

# eValue Orientation Guide for Instructors

## How do I login to eValue?

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

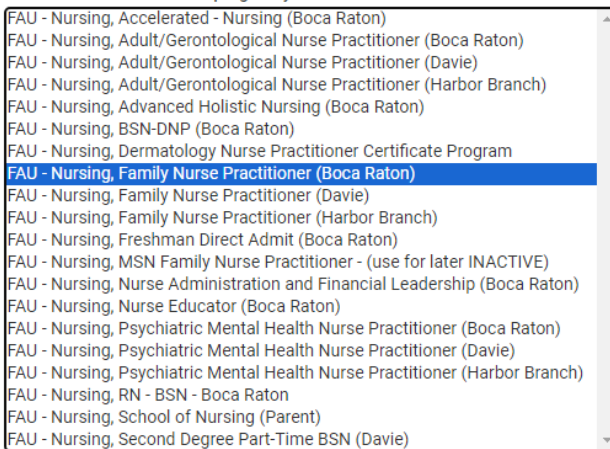
Your FAU user name and password is your login information

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:



A screenshot of a web-based dropdown menu for program selection. The menu is titled "Program Selection" and contains a list of 20 nursing programs. The program "FAU - Nursing, Family Nurse Practitioner (Boca Raton)" is highlighted in blue. The list includes various nursing specialties and locations (Boca Raton, Davie, Harbor Branch). Below the dropdown menu is a green button labeled "Continue Login -->".

- 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, Psychiatric Mental Health Nurse Practitioner (Davie)
- FAU - Nursing, Psychiatric Mental Health Nurse Practitioner (Harbor Branch)
- FAU - Nursing, RN - BSN - Boca Raton
- FAU - Nursing, School of Nursing (Parent)
- FAU - Nursing, Second Degree Part-Time BSN (Davie)

Continue Login -->

## Who do I contact if a student is not there in the system?

Please reach out to the program advisor who will add the student to the system.

## How to Approve and Sign Off on Student/Trainee Time Tracking Entries

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

## eValue Training Videos for Educators

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

[How to Sign Off on Case Logs](#)

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

<https://www.youtube.com/watch?v=rcU2L5rliqY>

## How to check my students time logged?

Go to the reports tab:



Then go the section for Time tracking reports:

### Time Tracking Reports

[Time Tracking Compliance](#)

[Time Tracking Data Download](#)

[Time Tracking Statistics](#)

[Time Tracking Summary](#)

[Time Tracking Supervisor Verification](#)

Time tracking summary reports can give a quick overview of all students in the course.

## Who will start the evaluation process in eValue?

The students are supposed to start the evaluation process by initiating Ad hoc evaluations in the system. This will send the evaluations to the preceptors.

## How will the preceptors receive the evaluations?

Your preceptors will receive an email with an auto-login link which will take them to the evaluations.

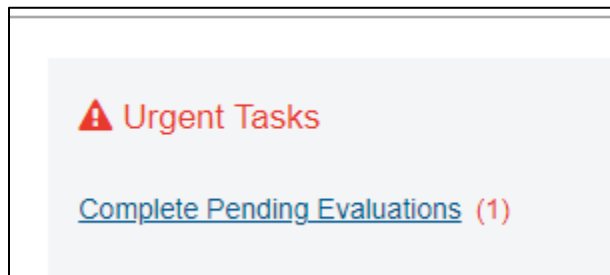
It is important that you communicate with your preceptors that they will be receiving these emails and they need to complete the evaluations.

## Who do I contact to get a preceptor or site added to the system?

Please send an email to Charles Owen ([cowens11@health.fau.edu](mailto:cowens11@health.fau.edu)) with the details of the preceptor and site.

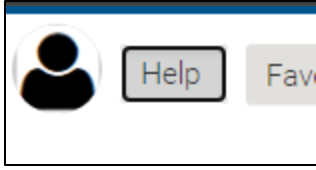
## How do I check if there are any pending evaluations or tasks in eValue?

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



## 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 sending an email to [nurhelp@health.fau.edu](mailto:nurhelp@health.fau.edu).