eValue Orientation Guide for Students – Nurse Admin

How do I login to eValue?

The link to login to eValue is: https://nursing.fau.edu/evalue

Your FAU username and password is your login information

The login window must look like this:

Things to check after logging in

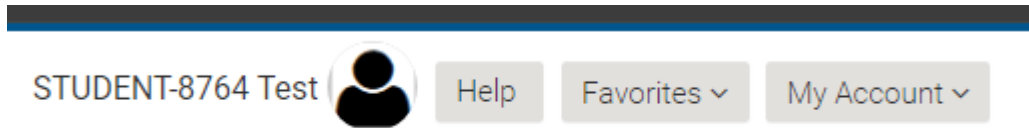1. Make sure that you have been given access to the correct program+campus. This can be found on the top left:

If you are in the incorrect program/campus, inform your program coordinator immediately to get this fixed.

2. Make sure that your name, email, rank and role are correct. Your name can be found on the top right of the screen:

STUDENT-8764 Test   Help   Favorites ⌄   My Account ⌄

Your other details can be found on the home page:

Home Page | Other Tasks

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, Terry Eggenberger at teggenbe@health.fau.edu.

Email: kbeers1224@gmail.com

Rank: Nurse Administration_FL Student

Roles: Student

Your role should be 'Student' and rank should be Nurse Administration_FL Student. If any of this is incorrect, please inform your program coordinator immediately to get this fixed.

Frequently Asked Questions

**How do I log time in eValue/ clock in my clinical hours?**

After you login to eValue on the home page there is a section for training videos:
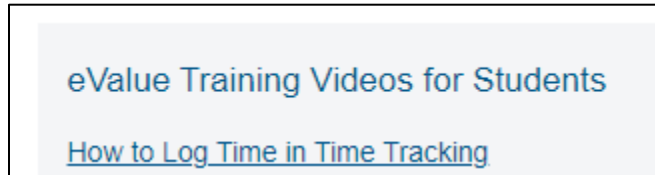
eValue Training Videos for Students

How to Log Time in Time Tracking

Click on the link to view the YouTube video which will show you how to log time in the system:
https://www.youtube.com/watch?v=h_8mBWAol1Y

You can easily find the link to log time under Tasks on the homepage

Tasks

Log Time

Initiate Ad hoc Evaluations

Log New Case Entry
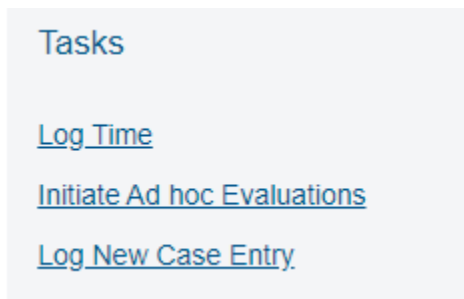
Note: In eValue your supervisor when logging time is your preceptor and not your faculty.

Supervisor *

Q Search by Last Name

Search

How do I check the total time logged?

Go to the reports tab:

Reports

Filter for Time Tracking Reports:

Filter By All

All
Evaluation Educator Reports
Evaluation Student Reports
Scheduling Reports
Time Tracking Reports
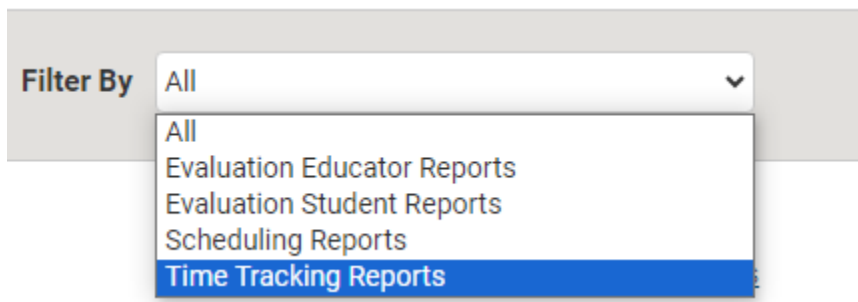
This will show all the reports for Time Tracking.

Time Tracking Reports

Time Tracking Data Download

Time Tracking Statistics

The 'Time tracking Statistics' reports can give a quick overview of total time logged in the course.

How do I start the evaluation process?

All evaluation tasks will be assigned to you with the exception of the **preceptor agreement** which you can generate earlier via ad hoc if needed. It is the responsibility of the student to login regularly to eValue and complete all urgent tasks:
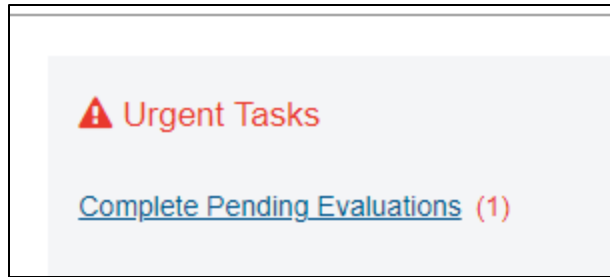
How do I initiate the Ad hoc evaluations?

On the home page there is a section where you can watch a video on how to do this.

How to Complete Ad Hoc Evaluations
If you need the preceptor agreement sooner than eValue generates it, please watch this video instruction on how to initiate the form sooner.

Click on the link to view the YouTube video which will show you how to log time in the system:

https://www.youtube.com/watch?v=0L6dcYEMBkg

How do I initiate the Goals and Objectives form?

On the home page there is a section where you can watch a video on how to do this.

How to View and Complete Pending Coursework

Click on the link to view the YouTube video which will show you how to log time in the system:

https://www.youtube.com/watch?v=VlYLi1HbqXE

Initiate Ad hoc Goals & Objectives

How do I check if there are any pending evaluations or tasks in eValue?

On the home page there is box which show any pending or urgent tasks:

What if I cannot find my preceptor or site in the list?

Please send an email to Charles Owens (cowens11@health.fau.edu) with the details of the preceptor and site.

What if I cannot find my faculty/preceptor in the list?

Please reach out to the program coordinator to make sure your faculty has been added to this list.

How will my preceptors receive the evaluations?

Your preceptors will receive an email with an **auto-login** link which will take them to their evaluations. **They do not need to login 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 says they did not receive the email notification to complete the evaluation?

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 have not received anything, get their email address and reach out to Charles Owens (cowens11@health.fau.edu) who will confirm the correct email address is in the system and update it if necessary.

How can I check my own evaluations?

The reports tab has list of many reports that you can run as a student:
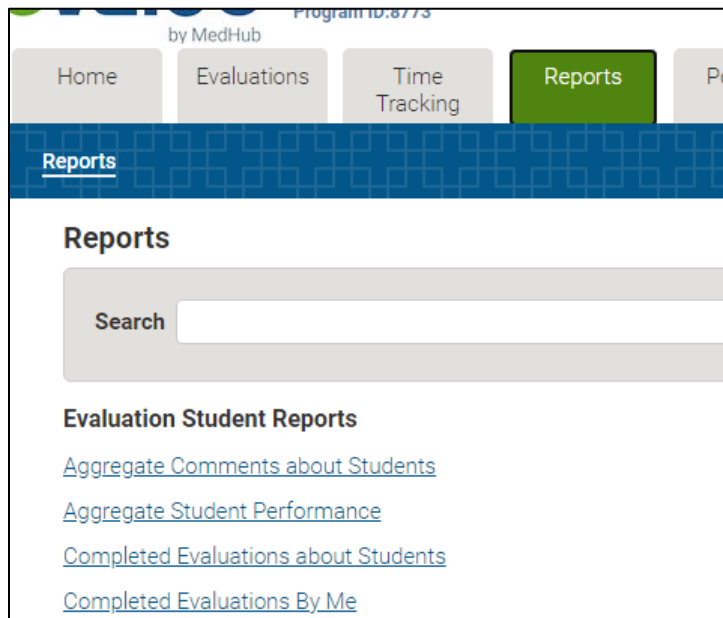
If need guidance on how to run reports, you can view this YouTube video: https://www.youtube.com/watch?v=qAtPPsLgj5w

Who do I contact if I have any issues in eValue in doing any of the eValue processes?

For any issues in doing any of the eValue processes, a good starting point is viewing the help guide in the system:
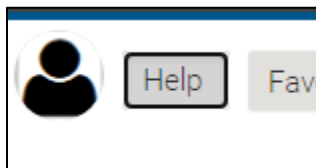
For further assistance, you can open a ticket by submitting this form: Nursing eValue Support Request