Getting Started in E*Value … A Tutorial for Students & Faculty

This tutorial provides basic information about **E*Value** and how it's used at the LSU Health New Orleans School of Nursing.

About E*Value

What is E*Value? It's a cloud-based application that the SON uses to automate many tasks that used to be performed manually. E*Value was launched in 2010.

How does the SON use E*Value? The SON uses E*Value to store information about student and faculty achievements; to conduct performance evaluations; to populate databases and store documents; and to create reports for internal use and for accreditors and regulators. Faculty and students use different E*Value features (aka, functionalities) to complete different tasks.

User accounts. E*Value Administrators create a unique account for each user that includes basic demographic information like user name and LSUHNO e-mail address. They also assign activities (like evaluations) to each user or group of users.

Security. All data stored in E*Value is protected by SSL encryption to prevent unauthorized access to confidential information about users (eg, evaluation results). Students can only access information about themselves; faculty can access information not only about themselves but also about their students.

E*Value Website

Locating the E*Value website. There are 2 ways to find the E*Value website …
① https://www.e-value.net
② *SON website > Current Students > Information Systems > E*Value (link)*
   *SON website > Faculty & Staff > Information Systems > E*Value (link)*

Browsers. E*Value is supported by popular browsers, including Internet Explorer, Microsoft Edge, Mozilla Firefox, Google Chrome, and Apple Safari.

Pop-Ups. Most tasks that users perform in E*Value involve pop-up windows, so you must **TURN OFF your pop-up blocker** for E*Value to work properly.

E*Value Login & Password

Login screen. The E*Value login screen provides fields where you can enter your …

- **Username**
- **Password**
- **Institutional Code** … skip this field (we don't have an Institutional Code)

About Your Password. All users access E*Value using a unique *User Name* and *Password*.

- **User Name and Password.** A username is automatically assigned to each user when an account is created in E*Value that will be sent to you by email with a link to create a password.
- **Changing User Name and/or Password.** You can change your User Name and/or Password at any time by logging in to *E*Value > Home > Home Page > Other Tasks > Change User Name or Password*. Password requirements are explained on the Change User Name or Password page.

Password FYI.

- **Password protection = data security.** Do NOT share your login information with anyone else, ever.
- **Routine password resets are not required.** You can keep your User Name and Password as long as you like.
- **If you lose/forget your password.** E*Value Administrators cannot retrieve or re-set passwords. If you forget your password, notify an E*Value Administrator to recieve a link that you can use to re-set your password. *The link will remain active for 1 day only, so use it ASAP.*

E*Value User Tasks

The E*Value Home Page. This screen (also known as the Welcome or landing page) opens when a user logs in. It shows information and links that may be of interest to you. For example, the *News You Need Now* section includes articles devoted to patient safety, whereas the *Mark Your Calendar* section includes key dates for the current semester (most are duplicated on the SON website).

User tasks in E*Value. User tasks are organized by 'functionality' (things you can do) that are accessed by clicking tabs located near the top of the Home Page. Each tab is associated with activities that appear in a blue bar beneath the tab.

Students and faculty don't perform the same tasks, so their respective Home Page may not include the same tabs and activities mentioned on page 3.

- **Home tab** (the default). Use to view the Home Page | E*Value Announcements | Other Tasks.

- **Evaluations tab.** Use to *Complete Pending Evaluations* (a faculty task).
- **Case Logs tab.** Use to *Log New Case* (a student task) or to *Sign-Off on Case Logs* (a faculty task).
- **Reports tab** (a storage site). Use to review evaluations completed about you (a student task) and evaluations completed by you (a faculty task).

Just so you know …

Auto logout. E*Value will automatically log you out if it detects lack of user activity. The timeout period is *30 minutes for students* and *2 hours for faculty*.

Handheld devices. Selected E*Value tasks (eg, Case Logs) can be completed using a handheld device.

Troubleshooting. System glitches happen on occasion. Some are due to user error while others are due to internet access issues. Most problems can be fixed easily, so if you experience a glitch, try these actions …
- Make sure that your pop-up blocker is turned OFF.
- Shut down & re-boot your computer.
- Use a different browser.

If you need help. If these actions don't solve your problem …

- **Call an E*Value Administrator.** *DO NOT CALL MEDHUB!!!*

  E*Value Administrator:
  Richard Smith, Quality Performance Improvement Coordinator
  504-568-4401
  rsmi14@lsuhsc.edu

- **Explore E*Value Help.** The *Help* button is located in the upper right corner of the Home Page.

- **Review E*Value tutorials.** These tutorials are located in the *User Help* section of the E*Value Home Page and on the *SON website > Faculty & Staff or Current Students > Information Systems > E*Value > E*Value Help*.