

# 1<sup>ST</sup> & 2<sup>ND</sup> YEAR E\*VALUE TIPS

To login to E\*Value please go to [www.evalue.musc.edu](http://www.evalue.musc.edu) and login with your netid and password.

## E\*Value

At the end of every activity (theme, block, rotation, etc.) you complete here at MUSC, you will receive an email notification from E\*Value regarding an evaluation, in which it is your professional obligation to complete. In the body of this email there will be a link that will direct you to the particular evaluation. You will have **1 week** to complete each evaluation. After completing the evaluations please make sure you HIT THE SUBMIT BOTTON.

## HELPFUL E\*VALUE INSTRUCTIONS

### **How to Open To Be Completed (Pending) Evaluation (IF YOU LOSE THE EMAIL with LINK):**

1. Click on your **program** the evaluation is administered in
2. Click on the **Complete Pending Evaluations** on the **Home Page under Evaluations**.
3. Scroll down to the bottom of the screen to find the correct line with the evaluation you are looking for and **click on the box next to the word "open"**
4. Now click **submit**
5. This will bring you to the evaluation that you need to complete.
6. Once you have entered all the data please hit the **submit button** at the bottom of this evaluation.

### **How to save a favorite in E\*Value**

1. Go to the page you would like to save as a favorite (For example About Trainees Filter page)
2. Click **Favorites** hyperlink in the upper right-hand corner
3. Click on Add and this will be located in your Favorites if you scroll down the **Favorites** link

### **How to complete Initiate an Ad-Hoc evaluation (On-the-Fly Evaluations)**

1. Click on your **program** the evaluation is administered in
2. Click on **Initiate Ad hoc Evaluations** on the **Home Page under Evaluations**
3. Choose an evaluation from **"Select an evaluation type"** from the drop down menu.
4. Choose the name of **"who you would like to evaluate"** (Educator, peer, etc.)
5. Choose the **Activity** and **Time Frame** in which this praise or concern occurred.
6. Click **Next**
7. The evaluation will then be generated, please complete and submit.

## Printing Your Evaluations (Including electronically)

### **Printing before submitting the evaluation:**

1. Either use the email link to open the evaluation or use the instructions above to locate your un-submitted evaluation click on the link **View/Print** on the right had side of the screen under View Printable Evaluation
2. Once you have this evaluation on your screen you can hit the **print this page** button on the right hand of your screen (sometimes is shown as a printer icon).

### **Printing after submitting evaluations:**

1. Go to your program on the E\*Value homepage and click Continue Login at the bottom of the page
2. Click on the **Reports** tab
3. Click on **Completed Evaluations By Me** under the **Evaluation Trainee Reports** heading
4. On the main screen scroll down to find the evaluation and click on the link highlighted in blue on the left hand side of the screen under Evaluation type
5. This will bring you to the evaluation that you completed
6. Click on the button on the top right hand corner of this page that says **Print This Page**

### **If printing electronic copy**

1. Click **Print this page**, this will take you to the print dialog box.

2. Under the Select Printer options, select **Adobe PDF**.
3. Click **Apply** at the bottom right hand corner of this box and then click print.
4. Save this document in your preferred file.
5. Now you are able to send this document electronically to your coordinator or attending

## **ABSENCE REQUEST FORM**

### **How to View COM Absence Request Form**

1. Click on the Program for which you are requesting the absence in the corresponding department
2. Click on the **Home Tab**
3. Click on **Initiate AdHoc Evaluation** under **Tasks**
4. Change the option for **Select an Evaluation Type** to **COM Absence Request Form**
5. Select **your name** for Who You Would Like to Evaluate
6. Select the Activity: **\*COM Absence Request Form**
7. Click **Sort By Name**
8. Select the Timeframe: **\*COM Absence Request AY17-18**
9. Click **Next**
10. Complete the COM Absence Request Form
11. Click **submit**

### **How to View the Coordinator's Response to the submitted COM Absence Request Form (Without email link)**

1. Click on the evaluation link that is sent to you via email
2. In the template the link sends you too, Select the Activity: **\*COM Absence Request Form**
3. Click **Next**
4. Click the **View Evaluation** link
5. Review the Coordinator's response under the Additional Evaluation Comments and type your name and date to acknowledge receipt of the review of your requested absence
6. Click **submit**

### **How to View the Coordinator's Response to the submitted COM Absence Request Form (Without email link)**

1. Click on the appropriate program (Internal Medicine 3<sup>rd</sup> and 4<sup>th</sup> year), click continue to login
2. Click on the **Reports Tab**
3. Click on **Complete Evaluations by Me** under Evaluation Trainee Reports
4. Find the activity COM Absence Request Form, and click on the hyperlink to each request form you have submitted under Evaluation Type
5. Scroll to the bottom of the Absence Request Form to enter your name acknowledging you have viewed the coordinators response.
6. Click Save my Comment

## **PERFORMANCE DATA**

### **How to see completed evaluations on your performance:**

1. Click on the **program** the evaluation was completed in and click continue login
2. Click on **Reports tab**
3. Click on **My Performance by Activity** under the heading **Evaluation Trainee Reports**
4. Click on the Month range you would like to view the data of your performance
5. Click on the **any of the blue highlighted activities** to see your performance data
6. You can also click on the last hyperlinked activity which is **All Activities for the last X months** to see all of your data.
7. **To view comments** once in the activity data, click on the **To Trainee Comments** at the top of the data to view all comments for that activity.

## SCHEDULING (Will only be used in the Spring of Year 2)

### How to view your schedule in E\*Value

1. Click on the **Deans Office program** and click **Continue Login** at the bottom of the page
2. Click on the **Reports** tab
3. Under **Scheduling Reports**, click on the **Schedule Report** hyperlink
4. Choose the correct **Curriculum** in the drop down box.
5. You can also choose **Shifts Chronologically**
6. Click Next, Your schedule should appear.

### How to view availability of courses in E\*Value

1. Click on the **Deans Office program** and click **Continue Login** at the bottom of the page
2. Click on the **Reports** tab
3. Click on **Schedule Availability** under the **Scheduling Reports**
4. Choose either **COM3 or COM 4 academic year** in the first drop down list of **curriculum**
5. Choose the **timeframe** you are wanting to look at availability in the timeframe drop down, if you want to see all timeframes from a particular course do not choose one
6. If you are looking for a **certain course availability** choose that course in the activity drop down, if not do not choose anything from this section.
7. Choose **Search**

### How to enter preferences of courses or sites in E\*Value

1. Clicking on the **Dean's Office program** and continue to login
2. Clicking on the **Schedules** tab
3. Click on **Create & Manage Trainee Preferences** hyperlink under **Optimization Setup** Enter
4. Follow instructions for preferences

**For questions regarding E\*Value please contact Michele Knoll Friesinger at [knollm@musc.edu](mailto:knollm@musc.edu).**