



# eValue Orientation Guide for Students – Nurse Educator

## 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

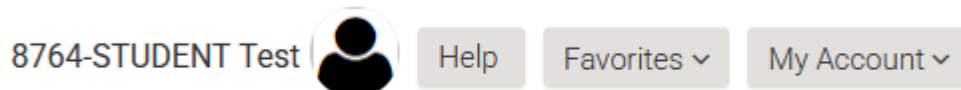
## Things to check after logging in

The screenshot shows the eValue system interface. At the top left, the eValue logo and 'Florida Atlantic University - Nursing Nurse Educator (Boca Raton)' are displayed, with a purple arrow labeled '1' pointing to them. Below this is a navigation bar with buttons for Home, Evaluations, Time Tracking, Reports, and Portfolio. A secondary bar contains 'Home Page' and 'Other Tasks'. The main content area is titled 'Welcome to eValue'. On the left, a 'My Information' box shows user details: Email (Test@mail.com), Rank (Nurse Educator Student), and Roles (Student), with a purple arrow labeled '3' pointing to the Rank field. Below this is a 'Personal Calendar' showing 'Sunday May 11'. In the center, an 'Urgent Tasks' section shows 'Complete Pending Evaluations (1)' with a purple arrow labeled '4' pointing to it. On the right, there are links for 'eValue Training Videos for Students' and a 'Preceptor Guide'.

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

The screenshot shows the eValue system interface. At the top, there is a navigation bar with 'Home Page' and 'Other Tasks'. Below this is a 'Welcome to eValue' message. The main content area is titled 'My Information'. It contains the following text: 'EValue has the following information recorded about you. If any of this information is incorrect or missing, please contact your administrator, Cassandre Horne at [hornecc@health.fau.edu](mailto:hornecc@health.fau.edu)'. Below this, the user's details are listed: 'Email: Test@mail.com', 'Rank: Nurse Educator 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](mailto:cowens11@health.fau.edu))
- Vanessa Robinson ([vrobinson@health.fau.edu](mailto: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 are links for "Time Tracking Reports", "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.

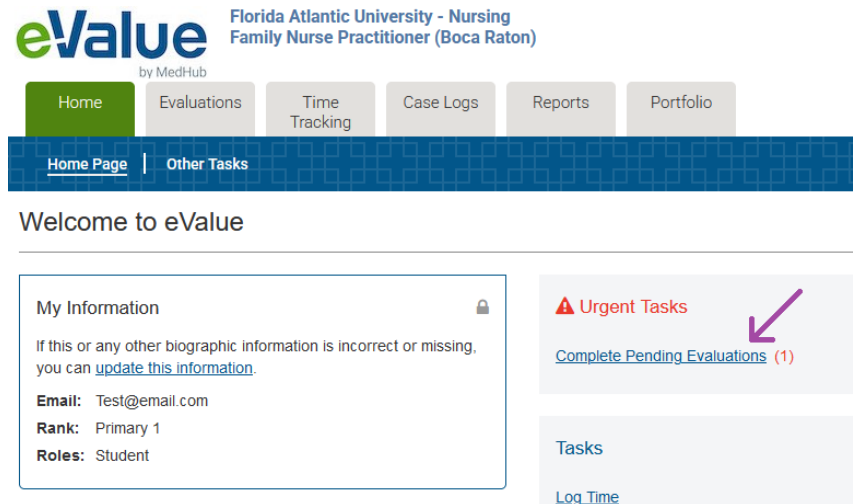
### Time Tracking Statistics

The screenshot shows the "Time Tracking Statistics" form. It includes fields for "Filter Template" (a dropdown menu), "Start Date" (01/01/2025), "End Date" (03/31/2025), "Averaging Period" (Calendar Month), "Report Type" (radio buttons for by Student, by Activity, by Task, by Site), "Report View" (radio buttons for Expanded, Condensed), "Shift Separator (in minutes)" (0 minutes), and "Format Option" (PDF). There are also buttons for "Save Template" and "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**

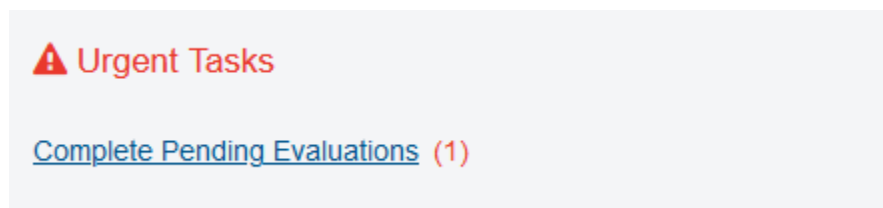
[Complete Pending Evaluations \(1\)](#)

**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.

<b>Course:</b>	NGR 6200L Primary Care 1 Practicum: Foundations of Advanced Nursing Practice	
<b>Site:</b>	Coconut Creek Pediatrics	
<b>Period:</b>	Spring 2025 - Site and Preceptor 2	
<b>Time Period:</b>	01/04/2025 - 04/21/2025	
<b>Request Date:</b>	04/29/2025	
<b>Evaluation Type:</b>	Student Evaluation of Preceptor and Site	
<b>Evaluator:</b>	8777-Student Test	<b>Subject:</b> 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](mailto:cowens11@health.fau.edu))
- Vanessa Robinson ([vrobinson@health.fau.edu](mailto:vrobinson@health.fau.edu))

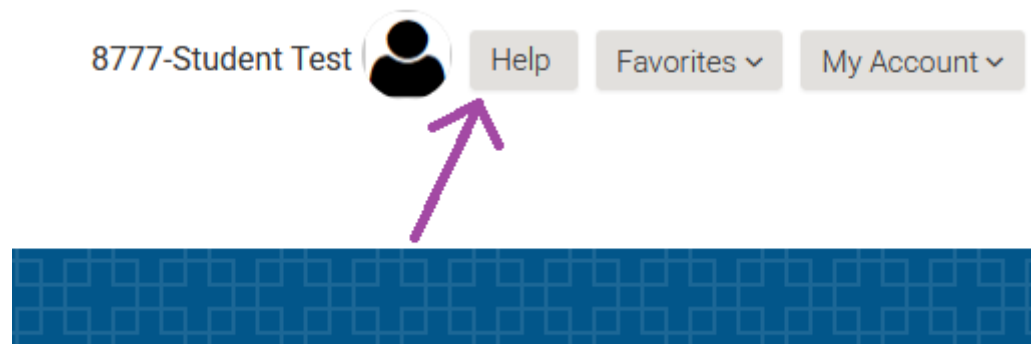
## What if my Preceptor is not receiving eValue notifications?

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

- Charles Owens ([cowens11@health.fau.edu](mailto:cowens11@health.fau.edu))
- Vanessa Robinson ([vrobinson@health.fau.edu](mailto: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](#)