

eValue Orientation Guide for Students – BSN-DNP

Logging into eValue

You can log into eValue here: <https://nursing.fau.edu/evaluate>

- Your FAU username and password are your login information.
- The login window must look like this:

 FLORIDA ATLANTIC UNIVERSITY



LOGIN TO EVALUE - A MEDHUB SOLUTION (PRODUCTION)

SIGN IN WITH YOUR FAUNET ID

LOGIN

[Forgot your password? or Set Up a New Account or Need Help?](#)

☐ Don't Remember Login

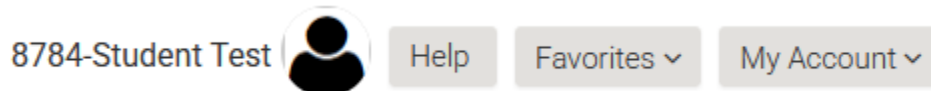
Things to check after logging in

The screenshot shows the eValue system interface. At the top left, the eValue logo is followed by 'Florida Atlantic University - Nursing BSN-DNP (Boca Raton)' (callout 1). Below this is a navigation bar with 'Home', 'Evaluations', 'Time Tracking', 'Case Logs', 'Reports', and 'Portfolio'. A blue header bar contains 'Home Page' and 'Other Tasks'. The main content area is titled 'Welcome to eValue'. On the left, a 'My Information' box shows 'Email: test@mail.com', 'Rank: BSN DNP Student' (callout 3), and 'Roles: Student'. To its right, an 'Urgent Tasks' section lists 'Complete Pending Evaluations (1)' (callout 4). Further right, there are links for 'eValue Training Videos for Students' and a 'Preceptor Guide'. At the bottom left, a 'Personal Calendar' shows 'Sunday May 11'. At the top right, the user's name '8784-Student Test' is displayed next to a profile icon, with 'Help' and 'Favorites' buttons nearby (callout 2).

1. Make sure that you have been given access to the correct program & campus. This can be found on the top left:



2. Ensure your name, email, rank, and role are correct. Your name can be found on the top right of the screen:



3. Your other details can be found on the home page:
 - Your role should be **Student**, and your rank will be **BSN-DNP Student**. If any of this is incorrect, please inform your program coordinator immediately to get this fixed.

The screenshot shows the 'My Information' section on the eValue home page. It includes the eValue logo and 'Florida Atlantic University - Nursing BSN-DNP (Boca Raton)' text. Below this is a navigation bar with 'Home Page' and 'Other Tasks'. The main content area is titled 'Welcome to eValue'. On the left, a 'My Information' box shows 'Email: test@mail.com', 'Rank: BSN DNP Student', and 'Roles: Student'. To its right, an 'Urgent Tasks' section lists 'Complete Pending Evaluations (1)'. Further right, there are links for 'eValue Training Videos for Students' and a 'Preceptor Guide'. At the bottom left, a 'Personal Calendar' shows 'Sunday May 11'. At the top right, the user's name '8784-Student Test' is displayed next to a profile icon, with 'Help' and 'Favorites' buttons nearby.

4. You will be notified when you have pending tasks to complete.

 **Urgent Tasks**

[Complete Pending Evaluations](#) (1)

Frequently Asked Questions

If you run into any issues, check for a video guide on the Home Page:

Student eValue Resources

[How to Log Time in Time Tracking](#)

[How to Log a Case](#)

[How to Complete Pending Evaluations](#)

[How to Complete Ad Hoc Evaluations](#)

[How to Sign Off on Evaluations About You](#)

[How to View Completed Evaluations By You/About You](#)

How do I log time in eValue/ clock in my clinical hours?

You can easily find the link to log time under Tasks on the homepage.


by MedHub

Florida Atlantic University - Nursing
Family Nurse Practitioner (Boca Raton)

Home

Evaluations

Time Tracking

Case Logs

Reports

Portfolio

Home Page | Other Tasks

Welcome to eValue

My Information

If this or any other biographic information is incorrect or missing, you can [update this information](#).

Email: Test@mail.com

Rank: Primary 1

Roles: Student

Personal Calendar

Sunday
Apr 20

NGR 6200L Primary Care 1 ...

 **Urgent Tasks**

[Complete Pending Evaluations](#) (1)

Tasks



[Log Time](#)

[Initiate Ad hoc Evaluations](#)

[Log New Case Entry](#)

Notes:

In eValue, when logging time, your supervisor is your PRECEPTOR and NOT your faculty.

Supervisor *

Q Search by Last Name

Search

Ensure you select the correct task type for that time entry.

Task *

Direct Care Hours

Academic Service Hours

Direct Care Hours

What if I cannot find/select my preceptor or site on the list?

Please contact the following individuals with details for all updates regarding your preceptor, faculty, or site.

- Charles Owens (cowens11@health.fau.edu)
- Vanessa Robinson (vrobinson@health.fau.edu)

How do I check the total time I logged and if it's verified?

The screenshot shows the eValue system interface. At the top, the logo for eValue by MedHub is displayed, along with the text "Florida Atlantic University - Nursing Family Nurse Practitioner (Boca Raton)". Below this is a navigation bar with tabs: Home, Evaluations, Time Tracking, Case Logs, Reports, and Portfolio. The Reports tab is highlighted. Below the navigation bar is a blue header with the word "Reports". Underneath, there is a section titled "Reports" with a search bar and a "Filter By" dropdown menu. The dropdown menu is open, showing options: All, Case Log Reports, Evaluation Student Reports, Scheduling Reports, Site & Affiliation Reports, and Time Tracking Reports. Below the dropdown menu, there are three links: "Time Tracking Data Download", "Time Tracking Statistics", and "Time Tracking Supervisor Verification".

1. Go to the **Reports** tab:
2. Filter for **Time Tracking Reports**:
3. The **Time Tracking Statistics** report can give a quick overview of the total time logged in the course.
 - Make sure you filter the correct dates.
 - Select the **Format Option** to PDF if you want a downloadable version.

Time Tracking Statistics

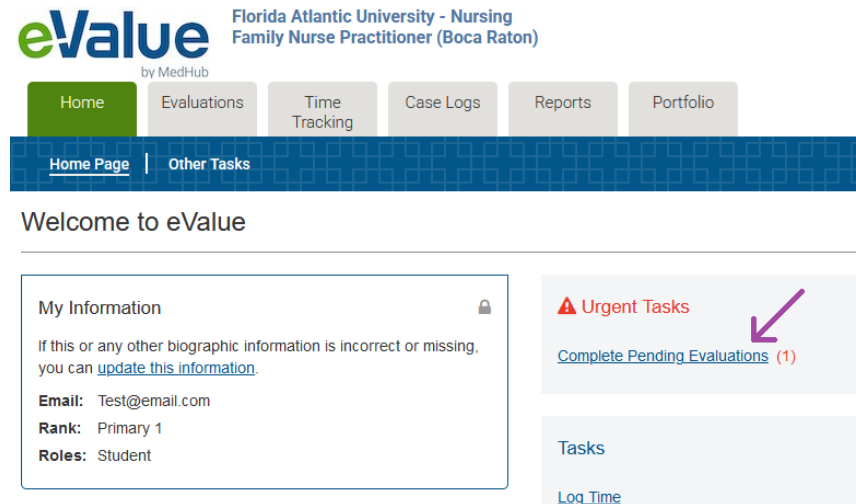
The screenshot shows the "Time Tracking Statistics" form. It includes the following fields and options:

- Filter Template:** {Select a Template} (dropdown)
- Start Date:** 01/01/2025 (calendar icon)
- End Date:** 03/31/2025 (calendar icon)
- Averaging Period:** Calendar Month (dropdown)
- Report Type:** ☒ by Student ☐ by Activity ☐ by Task ☐ by Site
- Report View:** ☒ Expanded ☐ Condensed
- Shift Separator (in minutes):** 0 minutes (dropdown)
- Format Option:** PDF (dropdown)
- Buttons:** Save Template, Next -->
- Link:** [Manual]

4. The **Time Tracking Supervisor Verification** report will help you check whether your preceptor has verified your inputted hours.
 - Make sure you filter the correct dates.
 - Select the **Format Option** to PDF if you want a downloadable version.

How do I start the evaluation process?

All evaluation tasks will be assigned to you. It is the responsibility of the student to log in regularly to eValue and complete all urgent tasks:



eValue by MedHub

Florida Atlantic University - Nursing
Family Nurse Practitioner (Boca Raton)

Home Evaluations Time Tracking Case Logs Reports Portfolio

Home Page | Other Tasks

Welcome to eValue

My Information 

If this or any other biographic information is incorrect or missing, you can [update this information](#).

Email: Test@email.com
Rank: Primary 1
Roles: Student

Urgent Tasks

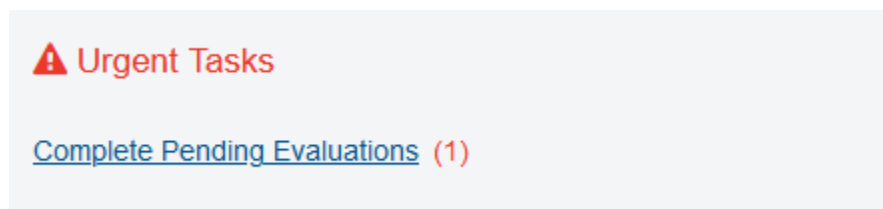
[Complete Pending Evaluations \(1\)](#)

Tasks

[Log Time](#)

How do I check for any pending evaluations or tasks in eValue?

On the home page, there is a box that shows any pending or urgent tasks:



Urgent Tasks

[Complete Pending Evaluations \(1\)](#)

Notes:

When completing evaluations, be sure that the correct information, including **Evaluation Type**, **Site**, **Evaluator**, and **Subject**, is listed in the description at the top.

Course:	NGR 6200L Primary Care 1 Practicum: Foundations of Advanced Nursing Practice	
Site:	Coconut Creek Pediatrics	
Period:	Spring 2025 - Site and Preceptor 2	
Time Period:	01/04/2025 - 04/21/2025	
Request Date:	04/29/2025	
Evaluation Type:	Student Evaluation of Preceptor and Site	
Evaluator:	8777-Student Test	Subject: 8777-Preceptor Test, Preceptor

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

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

Reminder: The **Ready for Evaluations – First/Second/Third Site and Preceptor** form will be generated at the beginning of your rotation. Completing this form will generate the final evaluations for that Site and Preceptor. **ONLY COMPLETE THIS AT THE END OF YOUR ROTATION.**

Course:	NGR 6200L Primary Care 1 Practicum: Foundations of Advanced Nursing Practice		 
Site:	Coconut Creek Pediatrics		
Period:	Spring 2025 - Site and Preceptor 1		
Time Period:	01/01/2025 - 01/01/2025		
Request Date:	04/29/2025		
Evaluation Type:	Ready for Evaluations - First Site and Preceptor		
Evaluator:	8777-Student Test	Subject:	8777-Preceptor Test, Preceptor

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

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

Once you are ready to have evaluations sent to your **first clinical preceptor of the semester**, please select their name below and submit this form. Doing so will send them the **Preceptor Evaluation of Student Final** form. It will also send you the **Student Evaluation of Preceptor and Site** form.

Do not submit this form until your preceptor is ready to fill out the final evaluation for you! (Question 1 of 1 - Mandatory)

Test, 8764-EDUCATOR Test, 8764-FACULTY Test, 8777-Faculty Test, 8777-Faculty/Preceptor	Q Add --> --> Remove	Test, 8777-Preceptor
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If you are satisfied with the evaluation, click the **Submit** button. Once submitted, you will no longer be able to make changes to this evaluation.

Save For Later	Submit
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How do I view evaluations completed about/by me?

If you need guidance on how to run reports, you can view this YouTube video:

<https://www.youtube.com/watch?v=qAtPPsLqj5w>

eValue by MedHub
Florida Atlantic University - Nursing
Family Nurse Practitioner (Boca Raton)

Home Evaluations Time Tracking Case Logs **Reports** Portfolio

Reports

Reports

Search Filter By Evaluation Student Reports

Evaluation Student Reports

[Aggregate Comments about Students](#)

[Aggregate Student Performance](#)

[Completed Evaluations about Students](#) ← 3

[Completed Evaluations By Me](#) ← 4

All
Case Log Reports
Evaluation Student Reports
Scheduling Reports
Site & Affiliation Reports
Time Tracking Reports

1. Go to the **Reports** tab:
2. Filter for **Evaluation Student Reports**:
3. The **Completed Evaluations about Students** report gives an overview of all the evaluations completed about yourself.
 - Make sure you filter the correct dates.
 - Select the **Format Option** to PDF if you want a downloadable version.
4. The **Completed Evaluations By Me** report will show your completed evaluations.

How do I log and view Case Entries?

If you need guidance on how to log case entries, you can view this YouTube video:

<https://www.youtube.com/watch?v=ktM4sWh16TA>

The screenshot shows the eValue interface for Florida Atlantic University - Nursing Family Nurse Practitioner (Boca Raton). The top navigation bar includes tabs for Home, Evaluations, Time Tracking, Case Logs, Reports, and Portfolio. A purple arrow labeled '1' points to the 'Case Logs' tab. Below the navigation bar is a 'Case Log Management' section with a search bar and a 'Filter By' dropdown set to 'All'. Under 'Manage Case Logs', there are two links: 'Log New Case Entry' and 'Review & Manage Submitted Case Logs'. A purple arrow labeled '2' points to 'Log New Case Entry', and a purple arrow labeled '3' points to 'Review & Manage Submitted Case Logs'.

1. Go to the **Case Logs** tab:
2. Select **Log New Case Entry** to go to the screen to log a case entry.
 - Ensure you submit your case log by clicking the **Save Record** button at the bottom of the form.

The screenshot shows the 'Log New Case Entry' form. It starts with a required field 'Select your role in the procedure: *' with a dropdown menu currently set to 'Assisted'. Below this is a 'Notes:' section with a text area. A green 'Add Procedure' button is located below the notes. A grey bar labeled 'Primacy' is visible. At the bottom, there are two green buttons: 'Save Record' and 'Cancel'. A purple arrow labeled '3' points to the 'Save Record' button. Below the buttons, there are three lines of text: '*** Required for Diagnoses Only' (green), '** Required for Procedures Only' (blue), and '* Required for Both' (red).

3. Select **Review & Manage Submitted Case Logs** to view your submitted case logs.
 - Make sure you filter the correct dates.

How do I view a summary of my Case Logs?

eValue provides a report that displays a summary of your submitted Case Logs

The screenshot shows the eValue interface for Florida Atlantic University - Nursing Family Nurse Practitioner (Boca Raton). The top navigation bar includes Home, Evaluations, Time Tracking, Case Logs, Reports (highlighted with a purple arrow labeled '1'), and Portfolio. Below the navigation bar is a blue header with the word 'Reports'. The main content area is titled 'Reports' and contains a search bar and a 'Filter By' dropdown menu. The dropdown menu is open, showing options: All, Case Log Reports (highlighted with a purple arrow labeled '2'), Evaluation Student Reports, Scheduling Reports, Site & Affiliation Reports, and Time Tracking Reports. Below the dropdown menu is a list of links: Case Log Reports Mix, Diagnosis Count, Diagnosis Crosstab, Diagnosis Download, Diagnosis Logs by Student, Diagnosis Summary by Student, Procedure Crosstab, Procedure Download, Procedure Logs by Student, Procedure Summary by Student, Student Case Logs Summary (highlighted with a purple arrow labeled '3'), and Case Log Combined Download.

1. Go to the **Reports** tab:
2. Filter for **Case Log Reports**:
3. The **Student Case Logs Summary** report overviews all your submitted Case Logs.
 - Make sure you filter the correct dates.
 - Click on the **Printer Icon to the right** if you want a downloadable version.

The screenshot shows the 'Student Case Logs Summary' report page. The top navigation bar includes Home, Evaluations, Time Tracking, Case Logs, Reports (highlighted), and Portfolio. Below the navigation bar is a blue header with the word 'Reports'. The main content area is titled 'Student Case Logs Summary'. It includes a section for 'Test, 8777-Student' and 'Interaction Date Range:'. The date range is set from 'Start 02/26/2025' to 'End 04/29/2025', with a 'Refresh' button and a purple arrow labeled 'Filter Dates' pointing to the date range. To the right of the date range is a 'Print to PDF' button with a printer icon. Below the date range is an 'Expand All' button. The main content area is titled 'Encounter Summary' and contains a table with the following data:

Encounters	5
Time With Patient	24h 23m
Average Time With Patient	6h 06m
Procedures Confirmed	3
Diagnoses Confirmed	5

What if my evaluations have the incorrect site/preceptor listed?

Please contact the following individuals with details for all updates regarding your scheduled preceptor, faculty, or site.

- Charles Owens (cowens11@health.fau.edu)
- Vanessa Robinson (vrobinson@health.fau.edu)

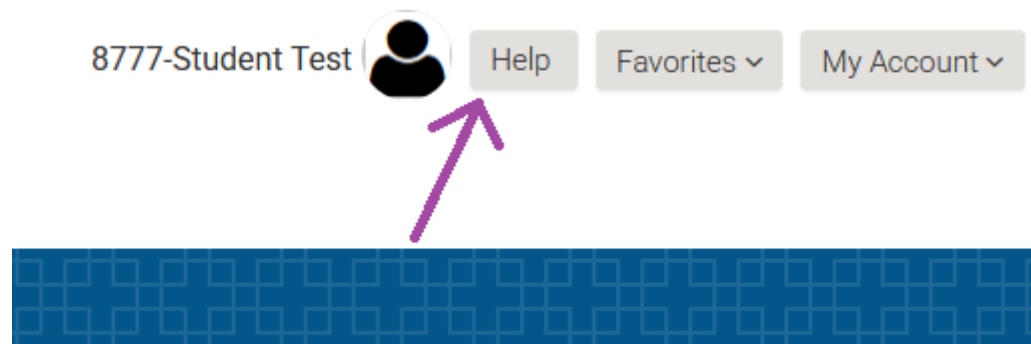
What if my Preceptor is not receiving eValue notifications?

Please contact the following individuals to make sure your preceptor's email address is up to date.

- Charles Owens (cowens11@health.fau.edu)
- Vanessa Robinson (vrobinson@health.fau.edu)

Who do I contact if I run into issues regarding eValue processes?

For any issues in doing any of the eValue processes, a good starting point is to view the help guide in the system:



For further assistance, you can open a ticket by submitting this form: [Nursing eValue Support Request](#)