

eValue Orientation Guide for Freshmen Direct Students


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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

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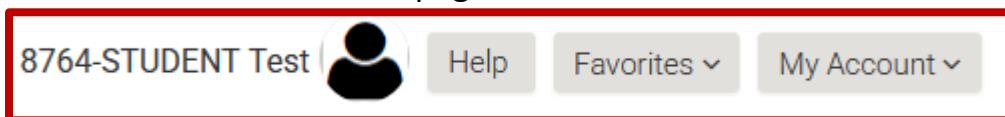
Things to check after logging in

The screenshot shows the eValue portal interface. At the top left is the eValue logo with 'by MedHub' below it. To the right of the logo is the text 'Florida Atlantic University - Nursing' and 'Freshman Direct Admit (Boca Raton)' with a purple arrow pointing to it labeled '1'. Below the logo is a navigation bar with buttons: 'Home' (green), 'Evaluations', 'Time Tracking', 'Reports', and 'Portfolio'. Below the navigation bar is a blue header with 'Home Page' and 'Other Tasks'. The main content area starts with 'Welcome to eValue'. On the left is a 'My Information' box with a lock icon. It contains text about information recording, contact info for Jasmin Evangelista, and fields for 'Email: Test@mail.com', 'Rank: FDA Year 1 Student' (with a purple arrow labeled '2'), and 'Roles: Student'. On the right is an 'Urgent Tasks' section with a red warning icon and the text 'Complete Pending Evaluations (2)' with a purple arrow labeled '3'. Below that is a 'Tasks' section with a link 'Log Time' with a purple arrow labeled '4'.

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



2. **Account Details** - Ensure your name, email, rank, and role are correct. Your name can be found on the top right of the screen, and your other details can be found on the home page:



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Welcome to eValue


My Information

E*Value has the following information recorded about you. If any of this information is incorrect or missing, please contact your administrator, Jasmin Evangelista at jevangelista2014@health.fau.edu.

Email: Test@mail.com
Rank: FDA Year 1 Student
Roles: Student

Your role should be **Student**, and your rank will have variations of **FDA Year 1/2/3/4 Student**. If any of this is incorrect, please inform your program coordinator immediately to get this fixed.

3. **Urgent Tasks** - You will be notified when you have pending tasks to complete.

 **Urgent Tasks**
[Complete Pending Evaluations \(2\)](#)

4. **Log Time** - You can click here to quickly log your clinical hours.

[Tasks](#)
[Log Time](#)

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Logging Time

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.

eValue by MedHub
Florida Atlantic University - Nursing
Freshman Direct Admit (Boca Raton)

Home Evaluations Time Tracking Reports Portfolio

Home Page | Other Tasks

Welcome to eValue

My Information

E*Value has the following information recorded about you. If any of this information is incorrect or missing, please contact your administrator, Jasmin Evangelista at jevangelista2014@health.fau.edu.

Email: Test@mail.com
Rank: FDA Year 1 Student
Roles: Student

Urgent Tasks

[Complete Pending Evaluations \(2\)](#)

Tasks

[Log Time](#)

Log Time

Select criteria from the fields then click on day(s) in the small calendar to record time entry. ?

* indicates a required field.

User *
8764-STUDENT Test

Task *
Clinical Hours

Supervisor *
Please select...

Course * ☒ scheduled courses only
Please select...

Site * ☒ scheduled sites only
Please select...

Start and End time *
1:30pm to 9:30pm (8 hrs)

Enter a comment about the shift (optional)

August 2025

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

- Enter the details of the clinical that you performed. Ensure that your details are correct, then click the day on the calendar.
- Your clinical hours should now be entered into the calendar below.
- The supervisor you selected is then sent an email to verify your time entry.

Note: When logging time, your supervisor is your CLINICAL INSTRUCTOR.

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How can I check the total clinical hours that I logged, and if they have been verified?

The screenshot shows the eValue portal interface. At the top, the logo 'eValue by MedHub' is on the left, and the text 'Florida Atlantic University - Nursing Freshman Direct Admit (Boca Raton)' is on the right. Below this is a navigation bar with tabs: Home, Evaluations, Time Tracking, Reports (highlighted in green), and Portfolio. A purple arrow labeled '1' points to the Reports tab. Below the navigation bar is a 'Reports' section with a search bar and a 'Filter By' dropdown menu. The dropdown menu is open, showing options: All, Evaluation Student Reports, Scheduling Reports, Site & Affiliation Reports, and Time Tracking Reports (highlighted). A purple arrow labeled '2' points to the dropdown menu. Below the dropdown menu, there are links for 'Time Tracking Reports', 'Time Tracking Data Download', 'Time Tracking Statistics', and 'Time Tracking Supervisor Verification'. A purple arrow labeled '3' points to the 'Time Tracking Supervisor Verification' link.

1. Go to the **Reports** tab:
2. Filter for **Time Tracking Reports**:
3. The **Time Tracking Supervisor Verification** report will give a quick overview of the total time logged in the course and help you check whether your preceptor has verified your hours.

The screenshot shows the 'Time Tracking Supervision Verification' form. It has a 'Filter Template' dropdown menu with '{Select a Template}' selected. Below this are 'Start Date' and 'End Date' fields, both with calendar icons. A purple arrow points to the 'End Date' field. Below the date fields is a 'Format Option' dropdown menu with 'HTML' selected. A purple arrow points to the 'Format Option' dropdown menu. To the left of the 'Format Option' dropdown menu is a 'Save Template' button.

Trainee Comment	Supervisor	Validation Date
test comment	Test, 8764-EDUCATOR	8/12/25
	Test, 8777-Faculty/ Preceptor	

- Make sure you filter for the correct dates.
- Select the **Format Option** to PDF if you want a downloadable version.
- If a time entry does not have a validation date, then it has not been verified by your supervisor.

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Completing Evaluations

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:

The screenshot shows the eValue system interface. At the top, the logo 'eValue by MedHub' is on the left, and 'Florida Atlantic University - Nursing Freshman Direct Admit (Boca Raton)' is on the right. Below the logo is a navigation bar with buttons for 'Home' (highlighted in green), 'Evaluations', 'Time Tracking', 'Reports', and 'Portfolio'. A blue banner below the navigation bar contains the links 'Home Page' and 'Other Tasks'. The main content area is titled 'Welcome to eValue'. On the left, there is a 'My Information' section with a lock icon, containing text about user information and contact details for Jasmin Evangelista. On the right, there is a 'Urgent Tasks' section with a red warning triangle icon and a purple arrow pointing to a link 'Complete Pending Evaluations (2)'. Below this, there is a 'Tasks' section with a link 'Log Time'.

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

This is a close-up of the 'Urgent Tasks' box from the screenshot. It features a red warning triangle icon followed by the text 'Urgent Tasks'. Below this, there is a blue underlined link 'Complete Pending Evaluations (2)'.

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

Course:	NUR 3455L Maternal Newborn: Nursing Situations in Practice
Site:	JOE DIMAGGIO CHILDREN'S HOSPITAL
Period:	Fall 2023
Time Period:	08/19/2023 - 12/02/2023
Request Date:	11/17/2023
Evaluation Type:	Student Evaluation of Site
Evaluator:	8764-STUDENT Test

What if my evaluations have an incorrect site/Preceptor listed?

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

How do Preceptors / Clinical Instructors receive evaluations?

Preceptors will receive an email with an **auto-login** link, which will take them to their evaluations. **They do not need to log in to eValue to complete their tasks.**

It is important that you communicate with your preceptors that they will be receiving these emails, and they need to complete the evaluations.

What if my Preceptor / Clinical Instructor is not receiving eValue notifications?

Ask them to first check their spam/junk folder for any notifications from eValue. The emails come from e-value@e-value.net.

If they confirm they haven't received anything, please reach out to one of the contacts below to make sure your preceptor's email address is correct:

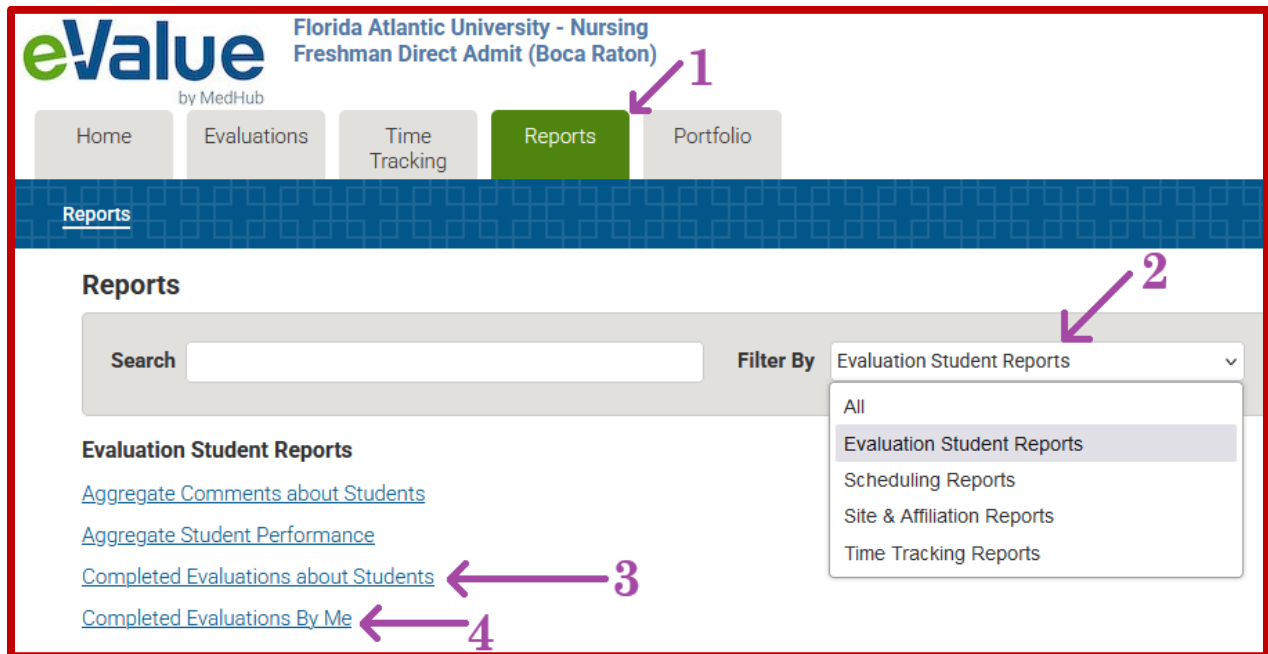
- **Dr. Jasmin Evangelista** (jevangelista2014@health.fau.edu)
- **Vanessa Robinson** (vrobinson@health.fau.edu)

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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>



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.

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More Information

Video Guides

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

eValue Training Videos for Students

Please watch this short videos.

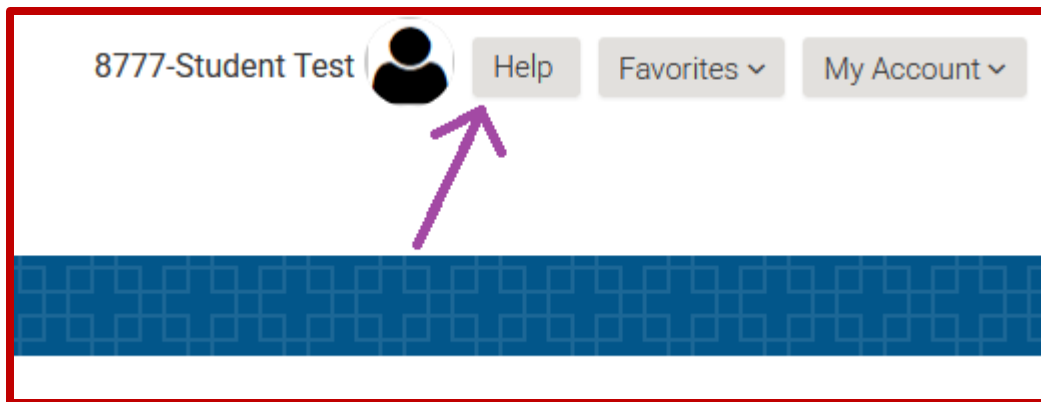
[How to Complete Pending Evaluations](#)

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

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

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](#)

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