E*Value Preceptor’s Guide
version 2.0
Go to www.e-value.net and login with your User ID and Password.

The three main areas of focus for Preceptors are the Schedules, Evaluations and My Profile sections in E*Value.
My Profile
Click on Password Change to begin changing your login details.

Start by clicking on My Profile to access areas where you can change your login information and view a daily calendar with your rotation schedules pre-populated.
To change your User ID and Password type in whatever you would like for it to be and click Update for each one.
There is now a Calendar feature available in E*Value which will show your student schedules and you may also add any other events to your calendar.
Schedules
The Schedules tab will allow you to gain access to your schedule of student rotations.
Click on Rosters to pull up your schedule for the year.
The Schedule Report defaults to a 1 year time frame and that can be adjusted by changing the start and end dates. Click on Next to generate your schedule.
Your Schedule will be displayed similar to this

### Roster By Preceptor Schedule Report

**Time Period:** 06/01/2010 to 06/11/2012  
**Report Date:** 06/11/2012

#### Tester, Preceptor

<table>
<thead>
<tr>
<th>User Start Date</th>
<th>User End Date</th>
<th>Time Frame</th>
<th>Course/Rotation</th>
<th>Site</th>
<th>Student</th>
<th>Rank</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/2010</td>
<td>06/03/2010</td>
<td>Testing Time Frame 2010</td>
<td>APPE Eloc NFC Biotec Svcs</td>
<td>(Not Specified)</td>
<td>Tester, Student</td>
<td>P4</td>
<td>08/01 - 08/30</td>
</tr>
<tr>
<td>06/16/2010</td>
<td>09/24/2010</td>
<td>IPPE III - Fall 2010 Block 1</td>
<td>Evaluation Preview Activity</td>
<td>Allred's Pharmacy Inc. 214 W. Gallatin St Hazlehurst, MS 39033</td>
<td>Tester, Student</td>
<td>P4</td>
<td>08/16 - 09/24</td>
</tr>
<tr>
<td>12/06/2010</td>
<td>12/10/2010</td>
<td>IPPE I - Fall 2010 Week One</td>
<td>IPPE I Community</td>
<td>University of Mississippi School of Pharmacy University of MS MedCtr, 2500 N State Street Jackson, MS 39216</td>
<td>Tester, Student</td>
<td>P4</td>
<td>12/06 - 12/10</td>
</tr>
</tbody>
</table>

**JUNE 2012**

Click To View

Switch to classic view
Evaluations
Click on Evaluations in order to complete Pending Evaluations about students or to view Completed Evaluations.
Clicking Pending will generate a list of evaluations that need to be completed.

Once the list is produced, you can click Edit Evaluation to begin the evaluation.
Be sure to complete all items in the evaluation.

Click Submit to complete the evaluation once you are finished or click Save For Later to finish at a later time.
Preceptor Reports will allow you to view all evaluations that you have completed.

Click Submitted By Me to pull up a list of all your previously completed evaluations.
You can now go back through and review any evaluations that you have completed.