

eValue Orientation Guide for Instructors-FDA Program

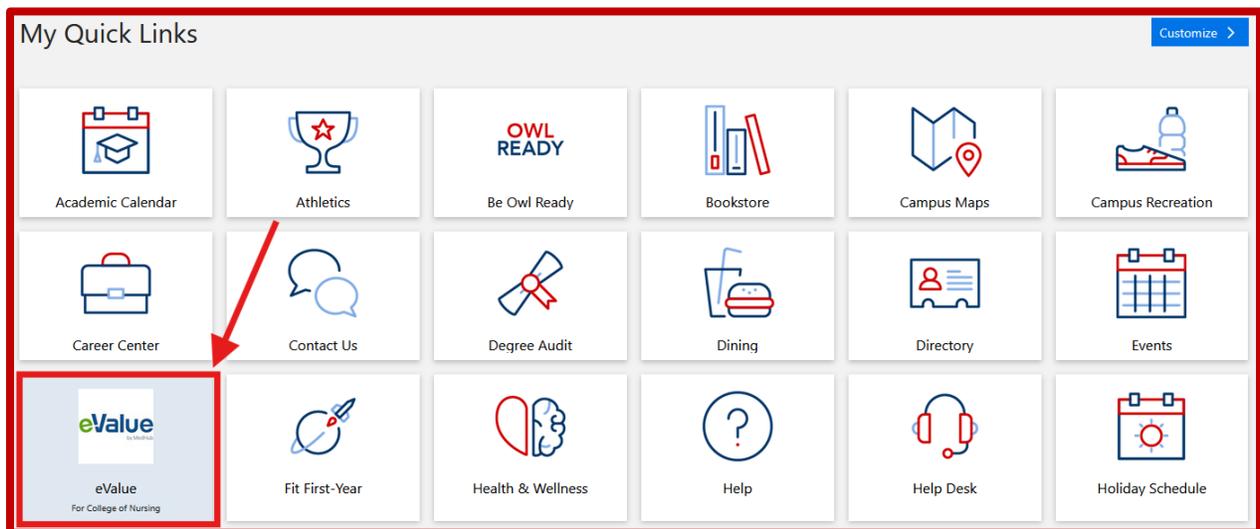
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Logging into eValue

There are a few ways you can log into eValue:

1. Login Link - You can log into eValue by clicking here: <https://nursing.fau.edu/evalue>
 - *You can also bookmark this link for later use.*
2. MyFAU - Log into your [MyFAU](#) account, scroll down to “My Quick Links,” and click on the eValue tile:

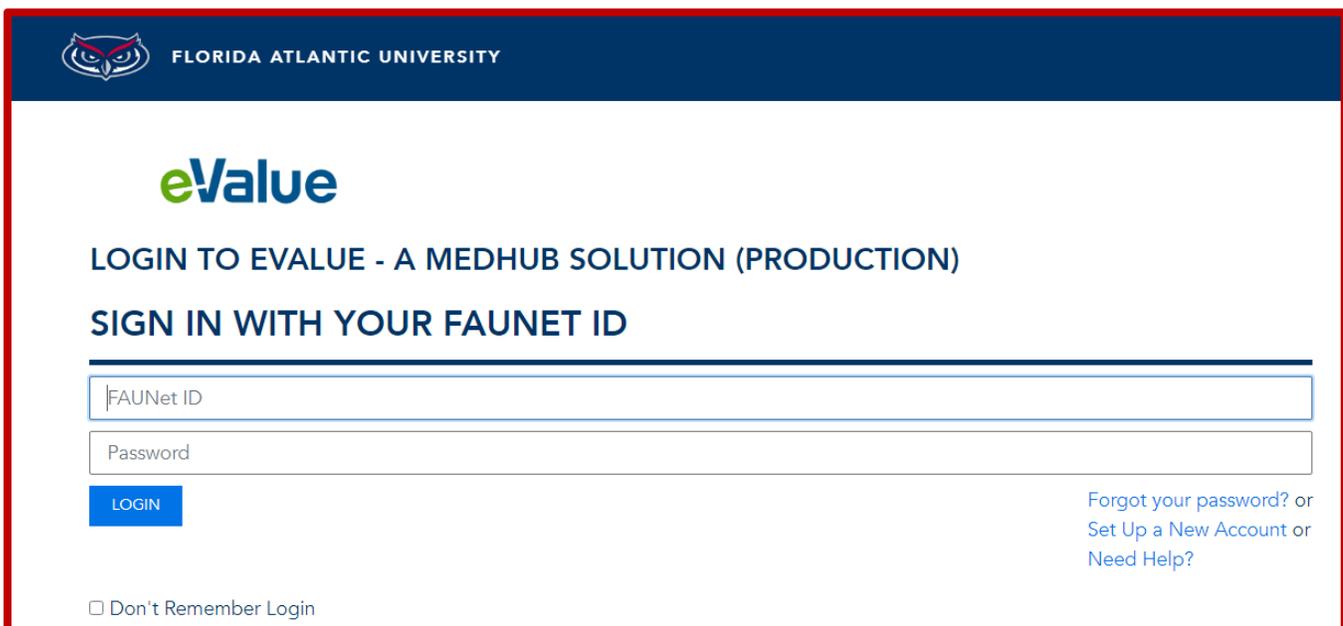


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3. Canvas - When in your class' Canvas shell, click on the "eValue Login" menu item located towards the bottom of the left-side menu:



The login window must look like this:

A screenshot of the eValue login interface. At the top is a dark blue header with the Florida Atlantic University owl logo and the text 'FLORIDA ATLANTIC UNIVERSITY'. Below the header is the 'eValue' logo. The main heading reads 'LOGIN TO EVALUE - A MEDHUB SOLUTION (PRODUCTION)'. Below this is the instruction 'SIGN IN WITH YOUR FAUNET ID'. There are two input fields: 'FAUNet ID' and 'Password'. A blue 'LOGIN' button is positioned below the 'FAUNet ID' field. To the right of the 'LOGIN' button is a link: 'Forgot your password? or Set Up a New Account or Need Help?'. At the bottom left, there is a checkbox labeled 'Don't Remember Login'.

Your FAU username (NetID) and password are your login information.

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Program Selection - You may have access to multiple programs. Make sure to select the correct one and click continue login:

Program Selection

You are associated with more than one program within eValue.
Please select the program you wish to work with at this time:

- FAU - Nursing, Accelerated - Nursing (Boca Raton)
- FAU - Nursing, Adult/Gerontological Nurse Practitioner (Boca Raton)
- FAU - Nursing, Adult/Gerontological Nurse Practitioner (Davie)
- FAU - Nursing, Adult/Gerontological Nurse Practitioner (Harbor Branch)
- FAU - Nursing, Advanced Holistic Nursing (Boca Raton)
- FAU - Nursing, BSN-DNP (Boca Raton)
- FAU - Nursing, Dermatology Nurse Practitioner Certificate Program
- FAU - Nursing, Family Nurse Practitioner (Boca Raton)
- FAU - Nursing, Family Nurse Practitioner (Davie)
- FAU - Nursing, Family Nurse Practitioner (Harbor Branch)
- FAU - Nursing, Freshman Direct Admit (Boca Raton)**
- FAU - Nursing, MSN Family Nurse Practitioner - (use for later INACTIVE)
- FAU - Nursing, Nurse Administration and Financial Leadership (Boca Raton)
- FAU - Nursing, Nurse Educator (Boca Raton)
- FAU - Nursing, Psychiatric Mental Health Nurse Practitioner (Boca Raton)
- FAU - Nursing, RN - BSN - Boca Raton
- FAU - Nursing, School of Nursing (Parent)
- FAU - Nursing, Second Degree Part-Time BSN (Davie)

[Continue Login →](#)

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Things to check after logging in

The screenshot shows the eValue system interface. At the top left, the eValue logo is displayed next to the text "Florida Atlantic University - Nursing Freshman Direct Admit (Boca Raton) Program ID:8771", with a purple arrow labeled "2" pointing to this information. On the top right, the text "8764-EDUCATOR Test" and a user profile icon are shown, with a purple arrow labeled "3" pointing to them. Below the header is a navigation bar with buttons for "Home", "Evaluations", "Time Tracking", and "Reports". Underneath this is a sub-navigation bar with "Home Page" and "Other Tasks", with a purple arrow labeled "1" pointing to "Home Page". The main content area is divided into three columns. The left column, titled "My Information", contains user details like email, rank, and roles, with a purple arrow labeled "4" pointing to the "Rank" field. The middle column, titled "Urgent Tasks", lists "Complete Pending Evaluations (4)" and "Sign-off on Student Time Entries (94)", with a purple arrow labeled "5" pointing to the "Complete Pending Evaluations" link. The right column, titled "eValue Training Videos for Educators", contains several links and a note.

1. Home Page - After logging in, go to the Home page if you are not already there.

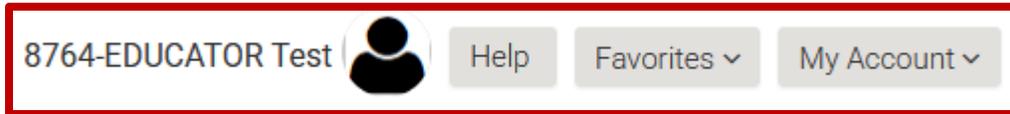
This close-up screenshot focuses on the top navigation area of the eValue system. It shows the eValue logo and the text "Florida Atlantic University - Nursing Freshman Direct Admit (Boca Raton)". Below this is a row of buttons: "Home", "Evaluations", "Time Tracking", and "Reports". The "Home" button is highlighted with a pink oval. Below the buttons is a sub-navigation bar with "Home Page" and "Other Tasks", with "Home Page" also highlighted by the pink oval. The main content area below the navigation bar displays the text "Welcome to eValue a product of MedHub".

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

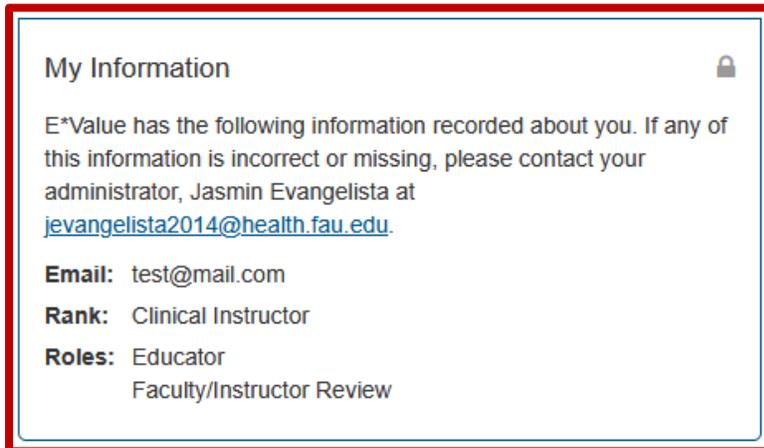
This close-up screenshot focuses on the top left header area of the eValue system. It shows the eValue logo and the text "Florida Atlantic University - Nursing Freshman Direct Admit (Boca Raton)". The text "by MedHub" is visible below the logo.

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3. Name - Ensure your name is correctly listed.

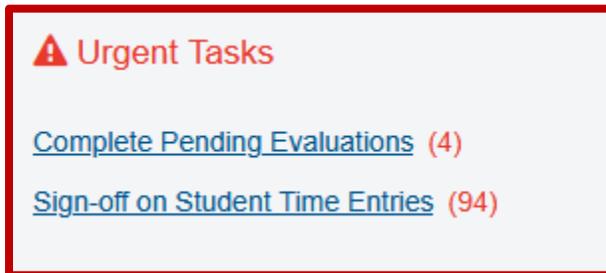


4. Account Details - Ensure your email, rank, and role(s) are also correct.



Your roles should include “**Educator**” and “**Faculty/Instructor Review**,” and your rank will be “**Clinical Instructor**.” If any of these are incorrect, please inform your program coordinator immediately so it can be corrected.

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



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eValue Notifications

Clinical Instructors/Preceptors receive email notifications every two weeks if they have a pending task. They will receive an auto-login link that will either take them to the task at hand or to a list of pending tasks.

Here are a few examples of what the email should look like for each task.

Dear EDUCATOR-8764 Test,

This is an automated notice informing you that you have been scheduled to do evaluations for the activity NGR 6200L Primary Care 1 Practicum: Foundations of Advanced Nursing Practice.

This reminder may be received prior to the activity's completion, and is intended to facilitate your evaluation and feedback process. The information you provide through evaluations is considered highly valuable to the program. Your participation is greatly appreciated.

You may complete your evaluations by logging in to the eValue Evaluation System at the following Web site. If the URL wraps due to your email client, you will need to copy both parts to your Web browser before continuing:

<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.e-value.net%2F%3Fa%3DB75A2CA8458B5C9C5AEC4297E22D00DD&data=05%7C02%7Ckmalonn2021%40health.fau.edu%7C4a1218a5be0d43f06a6408dd7382a410%7C63c3c9c1e824413fb4352f0cabbb2828f%7C0%7C0%7C638793727134640341%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIjYiOiwljAuMDAwMClslIiAiOiJXaW4zMlslkFOljoIjIWFpbGlzIldUijoyfQ%3D%3D%7C0%7C%7C%7C&sdata=5wIGx33Tb3yVPtYkFpZ23XfsTRizo6w4YKPBjHYOvjF%3D&reserved=0>

Dear EDUCATOR-8764 Test

The Clinical Hours entries summarized below have been logged or edited and list you as the supervisor. Please read below for subsequent actions to take.

Primary Action Needed

In the table below if the Status column lists "Not Approved" use the link to review/approve the entry [Clinical Hours Supervision tool](#)

Potential Actions

- In the table below if the Status column lists "Approved"
 - If you AGREE with the entry no further action is required
 - If you DISAGREE with the entry click the link to verify the entry using the [Clinical Hours Supervision tool](#)
- Lastly, if upon review of the table below you find that you are NOT the Supervisor click the link to verify the entry using the [Clinical Hours Supervision tool](#)

Student	Record ID	Begin Date/Time	End Date/Time	Task	Course	Site	Status
Test 8777 Test 8777	66737494	April 4, 2025 09:30 AM	April 4, 2025 05:30 PM	Direct Care Hours	NGR 6200L Primary Care 1 Practicum: Foundations of Advanced Nursing Practice	A Loving Start	Not Approved
Student Comments:	test comment						
Supervisor Comments:							

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Logging Time

How do I verify a student's logged time in eValue?

A student can log their clinical hours in eValue, which are then verified by the supervisor they select. The supervisor is notified when they need to verify these time entries.

- Go to the **Time Tracking** tab:
- Click **“Sign-off on Student Time Entries:”**
- **Select the month and look for any unverified time entries:**
- **You will be met with the following screen:**

Sign-off on Student Time Entries

Supervisor: 8764-EDUCATOR Test

Supervision: Approved by supervisor: ✓ Requires approval by supervisor: ⚠

< | > February 2026 02/01/2026 Clinical Hours for Active Test, 8764-STUDENT Verify All

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	TOTALS
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Clinical Hours Freshman Direct Admit (Boca Raton) - NUR 4829L Nursing Practice Immersion 8:00am-5:00pm	17	18	19	20	21
						9.00 hours Total: 9.00 hours

1. Select the student from the dropdown menu:
 - a. Students will show in this dropdown menu only if they logged hours for that selected month.
2. To verify an entry, click either the red circle icon located on each entry or click on the “Verify All” button located at the top-right of the calendar.
3. If needed, you can change the month by clicking on the date, calendar icon, or arrows located at the top-left of the calendar.
4. To remove the verification and allow students to make edits/fixes, click on the green checkmark where the red circle used to be on each entry:

16
✓ Clinical Hours
Freshman Direct Admit (Boca Raton) - NUR 4829L Nursing Practice Immersion 8:00am-5:00pm

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How do I check the total time a student has logged and if it's verified?

The screenshot shows the eValue system interface for Florida Atlantic University - Nursing, Freshman Direct Admit (Boca Raton). The navigation bar includes Home, Evaluations, Time Tracking, and Reports. The Reports tab is selected, indicated by a purple arrow labeled '1'. Below the navigation bar, there is a search bar and a 'Filter By' dropdown menu. The dropdown menu is open, showing options: All, Evaluation Educator Reports, Evaluation Site Reports, Evaluation Student Reports, Scheduling Reports, and Time Tracking Reports. A purple arrow labeled '2' points to the 'Time Tracking Reports' option. 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 help you check a student's total logged hours and whether the clinical instructor/preceptor has verified the entered hours.
 - Make sure you filter the correct dates.
 - Filter for the student.
 - 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.

The screenshot shows the 'Time Tracking Supervision Verification' form. The form includes several filter fields: Filter Template (dropdown), Start Date (01/01/2026), End Date (02/17/2026), Site Group (All Site Groups), Site Filter (Active Sites), Site (All Sites), Course Group (All Course Groups), Course Filter (Active Courses), Course (All Courses), Task (All Tasks), Subject Current Rank (All Ranks), User Groups (All Groups), Last Name Filter (Active Users), Students (Test, 8764-STUDENT), Supervisor (Test, 8764-EDUCATOR), Validation Status (All Statuses), and Format Option (PDF). There are buttons for 'Save Template', 'Next ->', and 'Filter/Refresh'. Purple arrows point to the Start Date field, the 'Filter/Refresh' button, the Supervisor dropdown, and the Format Option dropdown.

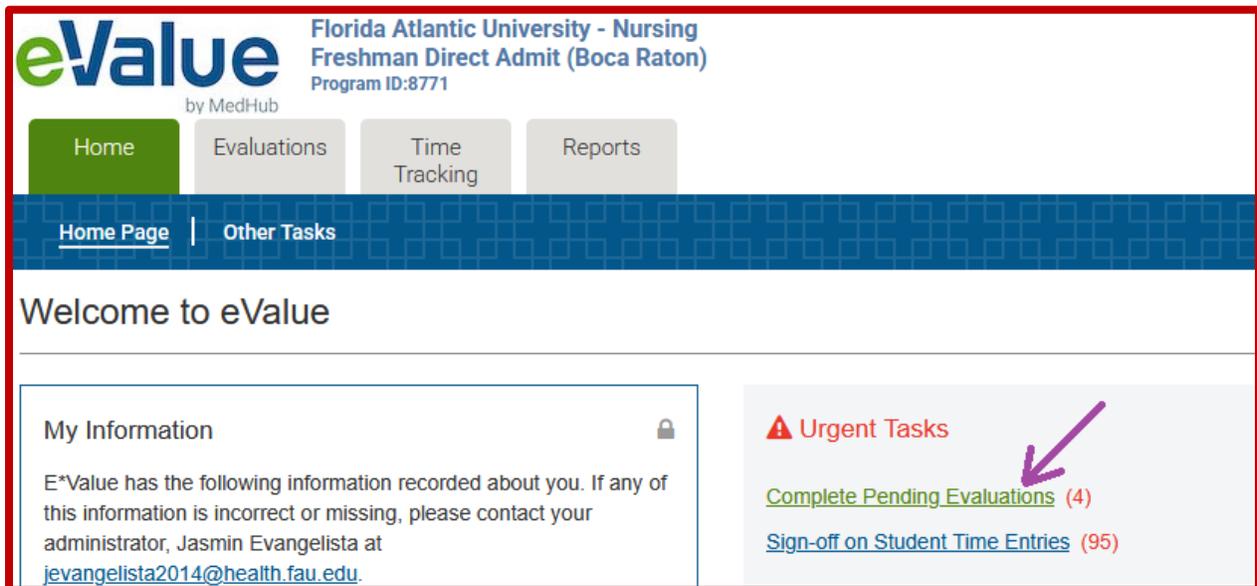
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Completing Evaluations

How do I complete pending evaluations?

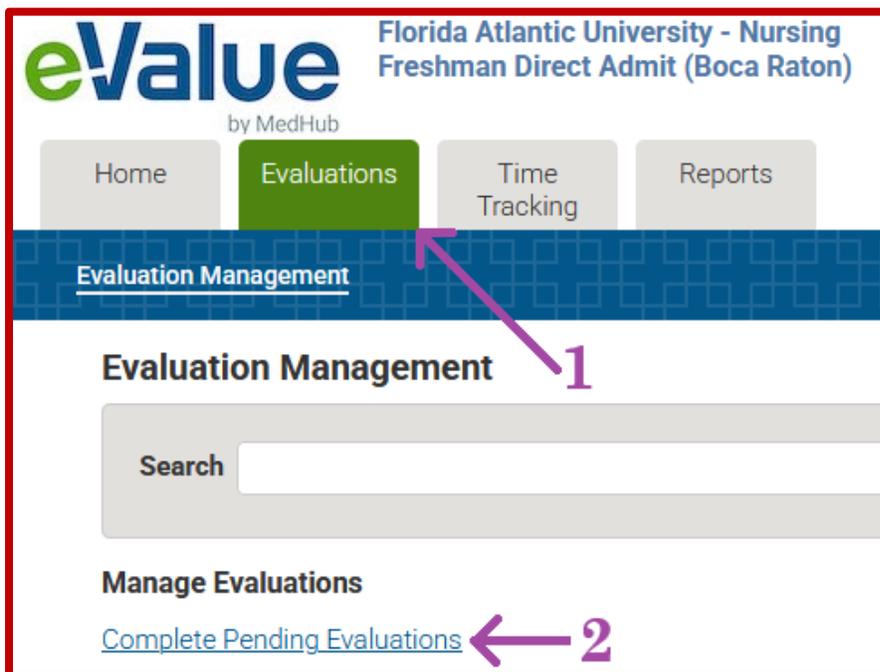
All evaluations will be assigned to you. It is the instructor's responsibility to log in regularly to eValue and complete all urgent tasks. You can either:

- Click on the “Complete Pending Evaluations” hyperlink on your homepage



The screenshot shows the eValue homepage for Florida Atlantic University - Nursing, Freshman Direct Admit (Boca Raton), Program ID: 8771. The navigation menu includes Home, Evaluations, Time Tracking, and Reports. The 'Home Page' tab is selected. The main content area displays 'Welcome to eValue' and 'My Information' (locked). To the right, the 'Urgent Tasks' section is highlighted with a purple arrow pointing to the 'Complete Pending Evaluations (4)' link. Other urgent tasks include 'Sign-off on Student Time Entries (95)'.

- Or head to the Evaluations tab and click on “Complete Pending Evaluations.”



The screenshot shows the eValue Evaluations page for Florida Atlantic University - Nursing, Freshman Direct Admit (Boca Raton). The 'Evaluations' tab is selected in the navigation menu. The page title is 'Evaluation Management'. A search bar is visible. Below the search bar, the 'Manage Evaluations' section is highlighted with a purple arrow and the number 1. The 'Complete Pending Evaluations' link is highlighted with a purple arrow and the number 2.

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How do I view evaluations I completed?

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 system interface for Florida Atlantic University - Nursing, Freshman Direct Admit (Boca Raton). The navigation bar includes Home, Evaluations, Time Tracking, and Reports (highlighted with a purple arrow and the number 1). Below the navigation bar, the Reports section is displayed. It features a search bar and a 'Filter By' dropdown menu. The dropdown menu is open, showing options: All, Evaluation Educator Reports (highlighted with a purple arrow and the number 2), and Scheduling Reports. Below the filter menu, there are several report links: 'Evaluation Educator Reports', 'Aggregate Comments about Educators', 'Aggregate Educator Performance', 'Completed Evaluations about Educators', and 'Completed Evaluations By Me' (highlighted with a purple arrow and the number 3).

1. Go to the **Reports** tab:
2. Filter for **Evaluation Educator Reports**:
3. The **Completed Evaluations By Me** report will show all your completed evaluations.

How do I view evaluations about other students?

If needed, you can view evaluations completed about other students.

1. Go to the **Reports** tab:
2. Filter for **Evaluation Student Reports**:
3. Click "**Completed Evaluations about Students**:"
4. Filter the **course date** and any other details, like a **student's last name**

How do I view my students' completed evaluations?

1. Go to the **Reports** tab:
2. Filter for **Evaluation Student Reports**:
3. Click "**Completed Evaluations by Evaluator**:"
4. Filter the **course date** and either the **student's last name**, or if you know it, your "**Evaluator People Group**" in eValue

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Whom do I contact if a student, site, or preceptor is not in the system?

Please contact the following individuals with details for all issues/updates regarding a preceptor, student, or site.

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

What if an evaluation lists an incorrect site/preceptor?

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

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

More Information

Video Guides

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

eValue Training Videos for Educators

[How to Approve and Sign Off on Student Time Tracking Entries](#)

NOTE: When approving time for students if you do not see their name in the drop down, be SURE to toggle to the correct month.

[How to Complete Pending Evaluations](#)

How to View Completed Evaluations

Once any evaluation in eValue is completed and submitted, the data then will live in the Reports Tab. Under the reports tab (depending on your role/security) you will be able to see completed evaluati... [More](#)

NEED HELP?

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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