

E*Value User Guide for Undergraduate Medical Education (UME)

E*Value Introduction

E*Value is the online evaluation system for the UCSF School of Medicine. E*Value is used to manage evaluations for all four years of the undergraduate medical curriculum. This includes evaluations of faculty, teaching residents and fellows, medical students, courses, clerkships, and other activities.

When evaluations are assigned for you to complete, you will receive email notifications that alert you to your evaluation assignments. Enclosed in the email notification is a hyperlink that takes you directly to your pending evaluations. If you cannot click on the link, you can copy and paste it to your browser instead.

For medical students, E*Value also alerts you when an evaluation has been completed about you¹.

In addition to using email links to get to your evaluations, you can also access them through the E*Value website at www.e-value.net.

How to log in to your E*Value account

1. Log on to <https://www.e-value.net/login.cfm>
2. Enter your user name and password.
3. No Institution Code is needed, so leave it blank and click Login.

How to retrieve your E*Value login

- 1) Log on to: <https://www.e-value.net/login.cfm>
- 2) Click **Forgot Password** and follow the instructions on the pop-up window.
- 3) Check your email for a message from MedHub E*Value (e-value@e-value.net).

This email will contain a hyperlink that takes you directly to your E*Value account. Once you are logged in, update your E*Value login password immediately.

E*VALUE™
a medhub product

Username

Password

Institutional Code*

Login

* Not required unless provided by your program

< VISIT THE MEDHUB SITE

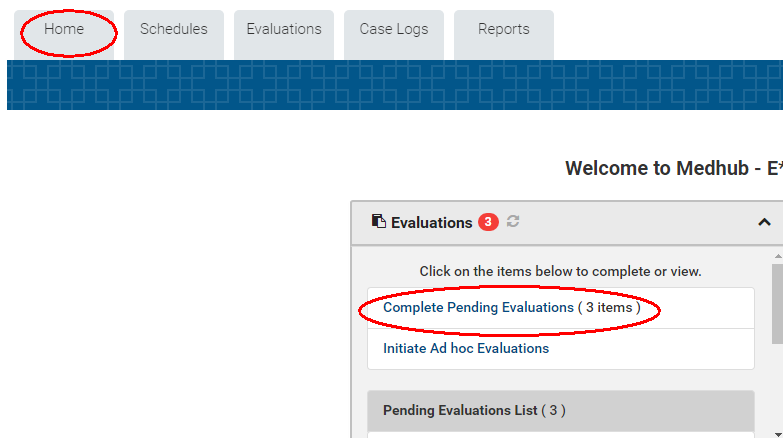
FORGOT YOUR PASSWORD?

¹ Exceptions to this rule may apply.

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How to complete your evaluation assignments

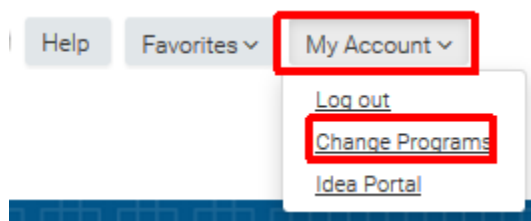
1. Click on the Home tab.
2. Click Complete Pending Evaluations.
3. Click Edit Evaluations, complete your assignment, and then click Submit.



How to switch Programs

You may be linked to more than one UME (or GME) program where your evaluations are managed. To switch programs:

1. Click on My Account on the top right corner of your screen.
2. Select Change Programs.



If you do not see the Change Programs option, that means you are linked to one program only.

How to view your evaluation performance data

1. Click on the Reports tab.
 - a. All of your reports are available under this tab.
 - b. Enter a keyword (i.e. "aggregate", "comment", "my performance") in the search field to quickly locate the report you are looking for.
 - c. The **My Performance by Activity** report provides quick access to your evaluation performance data.

On the **My Performance by Activity** landing page, you will be presented with a list of activities for which you have performance data in E*Value. You can filter the list of reports by selecting a time period from the drop-down list. The time period drop-down options are determined based on the depth of your performance data.

To view performance results for an individual activity, click the hyperlinked activity name in first column of the table. To view your performance results for all scheduled activities from the time period you selected, click the link in the last row of the table.

By default, the My Performance report displays a condensed view of answers based on your filter criteria. Additional format options that are available include:

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Format Option	Description
Condensed View (default)	Displays a grid view of responses, including the mean, scale, and
Expanded View	Displays a frequency distribution of answers based on your filter criteria.
To Trainee Comments	This is a shortcut that displays Comments based on your filter criteria.
To Time Series	Opens a new page displaying results over time (if applicable).
Freq Dist	Returns to the default display.
Pie	Displays a dynamic pie graph for each question.
Bar	Displays a vertical bar graph for each question.
Horizontal Bar	Displays a horizontal bar graph for each question.
All	Displays the pie, bar, and horizontal bar graph for each question.

You can choose to apply the same format option for all questions in the report by selecting an option at the top of the page or to apply a format option to a specific question by choosing an option at the bottom of a question's section.

Note that educators can view their evaluation data about them in aggregates only.

How to view your individual evaluations about a student

Students can view aggregate and/or individual evaluations about them, provided reciprocity requirements are met².

To view your evaluations:

1. Click on the Reports tab to see all the report types available to you.
2. **Completed Evaluation About Trainees** will show you individual evaluations about you completed by your educators.
3. **My Performance by Activity** will show you a quick summary of the activities for which you were evaluated.

If you are unable to view your individual evaluation(s), you may have outstanding evaluation(s) that are restricting your view. To clear the viewing restriction, complete your evaluations assignments under the Home tab.

How to view your course data as a course/clerkship/program director

Directors can view evaluations about students, faculty and activities in their course, clerkship, or program.

1. Click on the Reports tab.
 - a. Look under **Evaluation Educator Reports** for faculty and resident evaluations.
 - b. Look under **Evaluation Trainee Reports** for student evaluations.
 - c. Look under **Evaluation Activity Reports** for course or clerkship evaluations.

Tip: you can search for the type of report you need by typing in the name of the report in the search bar

2. You may see a **Role Selection** page for viewing reports.
 - a. For evaluations about yourself, select Clinical Educator.
 - b. For evaluations about others or an activity, select a Director-type role.
3. On the next page, select your report criteria.
4. Click Next.

² Reciprocity rules are in place between students and educators, and between clerkship and student summary evaluations.

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E*Value UME Program Directory

E*Value Programs	Available Evaluations	
Anesthesia Clerkships	Anes 110s, Anes 140s, Anes 150s, Anes 170s	
Dermatology Clerkships, Electives	Derm 140s, Derm 150s	
Emergency Medicine Clerkships, Electives	EM 140s, EM 150s	
FCM Clerkships, Elective	FCM 140s, FCM 150s	
FCM Clerkships, Core	FCM 110s	
Internal Medicine Clerkships	Med 110s, Med 140s, Med 150s	
Lab Medicine Clerkships, Electives	Lab Med 140s	
Neurology Clerkships, Core	Neuro 110s, Neuro 140s (Pre-Aug 2009)	
Neurology Clerkships, Electives	Neuro 140s (Post-Aug 2009), Neuro 150s	
Neurosurgery Clerkships, Electives	NSurg 140s, NSurg 150s	
OB-GYN Clerkships	Ob-Gyn 110s, Ob-Gyn 140s, Ob-Gyn 150s	
OMFS Clerkships, Electives	OMFS 150s, OMFS 189s	
Ophthalmology Clerkships, Electives	Ophth 140s, Ophth 150s	
Orthopaedics Surgery Clerkships, Electives	Ortho 140s, Ortho 150s	
Otolaryngology Clerkships, Electives	Otol 140s, Otol 150s	
Pathology Clerkships, Electives	Path 140s, Path 150s	
Pathways to Discovery	Pathway courses	
Pediatrics Clerkships	Peds 110s, Peds 140s, Peds 150s	
Psychiatry Clerkships	Psych 110s, Psych 140s, Psych 150s	
Radiation Oncology Clerkships, Electives	Rad Onc 140s, Rad Onc 150s	
Radiology Clerkships, Electives	Rad 140s, Rad 150s	
SOM	Advisory Colleges	Longitudinal Clinical Experiences (LCE)
	CODA	PRIME
	Curriculum Ambassadors	Structured Clerkship Programs (SCP)
	Essential Core/FPC	Teaching Scholars Program
	Intersessions	Deans/SET/Well-Being
SOM Bridges	Bridges Foundations 1	
Surgery Clerkships	Surg 110s, Surg 140s, Surg 150s	
Surgical Specialties Clerkships (pre 2014-15)	IDS 110s, Surgical Selectives 140.05s (pre 2014-15)	
Urology Clerkships, Electives	Urol 140s, Urol 150s	