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

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# 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

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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 &amp; 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)

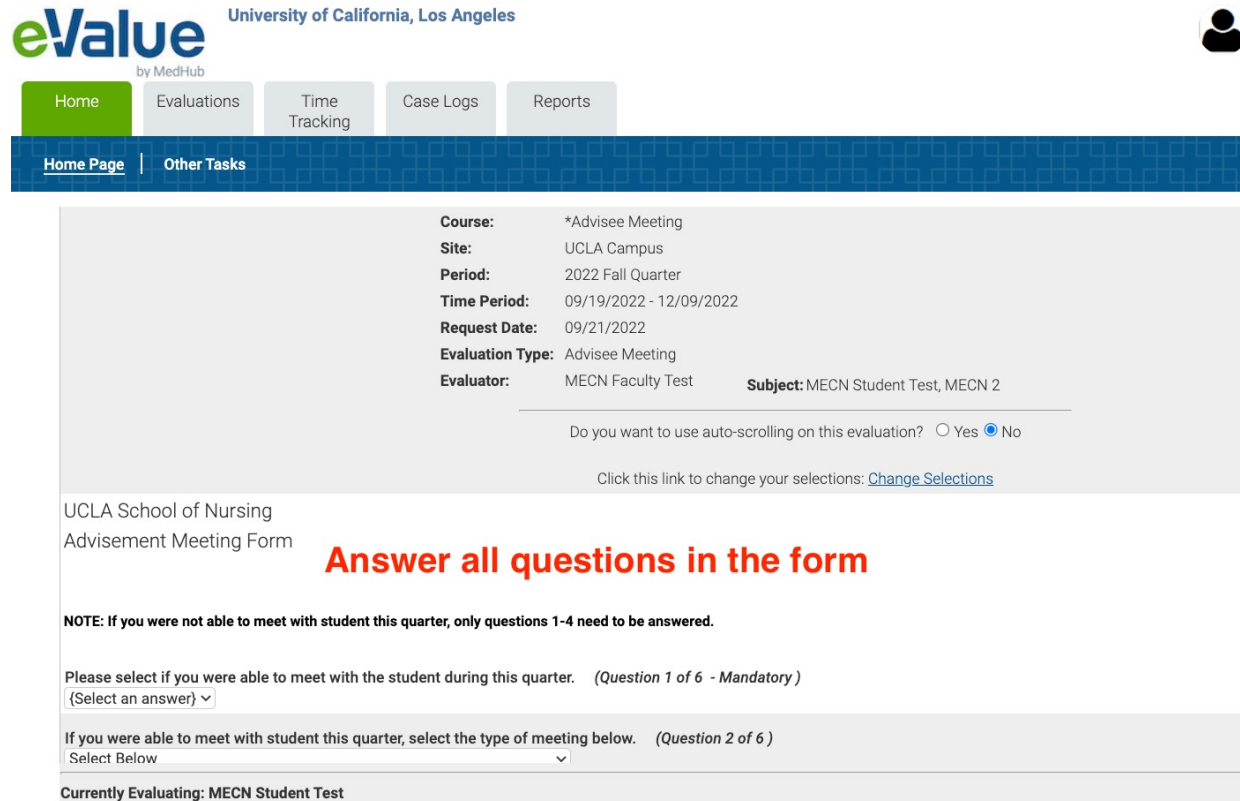
[Click for all Time Frames](#)

Sort By Name

Next --&gt;

**7. Click "Next"****6. Select Current Quarter**

# Fill out information about the meeting you had with your advisee



The screenshot shows the eValue interface for the University of California, Los Angeles. The top navigation bar includes 'Home', 'Evaluations', 'Time Tracking', 'Case Logs', and 'Reports'. Below this is a dark blue bar with 'Home Page' and 'Other Tasks'. The main content area displays evaluation details:

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

Below the details is a question: "Do you want to use auto-scrolling on this evaluation?" with radio buttons for "Yes" and "No" (selected). A link "Change Selections" is provided.

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**