
How to document an advisee or counseling/academic planning meeting in eValue

Home Page > Initiate Ad hoc Evaluations



University of California, Los Angeles

by MedHub

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*Starting Winter 2023, you will be assigned by SAO Advisee or Counseling/Academic Planning Meeting evaluations to complete at least once per qtr so please click here **first** if you see any pending evaluations

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Welcome to eValue

My Information

If this or any other biographic information is incorrect or missing, you can [update this information](#).

Email: byeung@sonnet.ucla.edu

Rank: Faculty

Roles: Educator

Urgent Tasks

[Complete Pending Evaluations](#) (14)

Tasks

2 [Initiate Ad hoc Evaluations](#)

If you need to document additional meetings with your student, you can initiate the form here

Welcome to UCLA's eValue Student Management System

In eValue students and educators are able to complete a variety of educational activities including, completing evaluations, tracking clinical hours, and logging patient encounters.

UCLA Nursing Forms & Documents

[Employee Reduced Fee Enrollment Application](#)

Fill out information



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Initiate Ad hoc Evaluations

Select an evaluation type:

Advisee Meeting

3. Select Advisee Meeting

Who would you like to evaluate?

Last Name Filter

Filter

{Select a Subject}

4. Select name of assigned advisee

Course & Rotation:

*Advisee Meeting

5. Select *Advisee Meeting

Site:

UCLA Campus

[Click for all Sites](#)

Time Frame:

2022 Fall Quarter: (09/19/2022 - 12/09/2022)

[Click for all Time Frames](#)

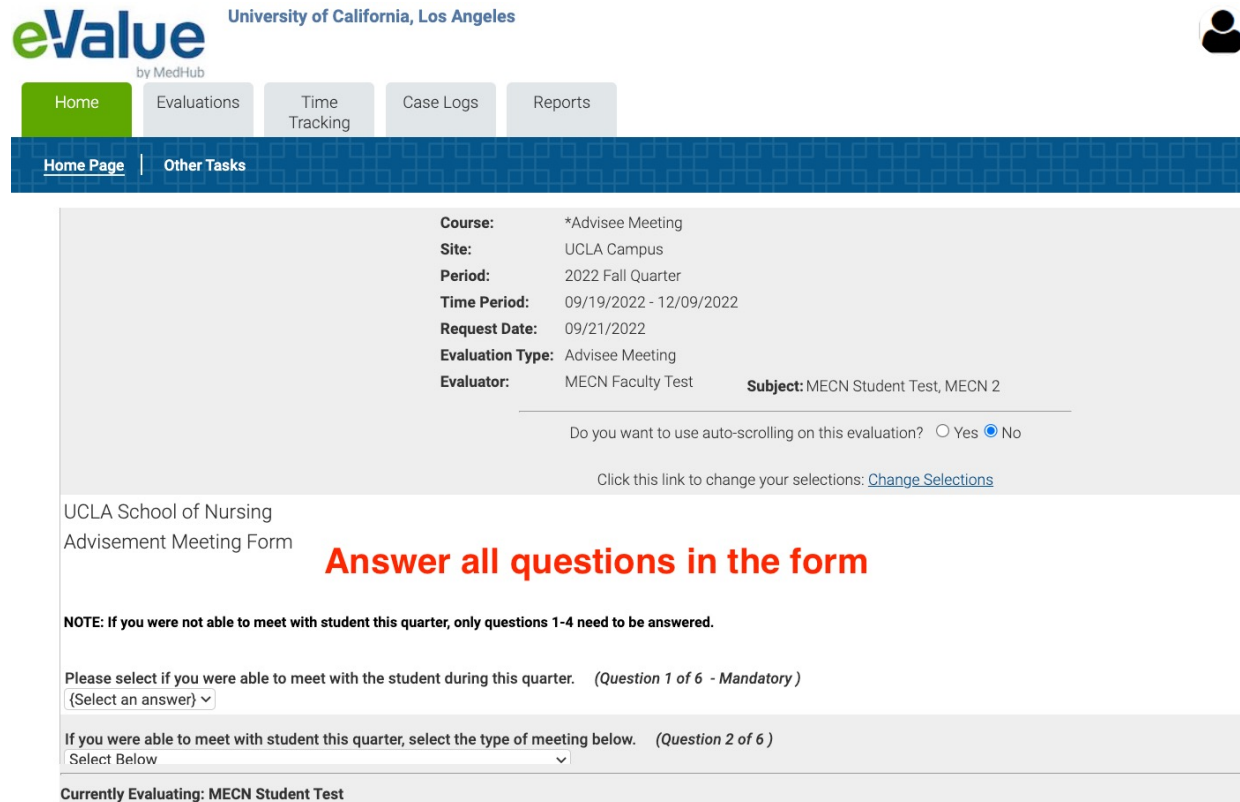
Sort By Name

6. Select Current Quarter

Next -->

7. Click "Next"

Fill out information about the meeting you had with your advisee



The screenshot shows the eValue interface for a meeting evaluation. At the top, the logo for 'eValue by MedHub' is displayed next to 'University of California, Los Angeles'. A navigation bar includes buttons for 'Home', 'Evaluations', 'Time Tracking', 'Case Logs', and 'Reports'. Below this, a dark blue header contains 'Home Page' and 'Other Tasks'. The main content area shows evaluation details: Course (*Advisee Meeting), Site (UCLA Campus), Period (2022 Fall Quarter), Time Period (09/19/2022 - 12/09/2022), Request Date (09/21/2022), Evaluation Type (Advisee Meeting), and Evaluator (MECN Faculty Test). The Subject is listed as 'MECN Student Test, MECN 2'. A checkbox for 'auto-scrolling' is checked. A link for 'Change Selections' is provided. Below the details, the text 'UCLA School of Nursing Advisement Meeting Form' is shown, followed by a large red instruction: 'Answer all questions in the form'. A note states: 'NOTE: If you were not able to meet with student this quarter, only questions 1-4 need to be answered.' The first question asks if the user was able to meet with the student during the quarter, with a dropdown menu showing '(Select an answer)'. The second question asks for the type of meeting, with a dropdown menu showing 'Select Below'. At the bottom, it indicates 'Currently Evaluating: MECN Student Test'.

eValue by MedHub University of California, Los Angeles

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Course: *Advisee Meeting
Site: UCLA Campus
Period: 2022 Fall Quarter
Time Period: 09/19/2022 - 12/09/2022
Request Date: 09/21/2022
Evaluation Type: Advisee Meeting
Evaluator: MECN Faculty Test **Subject:** MECN Student Test, MECN 2

Do you want to use auto-scrolling on this evaluation? Yes No

Click this link to change your selections: [Change Selections](#)

UCLA School of Nursing
Advisement Meeting Form

Answer all questions in the form

NOTE: If you were not able to meet with student this quarter, only questions 1-4 need to be answered.

Please select if you were able to meet with the student during this quarter. (Question 1 of 6 - Mandatory)
(Select an answer) ▾

If you were able to meet with student this quarter, select the type of meeting below. (Question 2 of 6)
Select Below ▾

Currently Evaluating: MECN Student Test

Fill out all information and click “Submit”



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Also, please note if the student was given referrals to any SJSU resource (e.g., Nursing Specialty Coach, Financial Aid, Student Affairs, EOP Council) and/or campus resource (Students with Dependents, etc.)

(Question 5 of 6)

If known, select the percentage of time student will be working during the academic year (Question 6 of 6)

Select Below

Campus resources for students:

Undergraduate Students (<https://firsttogo.ucla.edu/resources-for-students/campus-resource>)

Graduate Students (<https://gsrc.ucla.edu/graduate-student-resources>)

Once this form is submitted it will immediately become available for review by the student and the Student Affairs Office.

If you are satisfied with the evaluation, click the **Submit** button. Once submitted, you will no longer be able to make changes to this evaluation.

Save For Later

Submit

8. Submit