

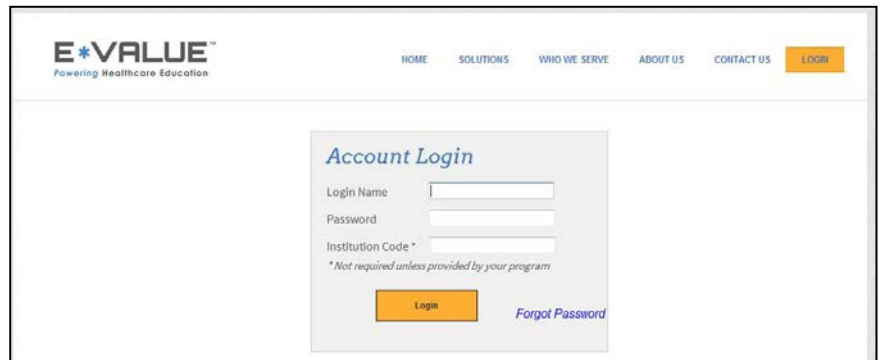
Accessing Evaluations About Me

www.e-value.com

Evaluations About Me is a list of all evaluations that have been completed about you by other evaluators. After logging in to E*Value select Student or Faculty Reports from the Evaluation menu Bar to access a list of all completed evaluations about you.

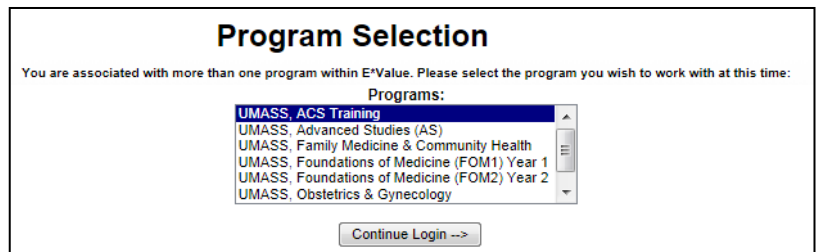
How to Log In to E*Value

1. The URL for E*Value is <http://www.e-value.net>. Login with the user name and password provided by your E*Value Administrator. If you do not remember your login name, please contact your Program Administrator.



The screenshot shows the E*Value login page. At the top, there is a navigation bar with links: HOME, SOLUTIONS, WHO WE SERVE, ABOUT US, CONTACT US, and a LOGIN button. Below the navigation bar is the "Account Login" section. It contains three input fields: "Login Name", "Password", and "Institution Code *". A note below the Institution Code field states: "* Not required unless provided by your program". There is an orange "Login" button and a blue link for "Forgot Password".

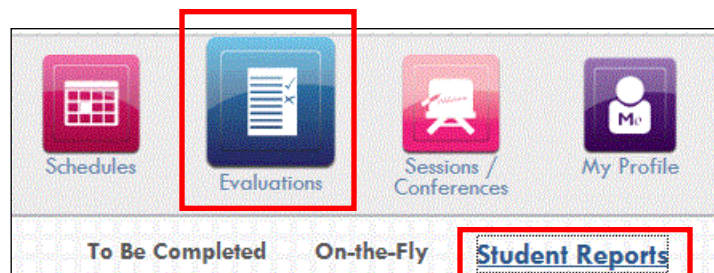
2. What appears on your home page depends on what program(s) with which you are associated. Upon logging in, a list of programs to which you have access will display. If you have more than one program, select the one you wish to send evaluations for and click on **Continue Login**. Notice the Navigation Bar at the top of the page.



The screenshot shows the "Program Selection" screen. It has a heading "Program Selection" and a message: "You are associated with more than one program within E*Value. Please select the program you wish to work with at this time:". Below this is a "Programs:" dropdown menu. The dropdown is open, showing a list of programs: "UMASS, ACS Training", "UMASS, Advanced Studies (AS)", "UMASS, Family Medicine & Community Health", "UMASS, Foundations of Medicine (FOM1) Year 1", "UMASS, Foundations of Medicine (FOM2) Year 2", and "UMASS, Obstetrics & Gynecology". At the bottom of the screen is a "Continue Login -->" button.

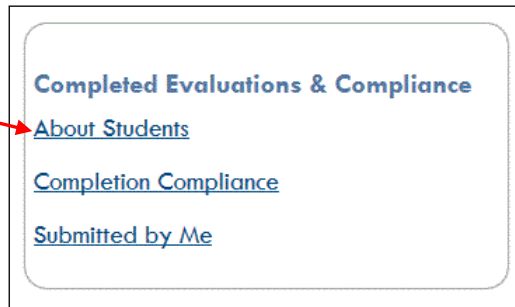
How to Access Evaluations About Me

1. To access the **About Students (shown here)** or **About Educator**, click on Evaluations Tile in the top navigation bar to see Evaluations Menu bar, then click **Student (or Faculty) Reports**.



The screenshot shows the Evaluations Menu bar. It has four tiles: "Schedules" (calendar icon), "Evaluations" (document icon with a checkmark), "Sessions / Conferences" (person at a desk icon), and "My Profile" (person icon). Below the tiles is a navigation bar with three options: "To Be Completed", "On-the-Fly", and "Student Reports". The "Evaluations" tile and the "Student Reports" option are highlighted with red boxes.

- Click on **About Students** (shown here) or **About Educator** in the Completed Evaluations & Compliance menu.



- Use the **Student (or Educator) Evaluation Summary filters** to narrow the search the evaluation data you wish to generate (see filter item explanations on next page).
NOTE: If you use the Evaluation Summary filter, it is important to make sure you make your selections working in order from top to bottom since some elements in the table are dependent on choices made above.

A screenshot of the "Student Evaluation Summary" filter form. The form includes various dropdown menus and input fields for filtering evaluation data. At the bottom, there are "Save Template" and "Next -->" buttons. Red arrows point from a text box on the right to the question mark icons next to the "Filter" buttons for "Site Filter" and "Course Filter".

Student Evaluation Summary

Use this report to review open and completed evaluations about yourself. By selecting the "Passing Evaluations" or "Low Score Evaluations" parameter, you can filter the results to show only those evaluations that had 100% passing scores, or those evaluations that had at least one low score submitted.

Filter Template: {Select a Template}

Start Date: 06/18/2012 **End Date:** 09/18/2012

Date Type: Request Date

Site Group: {All Site Groups}

Site Filter: {Active Sites}

Site: {All Sites}

Course Group: {All Course Groups}

Course Filter: {All Courses}

Course: {All Courses}

Evaluation Type: {All Types}
Final Clerkship Assessment
Mid-Clerkship Assessment
Praise Card about a Student

Subject Current Rank: {All Ranks}

Form Refresh: Refresh

Students: Student, Lee

Evaluations: {All Evaluations}

Format Option: HTML

Roll your cursor over the Question mark buttons for information about adjacent field.

Filter Template – Once you have set up report filter for a particular report, you may save your settings as a template for convenient access to future reports based on identical settings.

Start Date & End Date – Define the time period on which to report.

Date Type – This defines whether the Start and End Date refers to Request Date (when the evaluation was assigned), Complete Date (when submitted), Timeframe Start, Timeframe End

Site Group - If sites have been included in a Site Group you can select which Site Group should be included in your report

Site Filter – Use to narrow search for a particular site or sites

Site – Select any or all sites that you want included in the report. Only sites that are associated with your program and role will be available

Course Group – If Courses have been included in a Course Group you can select which Course Group should be included in your report

Course Filter – Use to narrow search for specific course or courses

Course – Use to select a particular course or courses to be to include in the report
Evaluation Type – Use to select a particular evaluation type or types for the report
Subject Current Rank – Student’s current rank
Form refresh – Use to reset all criteria to previous settings
Students – This will only show name of student who is requesting report
Evaluations – Use this to see only “Passing Evaluations” or “Low Score Evaluations”
Format Options – Use to select report format. Reports can be in HTML or Excel Format

4. Click **Next** to access report.



Below is an example of the **Student Evaluation Summary Report**. Check this box to print all evaluations listed on report.

Student Evaluation Summary
Subject: Lee Student
Time Period: 06/01/2011 to 09/18/2012
Time Period Type: Request Date
Report Date: 09/18/2012

☐ Select All Completed Evaluations on Page

<input type="button" value="Print"/>	Link	Subject	Evaluation Type	Evaluator	Course	Site	Time Frame	Time Period	Completion Date	Viewed By Student	Entered By
<input type="checkbox"/>		Student, Lee - Core Clinical (CCE)	Final Clerkship Assessment	ACS TrainClerkFaculty2 - Faculty	ACS Training Activity	UMASS, Worcester	April Training	03/01/2012 - 04/30/2012	Open		
<input type="checkbox"/>		Student, Lee - Core Clinical (CCE)	Mid-Clerkship Assessment	ACS TrainClerkFaculty2 - Faculty	ACS Training Activity	UMASS, Worcester	April Training	03/01/2012 - 04/30/2012	Open		
<input type="checkbox"/>		Student, Lee - Core Clinical (CCE)	Praise Card about a Student	ACS TrainClerkFaculty2 - Faculty	ACS Training Activity	UMASS, Worcester	April Training	03/01/2012 - 04/30/2012	Open		