

Welcome to Using Professional Folders

Content for Student Users

- *About Professional Folders*
- *Suggested uses*
- *Professional Folders folders*
- *Professional Folders tables*
- *About pop-ups*
- *Opening Professional Folders*
- *Professional Folders Home Page*
- *Edit mode*
- *Gear icons*
- *Opening a folder*
- *Updating a row*
- *Editing window*
- *Adding a row*
- *Deleting a row*
- *Uploading a document or picture*
- *Deleting a document or picture*
- *Using a date picker (calendar)*
- *Downloading your portfolio*
- *Professional Folders tips*
- *Logging out*
- *Can't open Professional Folders?*
- *If you need help*

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 course requirements
- support an application for employment

Are all student portfolios the same? *YES.* Each student group will use a portfolio that's been customized for their unique needs.

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.

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 student portfolio. The sample folder list below appears in the current generic DNP's student portfolio. More folders can be added in the future ...

Qualifications

Curriculum vitae

Awards & Honors

Student Leadership Roles

Community Service

Organizational Memberships

Presentations

Publications

Professional Growth (opt)

Assignments: DNP CORE

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.

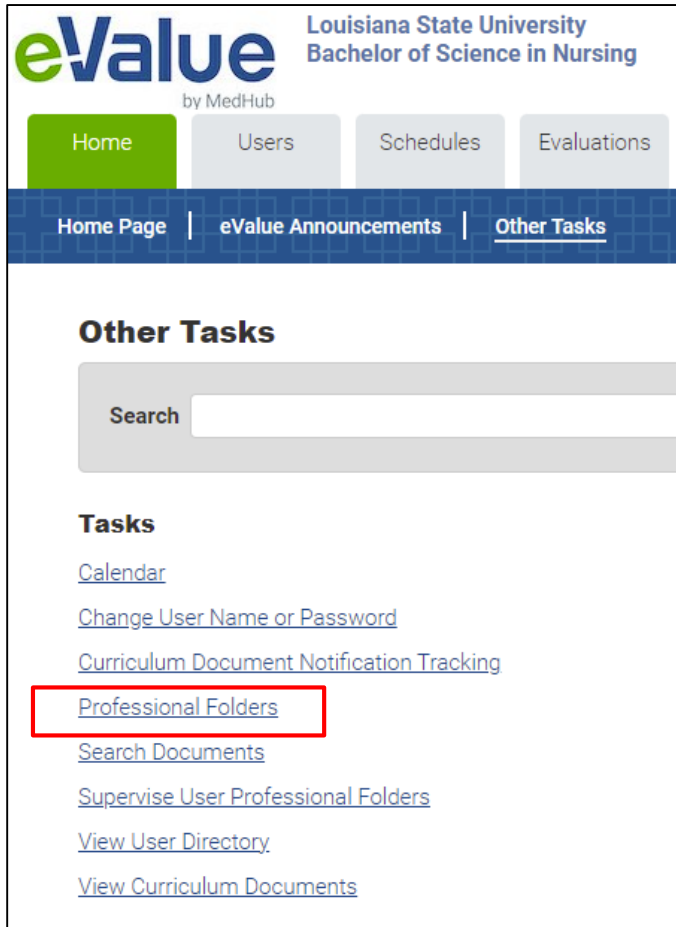
- Each table contains **fields** that allow you to enter different types of data.
- Some fields are for **text** entry while others allow you to **attach a document or picture**. Other fields provide you with a **drop down list** of choices or a **calendar icon** to select a date.

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.

Folder list

eValue
by MedHub

DNP Student Portfolio

Welcome to your E*Value portfolio. service achievements in one convenient curriculum.

Each folder contains tables for data entry, text boxes and date pickers, and document upload. You can also upload a document and insert hyperlinks.

Getting started. Select a folder from the folder list. At the end of each table row. Mouse over the row.

Adding a table row. Click the gear icon. When you're finished, click Save Table.

Editing a table row. Click the gear icon. When you're finished, click Save Table.

Deleting a table row. Click the gear icon. When you're finished, click Save Table.

Downloading your Portfolio. You may download your portfolio as a PDF or Excel file.

Folder list:

- Qualifications
- Curriculum Vitae
- Awards & Honors
- Student Leadership Roles
- Community Service
- Organizational Memberships
- Presentations
- Publications
- Professional Growth
- Assignments: DNP CORE
- Professional Folder Tools
- Edit Folder
- Manage Supervision
- Delete Folder
- Export Professional Folders

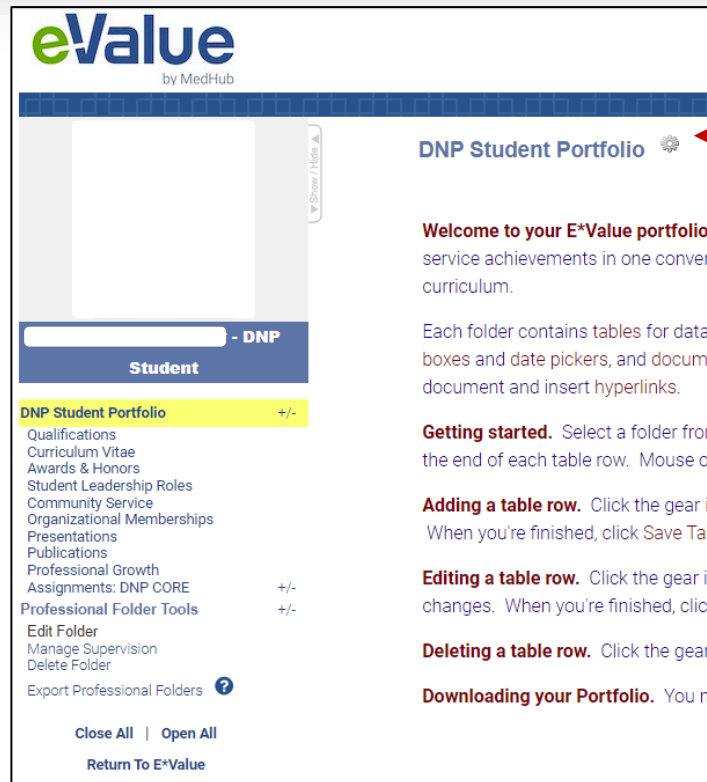
Close All | Open All
Return To E*Value

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 Student Portfolio interface. The header includes the eValue logo and 'by MedHub'. Below the header, there's a sidebar on the left with a search bar and a list of folders. The main content area on the right displays the 'DNP Student Portfolio' with a welcome message and instructions. A red arrow points to a gear icon next to the 'DNP Student Portfolio' header.

eValue
by MedHub

DNP Student Portfolio 

Welcome to your E*Value portfolio. service achievements in one convenient curriculum.

Each folder contains tables for data entry, checkboxes and date pickers, and document upload and insert hyperlinks.

Getting started. Select a folder from the end of each table row. Mouse over

Adding a table row. Click the gear icon. When you're finished, click Save Table

Editing a table row. Click the gear icon changes. When you're finished, click

Deleting a table row. Click the gear icon

Downloading your Portfolio. You may

DNP Student Portfolio +/-

- Qualifications
- Curriculum Vitae
- Awards & Honors
- Student Leadership Roles
- Community Service
- Organizational Memberships
- Presentations
- Publications
- Professional Growth
- Assignments: DNP CORE +/-
- Professional Folder Tools +/-
- Edit Folder
- Manage Supervision
- Delete Folder
- Export Professional Folders ?

Close All | Open All

Return To E*Value

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

Student Leadership Roles

Use this folder to describe your leadership roles as a doctoral student at the LSU Government Association and participation on university and SON committees.

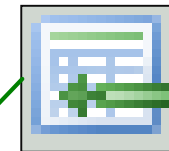
Add a new row for each role and each committee. Update your information as needed. When you're finished, click Save Table Row.

Note:

- Duration. To show participation over more than one calendar year, hold down
- Supporting Document. Use this field to upload text files (eg, Word), presentation
- Picture. Use this field to upload .jpg or .gif files.
- Comments. Use this field to enter comments.

Row Nbr	Role	Duration	Supporting Document	Picture	Comments
0			Document is not available		

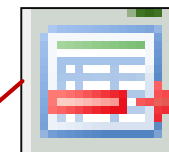
Row Nbr	Cmte Name	Role	Duration	Supporting Document	Picture	Comments
0				Document is not available		



Add Table Row



Update Table Row



Delete Table Row

Opening a folder... an example using the Student Leadership Roles 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

Student Leadership Roles

Use this folder to describe your leadership roles as a doctoral student at the LSU Government Association and participation on university and SON committees.

Add a new row for each role and each committee. Update your information as needed. When you're finished, click Save Table Row.

Note:

- Duration. To show participation over more than one calendar year, hold down
- Supporting Document. Use this field to upload text files (eg, Word), presentat
- Picture. Use this field to upload .jpg or .gif files.
- Comments. Use this field to enter comments.

Row Nbr	Role	Duration	Supporting Document	Picture	Comments
0			Document is not available		

Row Nbr	Cmte Name	Role	Duration	Supporting Document	Picture	Comments
0				Document is not available		

Close All | Open All
Return To E*Value

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

Student Leadership Roles

Use this folder to describe your leadership roles as a doctoral student at the LSU Government Association and participation on university and SON committees.

Add a new row for each role and each committee. Update your information as needed. When you're finished, click Save Table Row.

Note:

- Duration. To show participation over more than one calendar year, hold down
- Supporting Document. Use this field to upload text files (eg, Word), presentat
- Picture. Use this field to upload .jpg or .gif files.
- Comments. Use this field to enter comments.

Row Nbr	Role	Duration	Supporting Document	Picture	Comments
0			Document is not available		

Row Nbr	Cmte Name	Role	Duration	Supporting Document	Picture	Comments
0				Document is not available		

Update Table Row



The editing window

The screenshot shows a window titled "Update Table Row". Inside, there's a tab labeled "Update Table". The form contains several fields: "Cmte Name" with a dropdown menu showing options like "Curriculum Cmte (SON)", "Faculty Organization (SON)", "Parking Cmte", "Quality Enhancement Cmte (SON)", and "Student Life Cmte (SON)"; "Role" with a dropdown menu showing "Member", "Student rep (non-voting)", and "Other (add note)"; "Duration" with a year selector showing 2012, 2013, 2014, and 2015; "Supporting Document" with a message "Document is not available"; "Picture" with a small icon; "Comments" with a rich text editor toolbar and a large text area; "Path" with a text field containing "p"; "Row Placement" with a dropdown menu set to "First"; and at the bottom, two buttons: "Go Back/Cancel" and "Save Table Row", with the latter highlighted by a red rectangle.

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

Field types ...

- **Dropdowns.** Examples include the **Cmte Name** and **Role** fields.
- **Multi-select fields.** An example is the **Duration** field. Hold down your Ctrl key to select more than one choice.
- **Document fields.** An example is the **Supporting Document** field where you can upload (attach) a Word doc, PPT presentation, or scanned document (.pdf).
- **Picture fields.** An example is the **Picture** field where you can upload (attach) a .jpg or .gif file.
- **Text fields.** An examples is the **Comments** field, which is an essay field that can except unlimited text and is supported by a text editor similar to MS Word. Short-text fields (not shown here) are only large enough to accept a limited amount of text.

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 ...

eValue
by MedHub

Student Leadership Roles

Use this folder to describe your leadership roles as a doctoral student at the LSU Government Association and participation on university and SON committees.

Add a new row for each role and each committee. Update your information as needed. When you're finished, click Save Table Row.

Note:

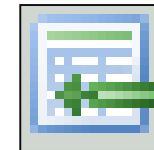
- Duration. To show participation over more than one calendar year, hold down
- Supporting Document. Use this field to upload text files (eg, Word), presentation
- Picture. Use this field to upload .jpg or .gif files.
- Comments. Use this field to enter comments.

Graduate SGA						
Row Nbr	Role	Duration	Supporting Document	Picture	Comments	
0			Document is not available			

LSU Health New Orleans & SON Cmtes						
Row Nbr	Cmte Name	Role	Duration	Supporting Document	Picture	Comments
0				Document is not available		

Close All | Open All
Return To E*Value

Add Table Row



The editing window opens again

Update Table Row

Update Table

Cmte Name: Curriculum Cmte (SON)
Faculty Organization (SON)
Parking Cmte
Quality Enhancement Cmte (SON)
Student Life Cmte (SON)

Role: Member
Student rep (non-voting)
Other (add note)

Duration: 2012
2013
2014
2015

Supporting Document: Document is not available

Picture:

Comments:

Path: p

Row Placement: First

[Go Back/Cancel](#) [Save Table Row](#)

Use the new editing window to enter text, select a date, upload docs, and so on. It's the 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

Student Leadership Roles

Use this folder to describe your leadership roles as a doctoral student at the LSU Government Association and participation on university and SON committees.

Add a new row for each role and each committee. Update your information as needed. When you're finished, click Save Table Row.

Note:

- Duration. To show participation over more than one calendar year, hold down
- Supporting Document. Use this field to upload text files (eg, Word), presentat
- Picture. Use this field to upload .jpg or .gif files.
- Comments. Use this field to enter comments.

Row Nbr	Role	Duration	Supporting Document	Picture	Comments
0			Document is not available		

Row Nbr	Cmte Name	Role	Duration	Supporting Document	Picture	Comments
0				Document is not available		

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...

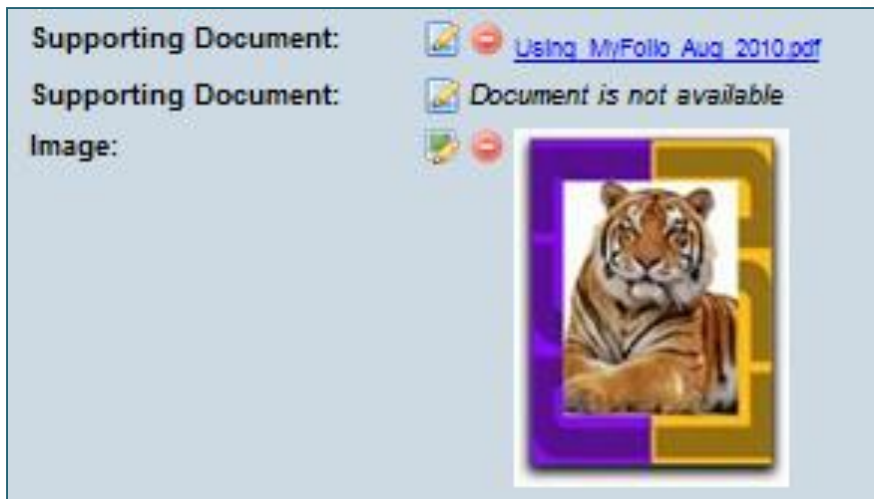
1 Click **Browse** to search for a document in your computer. Select the document & click **Open**.


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:

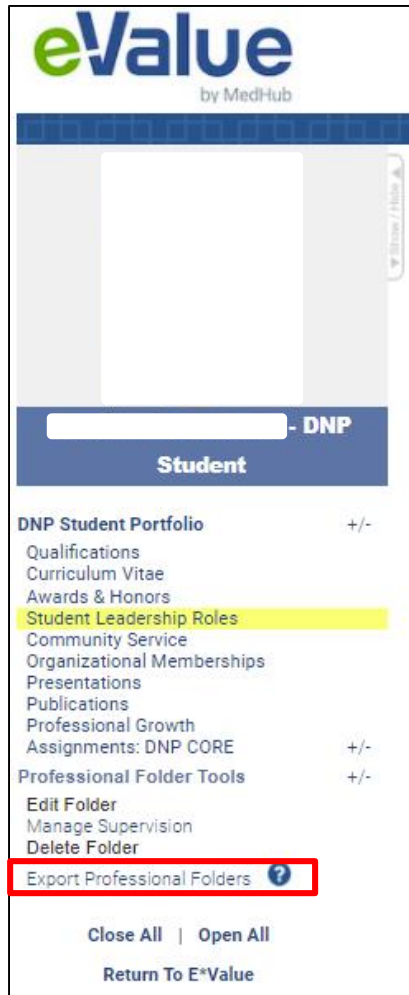


- Use the back & forward arrows (<< or >>) to select the **month** and **year**. Pick a **day** from the mini-calendar. E*Value will refresh, and the date you selected will appear in the data row.
- You can also **type the date** in the white bar that appears adjacent to the calendar icon. You must use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

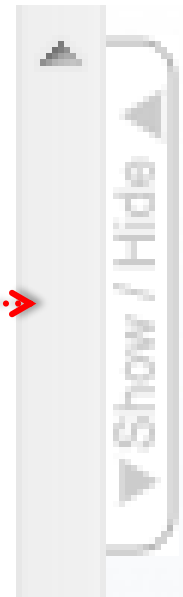
Example: If you attended 16 CE programs there should be 16 rows of data in the Professional Development folder (1 row for each).

- 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

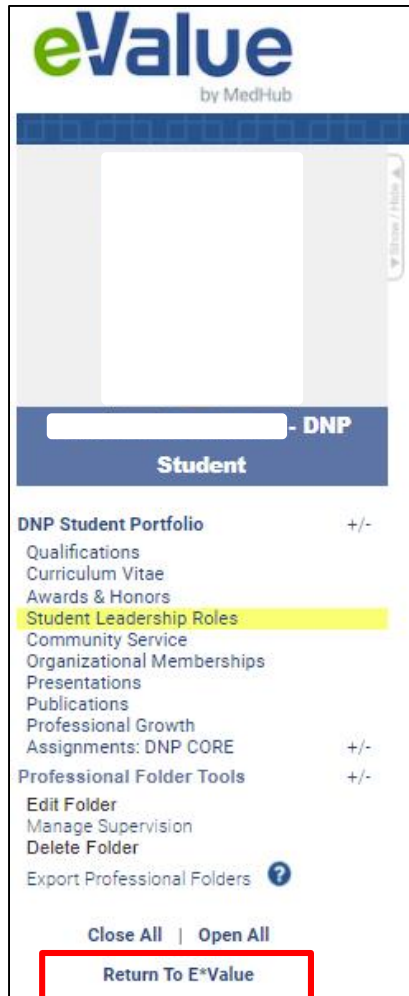


Click the **Show/Hide** tab to collapse (hide) the folder list.

That will allow Professional Folders to fill the entire screen.

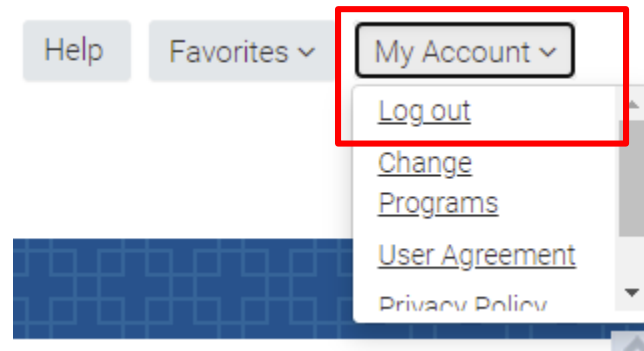
Click the tab again to restore (show) the folder list.

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:

Rank: DNP Student

Roles: Student
Professional Folders Owner ←

Urgent Tasks

No Urgent Tasks

Tasks

[Initiate Ad hoc Evaluations](#)

[Log New Case](#)

Personal Calendar

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
- If you have technical questions about network access or hardware issues, contact:
Marilyn Viverito Info Technology Analyst (504) 568-4130 or 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 > Current Students > 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)