



OCCUPATIONAL THERAPY
COLORADO STATE UNIVERSITY

E*Value Fieldwork Student Training Manual

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Setting up your Account

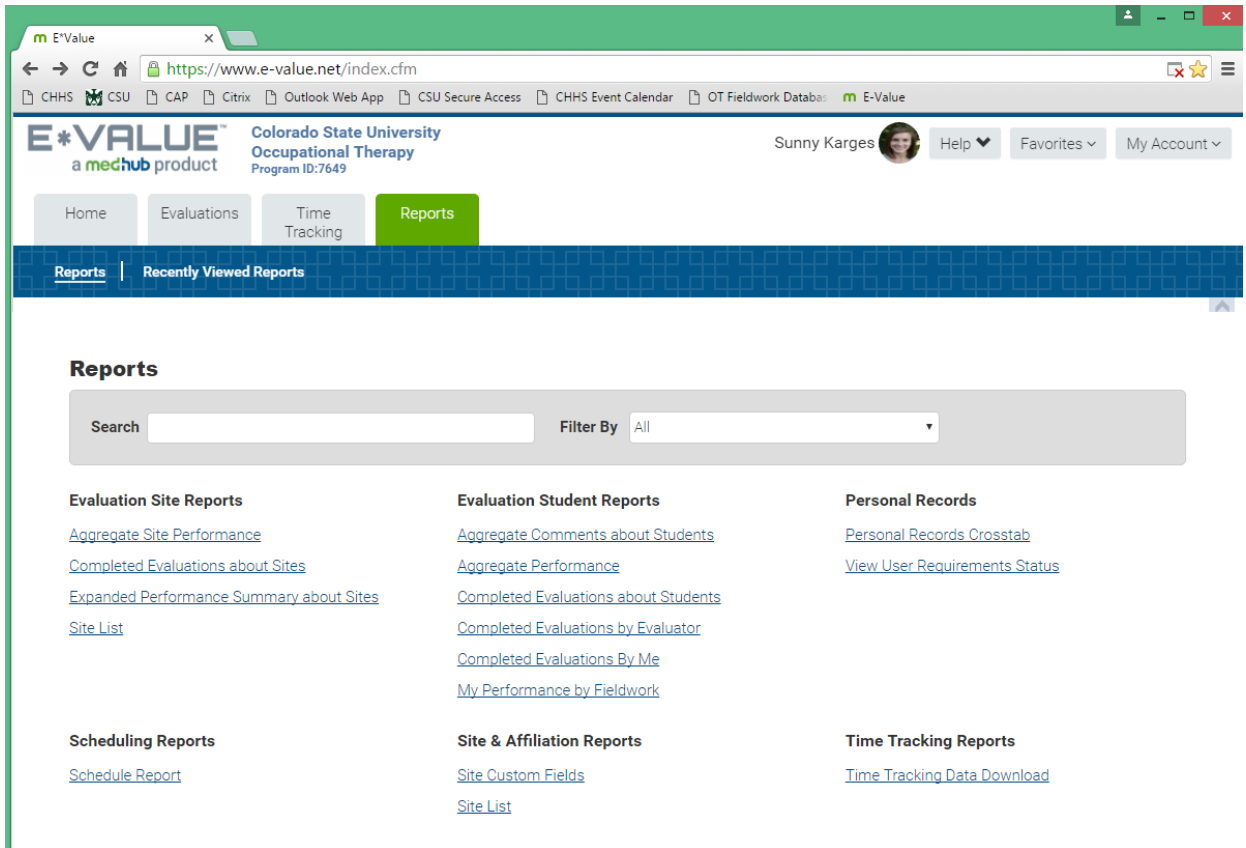
1. You will receive an email from the fieldwork office prompting you to set up an account in E*Value.
2. Use your given login name and temporary password after clicking on the link in your email below.
3. Click on **Home**, navigate to **Other Tasks**, then click on **Change Password** to create your own password for the site

How to Upload/Update Immunizations in E*Value

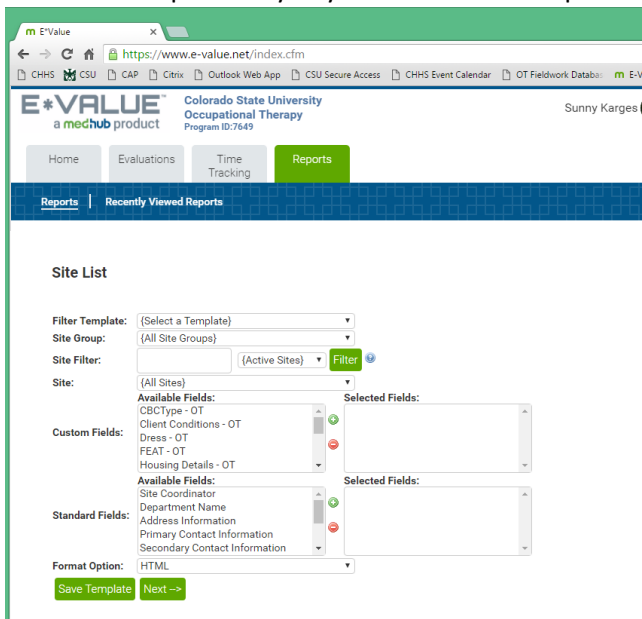
1. Click on the **Home** tab at the top of the page. In the blue sub bar, click on **Other Tasks**. Select **Personal Records Requirements**.
2. A listing of all the possible Immunizations and Certifications Log will be listed.
3. Upload only the required immunizations listed for the program and/or for your fieldwork site, if you are placed.
4. To upload an item, click on the **Add** attachment icon under the item you wish to update.
 - a. You can upload more than one attachment per item
5. Click **Choose File** to upload a document, picture, PDF, etc.
6. For immunizations, enter the date that the immunization occurred by either typing in or using the calendar tool below
 - a. For other items, such as resume or letter of introduction, enter the date that you uploaded the document
7. An expiration date will generate if it is an item that will expire
 - a. **Ongoing** means the document will need to be updated once expired.
 - b. **One-time** means the document does not need to be updated.
8. Then click the green **Add** on the right.
9. The item will turn yellow to be verified by an administrator
 - a. **Green** indicates the items have been approved
 - b. **Red** means you have not uploaded anything or something has been declined or expired
 - c. **Yellow** means it's waiting to be verified/approved
10. For **Certifications** make sure to upload items such as criminal background check, BLS, etc.

Viewing FW Sites in E*Value

1. Click on **Reports**, then **Site List** or **Site Custom Fields** (both will take you to the same place).



- 2.
3. Once you get to **Site List** report use:
 - a. **Site Group** to search fieldwork sites by state
 - b. **Site Filter** allows you to search for a site or sites if you know part of a site name. Click filter.
 - c. **Site** is a list of all the possible active fieldwork sites. This may be helpful if you want to look specifically at your next fieldwork placement.

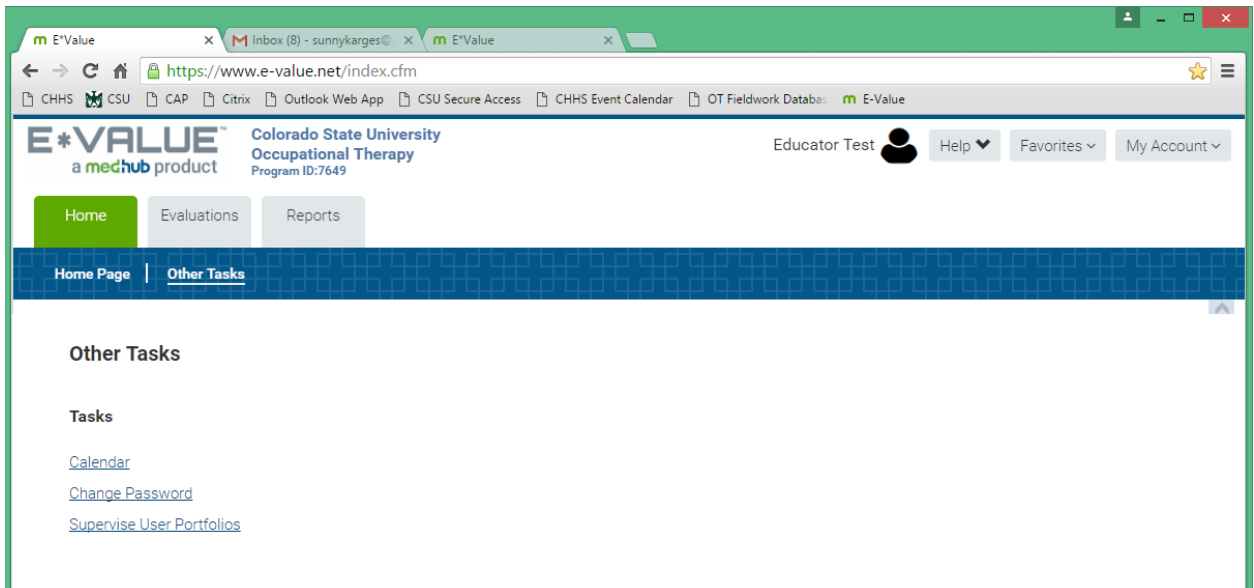


- d. **Custom Fields** and **Standard Fields** allows you to search for specific items pertaining to sites, such as stipend, prerequisites, contact or address information
 - e. Click the green + sign to add them to your search.
 - f. Click **Next** to generate list of fieldwork sites.
4. Click on a site to bring up a window with information about the site.

The screenshot shows the E*Value web application interface. At the top, there is a navigation bar with the E*Value logo, 'Colorado State University Occupational Therapy Program ID:7649', and a user profile for Sunny Karges. Below the navigation bar are tabs for Home, Evaluations, Time Tracking, and Reports. The main content area displays a 'Site Listing Report' for Colorado State University Occupational Therapy. A search filter box is present above the table, with a 'Filter' button and a 'Clear Filter' button. The table has two columns: 'Site ID' and 'Site Name'. The data rows are as follows:

Site ID	Site Name
171204	ABG Therapy and Wellness Center
171205	Academy School District 20
171209	Advanced Pediatric Therapies
171216	Allison Care Center-Genesis
171217	American Occupational Therapy Association

- 5.
6. **Address** and **Contact** information are located at the top along with a map of the location.
7. **Linked Educators** show current fieldwork educators associated with this site.
 - a. You can click on the name to see the educators contact information.
8. Scroll down on this window to see **Site Data**. This includes information on prerequisites, setting, diagnoses seen at this setting, dress code and stipend info, and any other details pertaining to this site.



- 9.
10. Scroll down further to see Fieldwork Forms. This is where you will find past SEFWEs and FEATs, any prerequisite/attestation forms or general fieldwork information, the current Fieldwork Data Form and Site Specific Objectives (SSO).
11. Here you must hover over the icon to find out the name of the document attachments and then click to view.
 - a. *Keep in mind, the SEFWEs/FEATs will only be before 9/1/2015, otherwise see **Evaluations** on page 14.*

Fieldwork Forms				
SEFWE	Prerequisite Forms	FEAT	Fieldwork Data Form	Site Specific Objectives (SSO)
D.Academy_School_District_20_SEFWE_LII_SP13_TW.pdf				

Linking you Fieldwork Educator

1. Once you have been placed at a fieldwork site, you will receive an email to input more information about the fieldwork educator and site.
 - a. *NOTE: This is a very important part of the fieldwork process, as it lets us know the best way to contact your educator, and sets them up for the evaluation process later on. Do not ignore this email!*
2. Click on the link in the email to bring you to the evaluations page of E*Value and fill out the educator info form.
3. You will need to click on **Edit Evaluation** for the Fieldwork Educator Information Form

Evaluations To Be Completed

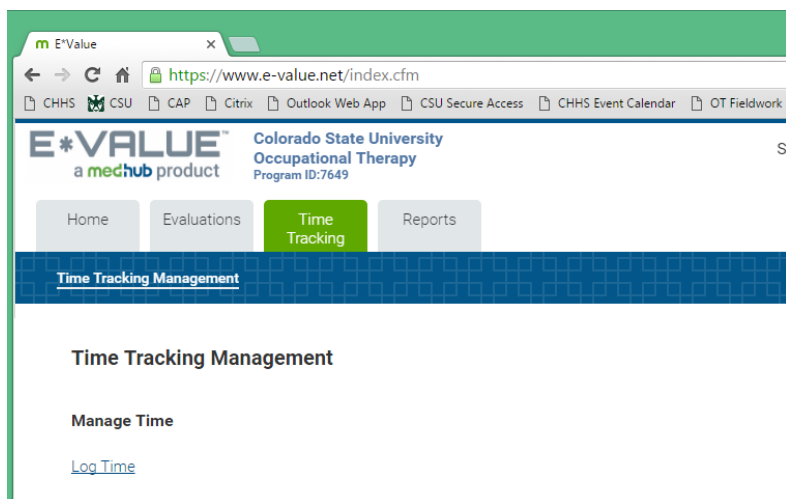
Fieldwork:	level IE	Site:	Pediatric OT Services			
Period:	Spring Semester 2016	Time Frame:	01/01/2016 through 05/14/2016			
Edit/Status	Suspend	Evaluation Type(s)	Subject	Request Date	View Image	View Printable Evaluation
Edit Evaluation	Suspend	Level IE Fieldwork Evaluation of Student - Student	Amber Sheahan	01/13/2016	View Picture	View/Print

Fieldwork:	level IE	Site:	Colorado State University			
Period:	Spring Semester 2016	Time Frame:	01/01/2016 through 05/14/2016			
Edit/Status	Suspend	Evaluation Type(s)	Subject	Request Date	View Image	View Printable Evaluation
Edit Evaluation	Suspend	Fieldwork Educator Information Form	Kathy Bingaman	01/21/2016	Not available	View/Print

- 4.
5. Fill out the form with the name of your primary educator (**this is typically an OTR, and should be the person that will be evaluating you at the end of the fieldwork**).
6. Make sure to give the best email and phone number for which they wish to be reached.
7. Click **Submit** when finished or **Save for Later** if you need to come back.

How to Log Fieldwork Hours in E*Value

1. Click on **Time Tracking**, then **Log Time**.



2. Double check the Task, Fieldwork and Site Information – the system should already have your Fieldwork info, but make sure it is choosing the correct site and level
 - a. Add optional comments about the day's experience
3. Put in the **Hours** below that correspond to hours worked.

Home Evaluations **Time Tracking** Reports

Time Tracking Management

Log Time [Overview PDF](#)

Select Duty Hours detail, then click on day(s) in the small calendar to record time entry. [Required]

User:
Sunny Karges

Task:
Fieldwork Hours

Fieldwork: scheduled fieldworks only
level IC

Site: scheduled sites only
CSU Early Childhood Center

Enter a comment about the shift (optional):
Today rocked!

Start and End Time:
8:00am to 4:00pm (8 hrs)

Legend:
 Planned Duty Hours
 Unplanned Duty Hours
 In-House Call
 Vacation and other Non-Duty Hours

August 2016

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

- Click which day you want these hours logged for using the calendar on the right.
- Check that your completed hours appear on the calendar below.

Time Tracking Management

July September Date: 08/29/2016 Refresh

August 2016
Duty Hours for Sunny Karges

SUN	MON	TUE	WED	THU	FRI	SAT	TOTALS
31	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29 Fieldwork Hours level IC 8:00am-4:00pm	30	31	1	2	3	8.00 hours Total: 8.00 hours

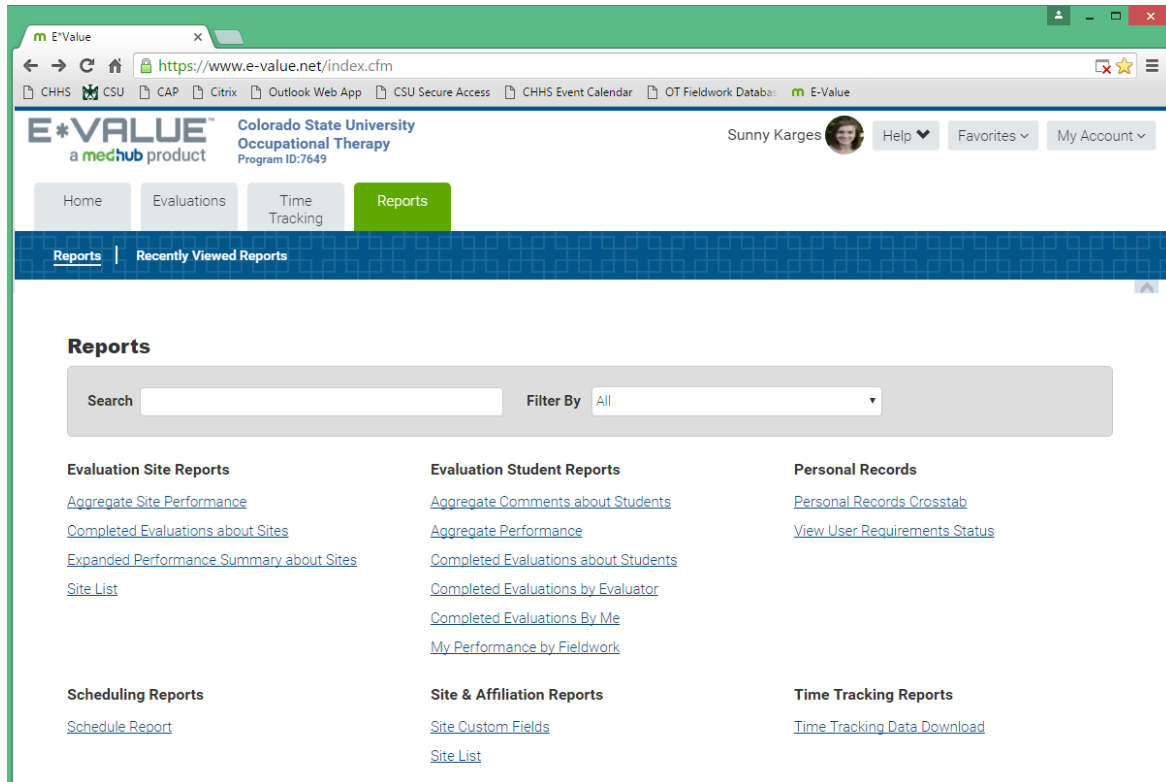
8.00 hours
Total: 8.00 hours

[View Stats Reports](#)

- If you accidentally choose a wrong date, click on the red icon to delete it.
- To view a complete report of your fieldwork hours click on **View Stats Report**.
 - Choose the **Start Date** and **End Date** to create a range you would like to view.
 - Click **View Duty Hours Statistics**.

How to View Previous Student Fieldwork Evaluations on E*Value Evaluations completed September 1, 2015 until current date.

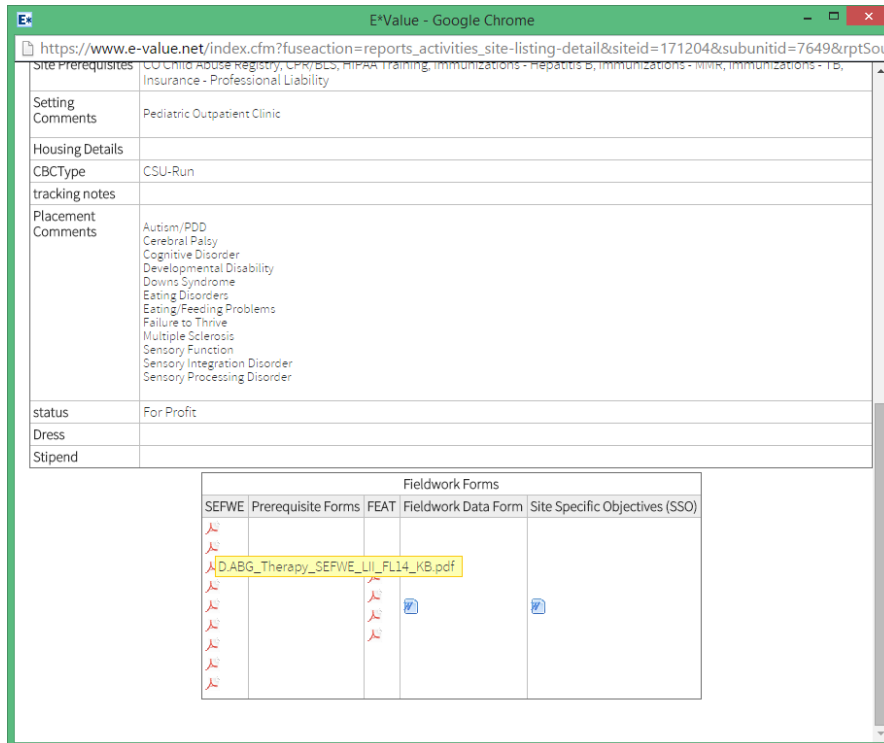
- a. Log in to E*Value
2. Click on **Reports**, then click on **Completed Evaluations about Sites** on the left.



3. Before you can begin your search for sites, you must **change the "Start Date" to 9/1/2015** or you will only get the last three months worth of data.
4. Chose a site by finding it in the **Site Group** drop-down menu.
5. Click **Next**.
6. Click **View Evaluation** on the right to open the evals.

Evaluations completed prior to September 1, 2015

1. SEFWEs and FEATs from earlier than Sept 1, 2015 are found by clicking on Reports, then Site List or Site Custom Fields (Both take you to the same place)
2. You can choose the site you are looking for under **Site** or type in part of the name into **Site Filter**
3. Click **Next**
4. Click the name of the site you want to view.
5. Scroll to the bottom to find SEFWEs and FEATs



6. Hovering your mouse over a PDF image shows you when the survey was completed.

How to Complete Evaluations in E*Value and View your Previous Evaluations

1. Go to the **Evaluations** tab. Click **Complete Pending Evaluations** to complete evaluations.
2. Click **Edit Evaluation** on the left for the one you would like to complete.
3. Any evaluations you need to fill out will be on your profile in E*value, *any your educator needs to fill out will be directly on their account.*
4. **Do not fill out any evaluations on your educators account or vice versa.**
5. Make sure to fill out all Mandatory information, or E*value will not let you submit.
6. Give one answer for each section with numbers.
7. Give one or more answers for each section with boxes
8. You can type more in the box than originally appears, a scroll box will show up once you've typed enough characters.
9. You are able to work on an evaluation and come back to it, by scrolling all the way to the bottom and clicking **Save for Later**.
10. Once evaluation is complete and you have completed all mandatory fields, click **Submit**.

How to View Your Own Past Evaluations

1. Click on the **Reports** tab.
 - a. Click **Evaluations about Students** to find evaluations you have completed about yourself and evaluations your educators have completed about you

- b. Click **Completed Evaluations By Me** to see evaluations you have filled out about yourself.
- c. Click **Completed Evaluations by Educator** to find evaluations educators have filled out about you
- d. Click **Aggregate Site Performance** to find a summary of numerical data of performance scores

**Note: You can only search for and view sites for which you have completed fieldwork.*

How to Find Schedule of Past Fieldwork in E*Value

1. You can find records of all completed and in-progress FW history including: start and end date, fieldwork level, sites and educator information.
2. Click **Reports**, then click **Schedule Report**.
3. You must select the date range by changing the start and end date, this way you can get a list of all the fieldwork sites you have had, or can select a specific range of dates for only certain experiences to generate.
4. Click **Next**

How to See Your Scheduled Fieldwork in E*Value – My Calendar

1. Within the **Home** tab, click **View My Calendar** on the bottom left side
2. Adjust the date to look at the desired month for fieldwork
3. Click **Refresh**
4. Navigate through by clicking on months at the top left.

How to See Your Scheduled Fieldwork in E*Value – Schedule Report

1. Click on the **Reports** tab
2. Click **Schedule Report** on the bottom left
3. Adjust end date to include the timeframe you're interested in
4. Click **Next**

Colorado State University
 Occupational Therapy
Roster By Student Schedule Report
 Time Period: 02/21/2017 to 09/01/2017
 Report Date: 02/21/2017
Karges, Sunny J. - 2nd Year

User Start Date	User End Date	Time Frame	Fieldwork	Site	Educator(s)	Rank
06/05/2017	08/25/2017	Summer 2017 Level IIB	level IIB	Madonna Rehabilitation Hospital		

