



Xavier University College of Pharmacy

E-Value Rotation Management System (ERMS) Instructions

Quick Start:

Open your browser from an Internet-connected computer. In the Address space, type:
<https://www.e-value.net>

Log in:

Type your login name (Firstname.Lastname) and password and click the "Login" button. If you do not have your login name or password click the "Forget your login information?" link. On the next screen enter the security word as it appears on the screen. Then enter your email address and click "Request Login". 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.*

Change your password:

Click the "Password Change" option on the left side of your screen. Type your new password. Click the "Change Password" button. Passwords should be at least 6 characters in length and no longer than 10 and can be made up of a combination of letters and numbers. Passwords *are not* case sensitive.

View Student Schedules:

Locate the "Reports Menu". Click "Schedules" and then click on the word "Rosters". Under "Roles Selection" choose "Preceptor" and click "Next". Although you have the ability to filter your choices, choose the "Next" button to display your rotation schedule for the academic year.

Complete an evaluation:

Click the "Pending" option in the "Evaluations" submenu on the left side of your screen. Your evaluations are grouped by activity with your oldest evaluations listed first. Next, click on the "Edit Evaluation" link next to an evaluation. You may be required to complete the oldest evaluations first. If so, newer evaluations will remain in queue until your older ones are completed.

Remove an evaluation:

Click the "Suspend" link next to an evaluation. You will be prompted to provide a reason why you are requesting removal of the evaluation. If you did not work with a person but



you know who did, please include this information. Your message will be sent to your E*Value administrator, who will determine if your evaluation should be deleted or re-activated for you to complete. If the suspended evaluation is deleted, your E*Value administrator will assign a new evaluation to the correct individual.

Save an evaluation:

Click the "Save for Later" button at the bottom of the evaluation. This will save the answers but will leave the evaluation in a pending state. You may come back to this evaluation later to make modifications before submitting it.

Submit a completed evaluation:

Click the "Submit" button at the bottom of the evaluation. If you have not answered mandatory questions, E*Value will let you know and will highlight the incomplete mandatory questions in red. Once submitted, an evaluation can no longer be edited.

View the evaluations you have submitted:

Click the "Completed" button in the "Evaluations" submenu on the left side of your screen. Click on the evaluation you wish to view.

Log a procedure/diagnosis:

Click the "Px Dx" menu option on the left side of your screen. Complete the fields provided. The supervisor you indicated will be sent an e-mail notice of your procedure and be requested to validate your claim. If the supervisor does not validate your procedure claim, you will be sent an e-mail notice.

View other reports by clicking the "Reports" menu button on the left side of your screen.

Log out of E*Value:

Click the "Log Out" menu button on the left side of your screen. If you leave E*Value to visit another web-site and attempt to return via the browser's "Back" button, E*Value will require you to log back in again.

E-Value *online help* available:

Click "Help" under the Administration Tab to find:

- FAQ's
- Manuals
- Flash Tutorials













VERIFYING HOURS OR GRADING COURSEWORK IN E*VALUE



HOURS for Community, Institutional and Elective Preceptors







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1. Preceptors will get an email reminder weekly to verify hours that students have entered into the system
 2. The email will contain a link that takes you directly to the student's calendar to verify hours.
 3. You will see a red circle on the dates where hours need to be verified. Check the hours entered and if correct, check the red circle. It will turn into a green checkmark indicating that you have approved the hours as entered.
 4. There is an icon to the immediate right of the red circle. Click it if you wish to enter any notes or comments.
 5. To the right of the words "Rotation Hours" there may be a yellow icon. This indicates that the student has entered a comment. Click on the icon to read the comment.
 6. Click on another menu item to exit the Rotation Hours Verification screen.
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To approve hours without an email reminder:




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1. Log into E*Value
 2. From the menu on the left select "Rotation Hours Verification"
 3. The rotation calendar will appear and you can follow steps 3- 6 above to complete the verification.










COURSEWORK - for Community Preceptors



To Review/Grade Counseling Forms and other Coursework:















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1. You will get an email reminder when you have coursework to review/grade.
 2. The email will contain a link that takes you directly to the coursework to be reviewed/graded
 3. Select "Click to Grade Coursework"
 4. Review the information submitted by the student. At the bottom of the page is a text box where you can enter your comments.
 5. Hit "Submit" when you are finished.




To review/grade coursework without an email reminder:



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1. Log in to E*Value
 2. On your welcome screen in the lower right hand corner will be an alert message if you have coursework pending review.
 3. Click on the link.
 4. If you have no reminders, click on „Grade Coursework“ on your main menu.
 5. You can use the dropdown menus to select a specific item or just click next to display all.
 6. All pending coursework will appear and you can follow steps 3-5 above.
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Document Upload for Student View



To upload documents:



1. You must be on your E*Value HOME page - Login and Click "Home" tab



2. At the bottom of the HOME page you will see an Edit button.



3. Click the Edit button, this opens the page where documents can be uploaded.



4. Click on the folder icon to browse to your desk top and upload a file.



5. After uploading a file be sure to click Update at the bottom of the page.



****Note:**



P1 P2 & P3 students will see IPPE Student Documents



P3 & P4 students will see APPE Student Documents

