

eValue Orientation Guide for Students – PMHNP

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

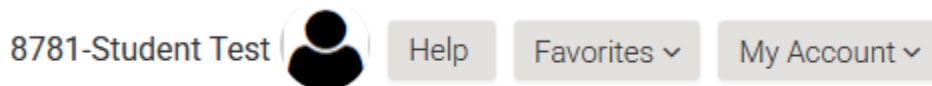
Things to check after logging in

The screenshot shows the eValue system interface. At the top left, the eValue logo is followed by the text "Florida Atlantic University - Nursing PGC - PMHNP (Boca Raton)". A purple arrow labeled "1" points to this text. Below the logo is a navigation bar with buttons: Home, Evaluations, Time Tracking, Case Logs, Reports, and Portfolio. A purple arrow labeled "2" points to the top right corner where the user's name "8781-Student Test" is displayed next to a profile icon, with "Help" and "Favorites" links nearby. Below the navigation bar is a blue header with "Home Page" and "Other Tasks" links. 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: "E*Value has the following information recorded about you. If any of this information is incorrect or missing, please contact your administrator, Beth King at [bking@health.fau.edu](\"mailto:bking@health.fau.edu\")." Below this, it lists: "Email: test@mail.com", "Rank: PMHNP Student", and "Roles: Student". A purple arrow labeled "3" points to the "Rank" field. To the right of the "My Information" box is a "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: "Log Time", "Initiate Ad hoc Evaluations", and "Log New Case Entry". To the right of the "Urgent Tasks" section is an "eValue Training Videos for Students" section with several links: "How to Log Time in Time Tracking", "How to Complete Pending Evaluations", "How to Log a Case", "How to Complete Ad Hoc Evaluations", "How to Sign Off on Evaluations About You", and "How to View Completed Evaluations By You/About You". Below this 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 **PMHNP 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 blue header with "Home Page" and "Other Tasks" links. 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: "E*Value has the following information recorded about you. If any of this information is incorrect or missing, please contact your administrator, Beth King at [bking@health.fau.edu](\"mailto:bking@health.fau.edu\")." Below this, it lists: "Email: test@mail.com", "Rank: PMHNP 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

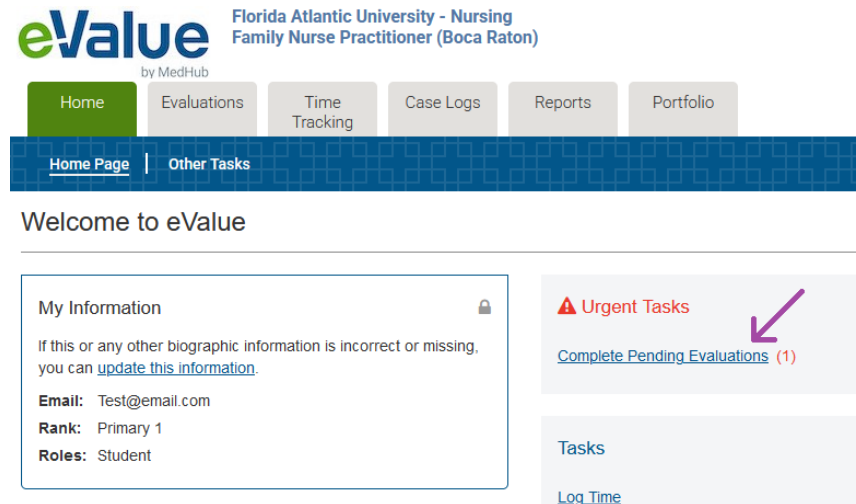
The screenshot shows the "Time Tracking Statistics" form. It includes the following fields and options:

- 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] (blue text)

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.

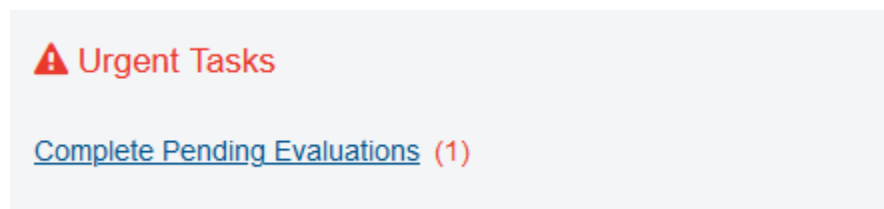
How do I start the evaluation process?

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:



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:



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)

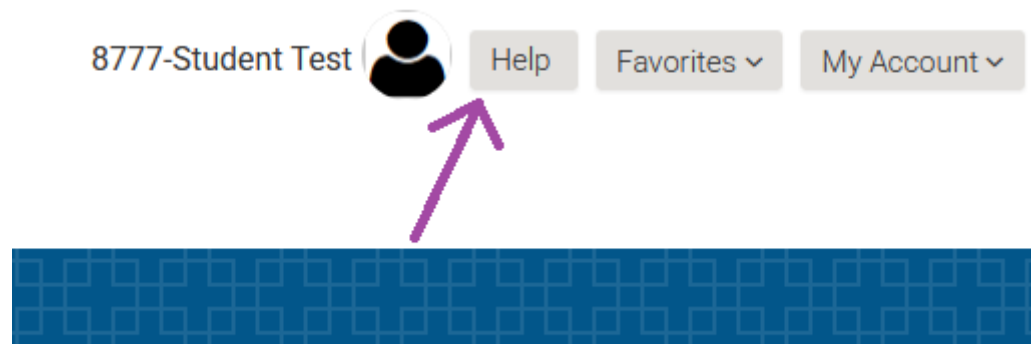
What if my Preceptor is not receiving eValue notifications?

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](#)