



eValue Orientation Guide for Students – Holistic

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

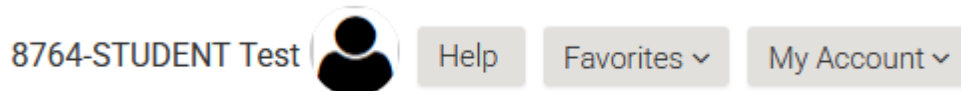
Things to check after logging in

The screenshot shows the eValue system interface. At the top left, the eValue logo is followed by the text "Florida Atlantic University - Nursing Advanced Holistic Nursing (Boca Raton)". A purple arrow labeled "1" points to this text. Below the logo is a navigation bar with buttons for Home, Evaluations, Time Tracking, Reports, and Portfolio. A second purple arrow labeled "2" points to the user profile area in the top right corner, which displays "8764-STUDENT Test" and a user icon, with links for Help and Favorites. Below the navigation bar is a blue header with "Home Page" and "Other Tasks". The main content area is titled "Welcome to eValue". On the left, there is a "My Information" box with a lock icon. It contains the text: "If this or any other biographic information is incorrect or missing, you can [update this information](#)." Below this, it lists "Email: Test@mail.com", "Rank: AHN Student", and "Roles: Student". A purple arrow labeled "3" points to the "Rank" field. To the right of the "My Information" box is an "Urgent Tasks" section with a red triangle icon. It contains a link "Complete Pending Evaluations (1)" with a purple arrow labeled "4" pointing to it. Below this is a "Tasks" section with links for "Log Time" and "Initiate Ad hoc Evaluations". On the far right, there is a section for "eValue Training Videos for Students" with links for "How to Log Time in Time Tracking", "How to Complete Pending Evaluations", and "How to View Completed Evaluations By You/About You". Below that is a "Preceptor Guide" link. At the bottom left, there is a "Personal Calendar" section showing "Sunday May 11".

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 **AHN Student**. If any of this is incorrect, please inform your program coordinator immediately to get this fixed.

The screenshot shows the eValue system home page. At the top, there is a blue header with "Home Page" and "Other Tasks". Below the header is a section titled "Welcome to eValue". On the left, there is a "My Information" box with a lock icon. It contains the text: "If this or any other biographic information is incorrect or missing, you can [update this information](#)." Below this, it lists "Email: Test@mail.com", "Rank: AHN Student", and "Roles: Student".

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.



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

by MedHub

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 filter menu, there is a section titled "Time Tracking Reports" with 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

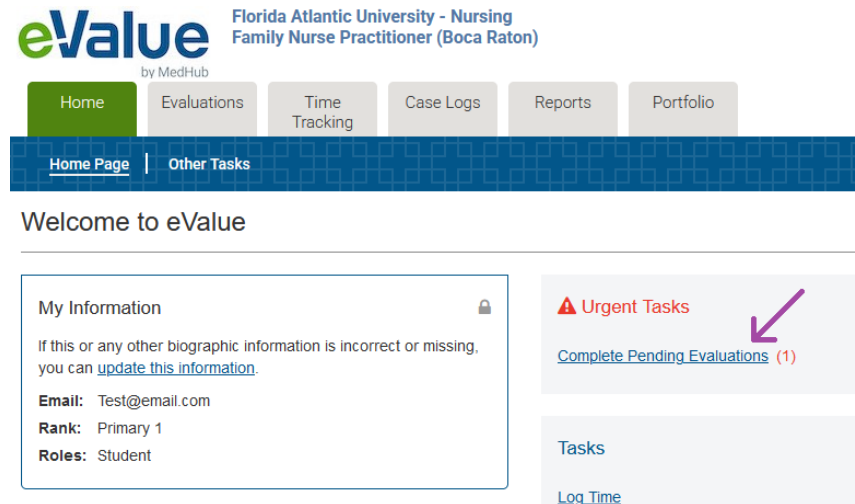
The screenshot shows the "Time Tracking Statistics" report configuration form. It includes the following fields and options:

- 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 -->

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

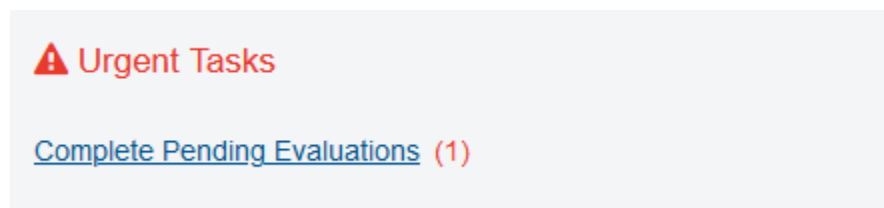
[Complete Pending Evaluations \(1\)](#)

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](#)

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.

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)

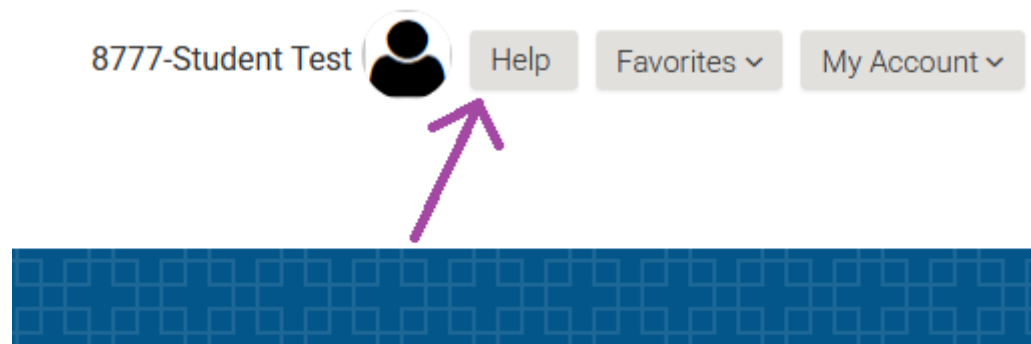
What if my Preceptor is not receiving eValue notifications?

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](#)