

UCLA School of Nursing

How to Schedule Faculty into Courses-SAO

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Log in to eValue <https://www.e-value.net/index.cfm>

Program Selection

You are associated with more than one program within eValue.

Please select the program you wish to work with at this time:

EV, Ashley's Demo - Physician Assistant
EV, E*Value Implementation
UCLA, Advanced Practice Registered Nurse (APRN)
UCLA, Bachelor of Science (BS)
UCLA, Doctor of Nursing Practice (DNP)
UCLA, Doctor of Philosophy (PhD)
UCLA, Master's Entry Clinical Nurse (MECN)
UCLA, UCLA Demo Site
UCLA, UCLA Enterprise

**Log into the program
you want to schedule
faculty into their
courses for**

Continue Login ->

Schedules Tab

eValue by MedHub
University of California, Los Angeles
Bachelor of Science (BS)
Program ID:8650

Home Users **1 Schedules** Evaluations

Schedule Setup **2 Schedule Management**

Schedule Management

Search

Manage Schedule

3 [Create & Manage Schedules](#)

[Create & Manage Schedule Visibility](#)

Filter

eValue University of California, Los Angeles
Bachelor of Science (BS)
Program ID:8650
by MedHub

Home Users **Schedules** Evaluations Time Tracking

Schedule Setup | Schedule Management

Create & Manage Schedules

Roles: All Roles

Ranks: All Ranks

Users: Filter user list with last names starting with
 Filter ? **Filter as needed any of the fields**

Course Dates Groups: All Users in Rank

Sort Course Dates: No Course Dates Groups

Course Dates: Default Order

Course Types: 2023 Winter Quarter

Course Groups: All Course Types

Course: 2-Winter BS Courses

Sites to show: All Courses and Rotations

Start & End Date: Show All
07/01/2022 06/30/2023

Schedule View:
 Course Condensed
 Show only existing schedule entries
 Users Include inactive Users

View Schedule

Add Faculty to Course

eValue by MedHub **University of California, Los Angeles**
Bachelor of Science (BS)
 Program ID:8650

Home | Users | **Schedules** | Evaluations | Time Tracking | Case Logs | R

Schedule Setup | Schedule Management

Program: Bachelor of Science (BS)
Course Dates: 2023 Winter Quarter
Course Group: 2-Winter BS Courses
From: 07/01/2022
To: 06/30/2023

BS 1 Faculty

Click on yellow space next to course or Green plus sign paper icon to add faculty

[View Schedule by User](#) | [Download All in Excel](#) | [Printable Report](#)

Course Name Click to schedule	2023 Winter Quarter 01/04/2023 to 03/24/2023
N115 Pharmacology and Therapeutics	    UCLA Campus Gylys, Karen H (Faculty) Jan 04-Mar 24
N150B Fundamentals of Professional Nursing II	

N115 Pharmacology and Therapeutics
 2023 Winter Quarter
 01/04/2023 to 03/24/2023
 (Click to schedule)

Add Faculty to Course

Schedule for N115 Pharmacology and Therapeutics:

Select a course dates: 2023 Winter Quarter

Filter User list (Optional): All Users Group

Filter: gy **1. Filter by last name** Include Inactive Users

Select a user: **Check All** **Check None** (1 Users Selected)

2. Blue check mark faculty name Gylys, Karen H (Faculty)

3. Click green plus sign to add site

Select site(s):

UCLA Campus Auto-scroll

Site	
UCLA Campus	<input type="checkbox"/> <input type="checkbox"/>

Participation Start & End Dates: 01/04/2023 03/24/2023






Evaluation Action: Does Evaluations **4. Change Evaluation Action to "Does Evaluations"-This tells eValue to auto send out End of Course Report survey to faculty**

Add Schedule Entry

5. Click "Add Schedule Entry"

Double Check Evaluation Assigned Date is Correct

[View Schedule by User](#) | [Download All in Excel](#) | [Printable Report](#)

Course Name Click to schedule	2023 Winter Quarter 01/04/2023 to 03/24/2023
N115 Pharmacology and Therapeutics	    
	UCLA Campus Gylis, Karen H (Faculty) Jan 04-Mar 24

Double check evaluation assigned date

Close Window

Status Legend

- To be assigned: On (MM/DD/YYYY), Around midnight Central Time
- Assigned Evaluation: Open, Suspended, Expired, Deleted, Pending Review/Release, Completed mm/dd/yyyy
- Assigned Coursework: Incomplete, On Hold, Completed - Grade Pending, Completed
- Will not generate automatically.
- Evaluation will not generate. Further setup is required.
- No additional evaluations were or will be assigned to this user.

Double check that date assigned for evaluation to go out is correct

Evaluations (About Courses and Rotations & Sites)

Filter by Evaluation Type: All

Evaluator	Site	Evaluation Action	Evaluation Type	Course	Time Frame	Generation Date	Status	Assign Evaluations
Karen H Gylis - Faculty	UCLA Campus	TBA Does	End of Course Report	N115 Pharmacology and Therapeutics	2023 Winter Quarter		To be assigned: On (03/06/2023).	<input type="checkbox"/>