3RD & 4TH YEAR E*VALUE TIPS

*To login to E*Value please go to www.evalue.musc.edu and login with your netid and password.*

E*Value

At the end of every activity (rotation, clerkship, elective, selective 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 **2 weeks** to complete each evaluation. After completing 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 Adhoc 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.

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 s**ubmit**

How to View the Coordinator's Response to the submitted COM Absence Request Form (With 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. Log into E*Value (www.evalue.musc.edu, click login to E*Value in blue, use NetId and Password to login)
2. Click on the appropriate program (Internal Medicine 3rd and 4th year), click continue to login
3. Click on the **Reports Tab**
4. Click on **Complete Evaluations by Me** under Evaluation Trainee Reports
5. Find the activity COM Absence Request Form, and click on the hyperlink to each request form you have submitted under Evaluation Type
6. Scroll to the bottom of the Absence Request Form to enter your name acknowledging you have viewed the coordinators response.
7. Click Save my Comment

HOW TO LOG THE REQUIRED DIAGNOSES AND PROCEDURES

At the beginning of every clerkship, you will receive an email notification from E*Value regarding the new REQUIRED Diagnoses log for the clerkship rotation in which you are scheduled. During those six weeks, you will log the required clinical experiences in the manner in which you fulfilled the clerkship requirements. When logging these requirements, it is imperative that you hit the **SAVE FOR LATER** button to properly record your encounters. Upon completion of **ALL of the requirements** you will hit the SUBMIT button at the bottom of your log. Before selecting the "Did not complete" option on any of the diagnoses on the log, please contact your attending or clerkship coordinator to see how you can work on completing them. As a courtesy, you will receive two reminders during your clerkship rotation about completing your required diagnoses. The responsibility to complete and submit your log is your professional obligation.
NOTE: DO NOT HIT THE SUBMIT BOTTON on these logs until ALL requirements have been met or the rotation ends.

While the log is designed to document the required experiences, there will be an opportunity for you to record additional encounters and/or specific comments. The log in E*Value has been designed to replicate clerkship requirements as listed in your clerkship syllabus.

How to Open and Submit To Be Completed (Pending) Logs

If you happen to lose the link that E*Value sent for your clerkship log, please use the following instructions to open this log:

1. Go to your clerkship program and click Continue Login at the bottom of the page
2. Click on the **Evaluations icon** on the top of the screen
3. Click on **Complete Pending Evaluations** underneath the **Manage Evaluations** menu
4. On the main screen, scroll down to find the clerkship log and click on the link **Edit Evaluation** on the left hand side of the screen under Edit/Status
5. This will bring you to the clerkship diagnoses log that you need to complete.
6. Once you have entered all the data please hit the **submit** button at the bottom of this evaluation.

Printing Your Diagnoses and Procedures Log (Including electronically)

Printing before submitting the log:

1. Either use the email link to open the log or use the instructions above to locate your un-submitted log (steps 1-5 above), click on the link **View/Print** on the right had side of the screen under View Printable Evaluation
2. Once you have this log 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 the log:

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 clerkship log 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 clerkship diagnoses log 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

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

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. Clicking on the **Schedule Optimization hyperlink**
4. Click on **Create & Manage Trainee Preferences**
5. Follow instructions for preferences

For questions regarding E*Value please contact Michele Knoll Friesinger at knollm@musc.edu.