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E*Value Training Guide

How to Locate and Complete Assigned Evaluation(s) for Educators

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How to Locate and Complete Assigned Evaluation(s) for Educators

This document is used to aid you on how to find and complete any pending evaluation(s) assigned to you.

If you are assigned an evaluation, you should be emailed a notification indicating an evaluation has been generated and will need to be filled out.

Example of email received:

Dear Donna Test-Educator,

This is an automated notice informing you that you have been scheduled to do evaluations for the activity FAMED 697 P-Family Medicine Special Electives. Please do NOT forward this email.

This reminder may be received prior to the clerkship's completion, and is intended to facilitate your evaluation and feedback process. The information you provide through evaluations is considered highly valuable to the program. Your participation is greatly appreciated.

To log directly into E*Value, go to <http://www.uwmedicine.org/education/md-program/current-students/technology/e-value>. If you have a UWNetID and password you will use that. Otherwise you can use the login and password that was given to you by your coordinator.

You may complete your evaluations by logging in to the E*Value Evaluation System at the following Web site.

<https://www.e-value.net?a=573997A12454587491BAA84126ED7F4B>

If the Program Selection screen appears; please select the program that you are doing the evaluation based on the activity listed above, click Continue Login.

If you have any other questions about your evaluations, login name and/or password, please contact:

Lisa Le
lle@fammed.washington.edu
206.543.9425

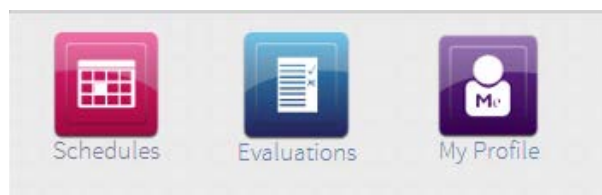
Click on the link provided in the email, this should take you automatically to the evaluation that will need to fill out.

If the link does not work, you can log into E*Value using your UW Net Id or E*Value log in and password. Then follow the steps below.

When logged into E*Value you should have three icons

- Schedules
- Evaluations
- My Profile

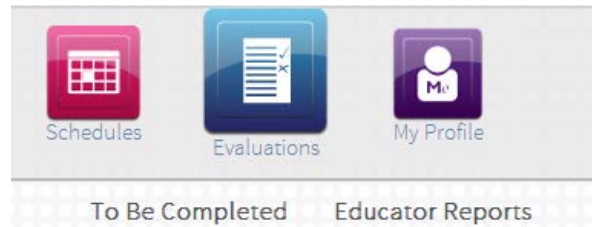
Click on the **Evaluations** icon.



After clicking the icon, two menu options should appear:

- To Be Completed
- Educator Reports

Click on **To Be Completed**



The Evaluations to Be Completed screen appears.

Select the **Submitted by Me**

Evaluations To Be Completed

Course: FAMED 697 P-Family Medicine Special Electives		Site: various				
Period: SUMMER AWAY 3 WKS 08/06/12 - 08/24/12		Time Frame: 08/06/2012 through 08/24/2012				
Edit/Status	Suspend	Evaluation Type(s)	Subject	Request Date	View Image	View Printable Evaluation
Edit Evaluation	Suspend	Attending of Med Student	Donna -Student Test	02/26/2014	Not available	View/Print

All assigned pending evaluations will be listed on this screen.

To complete the evaluation: In the Edit/Status box, select the Edit Evaluation link. This will open up the evaluation to be completed.

Course:	FAMED 697 P-Family Medicine Special Electives	
Site:	various	
Period:	SUMMER AWAY 3 WKS 08/06/12 - 08/24/12	
Time Period:	08/06/2012 - 08/24/2012	
Request Date:	02/26/2014	
Evaluation Type:	Attending of Med Student	
Evaluator:	Donna Test-Educator	
Participation Dates:	08/06/2012 - 08/24/2012	Subject: Donna - Student Test, MS3
		Participation Dates: 08/06/2012 - 08/24/2012

Do you want to use auto-scrolling on this evaluation? Yes No

Click this link to mark this evaluation as not applicable: [Suspend](#)

Based on your contact with the student, please indicate the rating that best fits the student's performance in these areas. A score of 5 is the highest and a score of 1 is lowest.

Clinical Skills Section

I. Clinical Knowledge and Skills

Knowledge in Subject Area: *(Question 1 of 22 - Mandatory)*

N/A	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Once you have completed the evaluation, click the Submit button at the bottom of the evaluation. If you are not ready to submit the evaluation, click the Save for Later button to finish at another time, keeping your existing answers.

If you are satisfied with the evaluation, click

After hitting the Submit button, E*Value will alert you if not all mandatory questions, have been answered. Click the OK button

Alert!

You have left some mandatory questions unanswered.

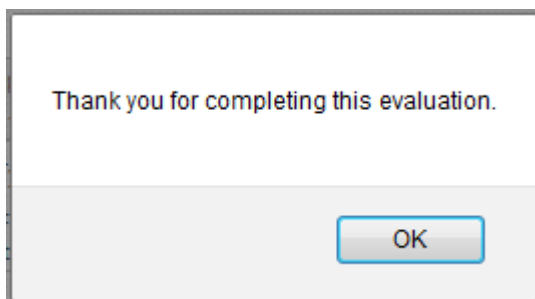
Unanswered mandatory questions are displayed in RED.

Any missed questions will be highlighted in red.

Professional Relationships: *(Question 11 of 22 - Mandatory)*

N/A	1	2	3	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Fill in the missing answer(s), Click the Submit button. A message will appear indicating you have completed the evaluation. Click the OK button.



Click on the **Print icon** in the upper right corner of the evaluation to print. Click on the blue arrow to return to the Evaluations to Be Completed screen,



You can also View/Print the evaluations at the Evaluations to Be Completed screen, by click on the View/Print link in the View Printable Evaluation box.

Evaluations To Be Completed

Course: FAMED 697 P-Family Medicine Special Electives		Site: various				
Period: SUMMER AWAY 3 WKS 08/06/12 - 08/24/12		Time Frame: 08/06/2012 through 08/24/2012				
Edit/Status	Suspend	Evaluation Type(s)	Subject	Request Date	View Image	View Printable Evaluation
Edit Evaluation	Suspend	Attending of Med Student	Donna -Student Test	02/26/2014	Not available	View/Print

If you have been assigned an evaluation, however have not worked enough or with the student to evaluate, you can select the Suspend link to suspend the evaluation. This will send a notice to the Clerkship Coordinator letting them know the evaluation has been suspended.

To suspend, provide a reason for the suspension of the evaluation, then click the **Suspend Evaluation** button.

Suspend

Evaluator: Donna Test-Educator
Time Frame: SUMMER AWAY 3 WKS 08/06/12 - 08/24/12
08/06/2012 to 08/24/2012
Course: FAMED 697 P-Family Medicine Special Electives
Eval Type: Attending of Med Student
Subject: Donna -Student Test

I want to use the default reason for suspension ("I did not participate"): Yes No

Reason For Suspension:

Suspend Evaluation

Cancel