

How to Complete Evaluations on E*Value

Login to E*Value –

<https://ca.e-value.net/login.cfm>

To create your login & password:

Click the "Forget Password" link.

On the next screen enter the security word as it appears on the screen.

Enter your email address and click "Request Login".

- **Make sure the email you enter is the one we have on file for you. If you have not provided your email to the OEE previously, please send it to phar.oeo@ubc.ca so we can add it.** Once it is added, you will be able to create a login.
- Once your login is created, you will be sent an email which will contain a link. Clicking on the link will automatically log you in and take you to the Password Change screen. **The link will only be good for 24 hours.**

Evaluations on E*Value

Click on the Evaluations tile



To Complete an evaluation click on Evaluations tile > **Evaluation Management**



Evaluation Management

Manage Evaluations

[Complete Pending Evaluations](#)

[Initiate Ad hoc Evaluations](#)

Click on Complete evaluations, if there are no evaluations listed then click on 'Initiate Ad hoc Evaluations'

Evaluation #1 - Practice Educator Evaluation of the Student

Fill out the information from each section:

- Select an Evaluation type: Choose Evaluation of student or program evaluation based on the course (i.e. 171,469,271,272,479 or 489) Mid or Final Evaluation for **Practice Educator Evaluation of the Student**
- Choose who you would like to evaluate (student name)
- Choose the course rotation
- Choose your site
- Choose your time frame (e.g duration of practicum)
- Click NEXT



Initiate Ad hoc Evaluations

Select an evaluation type:

Who would you like to evaluate?

Course/Rotation:

Site:

Time Frame:

The Evaluation will generate for the Preceptor to complete – Any selection that is noted as Unsatisfactory will prompt you to complete a comment.

Course/Rotation: EPE2 Community-PHAR369
Site: Zellers Pharmacy #440
Period: APE4 2013-2014 489 Block 7 Term 2
Time Period: 03/31/2014 - 04/25/2014
Request Date: 04/07/2014
Evaluation Type: Practice Educator Evaluation of Student - Mid
Evaluator: Jane Preceptor Subject: Johnny Student, P1

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

Click this link to change your selections: [Change Selections](#)

PRACTICE EDUCATOR EVALUATION OF THE STUDENT: PHAR369

Care Provider - Assess Patients (Question 1 of 19 - Mandatory)

Unsatisfactory			Satisfactory			Superior		
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input checked="" type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> 8	<input type="radio"/> 9

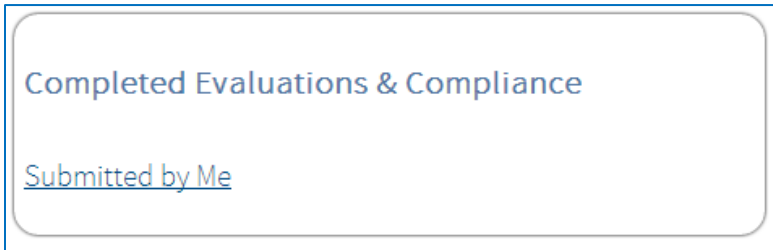
Assess Patients - Comments: (Question 2 of 19)

Click SUBMIT at the bottom:

If you are satisfied with the evaluation, click

Viewing your Evaluations:

To review what you have submitted: Click Reports Tile > Completed Evaluations By Me



Completed Evaluations

Your completed evaluations are listed newest to oldest by completion date.

To review an evaluation, click on a hyperlinked (underlined) evaluation.

Course/Rotation: EPE2 Community-PHAR 369		Site: Zellers Pharmacy #440			
Period: APE4 2013-2014 489 Block 7 Term 2		Time Frame: 03/31/2014 through 04/25/2014			
Evaluation Type	Subject	View Image	Request Date	Status	Entered By
Practice Educator Evaluation of Student - Mid	Johnny Student	Not available	04/07/2014	Completed 04/07/2014	Jane Preceptor

Evaluation #2 - Practice Educator Evaluation of the Program & Activities

Click on Complete evaluations, if there are no evaluations listed then click on 'Initiate Ad hoc Evaluations'

Fill out the information from each section:

- Choose **Practice Educator Evaluation of the Program & Activities** from Evaluation Type
- Select the Course, Site and Time Frame
- Click NEXT at the bottom

Complete the Evaluation and click '**Submit**'