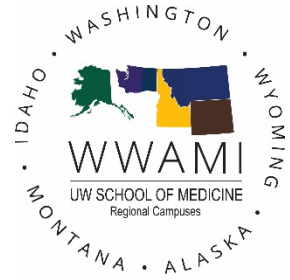


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## eValue Training Guide How to Submit Evals Assigned To Me

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# How to Submit Evals Assigned To Me

*This document is used to aid you in how to find and submit any pending evaluation(s) assigned to you..*

If you are assigned an evaluation to complete, you will receive an email notification indicating an evaluation has been generated and will need to be filled out and submitted.

## Example of email received:

Dear Donna2 Test Student,

This is an automated notice informing you that you have been scheduled to do evaluations for the activity PCP - Primary Care Practicum during PCP Test Timeframe.

PLEASE DO NOT FORWARD THIS EMAIL AS IT HAS AN AUTO LOGIN LINK INCLUDED!

This reminder may be received prior to the activity's completion, and is intended to facilitate your evaluation and feedback process. The information you provide through evaluations is considered highly valuable to the program. Your participation is greatly appreciated.

You may complete your evaluations by logging in to the E\*Value Evaluation System at the following Web site. If the URL wraps due to your email client, you will need to copy both parts to your Web browser before continuing:

<https://e-value.net/?a=1B48B55F5A6FA6163EEDA10353A8441C>

Or you can login with your UW NetID at: <https://www.e-value.net/?s=UWash>

If you are prompted to select a program, please select .Foundations.

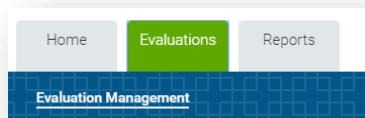
If you have no UW NetID you should have received an email with your E\*Value username and password which you can use to login at: [www.e-value.net](http://www.e-value.net).  
If you have forgotten your E\*Value username or password you can click on the "Forgot Your Password?" link in and follow the instructions using the email address to which this notice was sent.

If you have any other questions about your evaluations, login name and/or password, please contact:

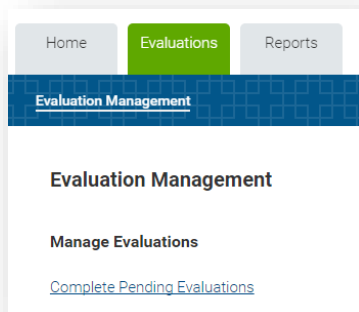
MD Student Database Administrator  
mdsdb@uw.edu  
.Foundations  
University of Washington

Click on the **link provided in the email**. This will take you automatically to the evaluation that will need to be completed. *If a link is not provided or does not work, you can log directly into eValue. Once you have logged in, follow the steps below.*

**Step 1:** Click on the **Evaluations** tab.



**Step 2:** Select the **Complete Pending Evaluations** menu.



You will then see a grid of evaluation data showing the evaluation(s) that need to be submitted.

### Complete Pending Evaluations

Course:		PCP - Primary Care Practicum		Site:		Foundations Site - UW	
Period:		Test Timeframe		Time Frame:		09/01/2019 through 09/19/2019	
Edit/Status	Suspend	Evaluation Type(s)	Subject	Request Date	View Image	View Printable Evaluation	Last Evaluator Update
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	Who Did You Work With - PCP Term 3	PCP - Primary Care Practicum	09/19/2019	Not available	<a href="#">View/Print</a>	
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	Medical Student of PCP Faculty	Donna Test-Educator	09/19/2019	Not available	<a href="#">View/Print</a>	

**Step 3:** To complete the evaluation click on the **Edit Evaluation** link. This will open the evaluation to be completed.

**Step 4:** Once you are finished filling out the evaluation, click the **Submit** button at the bottom of the evaluation. *If you are not ready to submit the evaluation, click the Save for Later button to finish at another time, keeping your existing answers.*

Save For Later

Submit

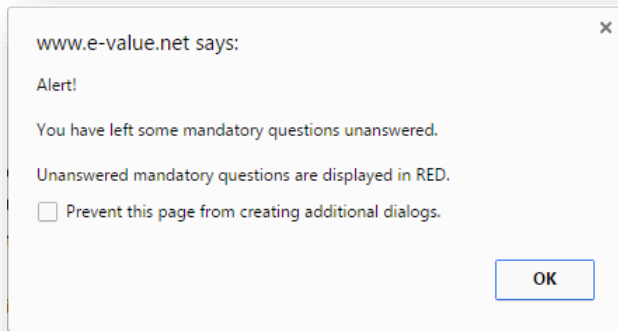
### WHEN TO

**SAVE FOR LATER:** If you are unable to complete or need to review your answers to an evaluation that has been assigned to you before you submit. Clicking on the Save for Later button will save the answers that you have entered into the evaluation so that you can go back and submit at a later date.

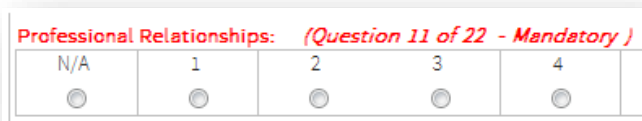
**SUSPEND:** If the evaluation that has been assigned to you does not apply to you, i.e. incorrect educator/student assigned, you can elect to suspend the evaluation. This alerts the administrator that you have suspended the evaluation. The administrator can then look into either reassigning the evaluation back to you or removing it from your queue. To suspend, click the Suspend link found in the top area of the evaluation, provide a reason for the suspension of the evaluation, and click the Suspend Evaluation button.

**NOTE:** If you are submitted a Who Did You Work With (WDYWW) evaluation and the person you worked with is not listed, click Suspend or Save for Later. Then contact the course administrator to inform them of the missing user. The administrator will work to add the user to the list and notify you when you can re-access the evaluation.

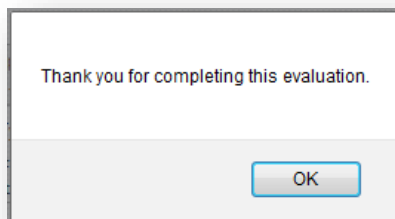
- If you submit and there are **mandatory questions not completed**, a pop-up message will alert you




- Any **missed questions** will be highlighted in red:



- Fill in the missing answer(s) and click the Submit button. A **message will appear** indicating that you have completed the evaluation:



You can click on the **Print** icon (  ) in the upper right hand corner of the evaluation to print a copy.