

# How to Guide for Educators on E\*Value

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

## HELPFUL E\*VALUE INSTRUCTIONS

### **How to Open “To Be Completed” Evaluations (If the EMAIL LINK cannot be located):**

1. Click on your **Program** the evaluation is administered in
2. Click on the **Home** tab on the top of the screen
3. Click on **Complete Pending Evaluations** in the Evaluations box
4. 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”**
5. Now click **Submit**
6. This will bring you to the evaluation that you need to complete.
7. Once you have entered all the data, please click the **Submit** button at the bottom of this evaluation.

### **How to Save Favorites in E\*Value:**

1. Go to the page you would like to save as a favorite (i.e., About Trainees Filter page)
2. Click on the **down arrow** next to the **Favorites** button on the top right hand corner of the screen.
3. Click **Add**
4. This will add this page as a favorite when you click on the **Favorites** dropdown.

### **How to complete an Ad hoc Evaluation (OKRA Forms, Praise, Concern, or Learning Environment Card)**

1. Click on your **Program** the evaluation is administered in
2. Click on the **Home** tab on the top of the screen
3. Click on **Home Page** in the submenu
4. Click on **Initiate Ad hoc Evaluations** in the Evaluations Container
5. Choose an evaluation from **“Select an evaluation type”** from the drop down menu (**Peer Reviewer of Faculty** for OKRA).
6. Choose the name of **“Who you would like to evaluate”** (Educator, peer, etc.)
7. Choose the **Activity** and **Time Frame** in which this learning environment issue, praise or concern occurred.
8. Click **Next**
9. The evaluation will then be generated. Please complete and click **Submit**.

### **How to see Given Feedback:**

1. Click on **Reports** tab
2. Click on **Completed Evaluations by Me** under **Educator Evaluation Reports**
3. Click on the hyperlinked (underlined) evaluation you would like to view

### **How to see Aggregate data on Educator evaluations:**

1. Click on the **Program** these evaluations were submitted in
2. Click on the **Reports** tab
3. Click on **Aggregate Educator Performance** on the submenu under **Educator Evaluation Reports**
4. On the main filter screen choose **Start date** and **End Date** of when these evaluations began and end.
5. Then, under **Activity** choose from the drop down choices and choose the activity in which the educator was evaluated in. DO NOT change any other filters.
6. Click **Next** at the bottom of this filter.
7. This will give you the aggregate data report of all educators in that activity. To see comments choose the **To Educator Comments** link at the left hand top of this report. You can email this report to yourself as well.

**How to for Instructors to see the evaluations completed about them:**

1. Click on the **Program** this evaluation was regarding and click continue to login
2. Click on the **Reports** tab
3. Click on **My Performance by Activity** under Educator Evaluation Reports
4. From this page you can change the **time period** of what data you would like to see (i.e.1, year, 6 months)
5. You then can click on each **blue activity hyperlink** to see this data individually. Make sure if you do this on the data page click the Expanded View link at the top of the page.
6. Or scroll to the bottom and click the link that says **All Activities for the last 12 months**.

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

**OAE-QI's website:**

[http://academicdepartments.musc.edu/com/Evaluation and Assessment/Contact%20Office%20of  
%20Assessment%20and%20Evaluation](http://academicdepartments.musc.edu/com/Evaluation%20and%20Assessment/Contact%20Office%20of%20Assessment%20and%20Evaluation)