

How to Initiate/Sign Off on an Evaluation of Student Performance

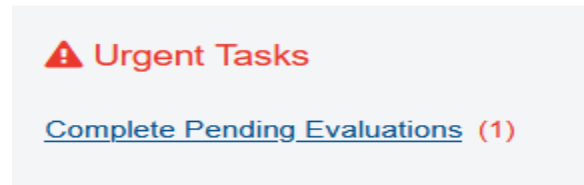
eValue Student Users

Note: there are **two** parts to this process!

Part I: Initiating your Evaluation

Navigation: Home Page > Urgent Tasks > Click Complete Pending Evaluations

Step One: Click on “complete pending evaluation” under your urgent tasks



Step Two: Click on “Edit Evaluation”

Course: 7500-02 Field Practicum I				Site: 			
Period: Fall 2021 Field Schedule = 08/30/2021 - 12/20/2021				Time Frame: 08/30/2021 through 12/20/2021			
Edit/Status	Suspend	Evaluation Type(s)	Subject	Request Date	View Image	View Printable Evaluation	Last Evaluator Update
Edit Evaluation	Suspend	Who did you work with?	7500-02 Field Practicum I	11/02/2021	Not available	View/Print	

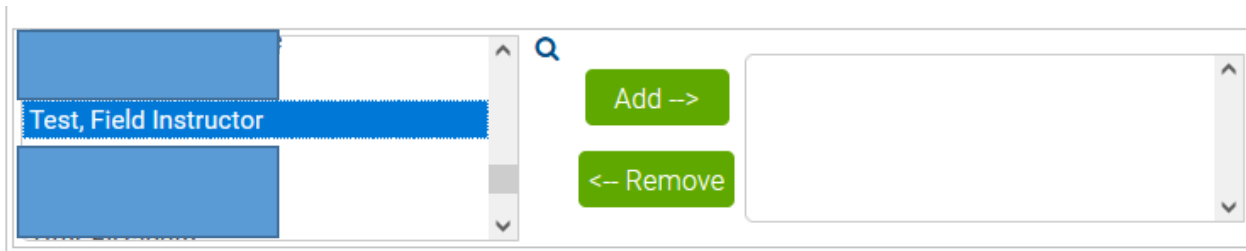
Step Three: Complete the Form

Read the instructions at the top of the form.

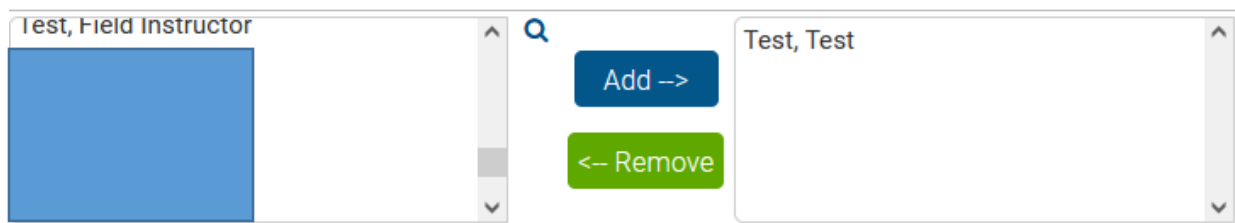
1. **Verify that one of the levels or specializations listed applies to you. It will ask you. “IF you are a BSW, MSW Foundation, If your MSW specialization is Child and Family, etc.”**
2. If you cannot find your level/specialization, **STOP** and contact FEO@govst.edu immediately. Do not complete the form.
3. If you can find a level that applies to you, choose your field instructor below.

2. Who is your Field Instructor?

Highlight the name and click Add.



The action moves the field instructor's name in the box on the right.



Click Submit.

Submit

This action automatically sends the Evaluation of Student Performance to the field instructor. If you are unable to locate your specialization OR field instructor **STOP** contact FEO@govst.edu immediately.

NOTE: If two different levels or specializations are listed on your form, leave the one that DOES NOT apply to you blank.

Part II: How to Sign Off on an Evaluation of Student Performance?

The system will notify you when your field instructor or task supervisor has completed your Evaluation of Student Performance. Once that is done, you must review it and sign off.

Navigation: Home Page > Click Reports > Click Completed Evaluations about Students

Step One: On your E-Value home page, click on the "Reports" tab



Step Two: Select “Completed Evaluations about Students”

Evaluation Student Reports



[Completed Evaluations about Students](#)


[Completed Evaluations By Me](#)

A filter appears. **Change the Start and End Dates Only** to the specific term you are signing the Evaluation of Student Performance i.e., Fall 2022 or Spring 2023. **Note:** Field dates are different from the university’s term dates.

Do not enter data in any other fields.

Filter Template:

Start Date:  **End Date:** 

Date Type: 

Step Three:

Scroll down and Click Next.

Next -->

The output is the Student Evaluation Summary.

Step Four:

Click View Evaluation.

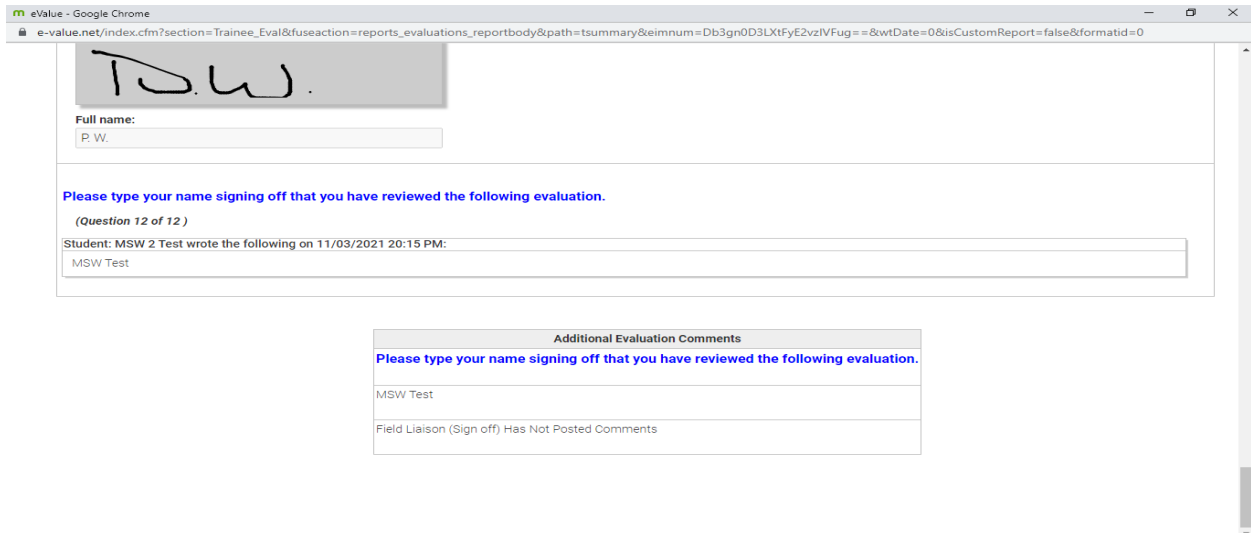
[View Evaluation](#)

Step Five:

Scroll through the entire evaluation and review the content completely. *This is influencing your grade in practicum so it is important to understand your evaluation*

Step Six:

Scroll down to section labeled “Additional Evaluation Comments” at the bottom of the evaluation.



In the textbox, type your full name and click on “Save Comment”

Step Seven:

Finally, scroll back up to the top of the screen. Select **Agree** or Disagree and Click **Submit**.

