

MedHub Manual for Unit Directors

How To Log In To MedHub

1. Go to the SUNY Upstate iPage: <http://www.upstate.edu/ipage/intra/>



2. Click on "Clinical Launch Pad"



3. Click on "MedHub"

4. Enter your username and password:

- a. Your username should be the same as the one you use to log into GroupWise
- b. Your password is unique and may or may not be the same one you use for your computer and GroupWise
 - i. If you do not know your password, click on the "Forgot My Password" link and follow the instructions



Welcome to the SUNY Upstate Residency Management System.
This resource provides SUNY residents with the ability to plan their rotation schedules, keep track of their educational progress, and communicate with other residents, faculty members, and administrators.
If you need access, please contact your program administrator.

Log in

Username

Password

[Forgot my password](#)

remember me

[Help](#)

Recommended Browsers
Google Chrome
Mozilla Firefox
Apple Safari 9+
Internet Explorer 9+

Additional Tools
Adobe Reader 8+
Flash Player 9+



How to Complete an Evaluation in MedHub

Step 1 – Login using the “How to Login to MedHub” instructions

Step 2 – Click on “[Incomplete Evaluations](#)” to access all evaluations that need to be completed OR click on the “Evaluations” tab to see any of your evaluations. (Make sure that you have the correct course selected in the drop down if you are involved in more than one course)

The screenshot shows the MedHub interface for Colleen Denniston, a Faculty Member. The browser address bar displays <https://upstate.medhub.com/u/f/myhome.mh>. The date is Wednesday, August 3, 2016. The main navigation menu includes Schedules, Procedures, Evaluations, and Conferences. The 'Evaluations' tab is circled in blue. A blue arrow points from this tab to a white box containing the text: "Make sure you are on the correct course if you teach in more than one!!". In the 'Urgent Tasks' section, the 'Incomplete Evaluations (1)' link is also circled in blue. Other visible elements include 'Faculty Access' with 'Learning Modules' and 'Resources/Documents', a 'Personal Calendar' for Wednesday, August 3, and a 'Reuters - Health News' section with articles about Zika virus and mica mines.

Note – You will arrive on the “Evaluations” tab either way you click.

Step 3 – Click on the incomplete evaluation that you would like to complete.

UPSTATE MEDICAL UNIVERSITY State University of New York

SUNY Upstate Medical School myHome Portfolio Schedules Procedures **Evaluations** Conferences Help

Home » Evaluations

Evaluations

Incomplete Evaluations Completed Evaluations

Evaluation Requests

Evaluation:	Issued:	Status:
Germain, Lauren - Faculty of Student - POM - Mid-Year Small Group MSI and MSII (Rev 5/5/16)	08/03/2016	Incomplete

Note: if delivered an evaluation in error, remove it by clicking the link (above) and then clicking the "Insufficient contact to evaluate" link at the top of the form.

Step 4 – Verify that the evaluation is for the correct student with the name on the form. Use the picture to make sure you are making comments on the correct student.

If this is not one of your students, click “Insufficient contact to evaluate” and the evaluation will be removed from your Medhub queue.

UPSTATE MEDICAL UNIVERSITY State University of New York

SUNY Upstate Medical School myHome Portfolio Schedules Procedures Evaluations Conferences Help

Home » Evaluations » Evaluations Form


Evaluations Form

Kaufman, Daniel - Faculty of Student - POM - Mid-Year

Evaluator: Denniston, Colleen
Issue Date: 8/3/2016

1) Verify that you have the correct student.

If you have not seen this student, click Insufficient contact to evaluate to remove from queue.



Step 5 – Complete the form and choose either to save answers or submit/complete.

Note: save for later will leave the evaluation in your queue as unfinished and incomplete.

5. Site (Syracuse, Binghamton or RMed):*

6. Clerkship*

7. Date of meeting: *

* Required fields ▲ Option description (place mouse over field to view)

If you want to finish the evaluation later, use the drop down menu to select "Save answers - I will finish later" and click Submit. Otherwise to submit the completed evaluation, click "Submit"

Clicking the "Reset Form" button will erase all of your answers and the form will be blank.

Binghamton
 Syracuse
 RMed

Family Medicine
 Internal Medicine
 Neuroscience
 OB/GYN
 Psychiatry
 Pediatrics
 Surgery

Submit completed evaluation
Save answers -- I will finish later
Submit completed evaluation ▼ **Submit**

Reset Form

Optional – Go to the Completed Evaluations tab to view any evaluations that you have completed.

SUNY Upstate Medical School

Home » Evaluations » Completed Evaluations

Completed Evaluations

Incomplete Evaluations Completed Evaluations

Evaluations	Issued:	Completed:	Status:
Kaufman, Daniel - Faculty of Student - FRM -SG PARTICIPATION	08/01/2016	08/01/2016	Completed

medhub

Home | myProfile | Schedules |

Copyright © 2002-2016 MedHub, Inc. - All Rights Reserved

How to View Faculty/Course Evaluations in MedHub for Course Directors/Co-Directors

1. Once you are logged into MedHub, you will see your "Home" page:
 - a. In the drop down box of your courses (see arrow), select a course where you are listed as Course Director or Co-Director
 - b. In the "Course Director Access" box, you will see the sections that you have access to for the courses that you are a Director/Co-Director for
2. To view evaluations:
 - a. Click on the link "View Faculty/Course Evaluations"
(if you have NOT selected a course where you are Director/Co-Director this option will NOT appear)

The screenshot displays the MedHub interface for Dr. Thomas Poole, a Faculty Member at SUNY Upstate Medical School. The top navigation bar includes 'Home', 'Portfolio', 'Schedules', 'Procedures', 'Evaluations', and 'Conferences'. A dropdown menu for 'Microscopic Anatomy (MANA108)' is visible. The main content area is divided into three columns. The left column contains 'Urgent Tasks', 'Personal Calendar', and 'Announcements'. The middle column, titled 'Faculty Access', contains a 'Course Director Access' dropdown menu with several options: 'Student Demographics', 'Student Evaluations', 'Student Conference Attendance', 'Curriculum Mapping', 'Student Procedure Logs', 'Student Learning Portfolios', and 'View Faculty/Course Evaluations'. The 'View Faculty/Course Evaluations' link is circled in red. The right column displays 'Reuters - Health News' and 'New England Journal of Medicine - Current Issue' with various news snippets.

3. Now you will see three tabs of evaluations:
 - a. Faculty Evaluations - these are individual level evaluations of the faculty in your course - please note that the student's name will not appear on this screen, it will say "(anonymous)" to protect the identity of students
 - b. Faculty Aggregate - this tab will show you faculty evaluation aggregate summaries of the different evaluation forms by faculty member
 - c. Course Aggregate - this tab will show you course evaluation aggregate summaries of the different evaluation forms used for this course

4. Faculty Evaluations View - select the faculty member in the drop down list on the right to view the individual evaluations that have been completed on them

Tuesday, August 15, 2017 Dr. Thomas Poole | Faculty Member | Account | Log Off

UPSTATE MEDICAL UNIVERSITY State University of New York

SUNY Upstate Medical School

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

Home > Evaluations > Course Director Access to Evaluations

Course Director Access to Evaluations

Faculty Evaluations | Faculty Aggregate | Course Aggregate

Evaluator	Evaluation	Type	Alerts	Issued	Faculty	
(anonymous)	Dr. Maimone, Margaret - Student - Faculty Presenter MSI (2016-2017)	Student evaluation of faculty		03/27/2017	Maimone, Margaret	
(anonymous)	Dr. Maimone, Margaret - Student - MCM - Faculty MSI (2015-2016)	Student evaluation of faculty		08/17/2015	Maimone, Margaret	
(anonymous)	Dr. Maimone, Margaret - Student Evaluation of Faculty - MSI & MSII revised 8.13	Student evaluation of faculty		04/07/2014	04/13/2014	--
(anonymous)	Dr. Maimone, Margaret - Student - MCP - Faculty MSI	Student evaluation of faculty		02/10/2015	03/26/2015	--
(anonymous)	Dr. Maimone, Margaret - Student Evaluation of Faculty - MSI & MSII revised 8.13	Student evaluation of faculty		08/14/2014	09/02/2014	--
(anonymous)	Dr. Maimone, Margaret - Student - Microscopic Anatomy - Faculty MSI	Student evaluation of faculty		03/13/2015	04/21/2015	--

5. Faculty Aggregate View - select the faculty member in the drop down on the right, and the evaluation form you want to view on the left. You can also put in a date range if you want.

Tuesday, August 15, 2017 Dr. Thomas Poole | Faculty Member | Account | Log Off

UPSTATE MEDICAL UNIVERSITY State University of New York

SUNY Upstate Medical School

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

Home > Evaluations > Course Director Access to Evaluations

Course Director Access to Evaluations

Faculty Evaluations | Faculty Aggregate | Course Aggregate

Faculty: Maimone, Margaret

Evaluation Form: Student - Lab MSI (203) | Date Range: all responses | Start Date: 07/01/2017 | End Date: 06/30/2018 | Submit

Student - Lab MSI

Faculty Questions (Lab)


	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Avg (Std):
1. This faculty member was an effective teacher in the laboratory (clear, organized, logical).*	1	2	3	4	5	4.66 (0.5)

2. What were the strengths of this faculty member as a lab instructor?

she is very clear as to what she expects from us and she is very effective at communicating with us.
Her notes were extremely thorough which made it easy to follow the lectures.
Superb pedagogy. It is obvious how much of a purposeful effort Dr. Maimone gives to teaching
Very approachable
Her lectures are nice and easy to follow
She's absolutely outstanding. So nice and makes complex topics super clear. She walks around the lab and answers everyone's questions. It is a

6. Course Aggregate View - select the evaluation form you want to view; you can also select a date range

Tuesday, August 15, 2017 Dr. Thomas Poole | Faculty Member | Account | Log Off

UPSTATE MEDICAL UNIVERSITY State University of New York 

SUNY Upstate Medical School Home | Portfolio | Schedules | Procedures | Evaluations | Conferences | Help

Home » Evaluations » Course Director Access to Evaluations

Course Director Access to Evaluations

Faculty Evaluations | Faculty Aggregate | **Course Aggregate**

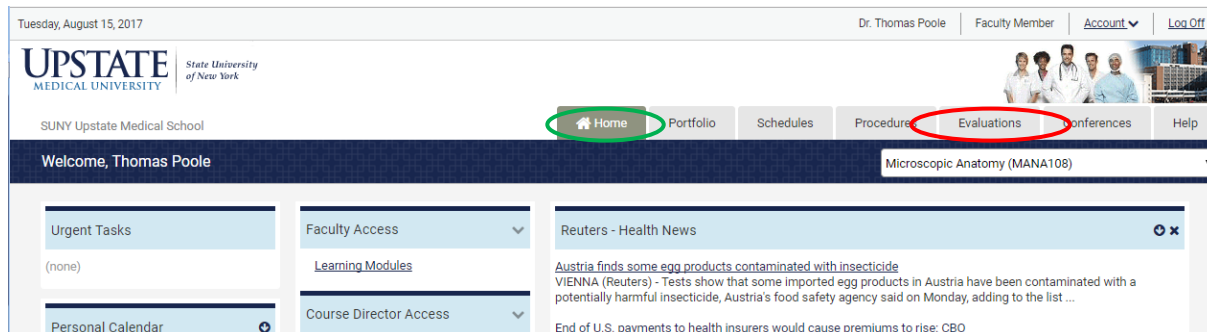
Evaluation Form: Student - Microscopic Anatomy - End of Course MSI (203) | Date Range: (all responses) | Start Date: 07/01/2017 | End Date: 06/30/2018 | Submit

Student - Microscopic Anatomy - End of Course MSI

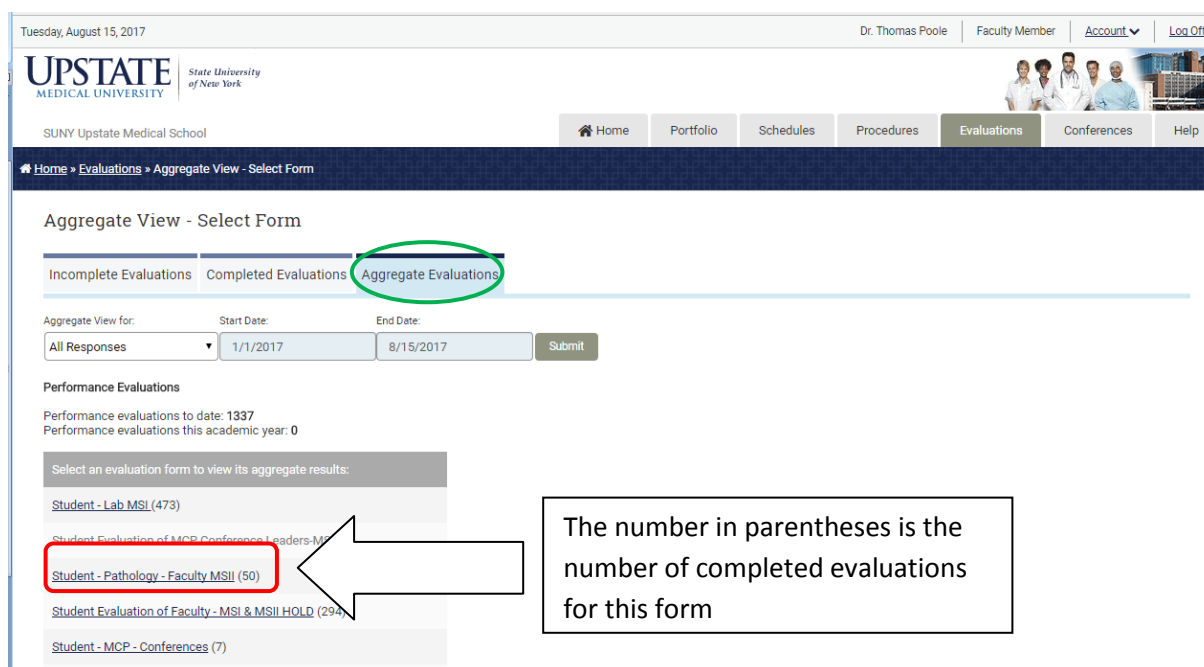
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	
	1	2	3	4	5	Avg (Std):
1. Course had sufficient illustrations of clinical relevance.*		0.49%	12.32%	42.36%	44.83%	4.32 (0.7)
2. I received clear learning objectives for the course.*			6.40%	44.83%	48.77%	4.42 (0.6)

How Faculty Can View Their Own Evaluations in MedHub *(evaluations that students have completed on them)*

1. Once you are logged into MedHub, you will see your "Home" page
 - a. Click on the "Evaluations" tab in the upper right



- b. Next you will see a screen with 3 tabs - click on the "Aggregate Evaluations" tab
- c. Select an evaluation form from the list (you can also put in a date range)



Aggregate View - Select Form

Incomplete Evaluations Completed Evaluations **Aggregate Evaluations**

Aggregate View for: Start Date: End Date:

Performance Evaluations
Performance evaluations to date: 1337
Performance evaluations this academic year: 0


Select an evaluation form to view its aggregate results:

- Student - Lab MSII (473)
- Student Evaluation of MCP Conference Leaders-M
- Student - Pathology - Faculty MSII (50)**
- Student Evaluation of Faculty - MSII & MSII HOLD (294)
- Student - MCP - Conferences (7)

The number in parentheses is the number of completed evaluations for this form

d. You will then see an aggregate summary of the responses to that form:

Tuesday, August 15, 2017 Dr. Thomas Poole | Faculty Member | [Account](#) | [Log Off](#)

UPSTATE MEDICAL UNIVERSITY State University of New York 

SUNY Upstate Medical School
[Home](#) | [Portfolio](#) | [Schedules](#) | [Procedures](#) | **Evaluations** | [Conferences](#) | [Help](#)

[Home](#) » [Evaluations](#) » [Aggregate View](#) » [Aggregate Results](#)

Aggregate Results

[Incomplete Evaluations](#) | [Completed Evaluations](#) | [Aggregate Evaluations](#)

Student - Pathology - Faculty MSII

	I attended this lecture	I watched this lecture online at regular speed	I watched this lecture online at a fast speed	I did not attend or watch this lecture	Avg (Std):
1. Please indicate whether you attended this lecture, watched it online (regular or fast speed) or did neither. If you did not attend the lecture, please share why. (Remember: data are de-identified and collected for the purpose of program strengthening)*	98.00%			2.00%	1.06 (0.4)

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	I did not attend or watch this lecture	Avg (Std):
2. This faculty member was an effective teacher.*	1	2	32.00%	28.00%	38.00%	0	4.06 (0.8)

3. What were the strengths of this faculty member as a teacher?

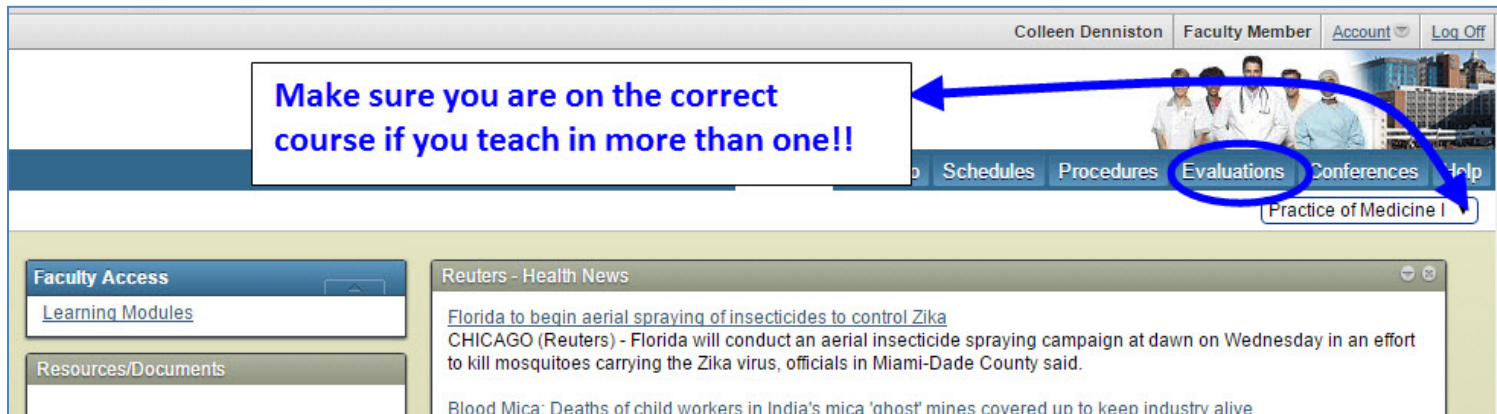
Clear and concise presentation of information. Tried to make it not overwhelming

He clarified what was presented in previous lectures and tied the pathology material in to what we learned in micro anatomy

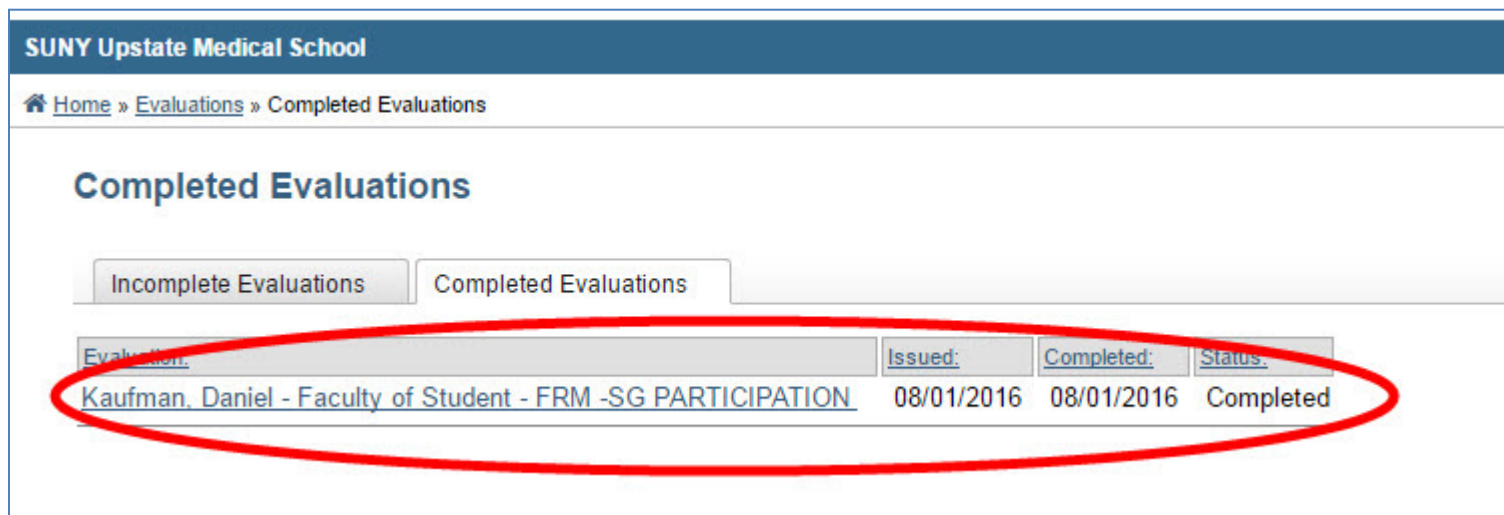
Very helpful in organizing the information for us.

How to View Evaluations Faculty Completed on Students in MedHub

1. Login using the “How to Login to MedHub” instructions
2. Click on the “Evaluations” tab. (Make sure that you have the correct course selected in the drop down if you are involved in more than one course)



3. Click on “Completed Evaluations” and you will see a list of the evaluations you have completed. Click on any of them for the details.



How to Initiate a Professionalism Report in MedHub (for Faculty/Directors)

Step 1 – After logging into MedHub, click on the “Evaluations” tab

Step 2 – Click on the first tab for “Incomplete Evaluations”, at the right click on “Initiate Performance Evaluation of a Student”

The screenshot shows the MedHub interface for SUNY Upstate Medical School. The top navigation bar includes Home, Portfolio, Schedules, Procedures, Evaluations (circled in green), Conferences, and Help. Below the navigation bar, the breadcrumb trail reads Home > Evaluations. The main content area is titled 'Evaluations' and features three tabs: Incomplete Evaluations (selected), Completed Evaluations, and Aggregate Evaluations. Under the 'Final Course Evaluations' section, there is a table with columns for Evaluation, Course, Completed, and Status, currently showing '(no requests)'. To the right of this table is a button labeled 'Initiate Performance Evaluation of a Student' (circled in red). Below this is the 'Evaluation Requests' section, also showing '(no requests)'. A note at the bottom states: 'Note: if delivered an evaluation in error, remove it by clicking the link (above) and then clicking the "Insufficient contact to evaluate" link at the top of the form.'

Step 3 – Select the applicable course you want to create the evaluation for (note: MedHub calls these “Clerkships”, but the dropdown box is a list of clerkships and courses). Click on “Submit”. *If you are involved in only 1 course/clerkship, you will not have to complete this step.*

The screenshot shows the 'Initiate Performance Evaluation' page in MedHub. The breadcrumb trail reads Home > Evaluations > Initiate Performance Evaluation. The page title is 'Initiate Performance Evaluation'. Below the title, there is a red-bordered box containing the text 'Please select a clerkship for this evaluation.' and a dropdown menu labeled 'Clerkship:' with 'Nervous System' selected. Below the dropdown is a 'Submit' button. The footer includes the MedHub logo, navigation links (Home, myProfile, Schedules, Help), and copyright information: Copyright © 2002-2017 MedHub, Inc. - All Rights Reserved. Legal Notice | Privacy Policy.

Step 4 – Select the Student (*the evaluation form will default to Faculty of Student – Professionalism Commendation/Concern Report*). Click **“Submit”**.



Initiate Performance Evaluation

Select the student for whom you wish to fill out a performance evaluation.

Student:

Evaluation Form: Faculty of Student - Professionalism Commendation/Concern Report
Special Options: None

Step 5 – Complete the form. ****NOTE – Make sure in Question 1 that you select the appropriate report type – Commendation or Concern**** Click on **“Submit”**.

Also, please note that Question 8 on this form reminds you that it is expected that the faculty member completing this form will have discussed it with the student PRIOR to the report being submitted. If this is not the case, you are to contact the Associate Dean for Undergraduate Medical Education PRIOR to submitting the report.



Evaluations Form

Faculty of Student - Professionalism Commendation/Concern Report

Evaluator:

Course: Nervous System
Issue Date: 7/11/2017

Insufficient contact to evaluate (delete evaluation)

Type of Report

1. What type of report is this? Commendation or Concern*

2. Name of student: *

3. Name of individual submitting the report: *

4. Date of incident: *

How to Upload a New Photo in MedHub

1. Log into MedHub
 - o Make sure you are on the “Home” screen
 - o Select the correct Course under the drop down menu in the upper right of the screen
2. Near the middle of the screen, find the section called “User Management”
 - o In the “Faculty” drop down menu, select the faculty member you want to upload a new picture of

The screenshot shows the MedHub interface. At the top, the date is Wednesday, August 16, 2017, and the user is Colleen Dillenbeck. The course is Microscopic Anatomy (MANA108). The navigation menu includes Home, Schedules, Procedures, Evaluations, Conferences, Reports, and Help. The User Management section is highlighted with a red box, showing the Faculty dropdown menu with a search icon. The current faculty member selected is Thomas Poole. The page also displays a sidebar with various resources and documents, and a main content area with news articles.

3. Now you will be on the “Modify Faculty User” page
 - o Under the current picture, click on “Photo: Upload”

The screenshot shows the Modify Faculty User page for Thomas Poole. The page includes a sidebar with navigation options like Home, Faculty Demographics, and New Faculty Member. The main content area contains a form for editing the faculty member's information. The photo upload section is highlighted with a red box, showing the current photo and the Upload button. The form also includes fields for First Name, Last Name, Suffix, Salutation, Title, Specialty, University ID, and Password Sent.

4. Next, click on "Choose File" where the new picture is located
 - o This will bring up a separate box - find and open the new picture
 - o Make sure you follow the Photo Guidelines listed on the screen

Faculty Demographics

Faculty Member: Poole, Thomas Save

Faculty Information

Programs/Services

Forms/Files

[New Faculty Member](#)

[Reset Password](#)

Upload Faculty Photo

Photo Location: **Choose File** | No file chosen

Upload Photo

Current Photo: [Original Photo](#)
File Format: JPG

[Thumbnail](#)
File Format: JPG

Photo Guidelines:

1. Allowable graphic format: JPG
2. Recommended photo size:
Larger than 100 x 100 px
Smaller than 600 x 600 px
3. Files must be smaller than 3Mb
4. Filenames must be less than 30 characters in length
5. Filenames must not include special characters (such as apostrophes or commas)

5. The name of the photo file will now be listed next to "Choose File"
 - o Next, click on "Upload Photo"

Faculty Demographics

Faculty Member: Poole, Thomas Save

Faculty Information

Programs/Services

Forms/Files

[New Faculty Member](#)

[Reset Password](#)

Upload Faculty Photo

Photo Location: **Choose File** | Koala.jpg

Upload Photo

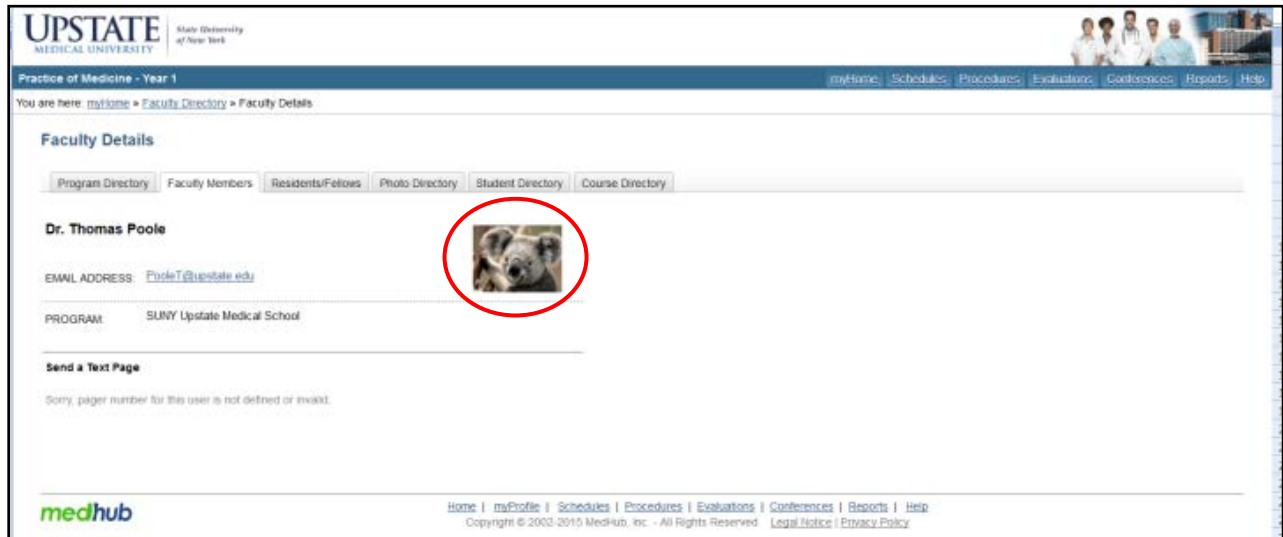
Current Photo: [Original Photo](#)
File Format: JPG

[Thumbnail](#)
File Format: JPG

Photo Guidelines:

1. Allowable graphic format: JPG
2. Recommended photo size:
Larger than 100 x 100 px
Smaller than 600 x 600 px
3. Files must be smaller than 3Mb
4. Filenames must be less than 30 characters in length
5. Filenames must not include special characters (such as apostrophes or commas)

Process complete! You should now see the new photo in the faculty member's profile - you may have to log out and back into MedHub to see the change



The screenshot displays the MedHub website interface for a faculty member's profile. At the top left, the logo for UPSTATE MEDICAL UNIVERSITY is visible, along with the text "State University of New York". The page title is "Practice of Medicine - Year 1". A navigation bar at the top right contains links for "myHome", "Schedules", "Procedures", "Evaluations", "Conferences", "Reports", and "Help". Below the navigation bar, the breadcrumb trail reads "You are here: myHome > Faculty Directory > Faculty Details". The main content area is titled "Faculty Details" and features a tabbed interface with options for "Program Directory", "Faculty Members", "Residents/Fellows", "Photo Directory", "Student Directory", and "Course Directory". The profile for "Dr. Thomas Poole" is shown, with a red circle highlighting a photo of a dog. Below the photo, the email address "PooleT@upstate.edu" and the program "SUNY Upstate Medical School" are listed. A "Send a Text Page" section contains the message "Sorry, pager number for this user is not defined or invalid." The footer includes the MedHub logo, a navigation menu with links for "Home", "myProfile", "Schedules", "Procedures", "Evaluations", "Conferences", "Reports", and "Help", and copyright information: "Copyright © 2003-2015 MedHub, Inc. - All Rights Reserved. Legal Notice | Privacy Policy".

**Please note we do NOT encourage changing faculty photos to zoo animals!