

*This instruction manual is designed to help guide you through the uses and functions of the E\*Value software program that the University of Southern Maine's Master of Occupational Therapy program is currently using for their fieldwork students. Should you have any problems or questions regarding E\*Value, please either email [usm.ot@maine.edu](mailto:usm.ot@maine.edu) or call 207-753-6503 and we will assist you.*

### [Getting Started](#)

#### Logging into E\*Value

- Go to <http://e-value.net>
- Enter your username and temporary password (Institution Code is not needed) and click Login

#### Change Your Username and Password

- Once logged in, click on Home → Other Tasks → Change Password
- You have the ability to change both your username AND password or just one
- Click Update when done

#### Upload Your Current License & Verify Your Email

- From the Home Page on E\*Value, find the first box titled 'My Information' on the left hand side → Click on the [Update This Information](#) link
- Enter your license number and expiration date
- Upload a copy of your current license by clicking on the State License link under Custom Fields
- Verify and/or change your email address (if applicable)
- Click Update when done

#### Find out Your Fieldwork Student's Name and Contact Information

- Click on the Reports tab → Schedule Report
- You can change the Start Date if needed and also can choose HTML or Excel format
- Click Next to see your student(s), then OK
- If you choose HTML format, the report will look like this:

University of Southern Maine at Lewiston-Auburn College  
Occupational Therapy

#### Roster By Educator Schedule Report

Time Period: 09/12/2016 to 09/12/2017

Report Date: 09/12/2016

Test, Preceptor							
User Start Date	User End Date	Time Frame	Course	Site	Student	Rank	Dates
09/19/2016	12/16/2016	OTH 510 Fall 2016	OTH 510 Level I FW - Community Practice	University of Southern Maine's Lewiston-Auburn College	Student level 1 Test		

Click on Student Name here to see contact information for your student

### Using E\*Value

#### **Completing Evaluations**

Several forms we used to send you in the mail are now set up as evaluations in E\*Value. These include the Fieldwork Educator Profile (level I and II), AOTA Performance Evaluation (midterm and final for level II), and the Evaluation of Student (level I).

- From the home screen in E\*Value, click on Evaluations → Complete Pending Evaluations
- Select the evaluation that needs to be completed for each student
  - Please note that for Level II evaluations, fieldwork educators are required to review the evaluation with the student and the student is required to sign off (on their own evaluation) that this review has taken place. Students will not receive their grade unless this review and student sign off has been completed.
- Submit when done

#### **Reviewing Completed Evaluations**

Level I students are not required to review and sign off on their evaluations, however, you are encouraged to review the form with your student(s). You may print the completed evaluation and review it in person, or you can review it on the computer. Level II students are required to review their evaluations with you and sign off on them. The level II student must then log into their E\*Value account and sign off on the evaluation.

- Go to the Reports tab → Completed Evaluations by Me
- Click on the report link that you would like to view
- Either print and review with student or review electronically
- Close the window when done

#### **Reviewing an Evaluation about Yourself**

Students will be asked to complete an evaluation about each fieldwork educator they work with while on fieldwork. To view this data:

- Go to the Reports tab → Aggregate Educator Performance → Next (you do not have to change any of the settings, it will automatically pull all evaluations completed about you)
- You can also view the Aggregate Comments about Educators in the same manner

#### **Verifying Logged Hours**

Students are required by the program to log their hours worked while on fieldwork (for both level I and II). We ask that supervisors verify that students did indeed work those hours. You will not have to 'approve' them in the sense that it requires your signature, but if you notice something is off, you can ask the student to fix it. This serves as a record for the program and the student.

**\*\*Please Note:** This is in addition to whatever time tracking your facility uses (for the student).

**There are two ways to approve hours.**

- 1) Click on Time Tracking → Sign-off on Student Time Entries
  - a. Select the student name from the **Duty Hours for** drop-down menu (top, right side of calendar)
- 2) Go to Reports → Time Tracking Supervision Verification
  - a. Select the student's name from the Students: dropdown menu near the bottom of the screen (see photo below)



**Time Tracking Supervision Verification**

Filter Template: {Select a Template} [v]

Start Date: 08/29/2016 [calendar] End Date: 11/29/2016 [calendar]

Site Group: {All Site Groups} [v]

Site Filter: [input] {Active Sites} [v] Filter [?] [Filter]

Site: {All Sites} [v]

Course Group: {All Course Groups} [v]

Course Filter: [input] {Active Courses} [v] Filter [?] [Filter]

Course: {All Courses} [v]

Task: {All Tasks} [v]

Subject Current Rank: {All Ranks} [v]

User Groups: {All Groups} [v]

Last Name Filter: [input] {Active Users} [v] Filter/Refresh [Filter/Refresh]

Students: Test, Student level 1 [v] ← [Red Arrow]

Supervisor: Test, Preceptor [v]

Validation Status: {All Statuses} [v]

Format Option: HTML [v]

Save Template [Save Template] Next -> [Next ->]

- You can either select HTML, Excel, or PDF to download your file
  - For HTML – click on the student's name and a calendar will pop up with their logged hours
  - For Excel and PDF – the day/time will appear in a column for their start and end time
- Please verify the hours the student has logged for each day worked as compared to your own records
  - You can email the student to ask them to change any hours that are incorrect but do not have to physically approve the hours logged

**\*\*If you have any questions, problems, or feedback, please call 207-753-6503 or email [usm.ot@maine.edu](mailto:usm.ot@maine.edu) with your questions, comments, and suggestions\*\***