

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

eValue

LOGIN TO EVALUE - A MEDHUB SOLUTION (PRODUCTION)

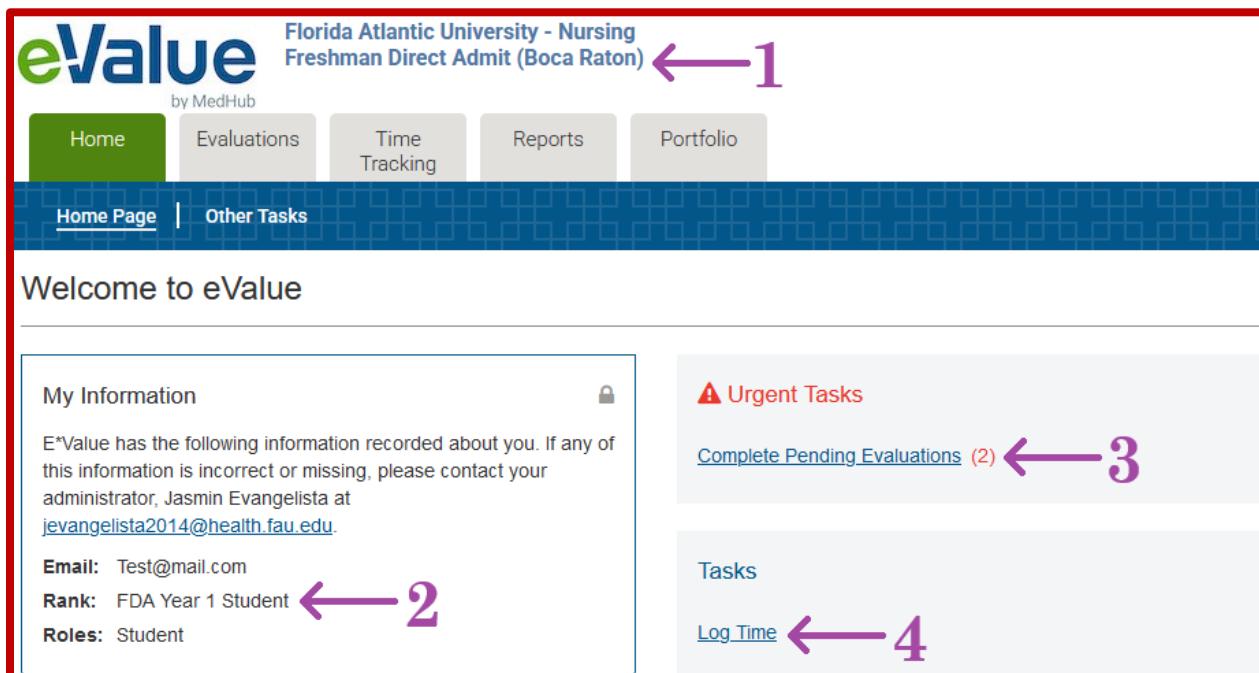
SIGN IN WITH YOUR FAUNET ID

[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

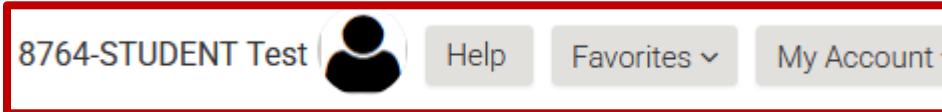


The screenshot shows the eValue dashboard for Florida Atlantic University - Nursing Freshman Direct Admit (Boca Raton). The top navigation bar includes links for Home, Evaluations, Time Tracking, Reports, and Portfolio. Below the navigation is a blue header bar with 'Home Page' and 'Other Tasks'. The main content area starts with a 'Welcome to eValue' message. On the left, a 'My Information' box displays the user's details: Email (Test@mail.com), Rank (FDA Year 1 Student), and Roles (Student). On the right, there are sections for 'Urgent Tasks' (with a link to 'Complete Pending Evaluations (2)') and 'Tasks' (with a link to 'Log Time'). A red box highlights the top right corner of the page, and purple arrows labeled 1 through 4 point to the top right, the 'My Information' box, the 'Urgent Tasks' section, and the 'Tasks' section respectively.

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

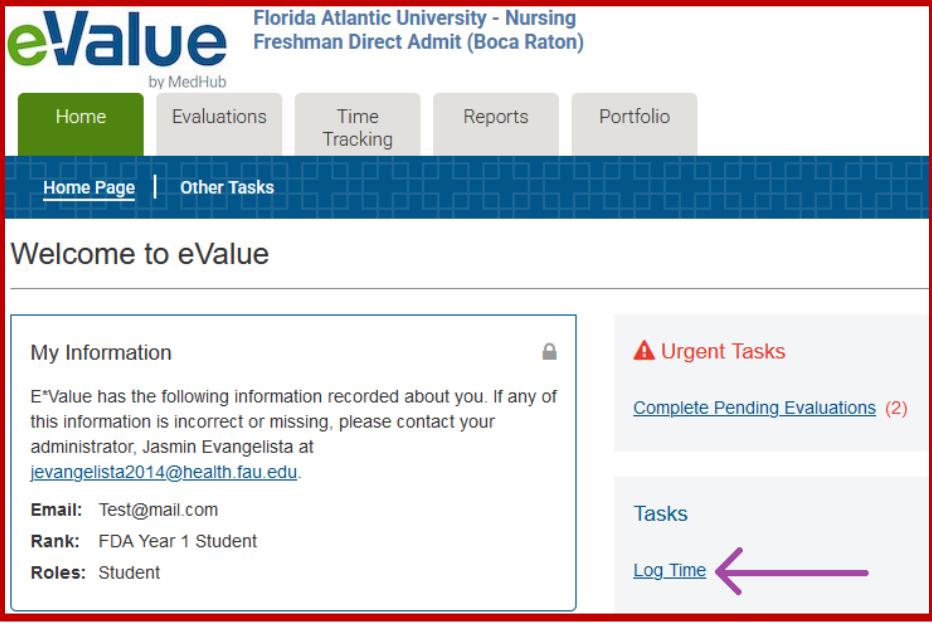
[Log Time](#)

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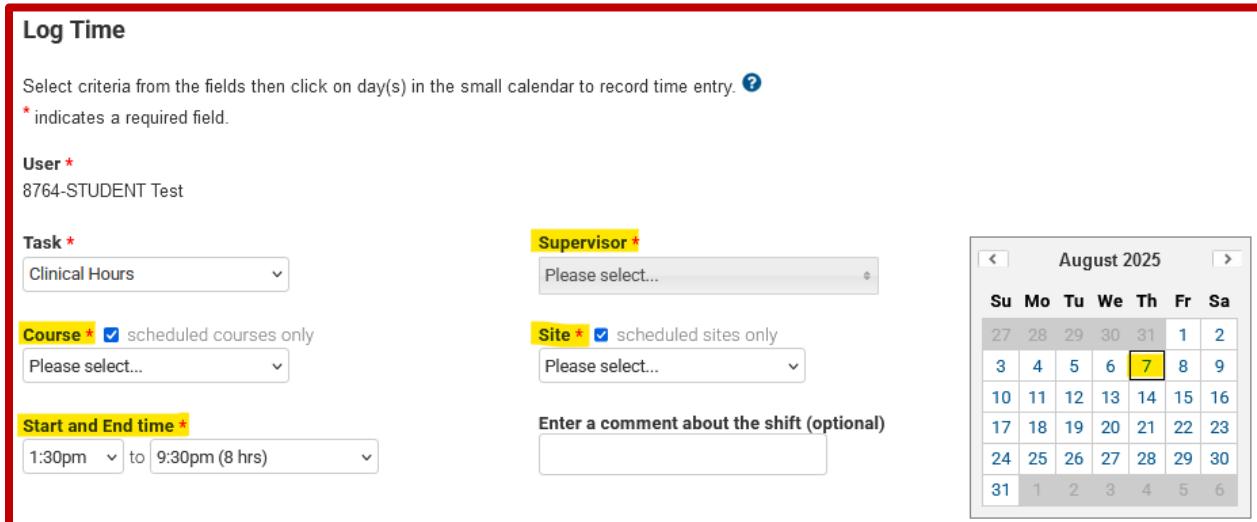
Logging Time

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.



The screenshot shows the eValue homepage for Florida Atlantic University - Nursing Freshman Direct Admit (Boca Raton). The top navigation bar includes links for Home, Evaluations, Time Tracking, Reports, and Portfolio. Below the navigation is a blue header bar with 'Home Page' and 'Other Tasks'. The main content area is titled 'Welcome to eValue'. On the left, a box titled 'My Information' displays the user's email (Test@mail.com), rank (FDA Year 1 Student), and role (Student). On the right, a sidebar titled 'Urgent Tasks' lists 'Complete Pending Evaluations (2)'. Below that is a 'Tasks' section with a link 'Log Time' highlighted by a purple arrow.



The screenshot shows the 'Log Time' form. It includes fields for 'User' (8764-STUDENT Test), 'Task' (Clinical Hours), 'Supervisor' (Please select...), 'Course' (Please select...), 'Site' (Please select...), 'Start and End time' (1:30pm to 9:30pm (8 hrs)), and an optional comment field. To the right of the form is a calendar for August 2025, with the 7th highlighted in yellow.

- 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 platform interface. At the top, there is a navigation bar with the eValue logo, the text "Florida Atlantic University - Nursing Freshman Direct Admit (Boca Raton)", and five tabs: Home, Evaluations, Time Tracking, Reports (which is highlighted in green), and Portfolio. Below the navigation bar is a blue header bar with the text "Reports" underlined. The main content area is titled "Reports" and contains a search bar and a "Filter By" dropdown set to "Time Tracking Reports". A dropdown menu is open under "Filter By", showing options like All, Evaluation Student Reports, Scheduling Reports, Site & Affiliation Reports, and Time Tracking Reports, with "Time Tracking Reports" highlighted. At the bottom of this section, there is a link "Time Tracking Supervisor Verification" with a purple arrow pointing to it. The entire screenshot is enclosed in a red border.

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 Supervisor Verification" report. On the left, there are filter options: "Filter Template" (dropdown), "Start Date" (05/12/2025) and "End Date" (08/12/2025) with a calendar icon, "Format Option" (dropdown with HTML, MS Excel, PDF selected), and a "Save Template" button. On the right, there is a table with three columns: "Trainee Comment", "Supervisor", and "Validation Date". The table contains two rows of data. The first row has a "Trainee Comment" of "test comment", a "Supervisor" of "Test, 8764-EDUCATOR", and a "Validation Date" of "8/12/25". The second row has a "Trainee Comment" of "" (empty), a "Supervisor" of "Test, 8777-Faculty/Preceptor", and an empty "Validation Date" field.

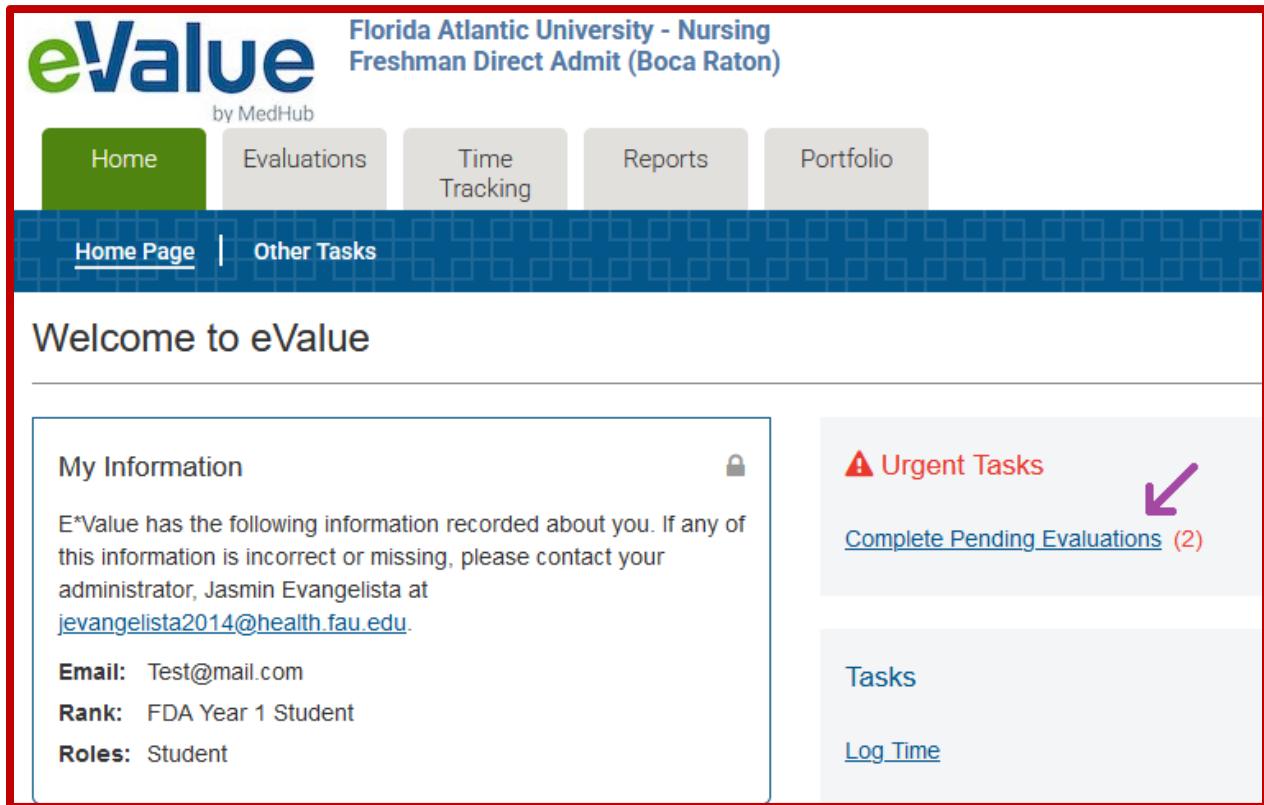
- Make sure you filter for the correct dates.
- Select the **Format Option** to PDF if you want a downloadable version.
- If a time entry does not have a validation date, then it has not been verified by your supervisor.

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Completing Evaluations

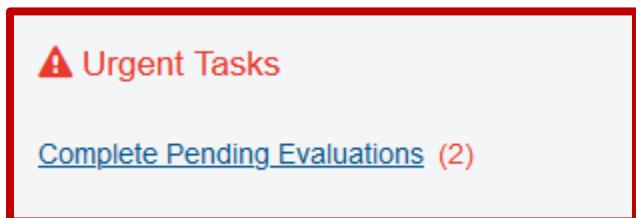
How do I start the evaluation process?

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 platform interface. At the top, the logo 'eValue by MedHub' and the institution name 'Florida Atlantic University - Nursing Freshman Direct Admit (Boca Raton)' are displayed. Below the logo is a navigation bar with five tabs: Home (highlighted in green), Evaluations, Time Tracking, Reports, and Portfolio. Underneath the navigation bar is a blue header bar with 'Home Page' and 'Other Tasks' buttons. The main content area starts with a 'Welcome to eValue' message. To the left, a box titled 'My Information' contains details: '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'. Below this are 'Email: Test@mail.com', 'Rank: FDA Year 1 Student', and 'Roles: Student'. To the right, a box titled 'Urgent Tasks' contains a red arrow pointing to the link 'Complete Pending Evaluations (2)'. Below this are 'Tasks' and 'Log Time' buttons.

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



A close-up view of the 'Urgent Tasks' box from the eValue homepage. It contains the text '⚠️ Urgent Tasks' and a 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:

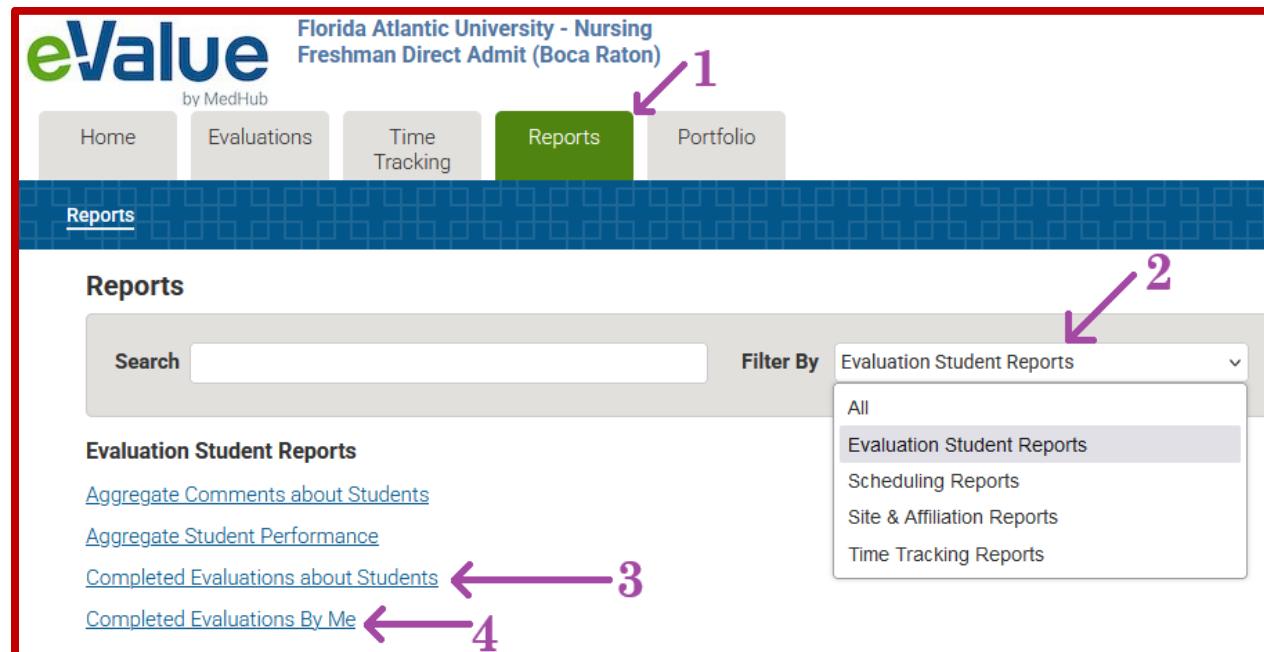
- Dr. Jasmin Evangelista (jevangelista2014@health.fau.edu)
- Vanessa Robinson (vrobinson@health.fau.edu)

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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>



The screenshot shows the eValue software interface for Florida Atlantic University - Nursing Freshman Direct Admit (Boca Raton). The top navigation bar includes links for Home, Evaluations, Time Tracking, Reports (which is highlighted in green), and Portfolio. A red box surrounds the Reports tab. Below the navigation bar, a blue header bar says 'Reports'. The main content area is titled 'Reports' and contains a search bar and a 'Filter By' dropdown menu. The 'Filter By' menu is open, showing a list of report types: All, Evaluation Student Reports (which is selected and highlighted in grey), Scheduling Reports, Site & Affiliation Reports, and Time Tracking Reports. Below the filter menu, there are links for 'Evaluation Student Reports', 'Aggregate Comments about Students', 'Aggregate Student Performance', 'Completed Evaluations about Students' (with a purple arrow labeled '3' pointing to it), and 'Completed Evaluations By Me' (with a purple arrow labeled '4' pointing to it).

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 video.

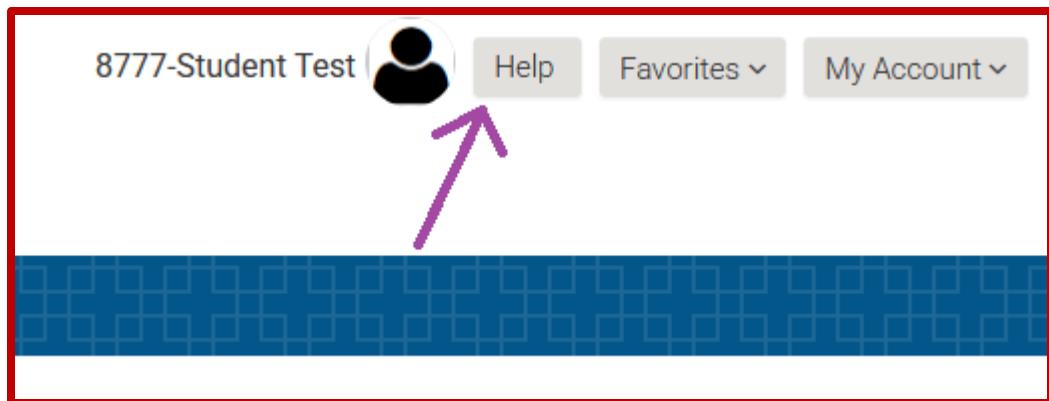
[How to Complete Pending Evaluations](#)

[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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