


eValue Orientation Guide for Students – RN-BSN


How do I login to eValue?

The link to login to eValue is: <https://nursing.fau.edu/evaluate>

Your FAU user name and password is 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

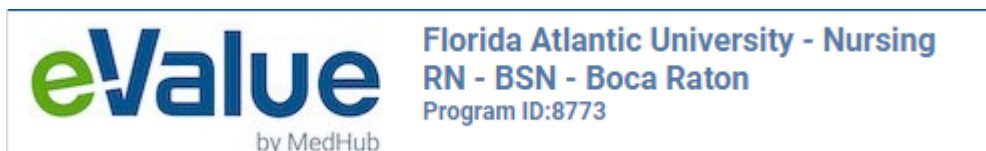
LOGIN

[Forgot your password? or
Set Up a New Account or
Need Help?](#)

☐ Don't Remember Login

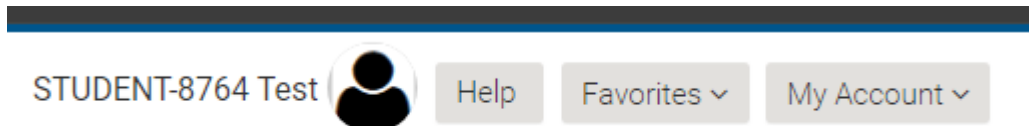
Things to check after logging in

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

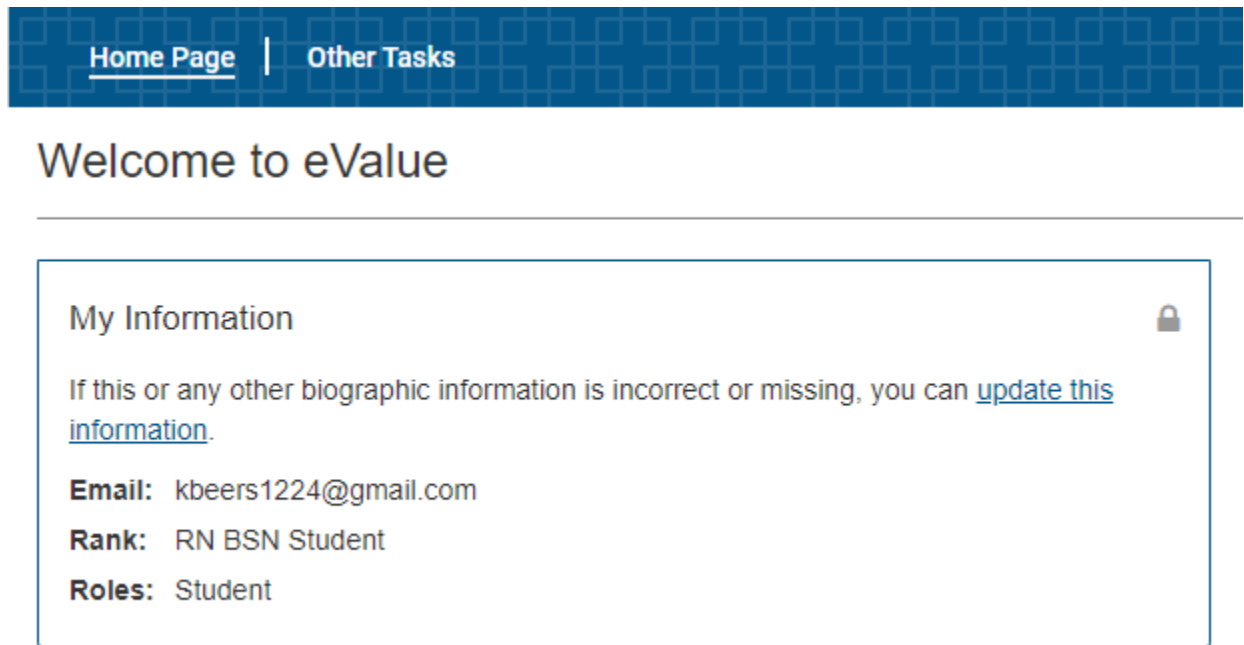


If you are in the incorrect program/campus, inform your program coordinator immediately to get this fixed.

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



Your other details can be found on the home page:

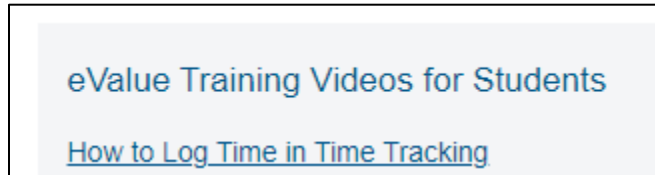


Your role should be 'Student' and rank should be 'RN BSN Student'. If any of this is incorrect, please inform your program coordinator immediately to get this fixed.

Frequently Asked Questions

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

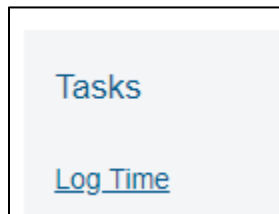
After you login to eValue on the home page there is a section for training videos:



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

https://www.youtube.com/watch?v=h_8mBWAol1Y

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



Note: In eValue your supervisor when logging time is your preceptor and not your faculty.

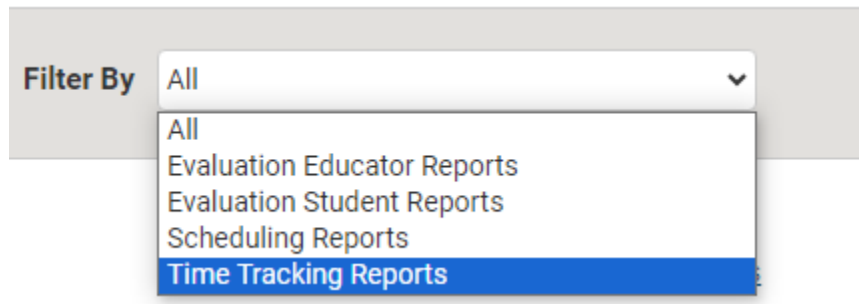
Supervisor *

How do I check the total time logged?

Go to the reports tab:



Filter for 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?

To begin the evaluation process, you have to initiate Ad hoc evaluations. Click on the following link under training videos to see how to do this process:

[How to Initiate Ad hoc Evaluations/Forms](#)

The link to YouTube video is: <https://www.youtube.com/watch?v=OL6dcYEMBkg>

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

Please send an email to Dr. Jasmin Evangelista (jevangelista2014@health.fau.edu) with the details of the preceptor and site.

What if I cannot find my faculty in the list?

Please reach out to Dr. Jasmin Evangelista (jevangelista2014@health.fau.edu) 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.

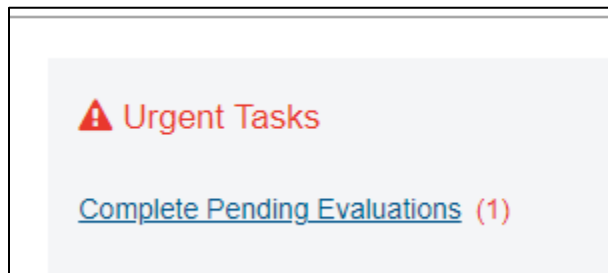
What if my preceptor says they did not receive the email notification to complete the evaluation?

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 Dr. Jasmin Evangelista (jevangelista2014@health.fau.edu) who will confirm the correct email address is in the system and update it if necessary.

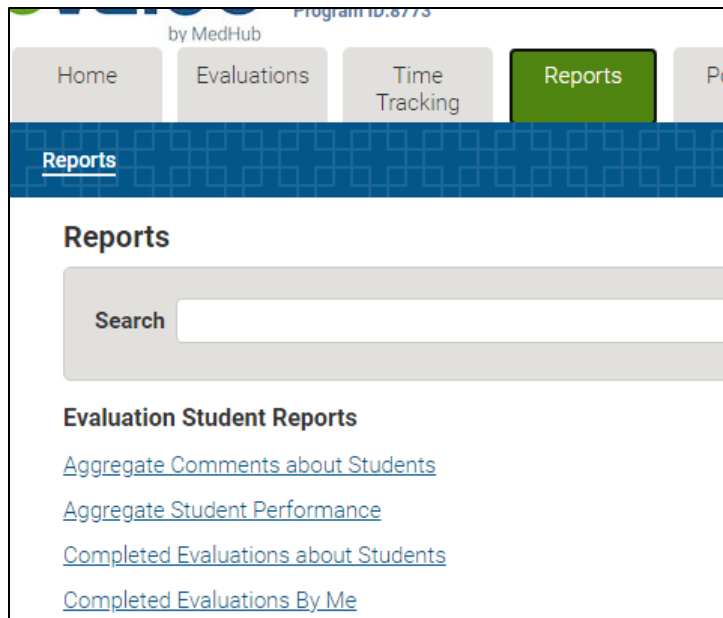
How do I check if there are any pending evaluations or tasks in eValue?

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



How can I check my own evaluations?

The reports tab has list of many reports that you can run as a student:

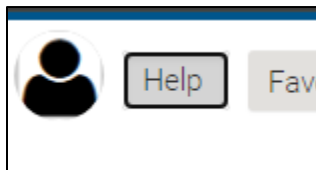


If need guidance on how to run reports you can view this YouTube video:

<https://www.youtube.com/watch?v=qAtPPsLgi5w>

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](#)