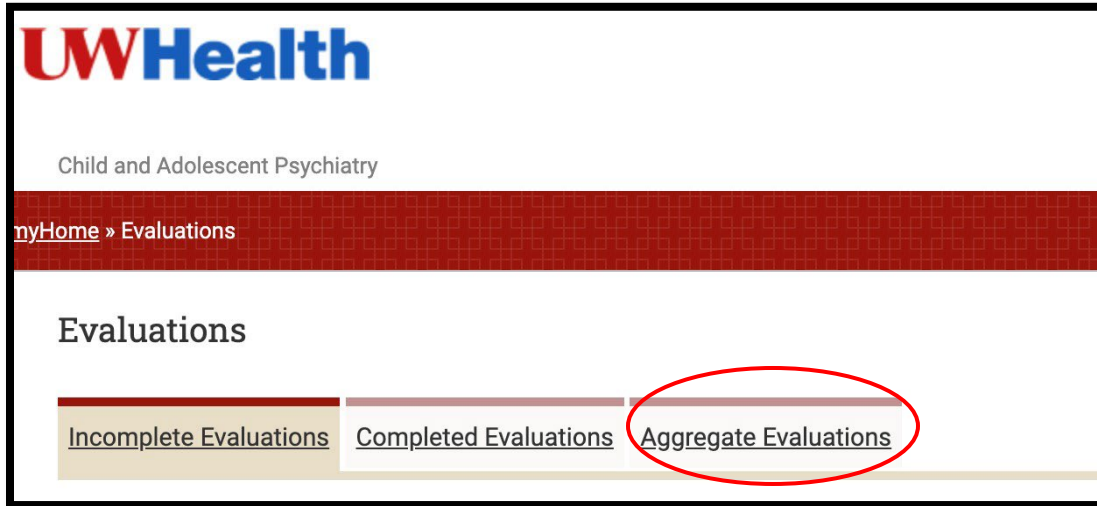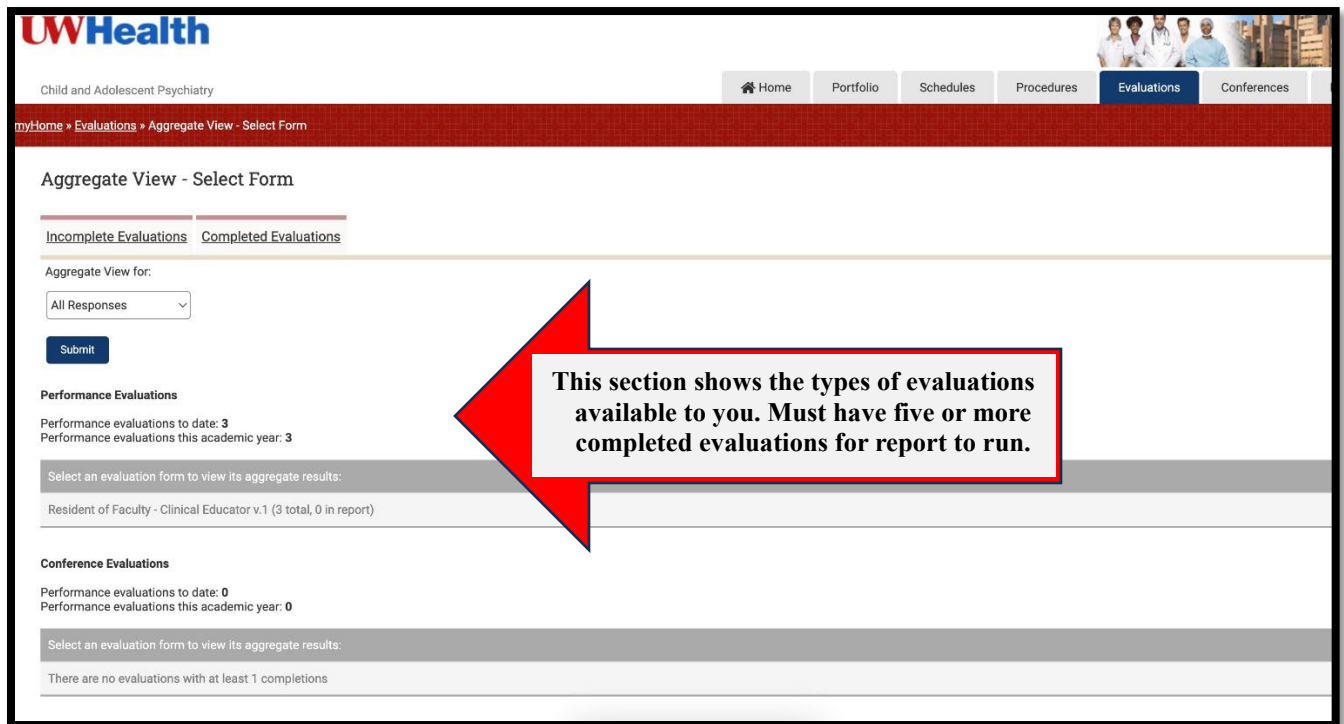# Faculty Instructions for Pulling Evaluation Data via Med Hub

1. Login into Med Hub
2. At Home page, Click Evaluations Tab which will bring you to the following screen:

3. On Evaluations screen (as shown above), select Aggregate Evaluations.
4. After clicking Aggregate Evaluations, you will see the screen below.

5. Next, you can select the year(s) that you would like to have data shown to you.

This is a drop-down menu with all the years of available data. You will need to select one academic year at a time.

6. From the drop-down menu, shown above, select an academic year for your evaluations.
   a. Note, each academic year must be selected individually.
   b. Once an academic year is selected, click blue submit button.
   c. The report will appear on screen.
      i. Click to open report.
      ii. Right click on report to "Save as" PDF.