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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 E*Value 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 E*Value 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.

   ![Email screenshot]

   **This message is being sent on behalf of Deb Korth-Michna from E-value.net.**
   **Please ensure that replies are sent to Deborah.Korth-Michna@ColoState.edu or to the person listed below.**
   **Your Login Name is A/Shehan**
   **Your Password is [redacted]**
   **Please Login Here: https://www.e-value.net/**
   **Sorry if this is a duplicate email. Some students are having problems logging into the system. If you are still having problems - please contact Deb.**

   This email includes a link to set up your student account in E*Value. A default user name and password is generated to use the first time. Please update with your preferred login information.
   1. Please complete all of the biographic data in My Profile.
   2. Upload your immunizations and health records in the Immune & Cert tab.
   If you have questions or problems, please contact Deb.

3) Once in E*Value, click on **Home > Other Tasks > Change Password** to create your own password for
   the site.

   ![E*Value screenshot]
4) You are then prompted to update your login and/or password. Click **Update Login and/or Update Password** 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 then click Complete Pending Evaluations

2) You will also receive an email from E*Value 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 Evaluations to Be Completed, 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 E*Value, *any evaluations your student needs to fill out will be found only 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 E*Value will not let you submit. Incomplete items will be highlighted in red when you attempt to submit.

7) Give one answer for each question in the sections with numbers.

8) Give one or more answers for each question in the sections with checkboxes.
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.

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.**

**OR**

11) After reviewing 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) then 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 **Reports** and clicking **Completed Evaluations 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) In order to view evaluations completed by your past students about you, click Reports then Completed Evaluations about Educators
   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.

2) Aggregate Comments about Educators and Aggregate Educator Performance let you search for sites to view a sum of either your number values or a summary of comments.

3) 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.
   • 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 E*Value profile.
   • As a clinical coordinator, you are able to search across your site for all fieldwork educators and students.
For both Educators and Coordinators...

4) 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.

5) Click Save Template, and a list of your evaluations will populate.
How to use the find past and current students rosters in E*Value

1) Click Reports then Schedule Report

2) You must select the date range by changing the **State Date** 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 E*Value in September 2015.*

3) 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.