

How To Approve Student Time

Beginning in 2018, Brenau Occupational Therapy requires students to log the time spent at their Fieldwork site. The purpose of this activity is to help us better understand how much time our students are spending at Fieldwork across various sites and is for **internal use only**.

How To Approve Using Your Email Reminder:

1. You will receive an email reminder from E*Value each time a student enters their time. The subject will read **Fieldwork Hours entry by STUDENT NAME** as pictured below.

Unread



Brittany Clements

Fieldwork Hours entry by Jessica TestStudent - BUOT - **

2. Once you open the email, you will see a link that will take you directly to the sign-off page. The email will also contain a summary of the time logged by the student.

Dear Brittany Clements,

Jessica TestStudent - BUOT indicated that you supervised him/her during the Duty Hours described below.

Please review the details of the Duty Hours, then log in to E*Value to either APPROVE or UNAPPROVE the hours using the menu.

Log in to E*Value by clicking this link: <https://www.e-value.net/m.cfm?a=963C89F442BE54E83BA9E4A1BF5EAD60>

Thank you for your participation!

Brittany Clements
Occupational Therapy
Brenau University
bclements1@brenau.edu

This link will take you directly to the sign-off page.

E*Value Duty Hours Log:
Jessica TestStudent - BUOT
Entered:
Begin Date/Time: May 4, 2018 2:45:01 PM EDT
End Date/Time: May 4, 2018 3:45:00 PM EDT
Task: Clinical Hours
Activity: *OT 617
Site: TEST SITE
Comments:
0-0

Summary of time logged by student

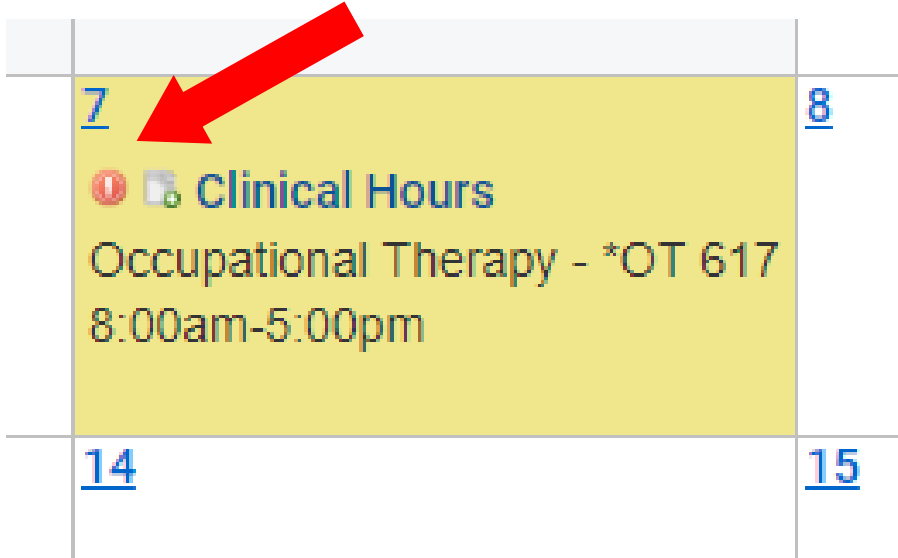
3. The link will take you directly to the sign-off page. All items marked with a **red exclamation in the top left corner** require your verification. Click the red exclamation point in the corner of each date to verify individually or select **VERIFY ALL** to verify all pending hours (see next page for detailed photos of these options).

May 2018		05/01/2018		Fieldwork Hours for		Active	TestStudent - BUOT, Jessica	Verify All
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTALS	
29	30	1	2	3	4	5	1.00 hours Total: 1.00 hours	
6	7	8	9	10	11	12	9.00 hours Total: 9.00 hours	
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31	1	2		

10.00 hours
Total: 10.00 hours

OPTION 1

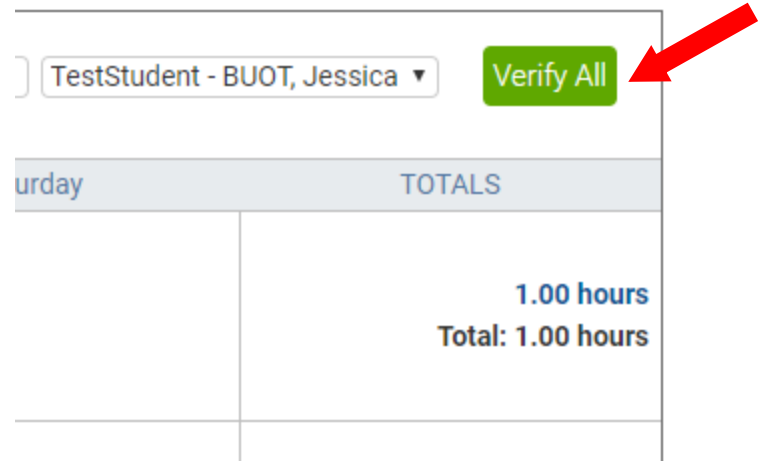
Verify each date individually – select the red exclamation



<u>7</u>	<u>8</u>
Clinical Hours Occupational Therapy - *OT 617 8:00am-5:00pm	
<u>14</u>	<u>15</u>

OPTION 2

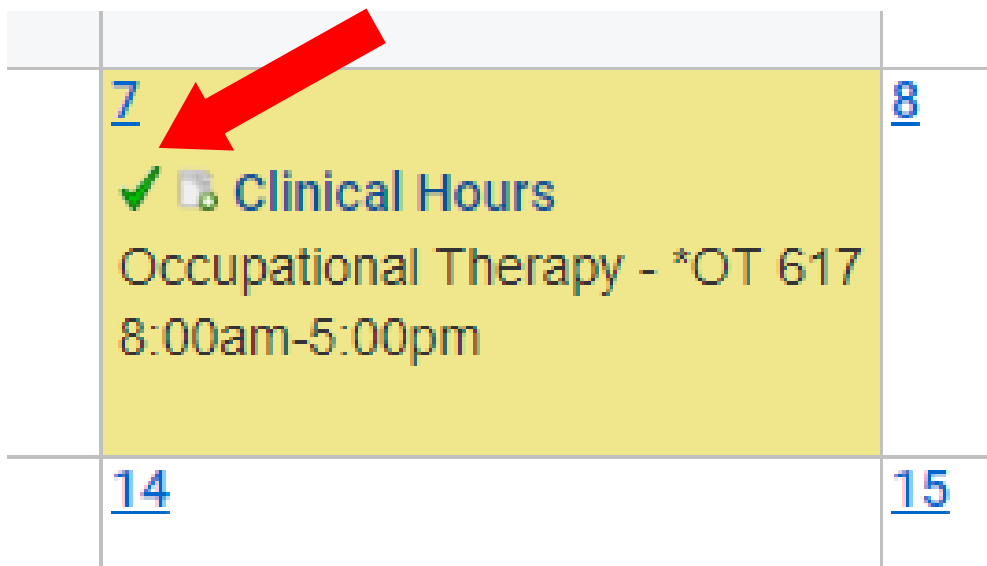
Select VERIFY ALL to verify all pending times



TestStudent - BUOT, Jessica ▾ **Verify All**

urday	TOTALS
	1.00 hours Total: 1.00 hours

4. You will see a GREEN CHECK mark when the hours have been verified.



<u>7</u>	<u>8</u>
Clinical Hours Occupational Therapy - *OT 617 8:00am-5:00pm	
<u>14</u>	<u>15</u>

If, for any reason, you do not receive an email notification to verify hours you may access the sign-off page by using the following instructions:

1. Log-in to E*Value using the provided password and username
(*no institution code is required).

E*VALUE™
a medhub product

Username

Password

Institutional Code*

Login

* Not required unless provided by your program

< VISIT THE MEDHUB SITE FORGOT YOUR PASSWORD?

2. Select Sign-Off on Trainee Time Entries

Home Evaluations Time Tracking Learning Modules Reports

Home Page | Other Tasks

Welcome to E*Value

My Information

If this or any other biographic information is incorrect or missing, you can [update this information](#).

Email: robertmcclan@comcast.net

Urgent Tasks

- [Complete Pending Evaluations \(1\)](#)
- [Sign-off on Trainee Time Entries \(9\)](#)

3. Click the red icon next to the date you want to approve.

Sign-off on Trainee Time Entries

Supervisor: Mike TestEducator - BUOT

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

Fieldwork Hours for TestStudent - BUOT, Jessica Verify All

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTALS
26	27	28	29	30	31	1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18 ⚠ Clinical Hours Occupational Therapy - Evaluation Preview 9:30am-2:30pm	19	20	21	22	5.00 hours Total: 5.00 hours
23	24	25	26	27	28	29	

If you have more than 1 student you can change that here.

18	19
⚠ Clinical Hours Occupational Therapy - Evaluation Preview 9:30am-2:30pm	
25	26

18	19
✓ Clinical Hours Occupational Therapy - Evaluation Preview 9:30am-2:30pm	
25	26
2	3

Green check mark when verified.

