

# E\*Value Preceptor's Guide

# Schedules

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Click on Reports to begin  
the process to view your  
schedule of students

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## Welcome to E\*Value

### My Information

If this or any other biographic information is incorrect or missing, you can [update this information](#).

**Email:** kharrell@umc.edu

**Rank:** Preceptor

**Roles:** Preceptor

### Urgent Tasks

[Complete Pending Evaluations](#) (1)

### Tasks

[Initiate Ad hoc Evaluations](#)

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All



### Conference Reports

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[Conferences Attendance Summary](#)

### Evaluation Preceptor Reports

[Completed Evaluations By Me](#)

[Preceptor Compliance Audit Log](#)

### Personal Records

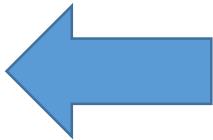
[Personal Records Crosstab](#)

[View User Personal Records Status](#)

### Scheduling Reports

[Schedule Crosstab](#)

[Schedule Report](#)



Click on Schedule Report to  
pull up your schedule for  
the year

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## Schedule Report

Filter Template: {Select a Template} 

Curriculum: {All Curricula} 

Start Date: 04/18/2017  End Date: 04/18/2018 

Show Participation Dates: ☐ No ☒ Yes

Show Sessions: ☐ No ☒ Yes 

Format Option: HTML 

Show User Photos: ☒ No ☐ Yes 

Save Template

Next -->

☐ Shifts Chronologi

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



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## Roster By Preceptor Schedule Report

**Time Period:** 04/01/2010 to 04/18/2018

**Report Date:** 04/18/2017

Your Schedule will be  
displayed similar to this



Letter of Good Standing not setup.

### Tester, Preceptor

User Start Date	User End Date	Time Frame	Course/Rotation	Site	Student	Rank	Dates	Requirement Status	Letter of Good Standing	Select
08/01/2010	08/30/2010	Testing Time Frame 2010	APPE Elec NPC Biotech Svcs	(Not Specified)	Student Tester	P1	08/01 - 08/30	NA	NA	
08/16/2010	09/24/2010	IPPE III - Fall 2010 Block 1	Evaluation Preview Activity	Allred's Pharmacy Inc. 214 W. Gallaton St Hazlehurst, MS 39083	Student Tester	P1	08/16 - 09/24	NA	NA	
12/06/2010	12/10/2010	IPPE I - Fall 2010 Week One	IPPE I Community	University of Mississippi School of Pharmacy University of MS Med Ctr, 2500 N. State Street	Student Tester	P1	12/06 - 12/10	NA	NA	

# Evaluations

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Evaluations

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Click on Evaluations in order to complete Pending Evaluations. You can also click under Urgent Tasks

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### Tasks

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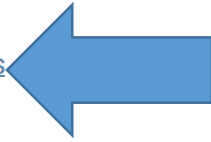
## Evaluation Management

### Evaluation Management

#### Manage Evaluations

[Complete Pending Evaluations](#)

[Initiate Ad hoc Evaluations](#)



Clicking Complete  
Pending  
Evaluations to  
generate a list of  
evaluations that  
need to be  
completed

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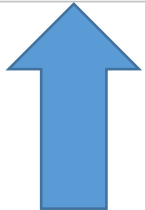
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## Complete Pending Evaluations

<b>Course/Rotation:</b> IPPE I Community		<b>Site:</b> University of Mississippi School of Pharmacy				
<b>Period:</b> IPPE I - Fall 2010 Week One		<b>Time Frame:</b> 12/06/2010 through 12/10/2010				
Edit/Status	Suspend	Evaluation Type(s)	Subject	Request Date	View Image	View Printable Evaluation
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	IPPE Preceptor Evaluation of Student	Student Tester	01/14/2011	Not available	<a href="#">View/Print</a>



Once the list is produced  
you can click Edit  
Evaluation to begin the  
evaluation

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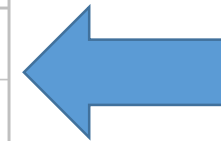
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(Question 1 of 4 - Mandatory)

Professional Education Abilities	Satisfactory	Needs Improvement	Unsatisfactory	N/A
1a. Collect and organize patient data, medical records, interviews, and psychomotor evaluations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1c. Apply knowledge of medical terminology and abbreviations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4b. Appropriately manage safe, accurate and time-sensitive medication distribution	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4f. Practice in accordance with state and federal regulations and statutes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5a. Employ communication styles and techniques appropriate to the audience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5b. Work effectively within a multidisciplinary/interdisciplinary environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7a. Display empathy in patient interactions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Be sure to complete all items in the evaluation

(Question 2 of 4 - Mandatory)

Personal Qualities of the Student	Satisfactory	Needs	Unsatisfactory
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Currently Evaluating: Student Tester

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The student demonstrates good punctuality and attendance.



**Final Evaluation:** (Question 3 of 4 - Mandatory)

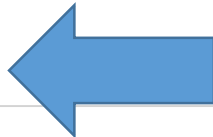
Pass	Fail
<input checked="" type="radio"/>	<input type="radio"/>

**Preceptor Comments:** (Question 4 of 4)

If you are satisfied with the evaluation, click the **Submit**

Save For Later

Submit



Click Submit to complete  
the evaluation once you  
are finished or click Save  
For Later to finish at a  
later time

able to make changes to this evaluation.

Currently Evaluating: Student Tester

Password Change

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Other Tasks

Click on Other Tasks to  
begin the process

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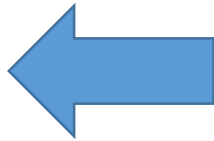
Other Tasks

## Other Tasks

### Tasks

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[Search Documents](#)



Click on Change Password  
to begin changing your  
login details

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## Change User Name Or Password

You may use this screen to change your User Name and/or Password. Based on program-specific security, you may be prevented from re-using previous passwords for a set length of time.

### Password Requirements

At a minimum, your password must:

- Include at least 6 characters, but no more than 20
- Include at least 2 of the following character-types: lower-case alpha, upper-case alpha, numeric, special characters

Please note, program-specific security may require more stringent password requirements than those listed above. These requirements will be enforced upon submission.

**New User Name:**

PTester255

**Confirm User Name:**

**New Password:**

**Confirm Password:**

Update User Name And/Or Password

To change your User  
Name and Password type  
in whatever you would  
like for it to be and click  
Update

