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# E\*Value Training Guide

## How to Locate and Complete Assigned Evaluation(s) for Educators

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# How to Locate and Complete Assigned Evaluation(s) for Educators

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This document is used to aid you on how to find and complete any pending evaluation(s) assigned to you.

If you are assigned an evaluation, you should be emailed a notification indicating an evaluation has been generated and will need to be filled out.

Example of email received:

Dear Donna Test-Educator,

This is an automated notice informing you that you have been scheduled to do evaluations for the activity FAMED 697 P-Family Medicine Special Electives. Please do NOT forward this email.

This reminder may be received prior to the clerkship's completion, and is intended to facilitate your evaluation and feedback process. The information you provide through evaluations is considered highly valuable to the program. Your participation is greatly appreciated.

To log directly into E\*Value, go to <http://www.uwmedicine.org/education/md-program/current-students/technology/e-value>. If you have a UWNetID and password you will use that. Otherwise you can use the login and password that was given to you by your coordinator.

You may complete your evaluations by logging in to the E\*Value Evaluation System at the following Web site.

<https://www.e-value.net?a=573997A12454587491BAA84126ED7F4B>

If the Program Selection screen appears; please select the program that you are doing the evaluation based on the activity listed above, click Continue Login.

If you have any other questions about your evaluations, login name and/or password, please contact:

Lisa Le  
[lle@fammed.washington.edu](mailto:lle@fammed.washington.edu)  
206.543.9425

Click on the link provided in the email, this should take you automatically to the evaluation that will need to fill out.

If the link does not work, you can log into E\*Value using your UW Net Id or E\*Value log in and password. Then follow the steps below.

When logged into E\*Value you should have three tabs

- Home
- Evaluations
- Reports

Click on the **Evaluations tab**.



After clicking the tab, the following menu item appears under Manage Evaluations list.

- [Complete Pending Evaluations](#)



## Evaluation Management

### Manage Evaluations

[Complete Pending Evaluations](#)



Click on [Complete Pending Evaluations](#)

**Complete Pending Evaluations** screen appears. It will provide the list of any evaluations that will need to be completed.

### Complete Pending Evaluations

<b>Course:</b>	CONJ 696 P-WRITE Clinical Electives	<b>Site:</b>	Various			
<b>Period:</b>	test	<b>Time Frame:</b>	01/01/2016 through 01/31/2016			
<b>Edit/Status</b>	<b>Suspend</b>	<b>Evaluation Type(s)</b>	<b>Subject</b>	<b>Request Date</b>	<b>View Image</b>	<b>View Printable Evaluation</b>
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	WRITE Director of Medical Student	MS3 Test	04/01/2016	Not available	<a href="#">View/Print</a>

To complete the evaluation: In the Edit/Status box, select the [Edit Evaluation](#) link. This will open up the evaluation to be completed.

<b>Course:</b>	CONJ 696 P-WRITE Clinical Electives		 
<b>Site:</b>	Various		
<b>Period:</b>	test		
<b>Time Period:</b>	01/01/2016 - 01/31/2016		
<b>Request Date:</b>	04/01/2016		
<b>Evaluation Type:</b>	WRITE Director of Medical Student		
<b>Evaluator:</b>	TestEducator TestEducator		
<b>Participation Dates:</b>	01/01/2016 - 01/31/2016	<b>Subject:</b> MS3 Test, MS3	
		<b>Participation Dates:</b> 01/01/2016 - 01/31/2016	

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Do you want to use auto-scrolling on this evaluation?  Yes  No

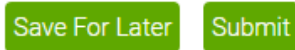
Click this link to mark this evaluation as not applicable: [Suspend](#)

[View Pre-Populated Configurations](#) | [Click to Reset Pre-Populated Answers](#)

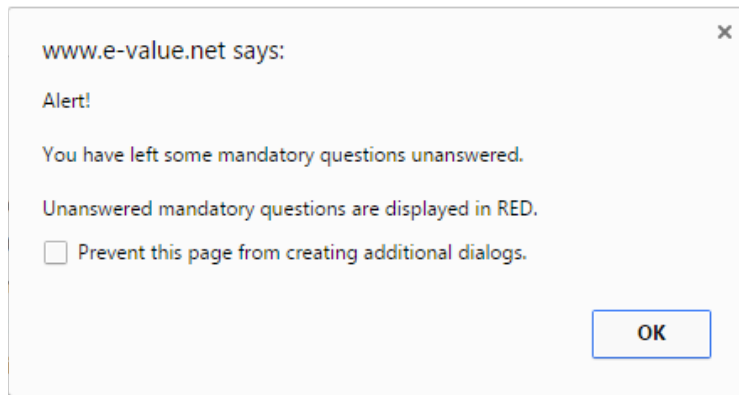
Based on your contact with the student, please indicate the rating that best fits the student's performance in these areas. A score of 5 is the highest and a score of 1 is lowest.

**Clinical Skills Section**

Once you have completed the evaluation, click the Submit button at the bottom of the evaluation. If you are not ready to submit the evaluation, click the Save for Later button to finish at another time, keeping your existing answers.



After hitting the Submit button, E\*Value will alert you if not all mandatory questions, have been answered. Click the OK button

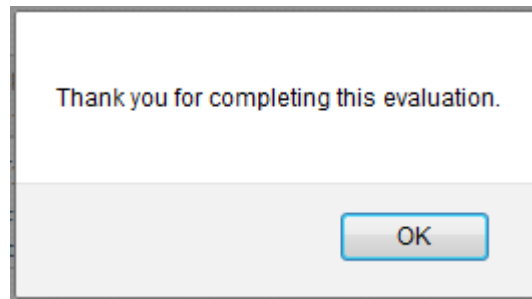


Any missed questions will be highlighted in red.

**Professional Relationships: (Question 11 of 22 - Mandatory )**

N/A	1	2	3	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Fill in the missing answer(s), Click the Submit button. A message will appear indicating you have completed the evaluation. Click the OK button.



Click on the **Print icon** in the upper right corner of the evaluation to print. Click on the blue arrow to return to the Complete Pending Evaluations screen,



You can also View/Print the evaluations at the Evaluations to Be Completed screen, by click on the [View/Print](#) link in the View Printable Evaluation box.

<b>Course:</b> CONJ 696 P-WRITE Clinical Electives	<b>Site:</b> Various					
<b>Period:</b> test	<b>Time Frame:</b> 01/01/2016 through 01/31/2016					
Edit/Status	Suspend	Evaluation Type(s)	Subject	Request Date	View Image	View Printable Evaluation
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	WRITE Director of Medical Student	MS3 Test	04/01/2016	Not available	<a href="#">View/Print</a>

If you have been assigned an evaluation, however have not worked enough or with the student to evaluate, you can select the [Suspend](#) link to suspend the evaluation. This will send a notice to the Clerkship Administrator informing them the evaluation has been suspended.

To suspend, provide a reason for the suspension of the evaluation, then click the **Suspend Evaluation** button.

## Suspend

**Evaluator:** TestEducator TestEducator

**Time Frame:** test  
01/01/2016 to 01/31/2016

**Course:** CONJ 696 P-WRITE Clinical Electives

**Eval Type:** WRITE Director of Medical Student

**Subject:** MS3 Test

I want to use the default reason for suspension ("I did not participate"):  Yes  No

**Reason For Suspension:**