

# MedHub Manual for Faculty

# 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

[Forgot my password](#)

☒ remember me

[Help](#)

Recommended Browsers	Additional Tools
Google Chrome	Adobe Reader 8+
Mozilla Firefox	Flash Player 9+
Apple Safari 9+	
Internet Explorer 9+	



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# 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 displays the SUNY Upstate MedHub web application. At the top, the browser address bar shows the URL <https://upstate.medhub.com/u/f/myhome.mh>. The page header includes the SUNY Upstate Medical University logo and a navigation bar with links for Schedules, Procedures, Evaluations, Conferences, and Help. The 'Evaluations' link is circled in blue. A blue arrow points from this link to a callout box that reads: "Make sure you are on the correct course if you teach in more than one!!". Below the navigation bar, the user is welcomed as Colleen Denniston. On the left, under the 'Urgent Tasks' section, the link 'Incomplete Evaluations (1)' is circled in blue. The right side of the page features a 'Reuters - Health News' section with articles about Zika virus and child workers in India.

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.

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SUNY Upstate Medical School myHome Portfolio Schedules Procedure Evaluations Conferences Help

Home » Evaluations

### Evaluations

Incomplete Evaluations Completed Evaluations

#### Evaluation Requests

Evaluation:	Issued:	Status:
<a href="#">Germain, Lauren - Faculty of Student - POM - Mid-Year Small Group MSI and MSII (Rev 5/5/16)</a>	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.

[Initiate Performance Evaluation of a Student](#)

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.

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Home » Evaluations » Evaluations Form

### Evaluations Form

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

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

[Insufficient contact to evaluate](#) (remove evaluation)

**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			
<a href="#">Home</a> » <a href="#">Evaluations</a> » Completed Evaluations			
<h2>Completed Evaluations</h2>			
<a href="#">Incomplete Evaluations</a> <a href="#">Completed Evaluations</a>			
Evaluation	Issued:	Completed:	Status
<a href="#">Kaufman, Daniel - Faculty of Student - FRM -SG PARTICIPATION</a>	08/01/2016	08/01/2016	Completed

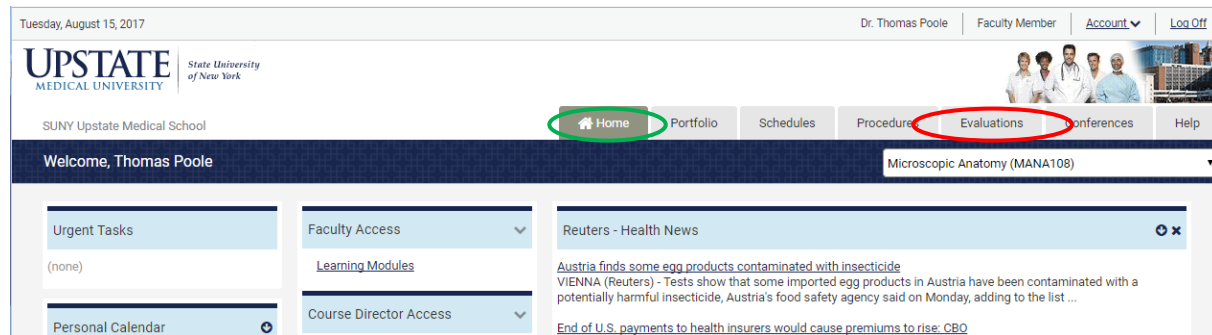
**medhub**

[Home](#) | [myProfile](#) | [Schedules](#) |

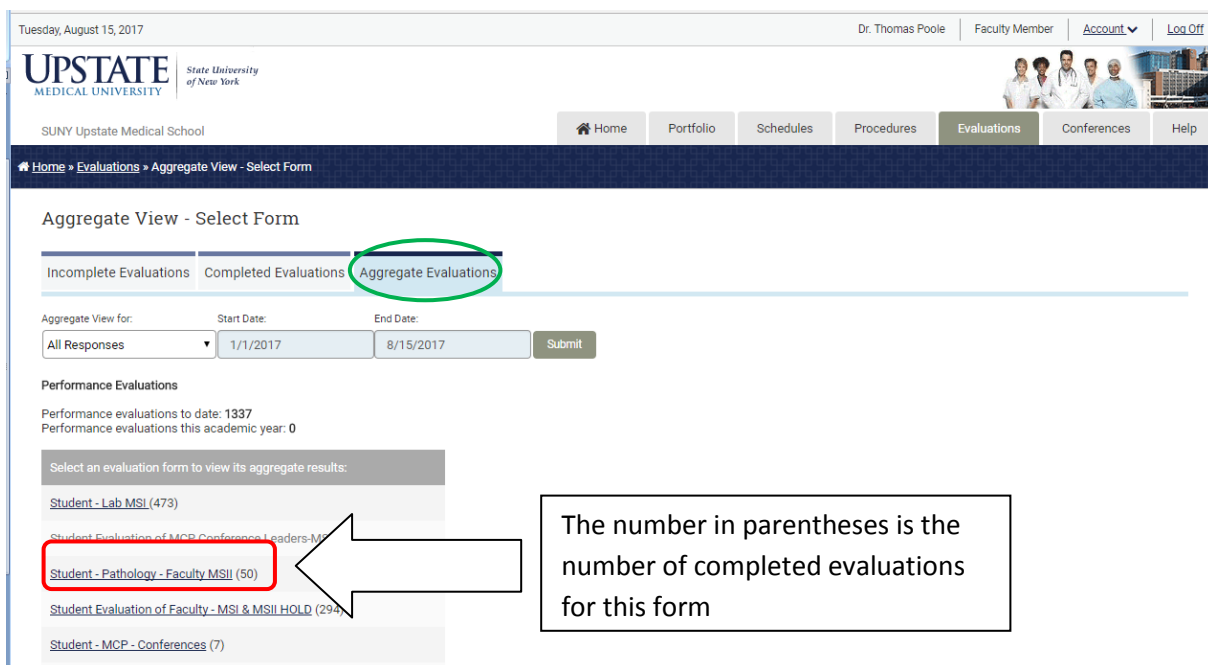
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# How Faculty Can View Their Own Evaluations in MedHub *(evaluations that students have completed on them)*

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)




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](#)

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

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

Student - Pathology - Faculty MSII

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)\*

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):
98.00%			2.00%	1.06 (0.4)

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	I did not attend or watch this lecture	
1	2	3	4	5	0	Avg (Std):
		32.00%	28.00%	38.00%	2.00%	4.06 (0.8)

2. This faculty member was an effective teacher.\*

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

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

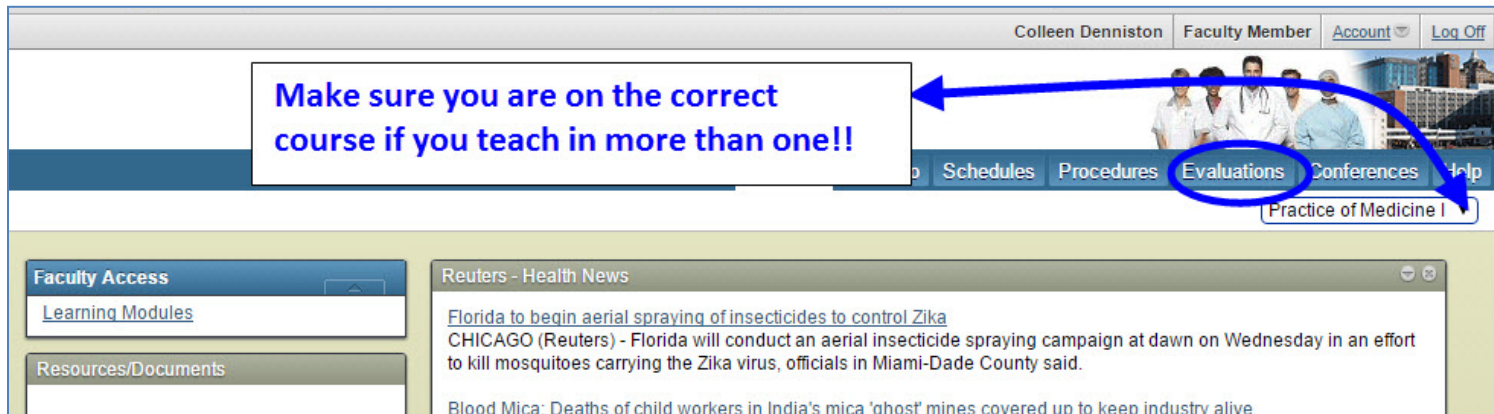
He clarified what was presented in previous lectures and tied the pathology material in to what we learned in micro anatomy

Very helpful in organizing the information for us.

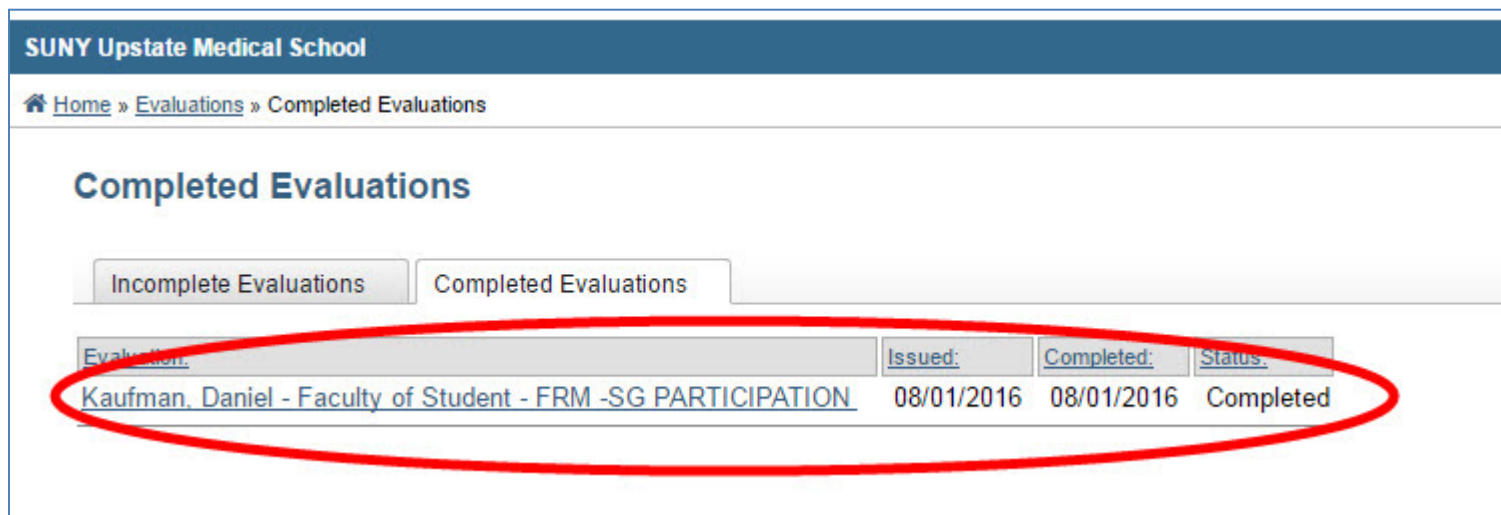


# How to View Evaluations Faculty Completed on Students in MedHub

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”

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Home » Evaluations

### Evaluations

Incomplete Evaluations Completed Evaluations Aggregate Evaluations

#### Final Course Evaluations

Evaluation:	Course:	Completed:	Status:
(no requests)			

#### Evaluation Requests

Evaluation	Issued	Status
(no requests)		

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.

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**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.*

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Home » Evaluations » Initiate Performance Evaluation

### Initiate Performance Evaluation

Please select a clerkship for this evaluation.

Clerkship: Nervous System ▼

Submit


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

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Home » Evaluations » Initiate Performance Evaluation

### 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

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**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.*

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Home » Evaluations » Evaluations Form

### 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\*

Commendation Report ▼  
Commendation Report  
Concern Report

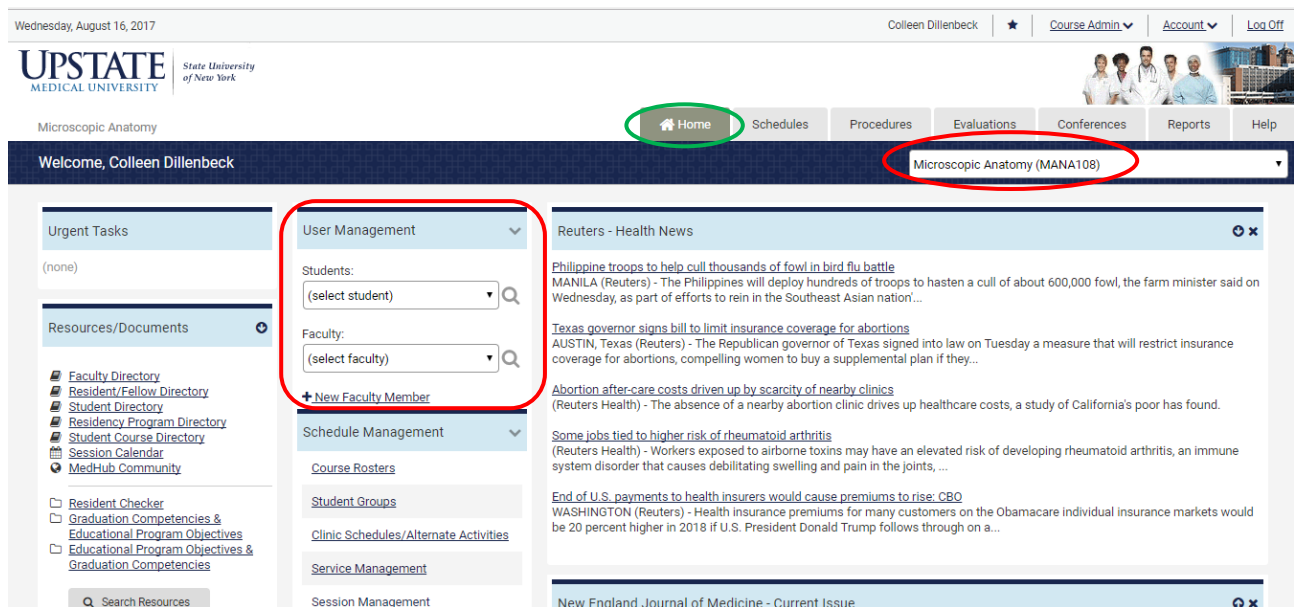
2. Name of student: \*

3. Name of individual submitting the report: \*

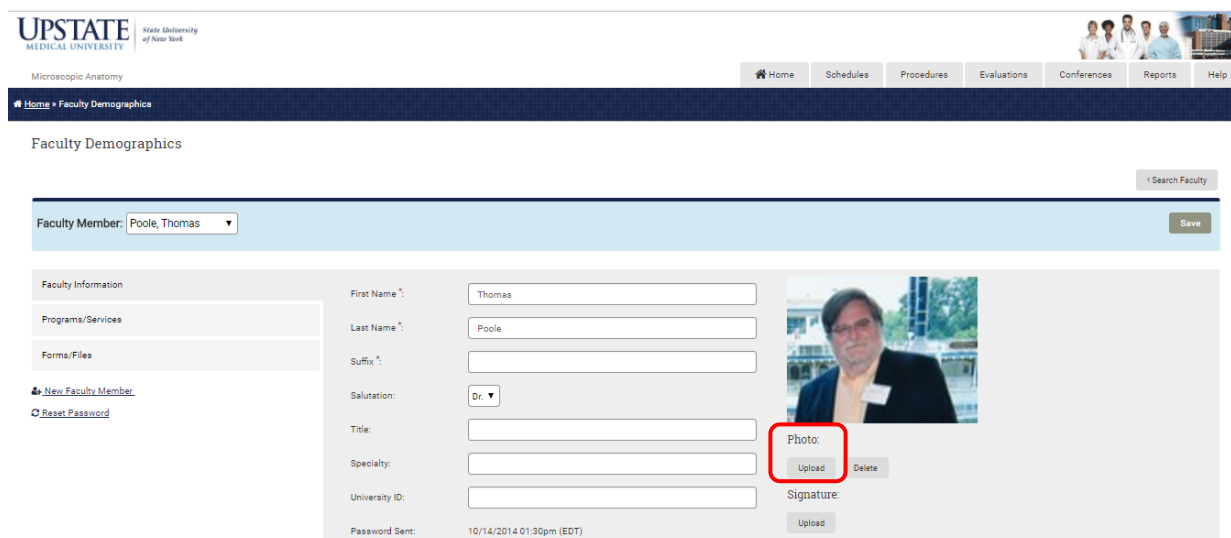
4. Date of incident: \*

# How to Upload a New Photo in MedHub

1. Log into MedHub
  - Make sure you are on the “Home” screen
  - 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”
  - In the “Faculty” drop down menu, select the faculty member you want to upload a new picture of



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



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

#### Faculty Demographics

[< Search Faculty](#)

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"
  - Next, click on "Upload Photo"

#### Faculty Demographics

[< Search Faculty](#)

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


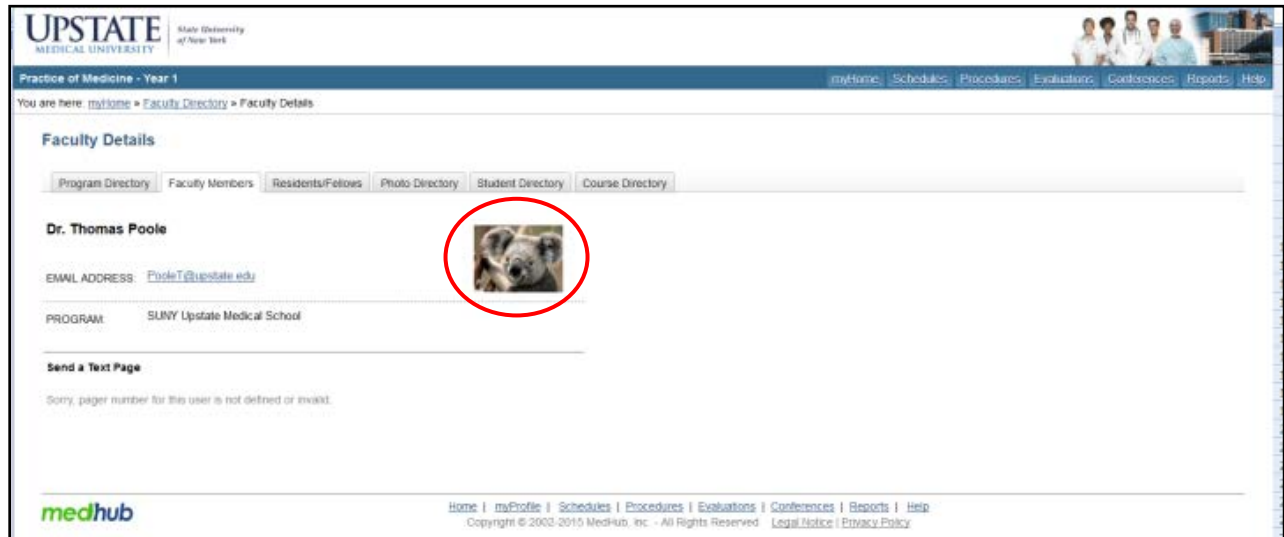
 Thumbnail:  
File Format: JPG

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 shows the Upstate Medical University MedHub website. The header includes the Upstate Medical University logo and navigation links. The main content area displays the 'Faculty Details' for Dr. Thomas Poole. A red circle highlights a photo of a cow, which is the new profile picture. The page also shows the email address 'PooleT@upstate.edu' and the program 'SUNY Upstate Medical School'.

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Practice of Medicine - Year 1

You are here: [myHome](#) > [Faculty Directory](#) > [Faculty Details](#)

**Faculty Details**

[Program Directory](#) [Faculty Members](#) [Residents/Fellows](#) [Photo Directory](#) [Student Directory](#) [Course Directory](#)

**Dr. Thomas Poole**

EMAIL ADDRESS: [PooleT@upstate.edu](mailto:PooleT@upstate.edu)

PROGRAM: SUNY Upstate Medical School

**Send a Text Page**

Sorry, pager number for this user is not defined or invalid.

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