Faculty MedHub Evaluations Guide

Faculty members have access to view and complete evaluations in MedHub.

Faculty MUST log into MedHub to access evaluations. If you have forgotten your username or are having issues logging in, contact your course coordinator or Briana Rivas-Morello at brivasmorello@gwu.edu. If you have forgotten your password, utilize the "Forgot My Password" button at the top of the log-in screen.

Guide Contents

Complete Student Evaluations

When faculty members are assigned to complete student evaluations, they will receive an e-mail prompting them to log into MedHub to complete the evaluation(s). Faculty members will only receive *one e-mail over the course of a day* for all evaluations that were generated that particular day. Faculty are sent reminders each week for evaluations they have yet to complete. Upon completion, students have immediate access to view the evaluation and by whom they were evaluated.
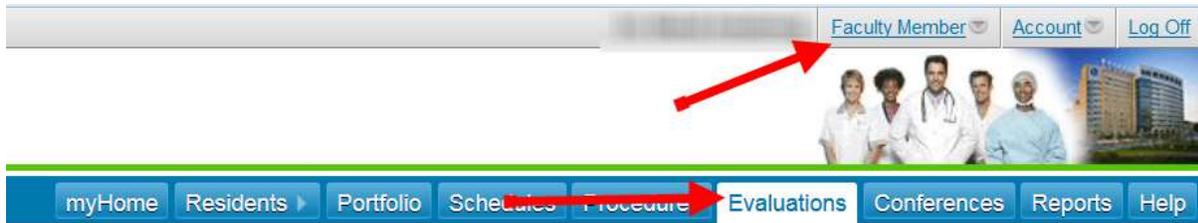
Step-by-Step

Home page -> Urgent Tasks box OR Evaluations tab -> Incomplete Evaluations tab

1. Log into MedHub at https://gwu.medhub.com.
2. Click the "Incomplete Evaluations" link in your Urgent Tasks box. This will automatically take you to the list of incomplete evaluations.
   a. The numbers in parentheses indicates the total number of evaluations that need to be completed and the number that are overdue or late.

3. You can also arrive to this page by clicking the "Evaluations" tab on the navigation bar from your home page, and selecting the "Incomplete Evaluations" sub-tab, which will list all evaluations you have yet to complete.
4. Select the hyperlink of an evaluation in this list to navigate to the evaluation form for completion.

5. In some cases, you may see additional buttons at the bottom of your evaluation request list where you can self-initiate evaluations of a student. This button will only appear if this has been set-up by your individual clerkship. Click the button, select the student to evaluate from a drop-down list, and complete the evaluation.
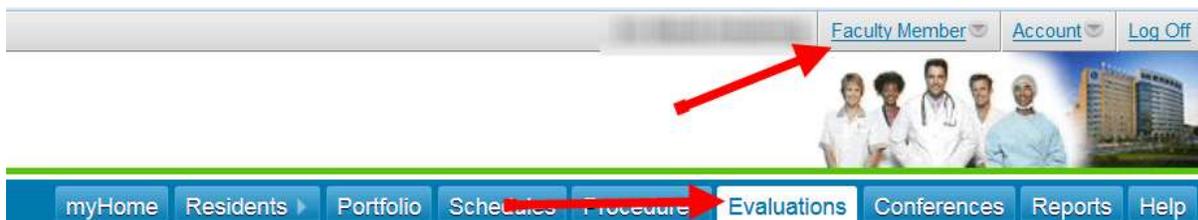

View Your Completed Evaluations

MedHub provides faculty members a list of all evaluations they have completed over time.

Step-by-Step
Home page -> Evaluations tab -> Completed Evaluations tab

1. Log into MedHub at https://gwu.medhub.com.
2. Click the "Evaluations" tab on the navigation bar from your home page, and select the "Complete Evaluations" sub-tab.
3. This will populate a list if hyperlinks for every evaluation you have completed. Each hyperlink will take you to that individual evaluation.
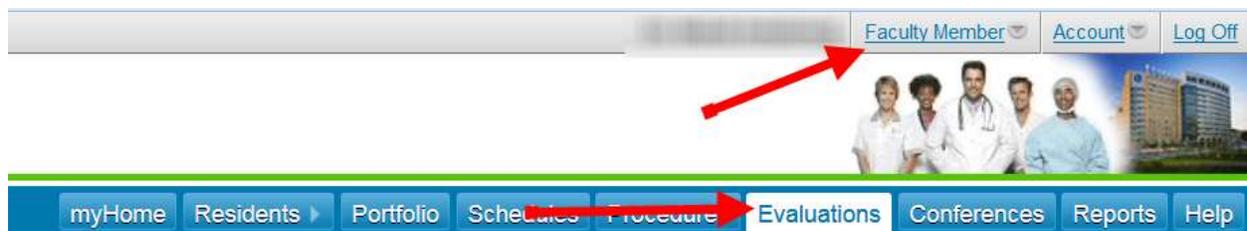
View Your Own Performance Evaluation Results

Faculty members have access to review performance evaluations that students have completed of them in an aggregate view. Average evaluation data is released in multiples of three completed evaluations, and student names remain anonymous to faculty.

Step-by-Step

Home page -> Evaluations tab -> Aggregate Evaluations tab

1. Log into MedHub at https://gwu.medhub.com.
2. Click the "Evaluations" tab in the navigation menu at the top right of your homepage.

3. The tab labeled, "Aggregate Evaluations" will display aggregate results of your performance.
4. Select the "Student Evaluation of Educator" link to review your aggregate results for UME clinical course evaluations.

5. Evaluation results are released to faculty in batches of 3. Forms without hyperlinks available indicate that there are not enough evaluations completed to see aggregate performance results. The numbers in parentheses indicate the number of evaluations that have been completed of you and how many of the evaluations will appear in the aggregate report. Results will be available to faculty in the report in multiples of 3. If you have less than 3 total evaluations completed of you, contact your course coordinator who can send you your aggregate results.