NAVIGATING E*VALUE - FOR PRECEPTORS

Updated June 2011

LOG-IN

- 1. Go to www.e-value.net
- Insert user name and password
- 3. Click on Home
- 4. Click on Password Change. Change to a password that is more convenient for you to remember.

HOME PAGE

Contains the following information

- Contact information for experiential program directors
- Information on IPPE and APPE program (Syllabus and Project Requirements)
- Volunteer Opportunities and Other Announcements
- Ability to edit name and e-mail address
- Pending Evaluations

EVALUATIONS

This is where you complete the evaluation for students that complete your rotation. You will receive an e-mail notification when they become available, usually the last week of the rotation.

Pending – Evaluations that need to be completed by you for a student

Completed – Evaluations that you have completed

- 1. Click on Evaluation
- 2. Select name of student
- 3. Select a score for each question. (Total points and average score are calculated automatically)
- 4. Provide comments
- 5. Save for Later or Submit

As with the paper evaluations, we encourage you to review evaluations with students.

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COURSEWORK

This is where the rotation time sheet and absence form is located. You will receive an e-mail when your student has completed the time sheet or have submitted an absence form for your approval.

- 1. Click on Coursework
- 2. Click Grade Coursework
- 3. Click on Name of Student
- 4. You can view 3 types of coursework
 - a. Not Completed This is the timesheet/absence form that should be completed by your student but they have not yet completed
 - b. Completed To be Graded This is the timesheet/absence form that is completed by your student that you still have to verify
 - c. Completed- Graded This is the timesheet that/absence form have been completed by your student and verified by you
- 5. For Absence Form (Student must submit to you 48 hours after absence)
 - a. Write how student will make up the date
 - b. Submit date of approval
- 6. For Timesheet
 - a. Click if you approve hours
 - b. Provide explanation if needed

SCHEDULE

This is where you can view all students that you have rotating at your site. Here is also where you can view student assignments in their electronic portfolio.

To View Schedule

- 1. Go to Start Date Insert date of first rotation (eg. 5/16/2011)
- 2. Go to End Date Insert date of last rotation (eg. 8/05/2011)
- 3. Click Next A list of students that you will precept during that time period

To Access Student's Assignments via Myfolio

- 1. Click on the name of the student from the above list
- 2. View shared Myfolio
- 3. The folder components that are darkened are assignments that you will be able to view and provide comments via e-mail