

eValue Orientation Guide for Students

How do I login to eValue?

The link to login to eValue is: <https://nursing.fau.edu/evaluate>

Your FAU user name and password is your login information

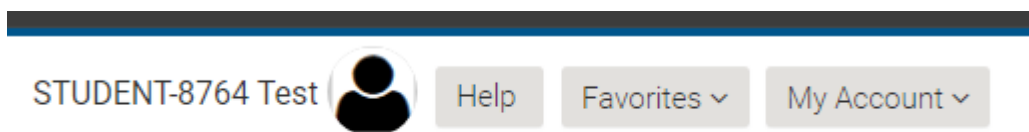
Things to check after logging in

1. Make sure that you have been given access to the correct program+campus. This can be found on the top left:

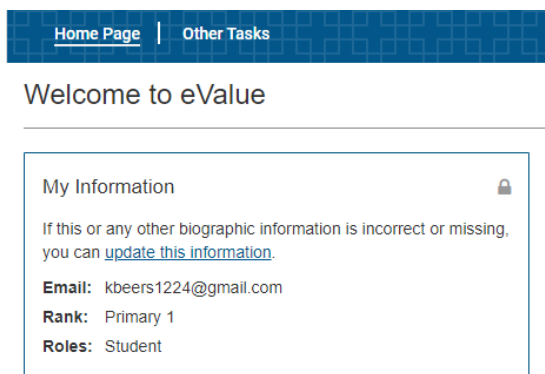


If you are in the incorrect program/campus, inform your program coordinator immediately to get this fixed.

2. Make sure that your name, email, rank and role are correct. Your name can be found on the top right of the screen:



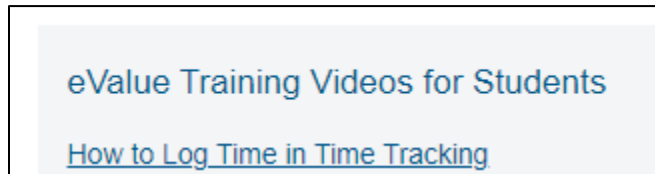
Your other details can be found on the home page:



Your role should be 'Student' and rank will have variations of Primary 1, 2 or 3. If any of this is incorrect, please inform your program coordinator immediately to get this fixed.

How do I log time in eValue/ clock in my clinical hours?

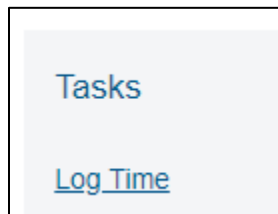
After you login to eValue on the home page there is a section for training videos:



Click on link to view the YouTube video which will show you how to log time in system:

https://www.youtube.com/watch?v=h_8mBWAol1Y

You can easily find the link to log time under Tasks on the homepage



How do I start the evaluation process?

To begin the evaluation process, you have to initiate Ad hoc evaluations. Click on the following link under training videos to see how to do this process:

[How to Initiate Ad hoc Evaluations/Forms](#)

The link to YouTube video is: <https://www.youtube.com/watch?v=OL6dcYEMBkg>

What if I cannot find my preceptor or site in the list?

Please send an email to Charles Owens (covens11@health.fau.edu) with the details of the preceptor and site.

What if I cannot find my faculty in the list?

Please reach out to the program coordinator to make sure your faculty have been added to this list.

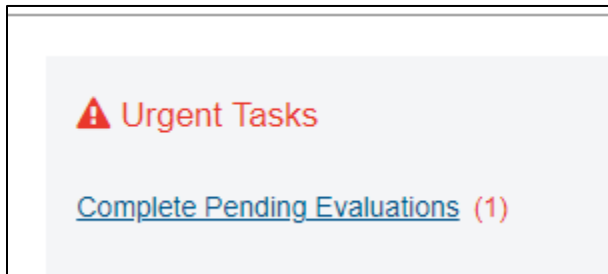
How will my preceptors receive the evaluations?

Your preceptors will receive an email with an auto-login link which will take them to the evaluations.

It is important that you communicate with your preceptor that they will be receiving these emails and they need to complete the evaluations.

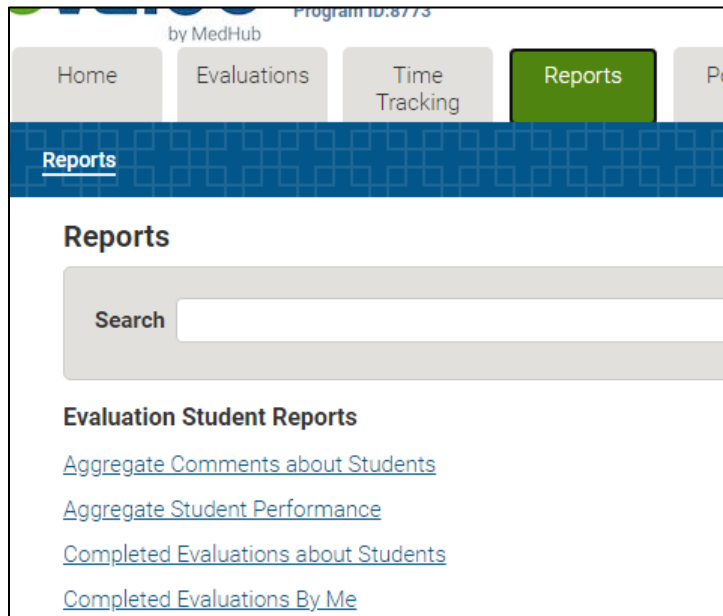
How do I check if there are any pending evaluations or tasks in eValue?

On the home page there is box which show any pending or urgent tasks:



How can I check my own evaluations?

The reports tab has list of many reports that you can run as a student:

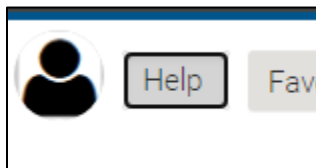


If need guidance on how to run reports you can view this YouTube video:

<https://www.youtube.com/watch?v=qAtPPsLgj5w>

Who do I contact if I have any issues in eValue in doing any of the eValue processes?

For any issues in doing any of the eValue processes, a good starting point is viewing the help guide in the system:



For further assistance, you can open a ticket by sending an email to nurhelp@health.fau.edu.