert Status: Any

Evaluation Status:  
 Completed Evaluations  
 Incomplete Evaluations  
 Expired Evaluations

Display final evaluations only

Submit



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Demo Healthcare System

[NC100N] Neurology Core Clerkship

Home Schedules Procedures Evaluations Conferences Reports Help

myHome Evaluations View Completed Evaluations View Evaluations

### View Evaluations

To print multiple evaluations at the same time, select the appropriate checkboxes and click the "Print Selected" button at the bottom of the page.

1-1 of 1 Results Prev Page 1 of 1 Next Per Page 50

Evaluator	Evaluation	Type	Service	Clinic	Rotation	Issued	Expiration	Completed	Released	Alert	Enrolled	
Dr. Clerkship Director, Alex	Clerkship Student Avery_MedHub Ready Final Faculty-of-Student Evaluation Form (FINAL)	Faculty evaluation of a student	--	--	5/1-6/2/2023	6/2/2023	--	6/2/2023	No	No	--	<input checked="" type="checkbox"/>

Display options:  
 Mask Evaluator  Mask Comments  
 Mask Scale Descriptors  Mask Required Comments

1-1 of 1 Results Prev Page 1 of 1 Next Per Page 50

select action Print Selected Release Selected Remove Release Submit

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[NC100N] Neurology Core Clerkship

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1-1 of 1 Results Prev Page 1 of 1 Next Per Page 50

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Dr. Clerkship Director, Alex	Clerkship Student Avery_MedHub Ready Final Faculty-of-Student Evaluation Form (FINAL)	Faculty evaluation of a student	--	--	5/1-6/2/2023	6/2/2023	--	6/2/2023	Yes	No	--	<input checked="" type="checkbox"/>

Display options:  
 Mask Evaluator  Mask Comments  
 Mask Scale Descriptors  Mask Required Comments

1-1 of 1 Results Prev Page 1 of 1 Next Per Page 50

select action Print Selected Release Selected Remove Release Submit

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## **Brief Summary from Learning Portal Module On Review and Release Groups.**

The **Review & Release Groups** feature provides Student Administrators with the ability to create groups of individual courses, and to apply different evaluation settings for each group of courses. These groups and settings are applicable to evaluations completed on students, or "... **of a Student**" evaluation type, which also include **Final Evaluations**. Creating release groups allows the school to manage if and when students receive their evaluation results.

The Review & Release Groups link is only available to a Student Administrator that has been granted security access and is available within the security section of the homepage.

**Review & Release Groups have no interaction with or connection to Course Groups.**

### **Most Common Use Case and General Information**

The Review & Release Groups functionality allows the school to manage evaluation settings for different groups of courses. For example, if all offsite courses or electives have stricter or more lenient evaluation settings, the school can use the review and release groups feature to set the evaluation settings for those particular groups of courses.

For Student Access to Resident Evaluations and for Student Access to Faculty Evaluations, the access options mean the following:

- **Always hide from students** - Students cannot view any evaluations completed by a Resident/Faculty with the Student as the target.
- **Immediate access to resident/faculty evaluations** - Students can view Resident/Faculty evaluations as soon as they are completed.
- **Hide until reciprocal evaluation is submitted** - Students must submit a reciprocal evaluation of the target Resident/Faculty prior to having the ability to view Resident/Faculty evaluation(s).
- **Hide until grade is posted by Course Director** - Students cannot view Resident/Faculty evaluations until the Course Director posts the Student's final grade.
- **Hide until reciprocal evaluation is submitted and grade is posted** - Students must complete a reciprocal evaluation of the target Resident/Faculty as well as wait for their final grade to be posted by the

Course Director prior to having the ability to view Resident/Faculty evaluation(s).

- **Hide until released by Course Director** - Students cannot view completed Resident/Faculty evaluations until the Course Director releases those evaluations to the Student (if the workflow to have Course Directors release evaluations is used).

## Reciprocal Time Window Days

The reciprocal time window box is only available for selection if one of the **Hide until reciprocal...** evaluation access options is selected. You may select from a 0 to 365-day reciprocal window. The reciprocal time window of 0 (zero) will expire at the end of the current date. It may be used when delivery of performance evaluations and corresponding reciprocal evaluations occurs at the same time. Doing so could make evaluations available to students in a more expedient manner.

If using any of the **Hide until reciprocal evaluation is submitted...** settings, a reciprocal evaluation must be delivered to the student within the allotted time window to meet the reciprocal evaluation submission requirement. If a reciprocal evaluation is required but that evaluation is not delivered to the student within the set reciprocal time window, the student will be able to view the evaluation response data after the set time window has expired. And lastly, if a reciprocal evaluation is delivered to the student within the set time window, the student will not be able to view evaluation response data until that evaluation is completed and submitted.

### Steps to create a Review & Release Group:

1. Logged in as Student Administrator, navigate to the Security section and click the **Review & Release Groups** link.
2. Click the **Create New Group** button.
3. Enter the new group name.
4. Select the courses to add to the group and click the **Add Selected** button.
5. Click the **Save Group** button.

### Steps to manage Release Group Settings:

1. Click the **Access/Hide** dropdown to select the type of evaluation access.
2. Click the **Update Settings** button.

## Tips:

1. The **Default** group cannot be removed.
2. If you have courses in your default review group, make sure to set the release settings for the default group.
3. Each group must have a unique name and must contain at least **one** course, or the group cannot be saved.
4. If an institution is utilizing the course hierarchical feature, any core course moved into a course group will also include all site courses listed within and underneath the core course by default. Core and site courses **must** remain together in any Review & Release Groups.
5. Changes made to Review & Release Groups will be archived and available to view in the audit trail query report. Navigate to the **Reports** tab and select the **Audit Trail Query** report under **Site Statistics** and select the audit trail query to run a report against.
  1. The following audit query reports for Review & Release Groups are available:
    - Review and Release: Group Created
    - Review and Release: Group Deleted
    - Review and Release: Group Membership Modified
    - Review and Release: Group Name Changed
    - Review and Release: Group Settings Changed

**Watch the video below to learn more then give it a try with the simulation.**