

Course Administrator: How to Delete Duplicated or Erroneous Evaluations

1. **Select the Evaluation tab on the home page.**

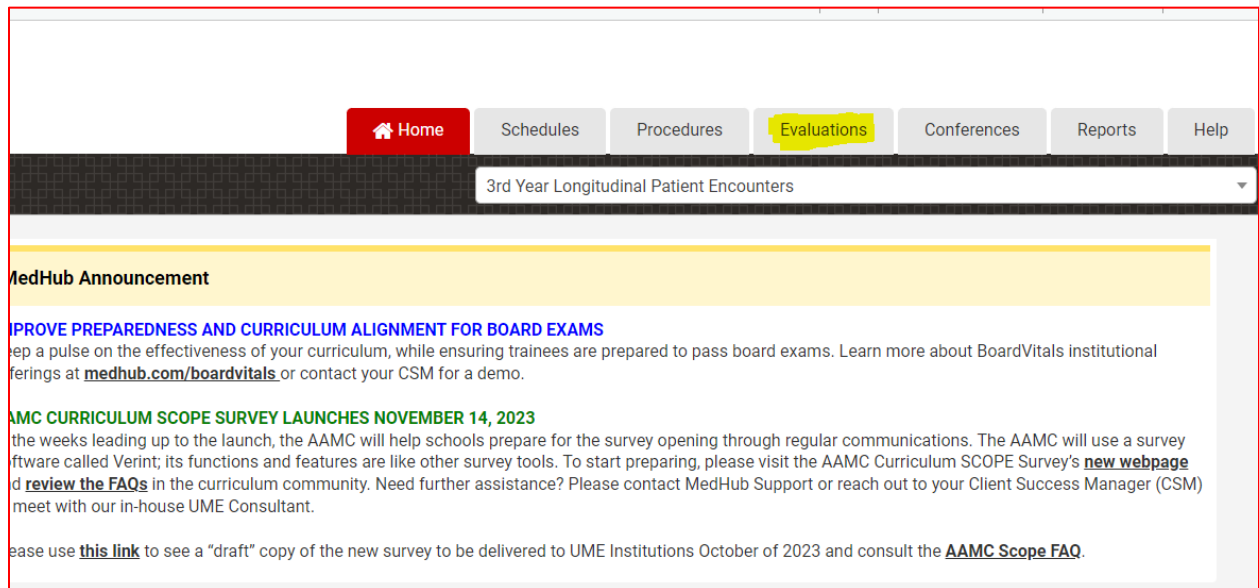


Figure 1 Evaluations Tab

2. **Select the incomplete evaluations on the left side of the screen.**

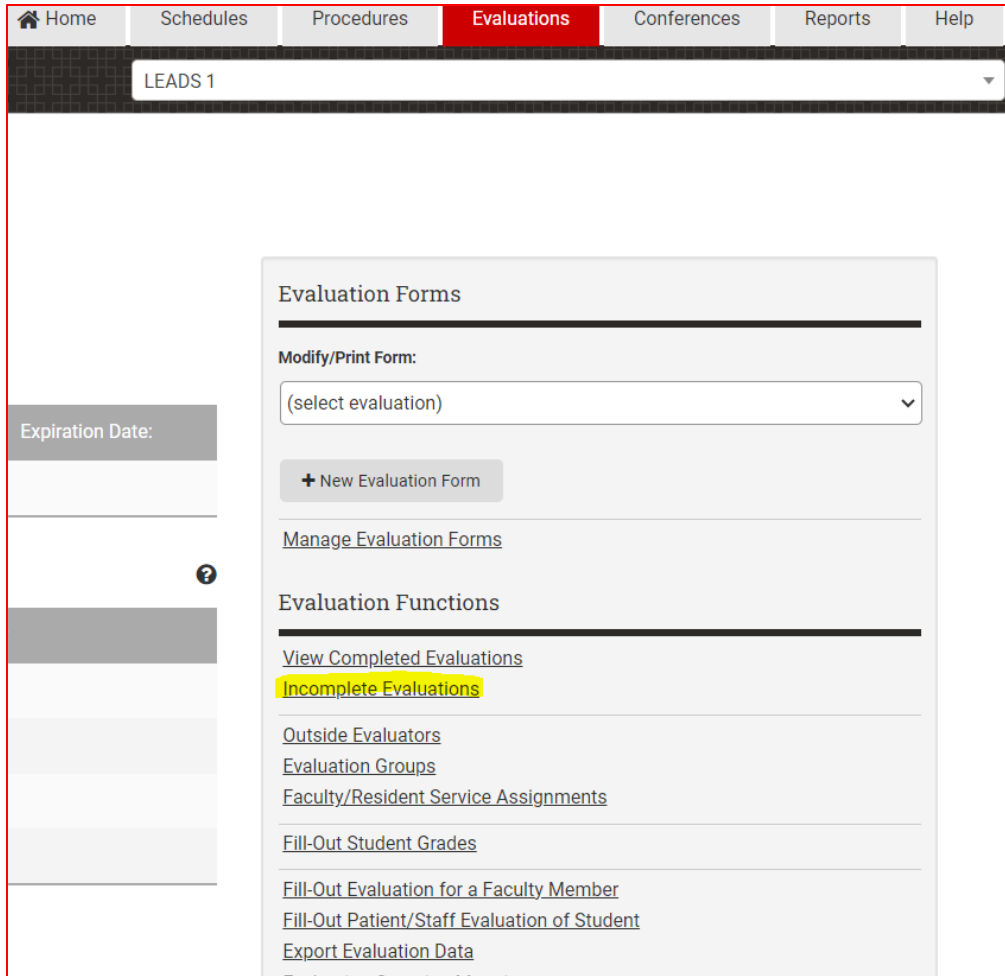


Figure 2 Incomplete Evaluations

- To erase just one evaluation, select the box that is in line with recipient, evaluation, type, service, etc.. To erase a whole page of evaluations, select the box that is marked with the red ‘x’**



Incomplete Evaluations

Evaluator: (all evaluators) Evaluatee: (all evaluatees) Service/Clinic: (all services/clinics) Status: Incomplete Only [Export Data](#)

1-50 of 742 results « Prev. Page 1 / 15 Next »

Recipient	Evaluation	Info	Course	Type	Service	Rotation	Status	Issued	Expiration	
Alktaish, Ward	Dr. McSweeney, Cheryl - EVALUATION OF FACULTY PRESENTER	🔔	LEADS 1	Student evaluation of faculty	LEADS: Week 1	8/7-4/26/2024	Incomplete	9/25/2023	10/8/2023	<input checked="" type="checkbox"/>
Alktaish, Ward	Dr. Miselis, Heather - EVALUATION OF FACULTY PRESENTER	🔔	LEADS 1	Student evaluation of faculty	LEADS: Week 1	8/7-4/26/2024	Incomplete	9/25/2023	10/8/2023	<input type="checkbox"/>
Alktaish, Ward	Dr. Reifler, Katherine - EVALUATION OF FACULTY PRESENTER	🔔	LEADS 1	Student evaluation of faculty	LEADS: Week 1	8/7-4/26/2024	Incomplete	9/25/2023	10/8/2023	<input type="checkbox"/>
Alktaish, Ward	Dr. Sarfaty, Suzy - EVALUATION OF FACULTY PRESENTER	🔔	LEADS 1	Student evaluation of faculty	LEADS: Week 1	8/7-4/26/2024	Incomplete	9/25/2023	10/8/2023	<input type="checkbox"/>
Alktaish, Ward	Dr. Stone, Geren - EVALUATION OF FACULTY PRESENTER	🔔	LEADS 1	Student evaluation of faculty	LEADS: Week 1	8/7-4/26/2024	Incomplete	9/25/2023	10/8/2023	<input type="checkbox"/>
Alktaish, Ward	Dr. Streed, Carl - EVALUATION OF FACULTY PRESENTER	🔔	LEADS 1	Student evaluation of faculty	LEADS: Week 1	8/7-4/26/2024	Incomplete	9/25/2023	10/8/2023	<input type="checkbox"/>

Figure 3 Selecting the evaluation(s) to delete

- After you have selected the evaluation(s) you would like to delete, scroll to the bottom and click “remove selected” in the drop-down menu and select submit.

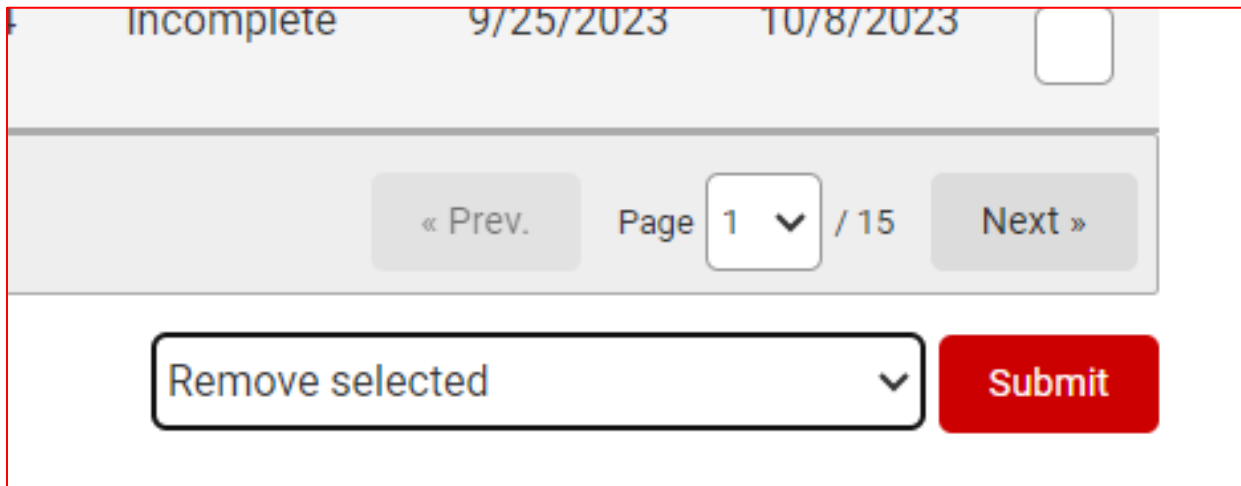


Figure 4 Removing selected evaluation(s)

- After selecting submit, MedHub will confirm the request with the user.



Grace Morris | Educational Technologist

(O) 617.358.7593 · gkmorris@bu.edu

L-310 | 72 East Concord Street | Boston University Medical Campus | Boston, Massachusetts 02118

Do you need educational technology help?

edtechhelp@bu.edu | bumc.bu.edu/bumc-emc/educational-technology | 617.358.1111