



Course Administrator: How to Remove Evaluations

1. Select the Evaluation tab on the home page.

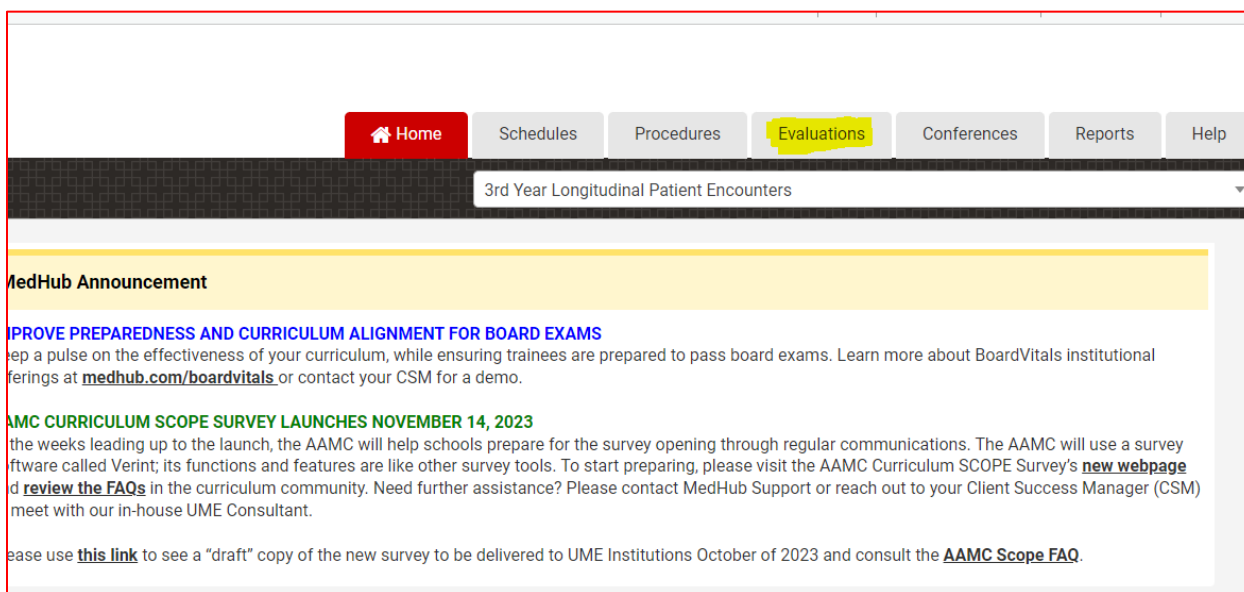


Figure 1 Evaluations Tab

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

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

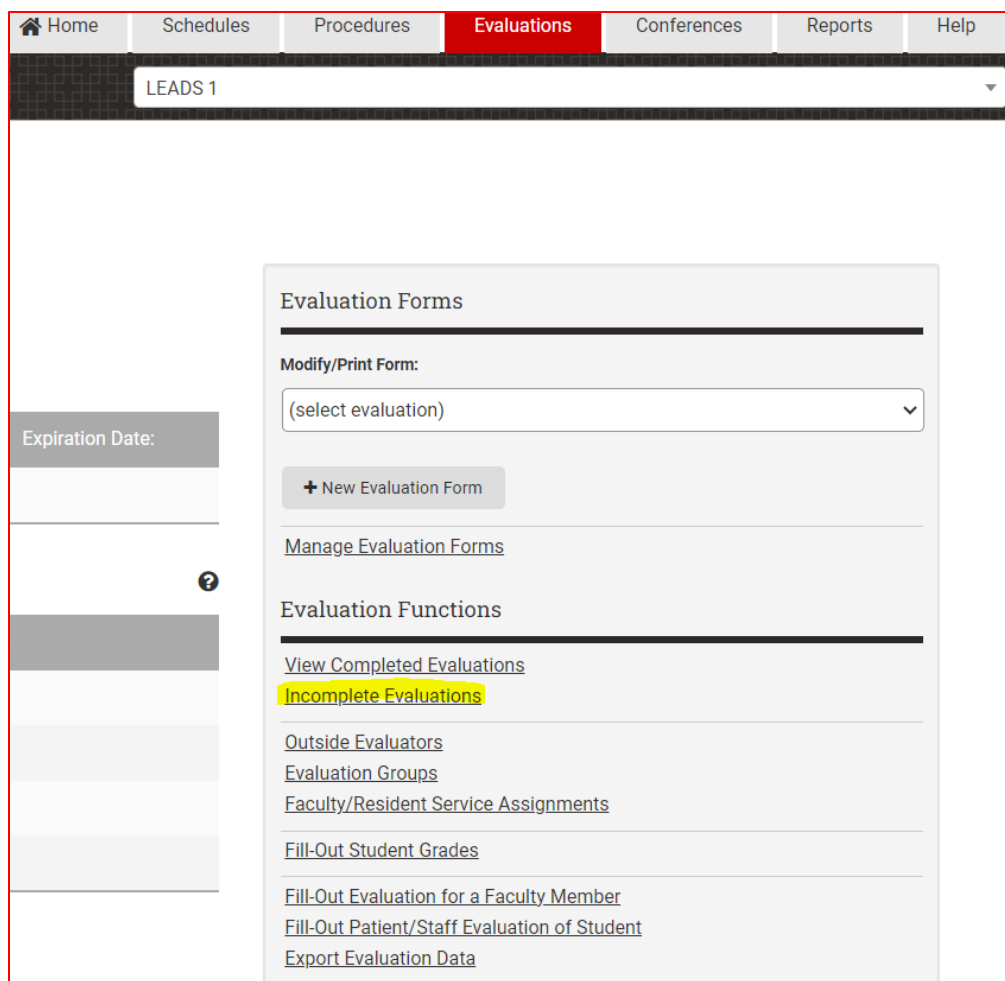


Figure 2 Incomplete Evaluations

3. 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'

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

ZZZ102-Test

Home Schedules Procedures **Evaluations** Conferences Reports Help

Home > Evaluations > Incomplete Evaluations

ZZZ102-Test

Incomplete Evaluations

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

1-3 of 3 results

Recipient	Evaluation	Info	Course	Type	Service	Rotation	Status	Issued	Expiration	
Test Student, Grace	Dr. Test, Faculty 2 - Clinical Supervisor Evaluation	🔍	ZZZ102-Test	Student evaluation of faculty	--	--	Incomplete	10/24/2025	--	☐
Dr. Test, Faculty 2	Test Student, Grace - C-SFF - 4th Year	🔍	ZZZ102-Test	Faculty evaluation of a student	--	--	Incomplete	4/7/2025	--	☐
Test Student, Grace	Dr. Test7-M Test7-Q - CLINICAL SUPERVISOR EVALUATION	🔍	ZZZ102-Test	Student evaluation of faculty	--	--	Partially Complete	10/3/2024	--	☐

1-3 of 3 results

Remove selected Submit

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.

Incomplete 9/25/2023 10/8/2023

« Prev. Page 1 / 15 Next »

Remove selected 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