

# *Welcome to Using Professional Folders*

## *Content for Faculty Users*

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# *About Professional Folders*

**What is Professional Folders?** Professional Folders is your personal portfolio in E\*Value. It acts like a virtual file cabinet that stores information about you.

**What can Professional Folders do for me?** Professional Folders is a tool that you can use to document academic, personal, and community service achievements. The goal is to build your portfolio over time. You may add to Professional Folders whenever you want to ... the volume of information that can be stored there is unlimited.

# *Suggested uses for Professional Folders*

## **Professional Folders can be used to ...**

- capture academic & other professional achievements
- support the faculty evaluation process
- support an application for promotion & tenure

**Are all faculty portfolios the same?** *YES.* All faculty will use the same portfolio framework.

**Who controls the content of Professional Folders?** *YOU DO!*

Each user (called a Professional Folders Owner) controls the information that's entered into their own portfolio, so each faculty member can choose what to enter and when to enter it.

# *Is Professional Folders easy to use?*

**Yes ... you don't have to be a tech wizard to use Professional**

**Folders.** Do you know how to attach a document to an e-mail, type or edit text, copy & paste text, use a drop down list, or select a date using a calendar icon?

If the answer is **YES**, then you have all the skills you need to use Professional Folders.

# *Professional Folders folders*

**Professional Folders contains a list of folders organized by topic.** Users enter data by first selecting a folder to work in. The folder list below appears in the current faculty portfolio. More folders can be added in the future ...

Qualifications

Curriculum vitae

Professional memberships

Councils & Committees

Awards & Honors

Publications

Presentations

Community Service

Professional Growth (opt)

# *Professional Folders tables*

**Professional Folders folders include tables where you actually enter data.** All folders contain at least one table, but some folders contain several tables.

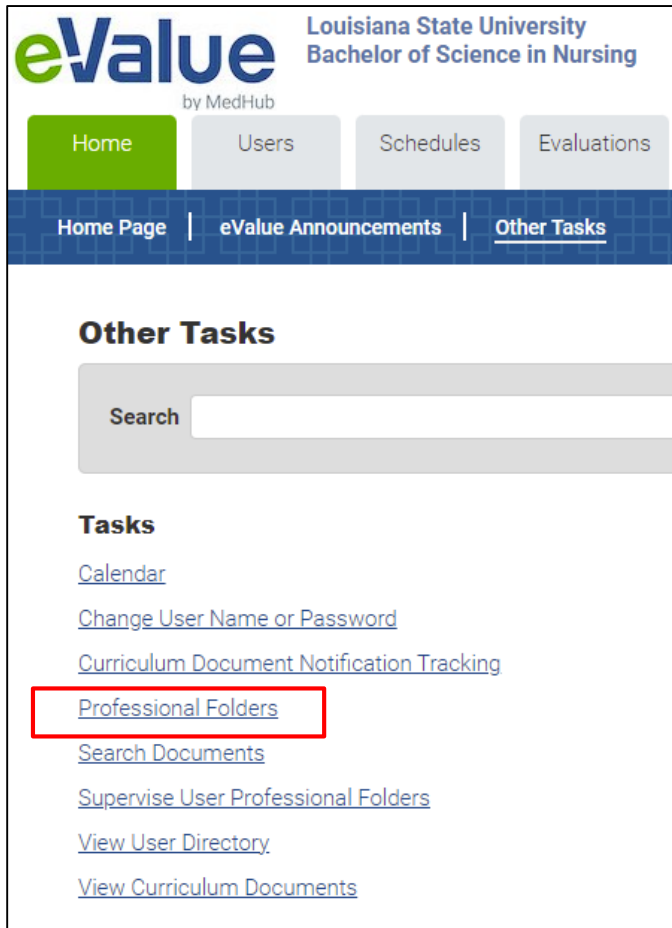
- Each table contains **fields** that allow you to enter different types of data.
- Some fields are for **text** entry while others allow you to **attach a document or picture**. Other fields provide you with a **drop down list** of choices or a **calendar icon** to select a date.

# About pop-ups

E\*Values uses a lot of pop-ups, so you must turn off your browser's pop-up blocker in order to view pop-up windows or complete tasks.

**How do I turn off my pop-up blocker?** It's really very easy. Simple instructions for turning off your pop-up blocker are provided for users of [Internet Explorer](#), [Google Chrome](#), [Microsoft Edge](#), [Safari](#), and [Mozilla Firefox](#) by selecting their browser from this list.

# Opening Professional Folders



**eValue** Louisiana State University  
Bachelor of Science in Nursing  
by MedHub

Home Users Schedules Evaluations

Home Page | eValue Announcements | Other Tasks

**Other Tasks**

Search

**Tasks**

- [Calendar](#)
- [Change User Name or Password](#)
- [Curriculum Document Notification Tracking](#)
- [Professional Folders](#)
- [Search Documents](#)
- [Supervise User Professional Folders](#)
- [View User Directory](#)
- [View Curriculum Documents](#)

- Click the **Home** tab that appears in a row near the top of your E\*Value Home Page.
- Click the **Other Tasks** menu item.
- From the View box, click the **Professional Folders** link to open your portfolio.



# Professional Folders Home Page

When you open **Professional Folders**, you'll see a Home Page that displays a welcome message, basic instructions for use, and the folder list. Click on a **folder** name to open it.

The screenshot shows the eValue by MedHub interface. On the left is a 'Folder list' containing: Qualifications, Curriculum Vitae, Professional Memberships, Councils & Committees, Awards & Honors, Publications, Presentations, Community Service, Professional Growth (opt), and Professional Folder Tools. The main content area is titled 'Faculty Portfolio NEW (rev 2018)' and includes a welcome message, instructions on getting started, adding new rows, updating table rows, deleting table rows, and a note about row placement. A red bracket on the right groups the welcome message and instructions. A yellow box on the left points to the folder list. A yellow box on the right contains a note about the image being cropped.

**Folder list**

**Professional Folders welcome message and basic instructions for use.**

Note: This image was cropped.

# Edit Mode

Professional Folders automatically opens in **Edit Mode**, and **gear icons** that control user actions will be visible. Gear icons will allow you to add, edit, and delete data from any folder. If you want to view Professional Folders without the gear icons, click **Preview Professional Folders**.

The screenshot shows the eValue Faculty Portfolio interface. At the top left is the eValue logo with 'by MedHub' underneath. Below the logo is a large empty box for a profile picture. To the right of the profile picture is a vertical sidebar with a 'Show / Hide' button. Below the profile picture is a blue bar with the text 'Mr. Richard Smith - Faculty'. Below that is a yellow bar with 'Faculty Portfolio NEW (rev 2018)' and a '+/-' button. Below the yellow bar is a list of folders: Qualifications, Curriculum Vitae, Professional Memberships, Councils & Committees, Awards & Honors, Publications, Presentations, Community Service, Professional Growth (opt), and Professional Folder Tools. Below the list is a '+/-' button. At the bottom left are links for 'Close All', 'Open All', and 'Return To E\*Value'. On the right side, the title 'Faculty Portfolio NEW (rev 2018)' is followed by a gear icon and a red arrow pointing to it with the text 'gear icon'. Below the title is a welcome message: 'Welcome to your E\*Value Portfolio. Your e-portfolio is a virtual file cabinet simply by adding and updating information in each folder. You may skip for enter.' Below that is a 'Getting started' section: 'Select a folder from the list at left, and click to open it (an along with one or more tables that you can use to enter information about does.' Below that is an 'Adding a new row to a table' section: 'Click the gear icon at the far right end of the open so you can enter new data. When you're finished, click Save Table Row'. Below that is an 'Updating a table row' section: 'Click the gear icon at the far right end of the row you will open so you can make changes. When you're finished, click Save Table Row'. Below that is a 'Deleting a table row' section: 'Click the gear icon at the far right end of the row you deleted. Caution: Deleted rows & documents cannot be recovered.' Below that is an 'FYI ...' section: 'Use the Row Placement field near the bottom of the edit window to'.

# A closer look at gear icons

Gear icons control basic user actions: **adding**, **updating**, and **deleting** a row. When you mouse over a gear icon, these actions will be visible as hyperlinks with an icon like those shown below. Select the action you want to take.

**eValue**  
by MedHub

**Councils & Committees**

Use this folder to describe your participation on councils, committees, and task force groups.

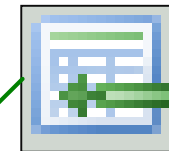
Add a new row for each council, committee, or group. Enter dates to show the year when you joined (most recent member year).

Add a new row for each role you've assumed. For example, use one row to show years when you were committee Chair.

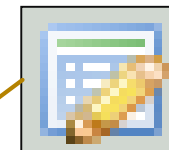
Row Nbr	Cmte or Group name	My role	Initial member year	Most recent member year	Comments
0					

Row Nbr	Cmte name	My role	Initial member year	Most recent member year	Comments
0					

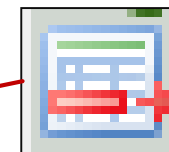
Row Nbr	Council or Cmte name	My role	Initial member year	Most recent member year	Comments
0					



Add Table Row



Update Table Row



Delete Table Row

# Opening a folder... an example using the Councils & Committees folder

Click a folder name to open it. The folder window will display basic instructions for use followed by one or more tables that you'll use to enter data.

**eValue**  
by MedHub

**Councils & Committees**

Use this folder to describe your participation on councils, committees, and task force groups.

Add a new row for each council, committee, or group. Enter dates to show the year when you joined (most recent member year).

Add a new row for each role you've assumed. For example, use one row to show years when you were committee Chair.

Row Nbr	Cmte or Group name	My role	Initial member year	Most recent member year	Comments
0					

Row Nbr	Cmte name	My role	Initial member year	Most recent member year	Comments
0					

Row Nbr	Council or Cmte name	My role	Initial member year	Most recent member year	Comments
0					

Mouse over a gear icon to see what it does.

The gear icon to add a table row appears at the far right end of the table's title row.

The gear icon to update or delete a table row appears at the far right end of each table row.

**Note:** Directions for adding, editing, and deleting data applies to all folders and tables in Professional Folders.

# Updating a row

Go to the end of the row you want to update, mouse over the gear icon, and click **Update Table Row** (the associated icon looks like a pencil).

E\*Value will refresh, and an editing window will open ...

**eValue**  
by MedHub

**Councils & Committees** ⚙️

Use this folder to describe your participation on councils, committees, and task force groups.

Add a new row for each council, committee, or group. Enter dates to show the year when you joined (most recent member year).

Add a new row for each role you've assumed. For example, use one row to show years when you were committee Chair.

**Ad Hoc Committees & Task Force Groups**

Row Nbr	Cmte or Group name	My role	Initial member year	Most recent member year	Comments
0					

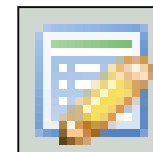
**HSC Committees**

Row Nbr	Cmte name	My role	Initial member year	Most recent member year	Comments
0					

**SON Councils & Committees**

Row Nbr	Council or Cmte name	My role	Initial member year	Most recent member year	Comments
0					

Update Table Row



# The editing window

Update Table Row

Update Table

Council or Cmte name:

- ☐ Academic Graduate Council
- ☐ Academic Undergraduate Council
- ☐ Administrative Council
- ☐ AP&G
- ☐ AP&T
- ☐ Bylaws
- ☐ Curriculum
- ☐ Faculty Organization
- ☐ Faculty & Staff Life
- ☐ Quality Enhancement
- ☐ Research & Scholarship
- ☐ Student Life
- ☐ Technology
- ☐ Other (add comment)


My role:

- ☐ Chair
- ☐ Vice-Chair
- ☐ Member (voting)
- ☐ Member (non-voting)
- ☐ Faculty recorder
- ☐ Parliamentarian
- ☐ Administrative rep
- ☐ Other (add comment)

Initial member year:

Most recent member year:

Comments:



Path: p

Row Placement:

The editing window will open with all the fields you need to update existing data.

## Field types ...

- **Radio buttons.** Examples include the **Cmte Name** and **Role** fields.
- **Text fields.** Examples include the **MemberYear** and **Comments** fields. MemberYear is a short-text field designed to accept a limited amount of text, but Comments is an essay field that will except unlimited text that's supported by a text editor similar to MS Word.

Add new data or update existing data. When you're finished, click **Save Table Row**. E\*Value will refresh, and all of your data will be saved.

# Adding a row

Go to the end of the grid's title row, mouse over the gear icon, and click **Add Table Row** (the associated icon looks like a **green arrow**).

E\*Value will refresh, and the editing window will open ...

The screenshot shows the eValue Faculty Portfolio interface. On the left is a sidebar with a navigation menu. The main content area is titled 'Councils & Committees' and contains instructions and three data tables. A green dashed circle highlights a gear icon at the end of the first table's title row. A green arrow points from this icon to a separate 'Add Table Row' icon on the right.

**eValue**  
by MediHub

**Councils & Committees** ⚙

Use this folder to describe your participation on councils, committees, and task force groups.

Add a new row for each council, committee, or group. Enter dates to show the year when you joined (most recent member year).

Add a new row for each role you've assumed. For example, use one row to show years when you were committee Chair.

**Ad Hoc Committees & Task Force Groups**

Row Nbr	Cmte or Group name	My role	Initial member year	Most recent member year	Comments
0					

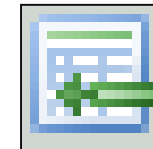
**HSC Committees**

Row Nbr	Cmte name	My role	Initial member year	Most recent member year	Comments
0					

**SON Councils & Committees**

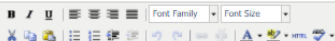


Row Nbr	Council or Cmte name	My role	Initial member year	Most recent member year	Comments
0					

Add Table Row



## *The editing window opens again*

### Update Table Row

Update Table	
Council or Cmte name:	<input type="radio"/> Academic Graduate Council <input type="radio"/> Academic Undergraduate Council <input type="radio"/> Administrative Council <input type="radio"/> AP&G <input type="radio"/> AP&T <input type="radio"/> Bylaws <input type="radio"/> Curriculum <input type="radio"/> Faculty Organization <input type="radio"/> Faculty & Staff Life <input type="radio"/> Quality Enhancement <input type="radio"/> Research & Scholarship <input type="radio"/> Student Life <input type="radio"/> Technology <input type="radio"/> Other (add comment)
My role:	<input type="radio"/> Chair <input type="radio"/> Vice-Chair <input type="radio"/> Member (voting) <input type="radio"/> Member (non-voting) <input type="radio"/> Faculty recorder <input type="radio"/> Parliamentarian <input type="radio"/> Administrative rep <input type="radio"/> Other (add comment)
Initial member year:	<input type="text"/>
Most recent member year:	<input type="text"/>
Comments:	<div style="border: 1px solid #ccc; padding: 5px;">  <div style="height: 150px;"></div> </div> <p style="font-size: small; margin-top: 5px;">Path: p</p>
Row Placement:	<div style="border: 2px solid red; padding: 5px; display: inline-block;">           First ▼         </div>
<span style="margin-right: 20px;"> Go Back</span> <span> Save Table Row</span>	

Use the new editing window to enter text, select a date, upload docs, and so on. It's same procedure that's used to edit existing data.

You can move any row to the row position you prefer by selecting one of the choices from the **Row Placement** drop down.

When you're finished, click **Save Table Row**. E\*Value will refresh, and the new row will appear on your table.



# Deleting a row

Go to the end of the row you want to delete, mouse over the gear icon, and click **Delete Table Row** (the associated icon looks like a **red arrow**).

E\*Value will refresh, and the row will disappear.

**eValue**  
by MedHub

**Councils & Committees**

Use this folder to describe your participation on councils, committees, and task force groups.

Add a new row for each council, committee, or group. Enter dates to show the year when you joined (most recent member year).

Add a new row for each role you've assumed. For example, use one row to show years when you were committee Chair.

**Ad Hoc Committees & Task Force Groups**

Row Nbr	Cmte or Group name	My role	Initial member year	Most recent member year	Comments
0					

**HSC Committees**

Row Nbr	Cmte name	My role	Initial member year	Most recent member year	Comments
0					

**SON Councils & Committees**

Row Nbr	Council or Cmte name	My role	Initial member year	Most recent member year	Comments
0					


**Delete Table Row**

**Note:** You cannot delete the only row in a table. If the row you want to delete is the only row in the table, simply add a new (blank) row, then delete the other row.

# Uploading a document or picture

Some fields allow the user to upload documents, presentation files (eg, PPT), and scanned documents (eg, .pdf). In this example, the **Supporting Document** and **Image** fields show an icon that looks like a **pencil**. Click the appropriate icon to open a pop-up window.

Supporting Document:  Document is not available

Image: 

Upload new file:

**1**

Ready...

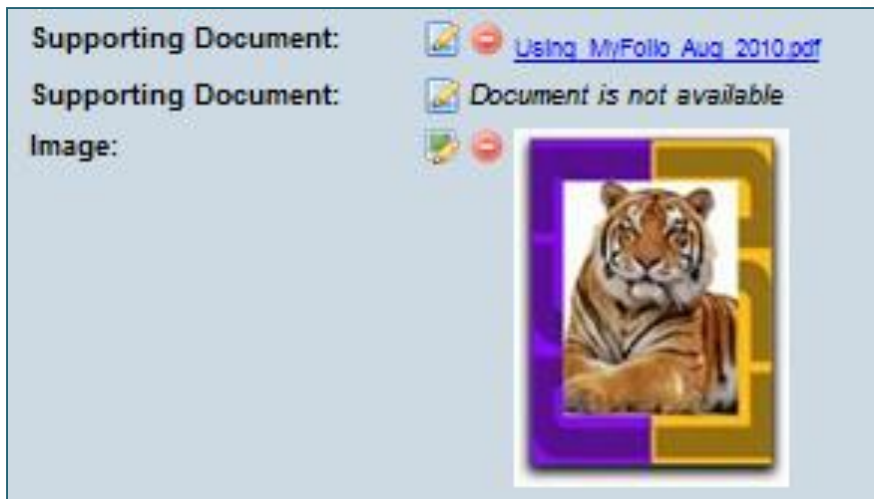
**1** Click **Browse** to search for a document in your computer. Select the document & click **Open**.


When you're finished, click **Save Table Row**. E\*Value will refresh, and a link to your document will appear in the table row.

Note: The procedure for uploading a picture (image) is exactly the same. Just choose the correct icon.

# Deleting a document or picture

Go to the row containing the document or picture you want to delete, mouse over the gear icon, and click **Update Table Row** (the associated icon looks like a **pencil**). The editing window will open, and a link to the document or picture will appear.



Click the **Delete this Document** icon (looks like a red circle with a minus sign ).

When you're finished, click **Save Table Row**. E\*Value will refresh, and the document or picture will disappear.

If you want to replace a document you've uploaded, you can delete the original (as above) and upload a new document ... OR simply overwrite the original.

## Using a date picker

Some fields allow you to select a date using a date picker (or mini-calendar). In the **Date of Activity** field example below, click the **calendar** icon. A pop-up window will appear.

Date of Activity:



- Use the back & forward arrows (<< or >>) to select the **month** and **year**. Pick a **day** from the mini-calendar. E\*Value will refresh, and the date you selected will appear in the data row.
- You can also **type the date** in the white bar that appears adjacent to the calendar icon. You must use the **mm/dd/yyyy** format.

X « Mar » « 2010 »						
Su	Mo	Tu	We	Th	Fr	Sa
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>
<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>
<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>			

[Clear](#)

# Downloading your portfolio



Downloading means copying E\*Value's virtual folders to a destination (or storage location) on your computer, flash drive, or other storage media.

**You may download your portfolio at any time.**

The download process zips (compresses) your virtual folders. You must unzip (uncompress) them to make the folders viewable.

- Go to **Professional Folders Tools**, click **Export Professional Folders**, and follow the directions.
- E\*Value will display directions for the browser you're using (eg, Mozilla Firefox or Google Chrome).
- When you save the download, E\*Value will automatically include your last name as part of the file name. Edit the file name to add more detail.

# *Professional Folders tips ... building your portfolio*

## **Build your portfolio by adding rows of data**

- Each table row contains data about a single event or activity.

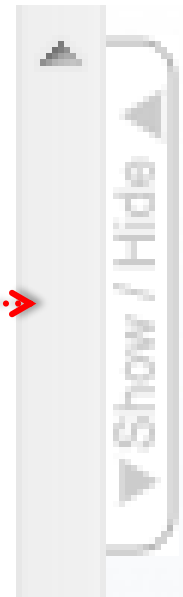
**Example:** If you attended 16 CE programs there should be 16 rows of data in the Professional Development folder (1 row for each).

- Add a new row to describe each separate event or activity.
- Edit a row to reflect changes.

## **About documents & images**

- Documents uploaded to Professional Folders should only be edited at the primary source (ie, your hard drive).
- Only 1 document or image can be uploaded to a single field (ie, you can't upload multiple documents or images into one field).

# More Professional Folders Tips ... enlarging the screen



Click the **Show/Hide** tab to collapse (hide) the folder list.

That will allow Professional Folders to fill the entire screen.

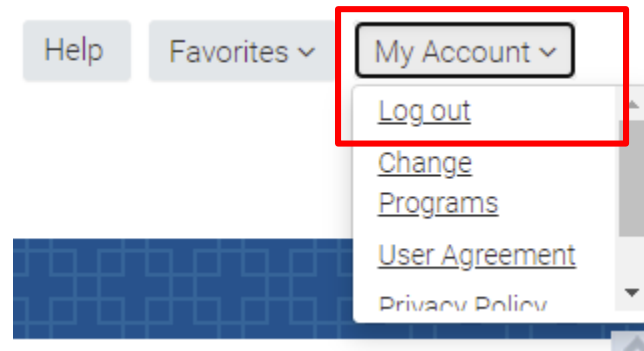
Click the tab again to restore (show) the folder list.

# Logging out



Click **Return to E\*Value**.

Go to the top right corner of the folder window, click **My Account**, then **Log out**.





# Can't open Professional Folders?

### My Information

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

**Email:** acasci@lsuhsc.edu, ltylla@e-value.net

**Rank:** Faculty

**Roles:** Faculty  
Advisor  
Course/Rotation Director  
**Professional Folders Owner** ←  
Px Dx Faculty Reports

### ⚠ Urgent Tasks

[Complete Pending Evaluations](#) (1)

[Sign-Off on Case Logs](#) (45)

### Tasks

[Initiate Ad hoc Evaluations](#)

## I can't open Professional Folders ... now what?

- Make sure that your pop-up blocker is off.
- Scroll to the top of your E\*Value Home Page to find a list of roles assigned to you. If you don't see **Professional Folders Owner** on the list, contact your E\*Value Administrator.

# *If you need help*



## People Resources ... at LSUHNO SON

- If you have questions about your account or if you need help to complete a task, contact:  
**Richard Smith** E\*Value Administrator (504) 568-4401 or [rsmi14@lsuhsc.edu](mailto:rsmi14@lsuhsc.edu)
- If you have technical questions about network access or hardware issues, contact:  
**Marilyn Viverito** Info Technology Analyst (504) 568-4130 or [mviver@lsuhsc.edu](mailto:mviver@lsuhsc.edu)

## Tutorials ... your best online option

- <https://www.e-value.net> ... go to the **User Help** section on the main window of your Home Page, then select one of tutorial links (created by your E\*Value Administrator).
- These tutorials are also available on the **SON website > Faculty and Staff > Information Systems > E\*Value > E\*Value Help**.

## Online Resources ... from Advanced Informatics

- <https://www.e-value.net> ... click **HELP** at the top right of the webpage for a list of online options (online manual & flash tutorials created by Advanced Informatics)