

Pulling Aggregate Student Assessments for VSLO

1. After selecting the intended course, click on the “Reports” tab, and select “Aggregate Evaluation Report”.

The screenshot shows a web application interface with a top navigation bar containing tabs for Home, Schedules, Procedures, Evaluations, Conferences, Reports, and Help. The 'Reports' tab is highlighted in yellow. Below the navigation bar, a blue header displays 'Home > Reports' and a dropdown menu with 'Surgery' selected. The main content area is titled 'Reports' and features three tabs: 'Choose Report', 'Select Options', and 'Generate Report'. The 'Choose Report' tab is active, displaying a grid of report categories and their respective links. The 'Aggregate Evaluation Report' link under the 'Evaluation Reports' category is circled in red. To the right of the report grid, there are two panels: 'Recent Reports' and 'Saved Reports', both showing '(none)'. The 'Aggregate Evaluation Report' link is also circled in red in the original image.

Recent Reports	Actions
	+ View More

Saved Reports	Actions
(none)	

Compliance Reports	Conference Reports
Work Hours Compliance Report	Conference Attendance by Student
	Conference Presenters Summary
	Conference Schedule Details
	Conferences By Competency
	Faculty Conference Attendance

Site Statistics	Procedure Reports
Audit Trail Query	Procedure Demographics Report
Completed Learning Modules	Procedure Log Summary
Completed Tests Report	Procedure Requirements by Student
	Procedure Requirements Summary
	Procedures Summary
	Procedures Summary by Student

Demographics	Evaluation Reports
Ad-hoc Faculty Demographics	Summary By Evaluator
Ad-Hoc Student Demographics	Aggregate Comments Report
Student Grades	Aggregate Evaluation Report
Student Roster	Evaluation Competencies Report
	Evaluation Completion by User
	Evaluation Completion Summary
	Evaluation Delivery History
	Evaluation Questions Summary
	Evaluations Low Score Report
	Evaluator Scoring Averages
	SIS Completion History
	Student Evaluation Summary

Scheduling Reports
Clinic Summary
Enrollment Period Report
Student Enrollment Report
Student Service Report

2. From the evaluation type drop-down menu, select "Faculty evaluation of a student".

The screenshot displays the 'Reports' section of the MedHub interface. At the top, there are three tabs: 'Choose Report', 'Select Options', and 'Generate Report'. Below these tabs, the page title is 'Options for "Aggregate Evaluation Report"'. The main content area features an 'Evaluation Type:' label followed by a dropdown menu. The dropdown menu is open, showing a list of evaluation types. A red arrow points to the 'Faculty evaluation of a student' option, which is highlighted in the list. Other options include 'Student evaluation of other student (peer)', 'Student evaluation of resident', 'Student evaluation of faculty', 'Student self evaluation', 'Student evaluation of a service/clinic', 'Student evaluation of course', 'Resident evaluation of student', 'Resident/Student/Faculty evaluation of a procedure', 'Resident/Student/Faculty evaluation of a conference', 'Patient/staff evaluation of a student', 'Patient/staff evaluation of faculty/program/hospital', and 'Student evaluation of school/hospital'. A 'Go to Step 3...' button is visible on the left side of the form. The MedHub logo is located in the bottom left corner.

Reports

Choose Report Select Options Generate Report

Options for "Aggregate Evaluation Report"

Evaluation Type: (select type) ▼

(select type)
Student evaluation of other student (peer)
Student evaluation of resident
Student evaluation of faculty
Student self evaluation
Student evaluation of a service/clinic
Student evaluation of course
Faculty evaluation of a student
Resident evaluation of student
Resident/Student/Faculty evaluation of a procedure
Resident/Student/Faculty evaluation of a conference
Patient/staff evaluation of a student
Patient/staff evaluation of faculty/program/hospital
Student evaluation of school/hospital

Go to Step 3...

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3. Make sure the correct form is selected, find your student's name under "Target", choose the date range (here I chose the start of the academic year until present), select your course, and check the box next to "Include responses from all evaluation types using this form". This box will include resident evaluations in your aggregate report.

Evaluation Type: **Faculty evaluation of a student** [\[Change Type\]](#)

Form*

MS3 - CLERKSHIP - (MEDICAL STUDENT) SUMMATIVE ASSESSMENT BY FACULTY / RESIDENT TEACHER (SURG 2) ▾

[\[select multiple\]](#)

Target (Resident/Faculty/Service/Conference)*:

Figueras, Ryan Arthur ▾

[\[select multiple\]](#) [\[show all\]](#)

Date Range Options*:

Evaluations Issued Between Dates ▾

Start Date: 06/28/2021  to End Date: 04/19/2022 

Filter by Site

Current Course(s)*:

- Pediatrics
- Psychiatry
- Selective
- Surgery**
- MS4
- Back-To-Basics
- Clinical Elective
- Critical Care

Shift/Ctrl keys to select multiple

include responses from all evaluation types using this form

4. Make sure to select the same options that appear in the picture below. When you are done, click on “Go to Step 3...”.

Include responses from all evaluation types using this form

Display Options:

Display required comments

Mask all text responses and comments

Mask confidential questions

Condense text-based responses (Excel only)

Show complete log of applicable responses

Display scale descriptions

Repeat scale headers

Display number of responses per scale option

Display total average (for scale-based questions)

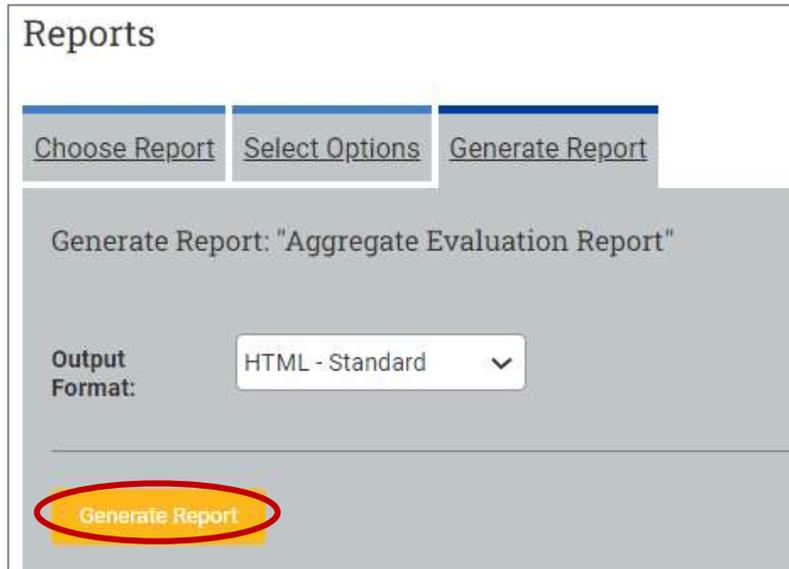
Display straight averages (if all questions in the form use the same scale)

Include final evaluations only

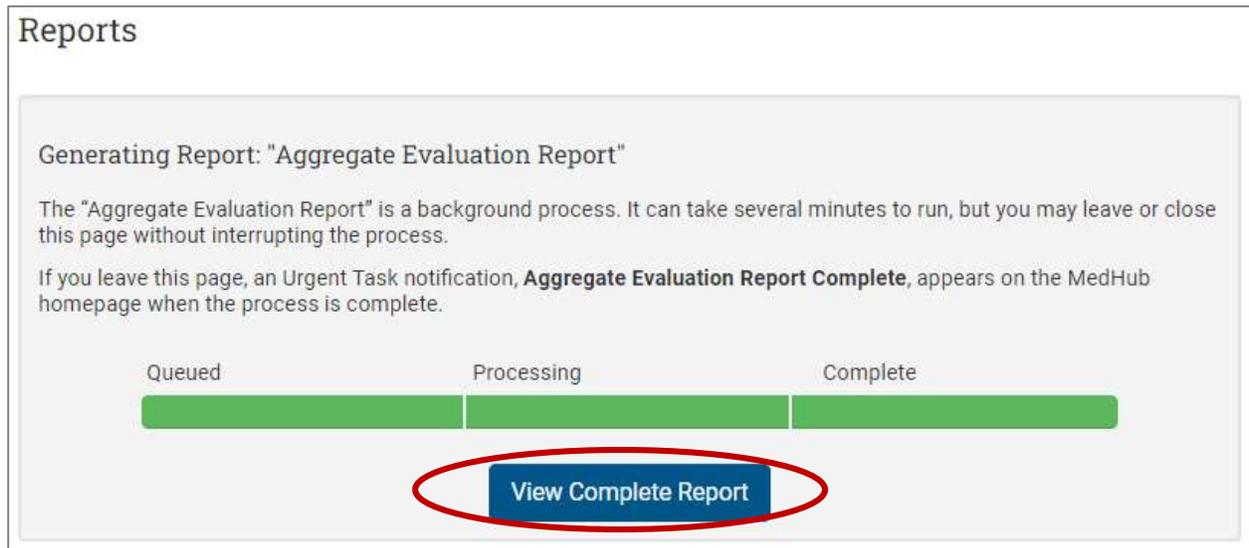
Choose individual questions

This button will be disabled if there are zero results.

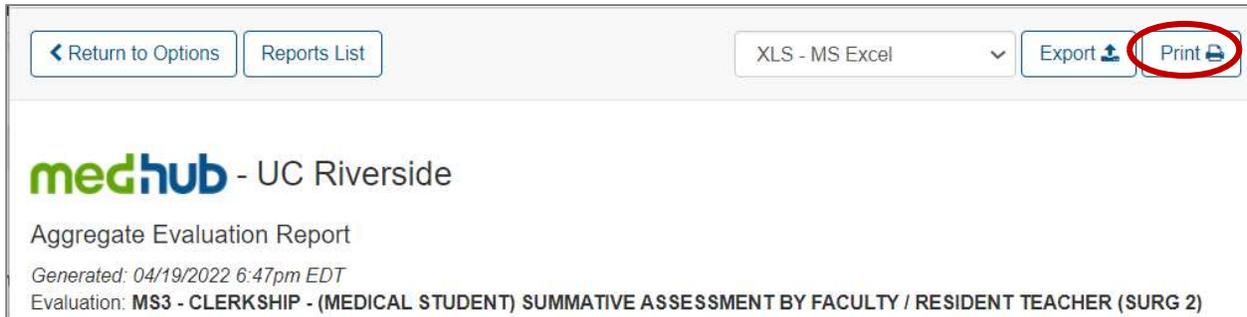
5. Click on "Generate Report".



6. Click on "View Complete Report".



7. Look through the report to make sure there are no evaluator names or confidential information revealed on the document. If it looks good, click on the “Print” button in the top right corner of the document.



8. From your printer options select “Microsoft Print to PDF” and click “print”. Save it in a secure location, then deliver to the student.

