University of Louisiana at Monroe
College of Pharmacy
Office of Experiential Education (OEE)
Preceptor Instructions for E*Value

E*Value is a comprehensive web-based system designed to help manage pharmacy practice experiences. This new system will be replacing EMS beginning May 23, 2011. Using the E*Value system, preceptors can update affiliate information, view practice experience assignments, verify student assignments, complete student assessment forms, and view student evaluation reports.

Logging in to E*Value

You will receive your temporary Login Name and Password to access E*Value by email. Once you receive this information:

1. Log in to the website located at **https://www.e-value.net/.**
2. Type in your temporary login name and password, and then click **"LOG IN"**. (Ignore "Institution Code")

3. If you do not have your login or have forgotten your user name or password, click on **"Forgot Password?"** The following screen will appear:

a. Type in the characters that appear in the colored box.
b. Enter your email address that the University has on file for you.
c. Click **"Request Login".**
d. You will receive an email from Client Services that contains a link that includes your login and password. Once you click on the link you will be logged in and directed to the password screen so you can create a new login and/or password. Below is a sample of the email.

Dear E*Value User,

   You have requested an automatic login link from E*Value. If you did not make this request change your E*Value password IMMEDIATELY. If you find that you can no longer login, contact your E*Value administrator IMMEDIATELY and have him or her change your password.
   The following automatic login link will remain active for one day OR until you change the E*Value account password. Once you are logged into the system, change the password IMMEDIATELY to something you will remember.
   In program College of Pharmacy, University of Louisiana Monroe for account Jane TestPreceptor Pharm.D. click HERE to login.

Thank you for using E*Value!

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e. The link in the email is active for only 24 hours. If you do not log in and change your password within 24 hours you will need to go back to the login screen and request again.

E*Value Home Screen

When you login to E*Value you will be on the home screen which contains announcements, contact information for the Office of Experiential Education (OEE), practice experience documents, and quick links. At the bottom of the screen, you will see your email, rank (preceptor) and role (preceptor) within our program. **Let the OEE know if the email address is not correct because all correspondence will be sent to this address**. To update your biographic information, you can click on **"Edit"** at the bottom of the screen. Here you will also see the number of **"Pending Evaluations"** that you need to complete. (Ignore "Suspended Evaluations")

Welcome to E*Value Jane TestPreceptor

E*Value is your training management system. You can use E*Value to complete Evaluations, view your Schedules, learn about News & Events, and obtain general information.

To begin doing evaluations, click the Pending sub-menu button within the User Menu/Evaluations menu section.

Announcements
- Welcome to E*Value!

General Information
- General Information
  - Contact Information
- E-Value
  - Preceptor Training

Links
- ULM Pharmacy Links
  - ULM College of Pharmacy Home Page
  - ULM COP Office of Experiential Education
- Other Links
  - LA State Board of Pharmacy

Practice Experiences
- Advanced Pharmacy Practice Experiences (APPE)
  - Preceptor Manual 2011-2012 *(New)*
  - 2011 - 2012 APPE Calendar *(New)*
- Introductory Pharmacy Practice Experiences (IPPE)
  - Preceptor Manual 2011-2012 *(New)*
  - IPPE Community Manual *(New)*
  - IPPE Institutional Manual *(New)*

Your Information:

E*Value has the following information recorded about you. If any of this information is incorrect or missing, please contact your E*Value administrator, Connie Smith at csmith@ulm.edu.

- **Email:** csmith@ulm.edu
- **Rank:** Preceptor
- **Role:** Preceptor

You Have:

- *0 Suspended Evaluation(s)*
- *0 Pending Evaluation(s)*

If this or any other biographic information is incorrect or missing, please use the "Edit" option below to update.

Your Name is: Jane TestPreceptor Pharm.D.
Your email address is: csmith@ulm.edu

Edit

Changing your Login Name/Password

Change your temporary login name and password to something easier for you to remember.

1. Click **"Password Change"** under the **"Home"** section.
2. In order to change your login name, type in your **"New Login"** in the first box and then re-type in the **"Confirm Login"** blank. Click **"Update Login"**.
3. In order to change your password, type in your **"New Password"** in the first box and then re-type in the **"Confirm Password"** blank. Click **"Update Password".**

You must change the Login Name and Password separately, and click **"Update"** after each change. Passwords should be between 6 and 10 digits, must contain both numbers and letters, and are not case sensitive.

Calendar

Under **Home -> Calendar,** you will have access to a personal calendar as well as a program calendar that can be used to view assigned schedules as well as to organize personal events. Under **"My Calendar"** you can see your assigned course schedules. You can customize the calendar by adding additional events or editing/removing events. The calendar can be printed or exported to Excel.

Under **"Program Calendar"** you will find upcoming events, conferences, and deadlines that pertain to both preceptors and students.

Evaluations

Preceptors use the online E*Value system to evaluate and grade students' competencies and professionalism. In addition, students use E*Value to document their evaluation of the preceptor, site, and course. Using E*Value promotes consistency and reliability of assessments among users.

As a preceptor, you will need to complete an assessment in E*Value of your student's performance at the mid-point and final date of the practice experience. Midpoint evaluation will not factor into the grade but is used to provide feedback to student.

Steps for completing student evaluations:

1. Click **User Menu -> Evaluations -> Pending** to see a list of evaluations assigned to you.

2. Click **"Edit Evaluation"** to complete the *Preceptor Evaluation of Student- Mid or Preceptor Evaluation of Student- Final.* Sample evaluation below:

3. At the top of the evaluation, you are given the option of whether or not to auto-scroll through the evaluation. Auto-scrolling will advance you to the next item in the evaluation once you have chosen a response.
4. Mandatory questions are indicated to the right of the question. The evaluation cannot be submitted until all mandatory questions have been answered.
5. Preceptors should rate the student on each of the items in the evaluation using the rubric associated with each item.

6. After evaluation has been edited, you can **"Save For Later"** (if you intend to edit further) or **"Submit"** (if evaluation is complete). Once submitted, evaluations may no longer be edited.
7. You can view completed evaluations by clicking on **User Menu -> Evaluations ->Completed**.
8. Computer generated emails will be sent to you periodically to inform you of evaluations that need to be completed. A sample email is below:

Dear Jane TestPreceptor,

This is an automated notice informing you that you have been scheduled to do evaluations for the activity APPE Acute Care Emergency Medicine. This reminder may be received prior to the activity'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.

You may complete your evaluations by logging in to the E*Value Evaluation System at the following Web site. If the URL wraps due to your email client, you will need to copy both parts to your Web browser before continuing:
https://www.e-value.net/m.cfm?a=2B45EF6D91C03085555CC38721CEBB12
If you have forgotten your login or password go to the login screen (https://www.e-value.net). You can obtain your E*Value login name and password from the E*Value web-site by clicking on the "Forget Password?" link in the top right portion of the screen and follow the instructions using the email address to which this notice was sent.

Approving Student Assignments in PxDx

Under **User Menu -> PxDx -> PxDx signoff,** you will approve student assignments. When you click on **"PxDx signoff"** you will see the Checklist Summary page. Here you can search items that you need to approve by date range, student, or type of assignment.

If you want to see everything that needs your approval, for **Checklist Group** and **Checklist** choose **"All Checklist"** then click **"Next"** at the bottom of the page.

Here you can confirm, reject, or hold approval of assignments. You can click on the assignment to view more information. Computer generated emails will be sent to you periodically to inform you of assignments that need to be approved. A sample email is below:

Dear Jane TestPreceptor,

The Student(s) below have indicated that you supervised his/her role in the Checklist summarized in the log below. These entries have been logged or have been edited and therefore require that you certify the accuracy of the entry.

Please review the status and details of these interactions, including the course/rotation, date and Student role below. **Also note the status of the Checklist in the right most column.**

- If the status of the entry is CONFIRMED and you AGREE with the details, no further action is required.

- If the status of the entry is CONFIRMED and you DISAGREE with the details, or were not the

    supervisor, please **click on the link below** to log in to E*Value and reject the log using the PxDx

    Signoff tool (User Menu | PxDx | PxDx Signoff).

- If the status of the entry is PENDING, please **click on the link below** to log in to E*Value to either

    Confirm or Reject the interaction using the PxDx Signoff tool (User Menu | PxDx | PxDx Signoff).
    https://www.e-value.net/m.cfm?a=8FEF1EDF223E7C0C9008EF2E5C914724

Student	Record ID	Supervisor	Course/Rotation/Location	Date
TeststudentP4, Beth	**14449611**	**Jane TestPreceptor**	**APPE Acute Care Adult Medicine - Baton Rouge General Medical Center - Mid City**	**05/05/2011**
Diag: Case/Disease State Presentations			**Role:** Student	**Status:** Pending
TeststudentP4, Beth	**14449634**	**Jane TestPreceptor**	**APPE Institutional - Abbeville General Hospital**	**05/05/2011**
Diag: Adverse Drug Reporting-INST			**Role:** Student	**Status:** Pending

Viewing Preceptor/Site/Course Evaluations Completed by Students

Student evaluations of preceptor, site, and course are available under **Reports -> Performance -> Preceptor Performance**. These evaluations are only available in June for the previous practice experience year. You will be notified by the OEE when available.

1. Enter a *start date* and *end date* that spans over the period you would like to view.
2. For *Evaluation Type* choose **"Student Evaluation of Preceptor".**
3. For *Site* choose your practice site.
4. Use defaults for all other settings.
5. Click **"Next"** to generate your report.
6. To generate a report of all comments provided by students go to **Reports -> Performance -> Preceptor Comments** and follow steps 1 – 5.

Viewing Student Schedules

Under **Reports -> Schedules -> Rosters**, preceptors are able to view assigned practice experiences.

1. Enter a *start date* and *end date* that spans over the period you would like to view.
2. For *Curriculum* you may leave at the default of **"All Curricula"** to see all assignments or customize to view certain types of experiences.
3. Under *Format Option* you may leave at default of HTML or change to MS Excel or PDF.

4. Click **"Next"** to generate your report.

University of Louisiana Monroe
College of Pharmacy

Roster By Educator Schedule Report

Time Period: 05/16/2011 to 05/16/2012
Report Date: 05/16/2011

Preceptor Name							
User Start Date	**User End Date**	**Time Frame**	**Course/Rotation**	**Site**	**Student**	**Rank**	**Dates**
07/05/2011	08/12/2011	2011-12 APPE 2	APPE NPC Drug Information	ULM Drug Information Center 1800 Bienville Avenue Monroe, LA	Student 1	P4	07/05 - 08/12
					Student 2	P4	07/05 - 08/12
08/15/2011	09/23/2011	2011-12 APPE 3	APPE NPC Drug Information	ULM Drug Information Center 1800 Bienville Avenue Monroe, LA	Student 1	P4	08/15 - 09/23
					Student 2	P4	08/15 - 09/23
09/26/2011	11/04/2011	2011-12 APPE 4	APPE NPC Drug Information	ULM Drug Information Center 1800 Bienville Avenue Monroe, LA	Student 1	P4	09/26 - 11/04
					Student 2	P4	09/26 - 11/04
01/02/2012	02/10/2012	2011-12 APPE 6	APPE NPC Drug Information	ULM Drug Information Center 1800 Bienville Avenue Monroe, LA	Student 1	P4	01/02 - 02/10
					Student 2	P4	01/02 - 02/10
02/13/2012	03/23/2012	2011-12 APPE 7	APPE NPC Drug Information	ULM Drug Information Center 1800 Bienville Avenue Monroe, LA	Student 1	P4	02/13 - 03/23
					Student 2	P4	02/13 - 03/23
03/26/2012	05/04/2012	2011-12 APPE 8	APPE NPC Drug Information	ULM Drug Information Center 1800 Bienville Avenue Monroe, LA	Student 1	P4	03/26 - 05/04
					Student 2	P4	03/26 - 05/04

5. Clicking on the students name will give you more information about the student.
6. This same information may be obtained in other report layouts by going to **Schedules -> User/Site Schedules**. Choose the layout you would like under *Report Type.*

Need Assistance

If you need further assistance please contact:

Connie Smith, Pharm.D.
Director of Experiential Education
Phone: 318-342-3271
Email: csmith@ulm.edu

-or-

Laurel Andrews, Pharm.D.
Coordinator of Introductory Practice Experience
Phone: 318-342-1721
Email: landrews@ulm.edu