Colorado State University
Occupational Therapy E*Value
Fieldwork Educator Training Manual
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Introduction

Fieldwork is a crucial part of the Occupational Therapy student education. There's a lot of student information to obtain and coordinate, from course evaluations to immunizations and E*Value provides solutions. There are online tools that organize and improve students' and educators’ overall experience so that the focus is on the fieldwork.

Key Features of EValue for Fieldwork Educators:

- **Evaluations:** Generate evaluations and assessment forms for students, educators, site rotations, and courses.
- **Scheduling:** Streamline fieldwork scheduling for student, educator, site and course schedules driving the evaluation process.

This year CSU OT is implementing an internet-based student fieldwork evaluation process through E*Value. The student will obtain the primary fieldwork educator’s name and contact information to identify who receives an email for initiating the student evaluation process. Fieldwork educators will look for an email from E*Value which will invite the educator to sign-in to complete the evaluation. Directions for completing the evaluation will be included on the E*Value web site evaluation form or by emailing Deborah.Krogh-Michna@Colostate.edu.
Setting up your Account

1) You will receive an email from E*Value prompting you to set up an account in E*Value.
   a) Make sure to check your junk/spam folders — the EValue system often sends messages to junk
      the first time since it is unfamiliar with your email address.

2) Use your given login name and temporary password after clicking on the link below.

3) Once in EValue, click on My Profile and Password Change to create your own password for the site.

4) You are then prompted to update your login and/or password. Click Update and you will now be
   able to login with this new information.
How to complete evaluations in E*Value

1) Go to the Evaluations tab, and any reports that need to be completed will be under To Be Completed.

2) You will also receive an email from EValue informing you that you have evaluations to be completed. If this does not go straight to your inbox the first time, check your junk mail.

3) Once in Evalue, click on Edit Evaluation for the one you would like to complete.

4) Any evaluations you need to fill out will be on your profile in EValue, any your student needs to fill out will be directly on their account.

5) Do not fill out any evaluations on your student’s account or vice versa.
6) Make sure to fill out all **Mandatory** information, or Evalue will not let you submit. Incomplete items will be highlighted in red when you attempt to submit.

7) Give one answer for each section with numbers.

8) While square boxes let you check more than one answer for a question.
9) You are able to type more than the boxes appear to allow you if necessary and the full answer can be viewed by scrolling.

Active-engagement in Learning the OT Process

10) You are able to work on an evaluation and come back to it, by scrolling all the way to the bottom and clicking Save for Later.

11) Review the evaluation with your fieldwork student. Allow student to input CSU ID#, input your OT license/registration #, and print a copy for your records, or save a PDF (you will be able to print or save a PDF after submitted as well) When all Mandatory fields are completed click Submit.
12) After an evaluation has been reviewed and submitted, you will later be able to view a printout/PDF of this evaluation, by going to Educator Reports and clicking Submitted by Me.

13) Click on the eval you wish to view and it will appear in a separate window. You are then able to click the printer or PDF icons on the right to save.
How to view past completed evaluations

1) The **To Be Completed** tab will only have items in it when your current fieldwork student has evaluations to be filled out.

2) The **Educator Reports** tab allows you to view your completed evaluations.

3) Click **Submitted by Me**, and you will be able to view all evaluations you completed in EValue.

4) Clicking **About Educators** allows you to view evals completed by your past students on yours and your sites performance.

   a. It appears as though you can search for any site, but the database will only let you search for the site you are an educator at and view those evaluations.

5) **Aggregate Performance** and **Comments** let you search for sites to view a sum of either your number values, or comments.

   a. You can only search for and view sites for which you have been a fieldwork educator at.
6) If you are your site’s clinical coordinator, either you will have to choose if you want to view your evaluations as an Educator or as the Site Clinical Coordinator by clicking on the desired role from the drop down.

   ![Role Selection](image)

   - If you are a clinical coordinator and this role does not come up, please email Debi Krogh-Michna and she can add this role to your EValue profile.
   - As a clinical coordinator, you are able to search across your site for all fieldwork educators and students.

For both Educators and Coordinators...

7) After clicking Next, you will be able to search through the list of Sites to find your own, or type in the Site Filter and click filter to find your site.

   ![Educator Performance Report](image)

8) Click Save Template, and a list of your evaluations will populate.
How to use the Schedules tab in E*Value

1) You can use the Schedules tab to get a printout of your own current and past fieldwork students.

2) Click Rosters and you will see this:

3) You must select the date range by changing the start and end date, this way you can get a list of all the fieldwork students you have had, or can select a specific range of dates for only certain experiences to generate. *This system will only show you the students you have had since CSU has started the use of EValue in September 2015.*

4) Click Next, and you will get a generated list in that date range, including the start and end dates of the fieldwork, the student name, the type of fieldwork and when it was completed.