Evaluations in E*Value: A Tutorial for Faculty

Overview. E*Value's evaluation functionality can be used to evaluate students, faculty, preceptors, courses, and activities. This functionality was designed mainly as a vehicle to conduct evaluations about students, but it's nimble enough to use for other purposes (and we have).

Why use E*Value to conduct evaluations? Conducting evals using the E*Value platform offers several advantage over paper-driven systems.

- User friendly formatting. Completion of an online tool is fast and easy. Evaluators can select from single- or multi-select drop downs, multiple choice radio buttons, and calendar date pickers, and they can enter free-text comments using a text editor that mimics Microsoft Word.
- 24/7 online availability. Users can access pending and/or completed evaluations 24/7, thereby eliminating the problem of lost paperwork. Partially completed evals can be saved for later.
- Archived results. Evaluation results live online, so authorized users can view or print evals regardless of when they were completed.
- Visual display. Authorized users can access E*Value reports that display results of scaled or multiple choice questions in different color-coded formats including a frequency distribution (the default), horizontal & vertical bar charts, & pie charts.
- Oversight. Authorized users can access data tables that show the status of any evaluation that's been assigned.
- Trending. E*Value can summarize evaluation results for trending purposes.

How does it work? All evaluations are designed and deployed in basically the same way …

- Creation. The online tool is created by the E*Value Administrator with input from stakeholders & the Advanced Informatics technical support team.
- Background set-up. Actions that make E*Value run automatically are completed before an evaluation is deployed. These actions focus on people (who does the eval, who is evaluated, etc), timing (when the evaluation is made available to the evaluator), & notification (when and how often evaluators are notified about evals assigned to them).
- Deployment. Evaluators receive an e-mail with an embedded link to *Evaluations > Complete Pending Evaluations* in E*Value. They receive periodic reminders about pending evals.
- Completion. Evaluators open a pending eval from *Evaluations > Complete Pending Evaluations*, enter data about the subject, and *Submit* the evaluation (that action removes it from the pending table). Evaluators can also click *Save for Later* if they want to complete the evaluation at a later date.
- Tracking. E*Value automatically tracks deployment date, name of the person who was evaluated (the subject), name of the person who completed the eval, and the completion date. It also tracks the status of pending evals.
- Results. Completed evaluation results are stored in E*Value and can be viewed online or printed.

About Evaluation Reports.

Completed (submitted) evaluations are stored under one of E*Value's report options. To preserve anonymity and security, E*Value has 'hard-coded' the viewing rights assigned to selected roles. For example …

- Faculty can view evaluations about themselves and about students in their course, but they cannot view evaluations about other faculty or about students in other courses.
- Administrators can view evaluations about themselves, too, but they can also view evaluations about other faculty and about all students.
- Students can view evaluations about themselves but not about other students or faculty.

Report Types.

Before you can view a completed evaluation, you must select one of E*Value's report types. Selecting one of them opens a window with choices that should make it easier to find what you're looking for.

Click the *Evaluations* tile to display a menu that shows all the report types you're authorized to see. Each report type groups evaluation results according to their focus:

- Student Reports. Show results of evaluations completed by and about students.
- Educator Reports. Show results of evaluations completed by and about faculty.
- Course/Rotation Reports. Show results of evaluations completed about courses/rotations or activities.

How to: Open & complete a pending evaluation

- Access a table of pending evaluations (2 ways):
  1. Use the e-mail link. Click the link embedded in the e-mail notice. This action will bypass the E*Value login screen and will open a window that shows your *Complete Pending Evaluations* tables.
  2. Login as usual. Select *Evaluations*, then the *Complete Pending Evaluations* menu item to open the table.

- View a list of pending evaluations. The *Complete Pending Evaluations* tables show all evaluations assigned to you that are still pending. If no evaluations are pending, you'll see the message "You have no evaluations to complete at this time".

- Select the evaluation you want to complete.
  - Click *Edit Evaluation* (1st column) to open the evaluation.
  - Click *Suspend* (2nd column) to suspend (cancel) an evaluation that was either assigned to you in error or that no longer applies (eg, student dropped the course). This action will generate a notice to the E*Value Administrator.
  - Click *View/Print* (last column) to view or print a *blank* template.

- Enter data. Use the available options (dropdowns, text editor, etc).

- Submit the eval now. Click *Submit* when you're finished. This action will remove the evaluation from your *Complete Pending Evaluations* tables and will make it available for viewing using the reports functionality.
  - You cannot re-open an eval after it's been submitted. If you need to make changes after the fact, the E*Value Administrator can re-open the eval for you. Please send your request via e-mail.

- Complete the eval later. Click *Save for Later* if you want to complete the eval at a later date. E*Value will save your work and will keep the eval on the *Complete Pending Evaluations* tables so you can re-open it when you're ready.

How to: Find & view a completed evaluation

Viewing an evaluation completed by you (eg, your faculty self-evaluation or a student evaluation) …

- Click *Reports*.
- Select *Completed Evaluations By Me* under the *Evaluation Educator Reports* section to open *Completed Evaluations By Me* tables that shows all evaluations completed by you. The most recent evaluations appear first.
- Pick the one you want to see, and click the link to open it. To print a copy, click the printer icon at the top right.

Viewing an evaluation completed about you (eg, your supervisor's evaluation) …

- Click *Reports*.
- Select *Aggregate Educator Performance* under the *Evaluation Educator Reports* section to open an *Aggregate Educator Performance* filter screen.
- Use the filter screen to pick a *Start Date* (signifies the start of the evaluation period) and an *Evaluation Type* (eg, *Annual Supv Eval of Faculty*), then click *Next*.
  - The evaluation will open in a default view that shows results of scaled questions only.
  - To see free-text comments, click *To Educator Comments*, and select your sorting preference (by subject or by question).