

# E\*Value How To's

## How to view/review your fieldwork evaluations

### 1. Select the "Reports" tab at the top of the page

The screenshot shows the E\*Value user interface. At the top left, the logo for E\*VALUE (a medhub product) and Brenau University Occupational Therapy (Program ID: 6071) is displayed. On the top right, the user's name 'Jessica TestStudent - BUOT' is shown along with 'Help', 'Favorites', and 'My Account' options. A navigation menu contains 'Home', 'Evaluations', 'Time Tracking', 'Learning Modules', and 'Reports'. A red arrow points to the 'Reports' tab. Below the navigation bar, the page content includes a 'Welcome to E\*Value' message, a 'My Information' section with user details, a 'Personal Calendar' for February, and several 'Urgent Tasks' and 'Tasks' sections. On the right side, there are several instructional links such as 'How to View/Review your Fieldwork Evaluations', 'How to view the fieldwork site list', 'How to update your contact information', 'How to upload and update your immunizations and certifications', and 'How to update your fieldwork history'.

### 2. Select "Completed Evaluations about Trainees"

The screenshot shows the 'Reports' section of the E\*Value interface. At the top, the navigation menu is visible with 'Reports' highlighted. Below the navigation bar, there is a search bar and a 'Filter By' dropdown menu. The main content area is divided into several categories of reports: 'Course Reports' (with a link to 'Course List'), 'Evaluation Site Reports' (with a link to 'Site List'), 'Evaluation Trainee Reports' (with links to 'Aggregate Comments about Trainees', 'Aggregate Trainee Performance', 'Completed Evaluations about Trainees', 'Completed Evaluations By Me', and 'Evaluation Scores by Question'), 'Learning Module Reports' (with links to 'Completed Examinations', 'Coursework Grades', 'Examination Aggregate Performance', and 'View Completed Coursework'), 'Personal Records' (with a link to 'Personal Records Crosstab'), and 'Scheduling Reports' (with a link to 'Schedule Report'). A red arrow points to the 'Completed Evaluations about Trainees' link under the 'Evaluation Trainee Reports' category.

### 3. Select "Next" at the bottom of this page (no need to adjust anything here)

#### Completed Evaluations about Trainees

Use this report to review open and completed evaluations [about](#) yourself. By selecting the "Passing Evaluations" evaluations that had 100% passing scores, or those evaluations that had at least one low score submitted.

Filter Template: (Select a Template) ▾

Start Date: 11/17/2016 End Date: 02/17/2017

Date Type: Request Date ▾ ?

Site Group: {All Site Groups} ▾

Site Filter:  {Active Sites} ▾ Filter ?

Site: {All Sites} ▾

Course Group: {All Course Groups} ▾

Course Filter:  {Active Courses} ▾ Filter ?

Course: {All Courses} ▾

Evaluation Type: {All Types} ▾  
ACKNOWLEDGMENT OF RECEIPT OF STUDENT HANDBOOK  
Fieldwork Arrival Form  
Fieldwork Level I - Final

Subject Current Rank: {All Ranks} ▾

Form Refresh: Refresh ?

Trainees: TestStudent - BUOT, Jessica ▾

Evaluations: {All Evaluations} ▾

Format Option: HTML ▾

Save Template Next ->

### 4. Select "View Evaluation"

	Link
	<a href="#">View Evaluation</a> ?

5. Review your evaluation. Leave any comments you may have. If you agree with the evaluation select "Agree" and select "Submit"

Please select the option that best matches your level of agreement with this evaluation.

Agree  Disagree

If you disagree, please explain your reasons below.

Submit

Comments entered above may be viewed by your program director or advisor and may be a part of a printed report.