

1. From the Home page of the appropriate Program, 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 the following elements:

- Navigation Tabs:** Home (highlighted in green), Evaluations, Time Tracking, Reports.
- Page Header:** Home Page | Other Tasks
- Welcome to E*Value**
- My Information Panel:** Contains user details for irezende@bu.edu, rank MS4, and role Student.
- Urgent Tasks Panel:** Shows 'Complete Pending Evaluations (1)'.
- Tasks Panel:** Lists 'Log Time' and 'Initiate Ad hoc Evaluations' (highlighted with a red box).
- Appropriate Treatment in Medicine Initiative (New):** A link to learn more about reporting procedures.
- Institutional Learning Objectives (New):** A link to learn more.
- E*Value Help Desk & Concern Reporting (New):** A link for reporting access issues.
- Personal Calendar:** A calendar view for May 27 to Jun 2 with a 'View myCalendar' button.

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: 3rd Year - Who did you work with? ▼

Who would you like to evaluate? {Not Applicable} ▼

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 Who did you work with?

Step 2: The next drop down is automatically populated as {Not Applicable}

Step 3: For “*Rotation:*” drop down, Select the appropriate 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 brought to the “Who did you work with?” page:

BOSTON UNIVERSITY SCHOOL OF MEDICINE

3rd Year - Who Did You Work With?

Please select the Clinical Preceptor(s) with whom you have worked. (Question 1 of 2)

Abalos, Kathleen (Corrine) Abdallah, Bassima Abhayankar, Anita Absalom, Denese Acharya, Lopa	<input type="button" value="Add ->"/> <input type="button" value="<- Remove"/>	
--	---	--

Please select the Resident Educator(s) with whom you have worked. (Question 2 of 2)

Abdo, Tony Abdurrahman, Najla Abeles, Ilana Acevedo, Jose Acevedo Diaz, Elia	<input type="button" value="Add ->"/> <input type="button" value="<- Remove"/>	
--	---	--

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.

Step 1: Select the Educator(s) worked with from the listings that appear and click **Add**

- **Clinical Preceptors** include a listing of available Attendings/Faculty
- **Resident Educators** include a listing of available Resident Educators/Interns
- **Clerkship/Sub-I Directors** are not included on either list as these evaluations will generate automatically 5 days before the end of the block

If you cannot find an Educator in either listing, please submit a [Preceptor Profile Addition Request](#) to the [E*Value Help Desk](#) as shown below:



Step 2: After selecting the appropriate Educator(s), click **Submit** and evaluations will generate appropriately. Pending evaluation(s) will be sent to (either or both) the associated Students and Educators.

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