

eValue Optimization Scheduling

Instructions for Student Preferences

The eValue Optimization Scheduling tool (**EVOS**) will be used to create your Patient Care schedules.

Background

The goal of EVOS 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, every student is treated equally, and every student's preferences are taken into account.

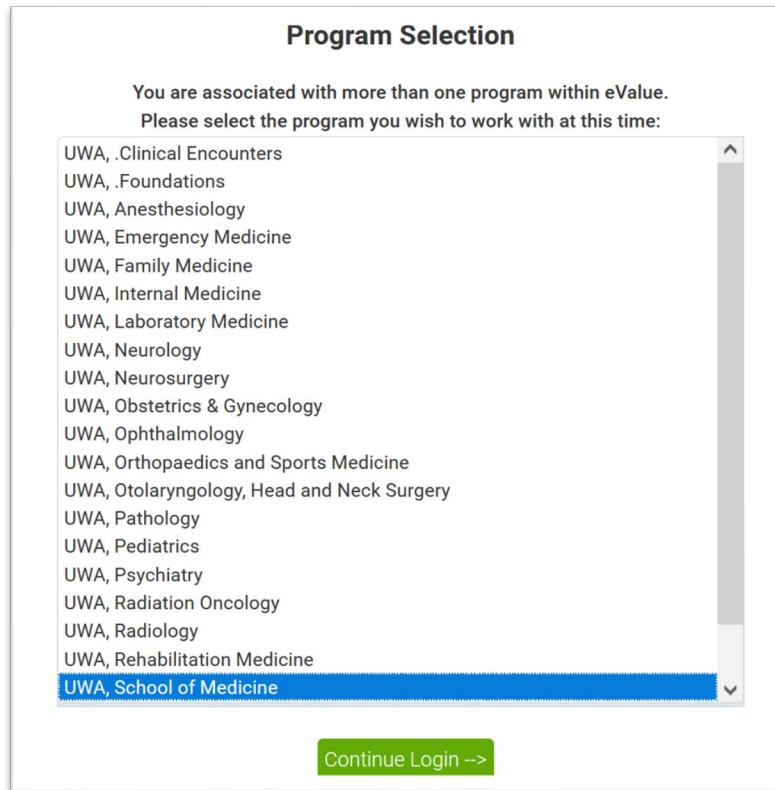
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Login to eValue

Go to the School of Medicine eValue Launch Page (<https://education.uwmedicine.org/technology/e-value-portal/>) and follow the instructions to login with your NetID and Password.

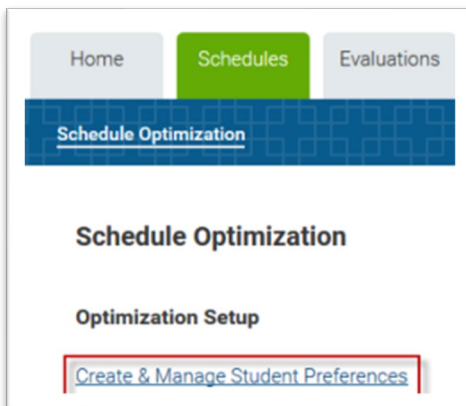
Select the **UWA, School of Medicine** program and click Continue Login.



The screenshot shows a web interface titled "Program Selection". Below the title, it states: "You are associated with more than one program within eValue. Please select the program you wish to work with at this time:". A scrollable list of programs is displayed, with "UWA, School of Medicine" selected and highlighted in blue. The list includes: UWA, .Clinical Encounters, UWA, .Foundations, UWA, Anesthesiology, UWA, Emergency Medicine, UWA, Family Medicine, UWA, Internal Medicine, UWA, Laboratory Medicine, UWA, Neurology, UWA, Neurosurgery, UWA, Obstetrics & Gynecology, UWA, Ophthalmology, UWA, Orthopaedics and Sports Medicine, UWA, Otolaryngology, Head and Neck Surgery, UWA, Pathology, UWA, Pediatrics, UWA, Psychiatry, UWA, Radiation Oncology, UWA, Radiology, UWA, Rehabilitation Medicine, and UWA, School of Medicine. At the bottom of the list is a green button labeled "Continue Login -->".

Input Preferences

Go to the Schedules tab, then click on **Create & Manage Student Preferences**.



The screenshot shows a web interface with three tabs: "Home", "Schedules", and "Evaluations". The "Schedules" tab is active and highlighted in green. Below the tabs, there is a blue header bar with the text "Schedule Optimization". Underneath this, the text "Schedule Optimization" is repeated. Below that, the text "Optimization Setup" is displayed. At the bottom, there is a link labeled "Create & Manage Student Preferences" which is highlighted with a red rectangular box.

This will take you to the preferences landing page. Click the **Next** button to enter the preferences screens.

The Preference Screens

Below is an example of a completed preference screen.

Patient Care ALL					
	Course	TimeFrame	Zone	Site	
Preference 1	FAMED - Family Medicine Clerks	Spring 6 wks: 03/27/23 - 05/05/	Alaska	Any Site	Clear Delete
Preference 2	FAMED - Family Medicine Clerks	Any TimeFrame	Alaska	Any Site	Clear Delete
Preference 3	FAMED - Family Medicine Clerks	Spring 6 wks: 03/27/23 - 05/05/	Any Zone	Any Site	Clear Delete
Preference 4	Elective Time Off	Spring 6 wks: 05/08/23 - 06/16/	Any Zone	Select a Course	Clear Delete
Preference 5	MEDRCK - Internal Medicine Cler	Summer 12 wks: 06/26/23 - 09/	Idaho	Boise VA Medical Center - Boise,	Clear Delete
Preference 6	MEDRCK - Internal Medicine Cler	Summer 12 wks: 06/26/23 - 09/	Idaho	Any Site	Clear Delete
Preference 7	MEDRCK - Internal Medicine Cler	Summer 12 wks: 06/26/23 - 09/	Eastern Washington	Any Site	Clear Delete
Preference 8	MEDRCK - Internal Medicine Cler	Summer 12 wks: 06/26/23 - 09/	Any Zone	Any Site	Clear Delete
Preference 9	OB GYN - Obstetrics/Gynecology	Any TimeFrame	Seattle	Any Site	Clear Delete
Preference 10	PBSCI - Psychiatry Clerkship - Op	Any TimeFrame	Montana	Any Site	Clear Delete
Preference 11	PEDS - Pediatrics Clerkship - Opt	Any TimeFrame	Any Zone	Any Site	Clear Delete
Preference 12	SURG - Surgery Clerkship - Optim	Winter 6 wks: 01/01/24 - 02/09/	Wyoming	Any Site	Clear Delete
Preference 13	SURG - Surgery Clerkship - Optim	Any TimeFrame	Wyoming	Any Site	Clear Delete
Preference 14	Select a Course	Select a Course	Select a Course	Select a Course	Clear Delete
Preference 15	Select a Course	Select a Course	Select a Course	Select a Course	Clear Delete
Preference 16	Select a Course	Select a Course	Select a Course	Select a Course	Clear Delete
Preference 17	Select a Course	Select a Course	Select a Course	Select a Course	Clear Delete
Preference 18	Select a Course	Select a Course	Select a Course	Select a Course	Clear Delete
Preference 19	Select a Course	Select a Course	Select a Course	Select a Course	Clear Delete
Preference 20	Select a Course	Select a Course	Select a Course	Select a Course	Clear Delete

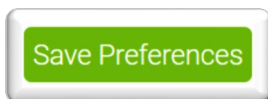
[Complete ->](#)

Rank your selections in the order of your preference. Preference 1 is your most preferred, preference 2 is your next most preferred, etc.

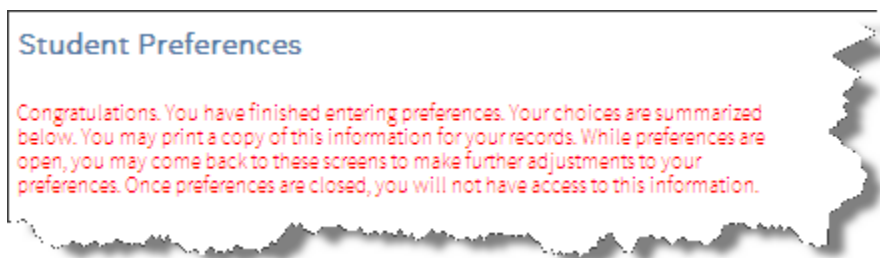
For each row:

1. Choose the Clerkship you would like to preference. You'll need to select which clerkship you are preferencing before you can select anything from the other columns. The timeframes and site list will populate with only those that have availability for this clerkship.
2. Choose the TimeFrame you would like to take this clerkship during. **You can leave this as Any TimeFrame to indicate that you do not have a time preference.**
3. Choose the regional Zone you would like to take this clerkship at. **You can leave this as Any Zone to indicate that you do not have a Site preference.**
4. Choose which Site you would like to take this clerkship at. **You can leave this as Any Site to indicate that you do not have a site preference.**
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. Enter in as many preferences as you would like. Note you will be assigned to the required courses whether or not you preference them.
7. Once you have selected all of your preferences click the **Complete** button at the bottom of the screen.

IMPORTANT!! To save your preferences you need to click the **Save Preferences** button.



This will take you to a page where you can review the preferences you input.



Take a screenshot to save this page.

Preference Strategy Notes

EVOS includes student preferences, curriculum requirements, and clerkship enrollment availability (how many students can take a specific clerkship at one time) simultaneously.

Below are some hints that might be useful when entering preferences.

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, when a clerkship is chosen, the timeframe list will be refreshed with a list of timeframes during which the clerkship 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 they would like. *It is usually a good practice to be specific with the first few preferences and less specific with the 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:

Preference	Course	TimeFrame	Zone	Site
1	Family Medicine	Spring A	Alaska	Any Site
2	Family Medicine	Spring A	Any Zone	Any Site

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 Family Medicine in Spring A but would not specify where. 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.