

## **E\*Value Optimization Scheduling Instructions for Student Preferences**

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## Background

The E\*Value Optimization Scheduling (**EVOS**) tool will be used to create your academic schedule. EVOS is not a lottery tool. A lottery system is **random** and **sequential**; EVOS is **mathematical** and **linear**.

Lottery tools assign a random order to student preferences before creating a schedule:

- The student randomly given the first selection receives his or her first choice
- The next randomly selected student then receives the highest choice they made (so long as the first student did not already take it)
- The student after that gets the highest choice they made that the first and second students did not take
- ... and so on.

In a lottery scheduling system, a few students might receive every assignment they request, while others might receive only a few—if any—of their selections.

The goal of the EVOS system is to create a schedule with the highest possible level of student satisfaction by taking random chance out of the equation:

- **Each student's preferences are reviewed by the optimizing program simultaneously to determine the best possible schedule for every student.**

In the EVOS process, luck of the draw is not a factor. Every student is treated equally, and every student's preferences are taken into account.

## How do I log in to E\*Value?

Go to <https://www.e-value.net>. Take a moment to bookmark this site.

Enter your Username and Password and click Login.

To retrieve your login/password click on the link labeled "Forgot Your Password?" located directly below the Login Name field.



**E\*VALUE™**  
a medhub product

Username

Password

Institutional Code\*

Login

\* Not required unless provided by your program

[FORGOT YOUR PASSWORD?](#)

[VISIT THE MEDHUB SITE](#)

Clicking this link will open a popup window:

Forget your E\*Value Login or Password? No problem. Type the characters you see in the picture below. This is a security measure.



(letters are not case-sensitive)

Next, enter in your *Institution* email address and click Request Login. This email address must be the one we have on record for you.

Enter your email address.

Once you receive the email, click on the URL in the email which will take you to a screen where you can create a new login and/or password.

Don't delay, the URL will expire at 12 AM EST/EDT on 09/14/2016.

1. Type in the characters that appear in the colored box. In this case, the characters are '**hmqdb**'.
2. Enter your email address. This must be the email address on file for you in E\*Value.
3. Click the **Request** Login button.

You will receive an email from Client Service containing a link that includes your encrypted login and password.

When you click on this link, you will be logged in and directed to the **Change Password** screen so that you can create a new login and/or password.

Once in the system, click on the **Home** tab, then **Other Tasks**, and then **Change Password** to create your own login and password.

## Other Tasks

### Tasks

[Calendar](#)

[Change Password](#)

## Change Password

You may use this screen to change your login and/or password. Based on program-specific security, you may be prevented from re-using previous passwords for a set length of time.

### Password Requirements

At a minimum, your password must:

- include at least 6 characters, but no more than 20
- include at least 2 of the following character-types: lower-case alpha, upper-case alpha, numeric, special characters

Please note, program-specific security may require more stringent password requirements than those listed above. These requirements will be enforced upon submission.

New Login:

Confirm Login:

Update Login

New Password:

Confirm Password:

Update Password

## How do I input my Work History?

Your Work History information is needed to ensure that you are given a diverse educational experience.

To enter your Work History, begin by going to the **Schedules** tab, then **Schedule Optimization**, and then **Enter Work History**.



## Schedule Optimization

### Optimization Setup

[Create & Manage Student Preferences](#)

[Enter Work History](#)

This will take you to you the following screen:

### Enter Work History

The screenshot shows the 'Enter Work History' form. It has two columns of lists. The left column has a header 'Chain:' and a list containing 'CVS', 'KMart', 'RiteAid', 'ShopKo', and 'Target'. Below this is a header 'Other Locations:' and a list containing 'ABC Hospital', 'Local Discount Pharmacy', 'Independent Retail # 1', 'Independent Retail # 2', and 'Industrial Pharma Labs'. The right column has a header 'Selected Chains:' and an empty list. Below this is a header 'Selected Other Locations:' and an empty list. Between the two columns are green '+' and red '-' buttons. At the bottom left is a green 'Save' button.

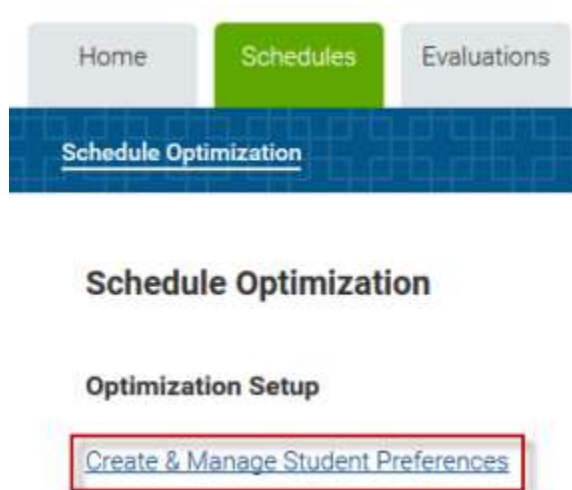
1. If you worked for a chain, we do not need to know the exact location or store number. Simply select the name of the chain and click the Add button.
2. If you worked for individual or institutional pharmacies, select them from the other locations list and click Add.

3. Once you have made your selections, click Save.

This screen will continue to be available to you so that you can add to it, as needed.

## How do I input my preferences?

Click on the **Schedules** button, then **Schedule Optimization**, and then **Create & Manage Student Preferences**:



This will take you to a landing page with text your academic program has included for your information.

At the bottom of the page are two links:

- [Click here to search for availability online](#) will generate a browser window where you can search availability.
- [Click here to download availability as a spreadsheet](#) will download an Excel spreadsheet to your computer of the same availability.

Click the **Next** button to enter the preference screens.

## The Preference Screens

Required Course/Rotations

Course/Rotation: APPE Community

Preference	Time Frame <sup>1</sup>	Zone <sup>2</sup>	Site <sup>3</sup>	Preceptor <sup>4</sup>	<sup>5</sup> Clear <sup>5</sup> Delete	<sup>7</sup> Preference Count
1	APPE 16-17 Block 1 (05/18/2014)	Minneapolis	Greens Pharmacy 10210	Testpreceptor, Michael	<a href="#">Clear</a> <a href="#">Delete</a>	1
2	Any Time Frame	St. Paul	Aurora Medical Center	Any Preceptor	<a href="#">Clear</a> <a href="#">Delete</a>	8
3	Any Time Frame	Any Zone	Any Site	Any Preceptor	<a href="#">Clear</a> <a href="#">Delete</a>	
4	Any Time Frame	Any Zone	Any Site	Any Preceptor	<a href="#">Clear</a> <a href="#">Delete</a>	
5	Any Time Frame	Any Zone	Any Site	Any Preceptor	<a href="#">Clear</a> <a href="#">Delete</a>	
6	Any Time Frame	Any Zone	Any Site	Any Preceptor	<a href="#">Clear</a> <a href="#">Delete</a>	
7	Any Time Frame	Any Zone	Any Site	Any Preceptor	<a href="#">Clear</a> <a href="#">Delete</a>	
8	Any Time Frame	Any Zone	Any Site	Any Preceptor	<a href="#">Clear</a> <a href="#">Delete</a>	
9	Any Time Frame	Any Zone	Any Site	Any Preceptor	<a href="#">Clear</a> <a href="#">Delete</a>	
10	Any Time Frame	Any Zone	Any Site	Any Preceptor	<a href="#">Clear</a> <a href="#">Delete</a>	

Entered Preferences: 9  
Required: 0

Next (APPE Electives) -->

Rank your selections in the order of your preference. In the example above, the student would like to receive an Assignment in Block 1 at Greens Pharmacy 10210 more than an assignment in Block 2 at Arrowhead Pharmacy.

For each row:

1. Choose the Time Frame you would like to preference. You can leave this at **Any Time Frame** to indicate that you do not have a time frame preference.
2. Choose a Zone to filter the following list of sites or preceptors. Only Zones where availability exists for the selected course will display. You can leave this at **Any Zone** to indicate you do not have a Zone preference.
3. Choose which site you would like to take this course at. The site list will populate with only those sites that have availability for this course (in the example above, **APPE Community**). You can leave this at **Any Site** to indicate that you do not have a site preference.
4. Select the preceptor with whom you wish to be placed. Note that only educators who have availability at the selected site and/or time frame will be displayed. You can select **Any Preceptor** to indicate you have no preference as to who instructs the course.
5. You can blank out a row you have entered by using the **Clear** button. The **Delete** button will remove a preference row and move every row beneath it up by one rank.



6. You can reorder the rank of your selections by choosing the rank you prefer by selecting a number in the dropdown menus in the **Preference** column at the far left.
7. The column at the far right, **Preference Count**, shows how many unique options are included in a preference row.

In the example above, the student has entered the *Block 1* time frame at *Greens Pharmacy 10210* with *Michael Testpreceptor*.

This preference row indicates only one unique option: one time frame at one site with one preceptor. ( $1 \times 1 \times 1 = 1$ )

In the second preference row, the student has selected only the *St. Paul Zone* and *Arrowhead Pharmacy* as their preferred site without indicating a preferred time frame or a preferred educator.

The second preference row indicates eight unique options, as there are eight time frames available to select and only one preceptor at *Arrowhead Pharmacy*.  
( $8 \times 1 \times 1 \times 1 = 8$ )

**The Preference Count column is NOT an indication of how many spaces are available—only the number of unique options in the preference row.**

8. The bottom right-hand corner shows you the total of unique options in the preference rows you have entered as well as the number of unique options required before you can proceed to the next screen.
9. Once you have selected all of your preferences for this course, hit the **Next** button at the bottom of the screen to save them and go to the next course. The preferences you have entered are saved once you hit the **Next** button.

(If you have not chosen the minimum number of preferences, a popup screen will redirect you back to the selection screen.)

After you have entered preferences for each of your required courses, the preference screens for course groups will appear. These are exactly the same as the screens for required courses except that you need to select which course

you are preferencing before you can select anything from the other columns.


APPE Electives						
	Course/Rotation	Time Frame	Site	Preceptor		Preference Count
Preference 1	APPE Community Elective	APPE 16-17 Block 3 (07/27/201	Any Site	Any Preceptor	<a href="#">Clear</a> <a href="#">Delete</a>	8
Preference 2	APPE Drug Information Elective	Any Time Frame	Allina Health Pharmacy	Any Preceptor	<a href="#">Clear</a> <a href="#">Delete</a>	5
Preference 3	APPE Health Sys Practice Electi	Any Time Frame	Aurora Medical Center	Villarreal, Alyssa	<a href="#">Clear</a> <a href="#">Delete</a>	9
Preference 4	Select a Course/Rotation	Select a Course/Rotation	Select a Course/Rotation	Select a Course/Rotation	<a href="#">Clear</a> <a href="#">Delete</a>	
Preference 5	Select a Course/Rotation	Select a Course/Rotation	Select a Course/Rotation	Select a Course/Rotation	<a href="#">Clear</a> <a href="#">Delete</a>	

**Enter in as many preferences as you would like. Do not preference a course you do not wish to take. Note you will be assigned to the required courses whether or not you preference them.**

## Course/Rotation Repetition

Some courses/rotations can be taken multiple times. If you have selected a single course/rotation more than once you will be asked to confirm whether your intention was to take a single course twice or whether you were indicating an alternative preference for the same course.

If you would like to take any of the Courses/Rotations for more than the required number of courses/rotations, enter the number of courses/rotations you would prefer for each Course/Rotation in the grid provided.

Courses/Rotations	Required Credits	Allowed Credits	Preferred Credits
APPE Institutional	1	2	1 

The term “credits” means the number of times you would like to take the course, and **not** the number of academic credits the course is worth.

## Comments

You can input comments to help explain your preference requests or any special circumstances that may affect your schedule.

## Reviewing Preferences

Once you have input your preferences, you can click **Save Preferences** at the bottom of the page. This will take you to Preference Review page. On this page you can review the preferences you input.

### Student Preferences

Congratulations. You have finished entering preferences. Your choices are summarized below. You may print a copy of this information for your records. While preferences are open, you may come back to these screens to make further adjustments to your preferences. Once preferences are closed, you will not have access to this information.

## **Preference Strategy Notes**

Unlike a sequential lottery system, EVOS includes student preferences, curriculum requirements, and course availability (which courses are available, when they are available, and how many students can take a specific course at one time) simultaneously.

For any schedule, there are usually many configurations that meet all of the curriculum and availability requirements, but only a few configurations that provide students with as many of their preferences as possible.

Below are some hints that might be useful when entering preferences. Keep in mind that your academic program has some control over what is available on the preference screens and not everything discussed below will have relevance to your situation.

### **Specific vs. Vague Preferences**

In general, the preference screens should be viewed in a top-down, left to right manner. Preferences with the most importance are entered first in the fields at the top of the screen. Preference options are filtered from left to right when an option is chosen.

For example, if an elective course is chosen, the timeframe list will be refreshed with a list of timeframes during which the course is offered. Choosing a specific timeframe will filter the list of sites at which the course is offered during the timeframe chosen, and so on.

A student can be as specific as he/she would like. It is usually a good practice to be specific with the first few preferences and less specific with preferences further down the list. This allows the optimizer to provide specific assignments if possible, but still provide something desirable if the specific assignments cannot be achieved.

**Example A:**

<b>Preference</b>	<b>Course</b>	<b>Timeframe</b>	<b>Site</b>	<b>Educator</b>
1	Oncology Elective	Block 1	General Hosp	Frank Simek
2	Oncology Elective	Any Timeframe	Any Site	Any Educator

In Example A, the first preference is very specific and may be more difficult to assign.

The second preference would tell the optimizer to try to give the student Oncology but would not specify when or where or with whom. This preference would give the optimizer more flexibility in providing this course to the student if preference 1 is not possible to assign.

**Number of preferences**

Technically, preferences are not required in order to produce a schedule. However, the usual result of not entering preferences is that the “left overs” are assigned to students who have not provided preferences. Also, it is a good idea to provide the optimizer with enough options so that alternatives can be found. Another way to look at this concept is to remember that it is far less likely to assign something that you truly do not want if there are enough acceptable alternatives provided.

## Entering preferences for the same course/rotation more than once

It is possible to enter more than one preference for the same course.

### Example B

Preference	Course	Timeframe	Site	Educator
1	Oncology Elective	Block 1	General Hospital	Frank Simek
2	Oncology Elective	Block 2	Mercy Hospital	Any Educator

In example B, the Oncology Elective is preferenced twice.

This could have two meanings:

1. If I don't get my first preference, use my second but only assign one oncology elective
2. I want to take the oncology elective twice.

In order to provide clarity, there is a field called Preferred Courses/Rotations on the review screen where you can indicate the number of times you want to take the course.