

# Clerkship Coordinator – Course Admin

**Log into: [Stanford.MedHub.com](https://stanford.medhub.com)**

If you are unsure of your login details, please use the “Forgot password” option or contact Kiran Brar <kiranjit@stanford.edu>.

## Fill an Evaluation on Behalf of Faculty/Clerkship Director

No need to sign in as the faculty/clerkship director to complete on their behalf.

- Select the clerkship site from right side drop down
- Home page > Evaluations tab > Evaluations Functions (right side column)
  - Select “Fill Out Evaluations for a Faculty Member”

The screenshot shows the Stanford MedHub interface for the 'Evaluations' section. At the top, a navigation bar includes 'SURG 300A - Surgery Core Clerkship', 'Home', 'Schedules', 'Procedures', 'Evaluations', 'Conferences', 'Reports', and 'Help'. A red breadcrumb trail shows 'Home > Evaluations'. A search bar contains 'SURG 300A - Surgery Core Clerkship'. The main content area is titled 'Evaluations' and includes a 'Deliver Evaluations' button, a 'Queued Evaluations' table (empty), and an 'Automated Evaluations' table (empty). On the right, a sidebar contains 'Evaluation Forms' and 'Evaluation Functions' sections. The 'Evaluation Functions' section lists several options, with 'Fill-Out Evaluation for a Faculty Member' highlighted by a blue box. Blue arrows point to the 'Clerkship' dropdown, the 'Evaluations' tab, and the highlighted option.

**Clerkship**

**Clerkship**

**Evaluations tab**

**Evaluations**

Use the utilities below to draft evaluations, select participants, and deliver the evaluations. To get started, visit the [Help Section](#).

**Deliver Evaluations**

**Queued Evaluations**

Evaluation Form:	Number:	Delivery Date:
(none)		

**Automated Evaluations**

Title:	Rules:	Status:
(none)		

**+ Add Automated Evaluations**

**Evaluation Forms**

Modify/Print Form:  
(select evaluation)

**+ New Evaluation Form**

**Manage Evaluation Forms**


**Evaluation Functions**

- [View Completed Evaluations](#)
- [Incomplete Evaluations](#)
- [Outside Evaluators](#)
- [Evaluation Groups](#)
- [Faculty/Resident Service Assignments](#)
- [Fill-Out Student Grades](#)
- [Fill-Out Evaluation for a Faculty Member](#)**
- [Fill-Out Patient/Staff Evaluation of Student](#)
- [Export Evaluation Data](#)
- [Final Evaluation Question Mapping](#)
- [Custom Answer Types](#)

On the next screen, select the applicable faculty member from the drop-down.

### Evaluation For A Faculty Member

Faculty

----- Select a Faculty ----- 

Evaluation Requests for :		
Evaluation	Issue	Status
(no requests)		

Select the outstanding pending evaluation.

### Evaluation For A Faculty Member

Faculty

(TEST) Cioni, Claire 

Evaluation Requests for Claire (TEST) Cioni:		
Evaluation	Issue	Status
<a href="#">Cioni, Claire - Core Final Evaluation</a>	07/19/2018	Incomplete
<a href="#">Cioni, Claire - Mid-Clerkship Feedback Form</a>	07/19/2018	Incomplete
<a href="#">Cioni, Claire - Mid-Clerkship Feedback Form</a>	07/20/2018	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.

Complete and submit. You can also save progress and finish/submit later.

Notes/Comments

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

    Submit completed evaluation  
Save answers -- I will finish later   

