

**The E\*Value software program will be used throughout your fieldwork experiences to find out where you're scheduled, who your fieldwork educator will be, to log your hours, and to complete all required evaluations.**

**Failure to utilize E\*Value will result in an **incomplete grade** for your fieldwork courses.**

### [Getting Started](#)

#### Logging into E\*Value

- Go to <http://www.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

#### Enter Your Contact Information and Update your Email Address

- From the Home Page on E\*Value, the top left box is titled 'Your Information' → Click on the [Update This Information](#) link
- Email is required – your school email has been preloaded here; you may update this if you want
- Enter your Contact Information and your Emergency Contact Information
  - Your Fieldwork Educator will have access to this information in the event of an emergency
- Click Update when you're finished

### [Information Gathering](#)

#### Finding out Your Site and Fieldwork Educator Information

- Click on the Reports tab at the top of the screen, find the section titled Scheduling Reports and click on Schedule Report
- Change the date to the first day of the semester and click Next
- When the report generates, you will be able to see the site you've been assigned to and your fieldwork educator's name

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- Click on the name to get the fieldwork educator's contact information
- Prior to contacting fieldwork educator, review ALL additional site information including
  - NEOTEC Data Form(s)
  - Immunization and background check requirements
  - Notes for Students section
  - Additional Student Paperwork
- When you contact your fieldwork educator, you will discuss any additional requirements and will establish your schedule for completing your fieldwork placement

**Looking Through Sites and NEOTEC Data Forms**

If you would like to look through sites for a potential future placement or to review information about your current site placement, you can review documents that we have uploaded in E\*Value.

- Go to Reports → Site List
- Establish a Template (if you want) by selecting the search criteria from the available lists and clicking on Save Template
  - Be sure to select 'NEOTEC Data Form – OT' from the Custom Fields box and 'Address Information' from the Standard Fields section at a minimum (be sure to highlight AND click on the green plus sign to select the field)
  - Select either HTML or MS Excel for the output
- If you do not establish a template, you will need to select the desired information each time you pull this report
  - NEOTEC Data Form and Address Information are the minimum required fields when searching (be sure to highlight AND click on the green plus sign to select the field)
  - Select either HTML or MS Excel for the output
  - Click on Next
  - You can open the NEOTEC Data Forms by clicking on the Adobe icon in the appropriate column
  - You can click on the site name for more information on that site (i.e. site contact information, phone number, etc.)

**Viewing Past Student Comments about Sites**

- Reports → Site Aggregate Comments
  - Change your date range if needed
  - Select a site from the drop down menu (report is easier to read one site at a time)
  - Click Next to view on screen
  - Read through site information as provided by previous student encounters
  - Follow previous steps to view other site comments

### [Using E\\*Value while on Fieldwork](#)

#### Logging Hours

- You will be required to log your hours worked and your fieldwork educator will be required to sign off on your hours in E\*Value
  - This needs to be completed on a weekly basis at a minimum, preferably at the end of each day.
  - Vacation days, sick days, or scheduled days missed due to weather also need to be logged (please refer to the Fieldwork Manual for more information on this)
  - This is for your benefit, your fieldwork educator's benefit, and is a requirement of the MOT program
- Click on the Time Tracking tab at the top, then Log Time
  - Select the Task
  - Select the Course (should default to your current course)
  - Select the Site (should default to the site you are scheduled at)
  - Select your Fieldwork Educator's name – please be sure you have the **CORRECT** name as they will be receiving reminder emails to approve your time
  - Enter the start time for the day – **this will default to an 8 hour shift** so be sure to correct the end time if you participated in fieldwork for less than 8 hours
  - Click on the date for the time you entered in the small calendar – this serves as your **Submit** button
    - Once you click on the date in the small calendar, you can scroll down to the large calendar and will see your logged time entered

#### Logging Missed Fieldwork Time

Time must be recorded for each day of fieldwork, from the first scheduled day through your last scheduled day, except for weekends (unless you are scheduled for weekends).

You will need to enter time for days/hours not at fieldwork, such as holidays, days out ill, site closures, snow days, release days, approved time that you have requested off, etc. Choose the appropriate reason from the 'task' drop down menu. This time will not be added into your total fieldwork hours but will be used to track missed days.

#### Editing or Deleting Hours

- Go into Time Tracking and scroll down to the large calendar
- Find the date you need to edit and click on the blue link in the box
  - A pop up screen will appear
  - You can then change the time, fieldwork educator, or site in the sections at the top of your screen – pay special attention to the start/end times in case you accidentally set your time for AM to AM or AM to PM on the following day
- To delete a day/time that is entered incorrectly, simply click on the red button next to that time entry on the large calendar

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- The system will prompt you to confirm that you want to delete this time – click on OK and the entry will disappear
- Follow the above steps to enter a new time/day entry for approval by your fieldwork educator

### A Note on Reviewing Logged Hours

Your hours will auto-calculate with both a weekly and a monthly total. The weekly totals are added up from Sunday to Saturday, so they give an accurate total of hours worked for that week. The monthly total (at the bottom right of the calendar) will sum up the weekly totals BUT the last and first weeks of each month are shown on BOTH months' calendars, leading you to believe that you've worked more hours than you have. The monthly total is NOT accurate.

- You would need to take the monthly total and go back month by month and subtract out the duplicate entries from the last/first week of each month that you were on fieldwork in order to get an accurate overall total
- For example, a student who recently completed level II fieldwork had an overall total of 534.5 hours using the monthly totals. In order to get the accurate count of 424 total hours, the overlapping last/first week total hours had to be subtracted out.
- There is a Report available to help with tracking – go to Reports → Time Tracking Reports → Time Tracking Statistics. You can alter the start/end date to give you a view of all the hours you've completed for a particular semester.
  - You can also use Time Tracking Data Download, which will show you a breakdown of each time entry you logged for the given timeframe

### Completing Required Evaluations

#### Level I Evaluations:

You will be required to both complete evaluations *about* your site and fieldwork educator, as well as review the evaluations completed *by* your fieldwork educator about your performance at the site.

You can either access your pending evaluations directly from the Home screen in E-Value, by looking under **Urgent Tasks** and clicking on **Pending Evaluations**, or follow the directions below.

- **Three evaluations will be completed by the student** at the end of the fieldwork experience
- Log into E\*Value → Evaluations → Complete Pending Evaluations → select the appropriate evaluation
  - Student Evaluation of Course
  - Student Evaluation of Fieldwork Educator
    - **Your fieldwork educator will have access to view any comments you make** on this – please keep comments constructive in nature!
  - Student Evaluation of Fieldwork Site

- Your fieldwork educator will also complete an evaluation **about your performance**. You will need to review this evaluation after it is complete.
  - Go to Reports → Completed Evaluations about Students
  - Enter a date range that goes back to *at least the first day of the semester* – you may have to adjust this date back further if no evaluations show up
  - Select Evaluation of Student under Evaluation Type
  - Make sure your name shows in the Students section, then click Next
  - All available evaluations completed about you will appear here
- Opening this report is recorded in E\*Value and is reviewed by the AFWC

**NOTE:** Your course grade will be posted as “Incomplete” until ALL requirements have been completed

#### **Level II Evaluations:**

- Two evaluations will be **completed by the student** at the end of the fieldwork experience. Both are required.
  - Student Evaluation of the Fieldwork Experience (SEFWE)
  - WDYWW Supplemental SEFWE – Educator Evaluation
    - You will be asked to select your fieldwork educator’s name – if you have more than one fieldwork educator, multiple evaluations will populate
      - You must complete a WDYWW Supplemental SEFWE for each fieldwork educator who was a direct supervisor while on fieldwork
      - An Ad Hoc Evaluation can be generated for each additional fieldwork educator for Level II placements if one does not automatically populate by clicking on Initiate Ad hoc Evaluations from your Home screen
    - **Your fieldwork educator will have access to view any comments you make** on this – please keep comments constructive in nature!
- Two evaluations will also be completed **about the student** (at the midterm and at the end) by the fieldwork educator. Fieldwork educators will be required to review these evaluations with the student **and the student must sign off that they have reviewed and agree/disagree with the evaluation**.
- If a student does not agree with a portion of the evaluation, there is a comment box for the student to provide feedback to the fieldwork educator. The sign-off is required and you will not receive your grade for the class until the sign-off has occurred.

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- **To sign off on the midterm or final Level II Fieldwork Performance Evaluation, go to Reports → Completed Evaluations about Students**
  - Enter a start date that is one month prior to the start of the semester and goes to the end of the semester
  - Select the appropriate Evaluation Type name, or leave blank and all evaluations completed by fieldwork educators about you will populate
  - Make sure your name shows in the Students section, then click Next
- The Student Signoff column on the far right will show you which evaluations need to be reviewed with your supervisor and signed off on
- Click on the blue View Evaluation link (on the left) to pull up the completed evaluation; review with your supervisor
- Scroll back to the beginning of the evaluation and click on the Agree or Disagree button (remember to fill in the comment box if you don't agree) and click on Submit
- Any comments left should be reviewed with the supervisor during the review of the evaluation. Please keep comments constructive and respectful.

**NOTE:** Your course grade will be posted as “Incomplete” until ALL requirements have been completed.

For questions or problems with E\*Value, you can search the Help section of the website, contact the Academic Fieldwork Coordinator, Paula Spyropulos ([paula.spyropulos@maine.edu](mailto:paula.spyropulos@maine.edu) or 207-831-9609), or contact the OT department ([usm.ot@maine.edu](mailto:usm.ot@maine.edu) or 207-753-6503).