E*Value Preceptor’s Guide
Schedules
Click on Reports to begin the process to view your schedule of students.
Click on Schedule Report 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

<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 Dates</th>
<th>Requirement Status</th>
<th>Letter of Good Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01/2010</td>
<td>08/30/2010</td>
<td>Testing Time Frame</td>
<td>APPE Elec NPC Biotech Svcs</td>
<td>(Not Specified)</td>
<td>Student Tester</td>
<td>P1</td>
<td>08/01-08/30</td>
<td>NA</td>
</tr>
<tr>
<td>08/16/2010</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. Gallaton St Hazlehurst, MS 39083</td>
<td>Student Tester</td>
<td>P1</td>
<td>08/16-09/24</td>
<td>NA</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 Med Ctr, 2500 N. State Street</td>
<td>Student Tester</td>
<td>P1</td>
<td>12/06-12/10</td>
<td>NA</td>
</tr>
</tbody>
</table>
Evaluations
Click on Evaluations in order to complete Pending Evaluations. You can also click under Urgent Tasks.
Clicking Complete Pending Evaluations to 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.
Password Change
Click on Other Tasks to begin the process
Click on Change Password to begin changing your login details.
To change your User Name and Password type in whatever you would like for it to be and click Update.