

# Faculty: How to Complete Evaluations

1. To complete evaluations, faculty must login to MedHub. Reminder emails are delivered every Tuesday at 8am. This email is not a direct link to the evaluation. It is a link to MedHub that requires all users to login. After logging in, MedHub will show users the home page. Please select the evaluations tab.

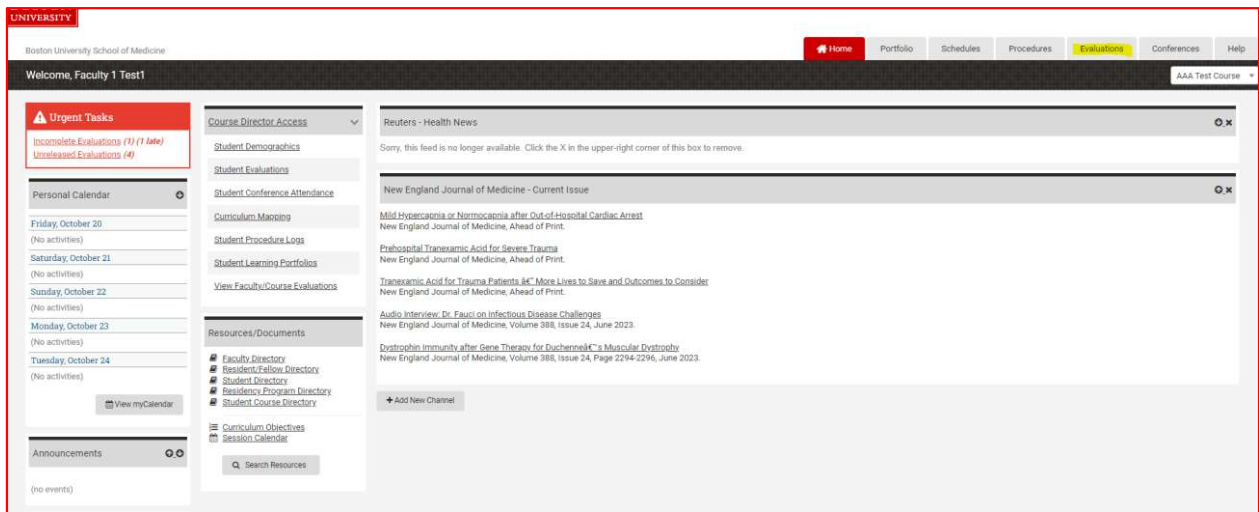


Figure 1 MedHub Homepage

2. The evaluations tab will show both incomplete and completed evaluations. Select the evaluation you would like to complete.



Figure 2 Incomplete and complete evaluations tab selection

- The evaluation will show a picture of the student on the top right. Read and answer the questions on the evaluation.

Figure 3 Beginning information of evaluation

- Any question with an asterisk is a required question.

Figure 4 Required Asterisk

- There are three options at the bottom of the evaluation: Reset Form, Save and Finish Later, and Submit Completed Evaluation.

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Figure 5 Evaluation Form Ending Options

Reset Form will automatically erase all the information the user has entered.

Save and Finish Later will save all entered information and the evaluation will be identified as partially complete. The user can return the evaluation at another time.

Submit Completed Evaluation will mark the evaluation as completed. Users will no longer be able to make edits. If edits need to be made, contact the course administrator.

- When you have successfully completed an evaluation, MedHub will return the user to the evaluation tab. A green banner will appear identifying the evaluation information was saved.

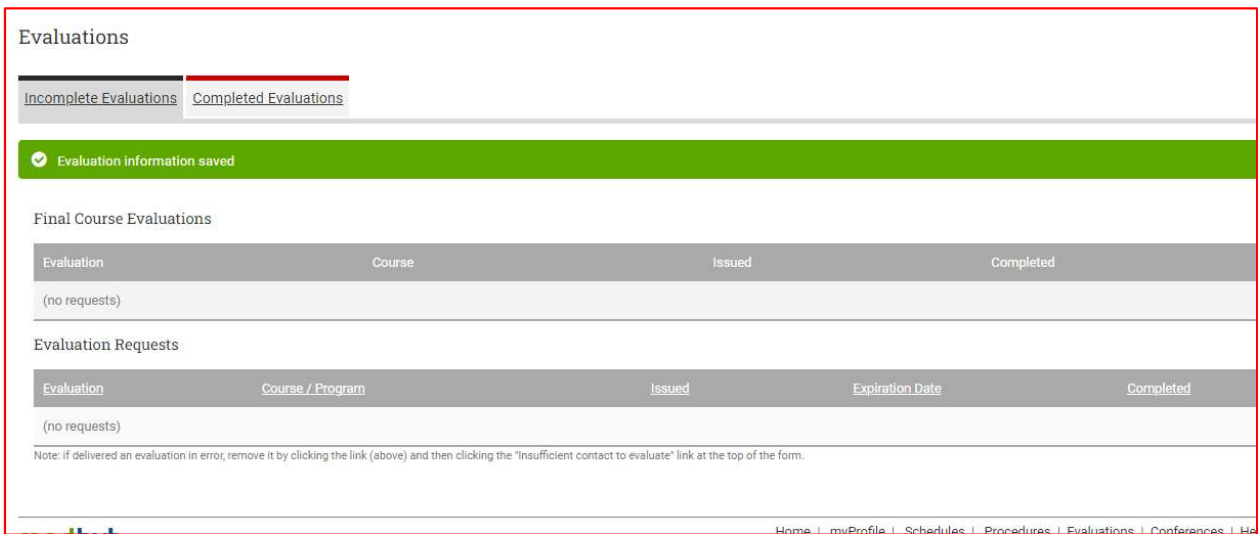


Figure 6 Evaluation Information Saved

7. The recently completed evaluation will now appear in the completed evaluations tab. A read only view will be provided if the user chooses to select the evaluation. No edits can be made to the completed evaluation.

Completed Evaluations

Incomplete Evaluations **Completed Evaluations**

Date range (issued and completed)

Show 25 entries

Evaluation

- [Test Student\\_Tasha - C-Final Grade Form - Medicine Clerkship \(FINAL\)](#)
- [Test\\_MP - C-Final Grade Form - Medicine Clerkship \(FINAL\)](#)
- [Test\\_Student 1 - BUSM PRE-CLERKSHIP FINAL GRADE FORM \(FINAL\)](#)
- [Test\\_Student 2 - BUSM PRE-CLERKSHIP FINAL GRADE FORM \(FINAL\)](#)
- [Test Student\\_Isaque - BUSM PRE-CLERKSHIP FINAL GRADE FORM \(FINAL\)](#)
- [Test\\_Student 3 - BUSM PRE-CLERKSHIP FINAL GRADE FORM \(FINAL\)](#)

Showing 1 to 6 of 6 entries

Figure 7 Completed Evaluation section