SCCP Preceptor Training

E*Value Rotation Management System

Updated June 2012
Website Page

- The website address for E*Value is: [www.e-value.net](http://www.e-value.net). A link to E*Value can be found on the SCCP website.

- You will be sent an automated email containing your specific username and password. You have the ability to change both of these.

- If you forget your username or password, click on the link from this page. You will then receive an email containing this reminder information.
Home Page

- All menu icons can be found at the top of the screen.
- All menu categories (i.e. Schedules, Evaluations, Time Tracking and MyFolio) will have sub-menus once you click on them.
Changing Username & Password

Step 1: Click “My Profile”

Step 2: Then click “Password Change”
Changing Username & Password (continued)

To change your login, type over the populated login with your desired login, repeat in the “Confirm Login” box and click “Update Login”

To change your password, type a new password in the “New Password” box, repeat in the “Confirm Password” box and click “Update Password”

- Your computer-generated log-in and password will probably be cumbersome and difficult to remember. You can change both on this page.

- You will click “My Profile”, then “Password Change” to change your log-in AND/OR your password.
Viewing Student Schedule for the Academic Year

Step 1: Click “Schedules”

Step 2: Then click “Reports”

Step 3: “Schedules” will then appear. Click on “Rosters”.

- To find a list of students that you are scheduled to precept for the May 2012- April 2013 Academic Year, click “Schedules”, then “Reports”, then “Rosters”.
Viewing Student Schedule for the Academic Year
(continued)

To see all students scheduled for the year, leave as “All Curricula”

- Do not change the pre-populated information for “Filter Template” or “Show Participation Dates” or “Format Options”.
- You can look at your schedule for any time period by changing the start and end dates.
- To filter your schedule by the level of student you are scheduled for, change “Curriculum” drop-down box to “IPPE1” for P1 students, “IPPE2” for P2 students or “P4” for P4 students.
Viewing Student Schedule for the Academic Year (continued)

- Your schedule will appear for the time frame that you run the report.
- You will have to scroll down the page to see your entire schedule for the year.
Viewing Student Schedule for the Academic Year (continued)

If you click on a specific student, the student’s contact information will pop-up.

- You can obtain student contact information from your schedule page.
Completing Student Evaluations

- You will receive an automatic email with a link to your evaluation page for every Midpoint and Final Evaluation a couple of days before the evaluation is due.

- These emails will be sent around the 12th day of each month (Midpoint Evaluation) and 5 days prior to the end of the month (Final Evaluation).

- You will receive an automatic reminder email every 3 days until you complete your evaluation(s).
Completing Student Evaluations (continued)

You will receive an automated email such as the email above.

If you click on the link contained in the automatic email, it will take you directly to the page below WITHOUT having to log in.
Completing Student Evaluations (continued)

- Choose if the student listed has been removed from your rotation.
- Click to complete evaluation.
- Can view and print your saved or submitted evaluations.
Completing Student Evaluations (continued)

By choosing “Yes”, for every bubble you select, the computer will automatically move your cursor to the next question.

- This screen will appear after you click on “Edit Evaluation”.
- You have bubbles to select according to student’s performance and comment boxes to type information.
Completing Student Evaluations (continued)

Choose which campus the student is enrolled if known

Example of “bubbles” relating to student performance
Completing Student Evaluations (continued)

Example of “comment box” in which you may specify students’ performance, strengths, and areas in need of improvement
Completing Student Evaluations (continued)

Select if you are not finished completing the evaluation in one sitting

Confidential comments can be made here that ONLY the Experiential Coordinators will see (does NOT appear on student evaluation)

Select once you are finished completing the evaluation. Answers cannot be changed once you click “Submit”
Approving Rotation Hours

Step 1: Click “Time Tracking”

Step 2: Click “Supervision 2.0”

Step 3: Click red circle “verify all for current month” if all recorded hours are accurate

- Students will record their rotation hours for the month (or 4 week block for IPPE students).

- You should see two (2) time blocks entered each day (before lunch and after lunch). Lunch breaks and any time away from the rotation (i.e. MD appointment) should NOT be included in the documented time.

- Preceptors will look over this record and approve rotation hours on the last day of the rotation.

- If the hours are not accurate, notify the student to change the record BEFORE you approve it.
Viewing Student Introductions

Step 1: Click “My Profile” icon
Step 2: Click “MyFolio”
Step 3: Click “Shared MyFolios”

- You will be able to view a brief statement your scheduled student(s) have prepared concerning previous experience, career goals, and/or any information the student would like to share.
Step 1: Choose “South Carolina College of Pharmacy”

Step 2: Type in first couple letters of student’s last name

Step 3: All students with the same first letters in the last name will appear

Step 4: Click on “View MyFolio” of the student you would like to view
Click on the “X” to close out of “MyFolio” and return to E*Value main page.

- This is an example of a statement you will be able to see for each student you select.