

E*Value Quick Start

Suspending Evaluations

There are times that you may receive an evaluation that you cannot or should not complete:

- **Who Did You Work With Suspension**
- **Did Not Participate Suspension**

Who Did You Work With Suspension

If this is a **Who Did You Work With (WDYWW)** evaluation and you do not see listed the name of the faculty/student with whom you worked, you should suspend the evaluation.

Note: when you "suspend" an evaluation, the entire "Who Did You Work With" evaluation process will be temporarily suspended. You will not be able to complete an evaluation for people who ARE listed.

1. In the text box provided on the WDYWW form you should enter the name of the educator/student you need to evaluate as the *reason for the suspension* and select **Suspend**.

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

The Program Administrator will be notified of your suspended evaluation by email.

Suspended Evaluation

educationalcomputing@umassmed.edu [educationalcomputing@umassmed.edu]

Sent: Sunday, August 28, 2011 12:05 PM

To: Educational Computing

Dear Program Administrator:

An E*Value user has chosen to suspend an assigned evaluation. Use the Eval Adjustments option to re-assign or delete this evaluation.

Following are the specifics relating to the suspended evaluation:

Program: ACS Training
Evaluator: ACS TrainClerkStudent4
ID Number: 26505412
Time Frame: Block Saturday Lec
08/20/2011 to 08/30/2011

Activity: ACS Training Activity
Form Type: Who did you work with?
Subject:

Following are comments entered by the evaluator:

The Faculty member, Dr. XXXXX, XXXXX was not listed.

The Program Administrator will add this user to the Program and re-assign to you.

2. You will receive another email indicating that the evaluation has been reassigned
3. Click on the URL in the email.
4. Re-enter the initial choices; use the drop down to identify and choose the previous missing educator
5. Select **Submit**.

Did Not Participate Suspension

You may receive an evaluation for an activity/course in which you did not participate for a particular time period. It could be a WDYWW evaluation, but not necessarily; it may be another type of evaluation. In any case, simply click on **Suspend**:

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

Indicate in the text box the reason for your suspension (i.e., Did not participate in this activity). The Program Administrator will be notified of your suspended evaluation by email and will delete the assigned evaluation within E*Value so you will not receive reminders.

If you have any questions, please contact the Help Desk (umwhelpdesk@umassmed.edu; 6-8643).