



Initiate an Ad hoc Evaluation – FOCuS Forms

Initiating an Ad hoc Evaluation allows you to complete the following tool from the Ad hoc drop down:

- **FOCuS Forms**

- When a 3rd Year or 4th Year Student submits a completed “FOCuS Form” from the Ad hoc drop down:
 - the uploaded image associated with the selected FOCuS Form will be available for the Administration to confirm submission.

1. From the Home page the **Initiate Ad hoc Evaluation** tool is located under the **Tasks** section as shown in the red outlined box below:

The screenshot shows the E*Value Home page with a navigation bar (Home, Evaluations, Time Tracking, Reports) and a sub-menu (Home Page, Other Tasks). The main content area is titled 'Welcome to E*Value' and contains several sections:

- My Information:** A profile card showing user details like email (irezende@bu.edu), rank (MS4), and role (Student).
- Urgent Tasks:** A section with a red warning icon and a link for 'Complete Pending Evaluations (1)'.
- Tasks:** A section containing a link for 'Log Time' and a red-outlined button for 'Initiate Ad hoc Evaluations'.
- Appropriate Treatment in Medicine Initiative:** A new link with a '(New)' tag and a brief description.
- Institutional Learning Objectives:** Another new link with a '(New)' tag.
- E*Value Help Desk & Concern Reporting:** A new link with a '(New)' tag and a description of its purpose.
- Personal Calendar:** A calendar view for the week of May 27 to June 2, with a 'View myCalendar' button below it.

2. After clicking the Initiate Ad hoc Evaluation tool, you will be brought to the “Initiate Ad hoc Evaluations” page:

Initiate Ad hoc Evaluations

Select an evaluation type: FOCuS Form - Case Presentation ▼
Who would you like to evaluate? Balboni - TEST, Rocky ▼
Rotation: Medicine 1 Clerkship ▼
Site: Boston Medical Center ▼ 
Time Frame: 2018-2019: Block A: (05/29/2018 - 07/22/2) ▼  [Sort By Name](#)



[Next →](#)

Step 1: For “*Select an evaluation type:*” drop down, Select the appropriate FOCuS Form

Step 2: For “*Who would you like to evaluate?*” drop down, Select yourself from drop down

Step 3: For “*Rotation:*” drop down, Select the appropriate Rotation (Clerkship, Sub-I or Subspecialty)

Step 4: For “*Site:*” drop down, Select the appropriate Site

Step 5: For “*Time Frame:*” drop down, Select the appropriate Time Frame/Block Dates.

Step 6: Click “Next”



Selecting the Wrong Rotation, Site or Time Frame can lead to issues with Grading.
Please be very careful to make the appropriate and correct selection, as many options can appear in the drop down. DO NOT GUESS! Check with the Clinical Rotation Coordinator if you are unsure.

3. After clicking the “Next” button, you will be prompted to upload an image:

Upload document here: (Question 1 of 1 - Mandatory)



If you are satisfied with the evaluation, click the **Submit** button. Once submitted, you will no longer be able to make changes to this evaluation.

Save For Later Submit

Step 1: Click the following icon:



Step 2: After clicking the icon, the below pop-up will appear:

Upload Documents

Destination Document Collection:

Document Question Type ▾

File:

Choose File No file chosen

Upload Cancel

Step 3: After clicking the “Choose File” button as shown above, you will be prompted to select the image/file of the FOCuS Form on your mobile device or laptop.

Step 4: Once the image/file is selected, clicking the “Upload” button shown below:

Upload Documents

Destination Document Collection:

Document Question Type ▾

File:

Choose File FOCuS Form_...ucation.JPG

Upload Cancel

Step 5: After uploading the appropriate image/file of the FOCuS Form, click **Submit** to complete the upload.

Upload document here: (Question 1 of 1 - Mandatory)

74274813_3052383_FOCuS_Form_Patient_Education.JPG

If you are satisfied with the evaluation, click the **Submit** button. Once submitted, you will no longer be able to make changes to this evaluation.

Save For Later Submit

Any questions/concerns related to E*Value can be directed to the [E*Value Help Desk](#)