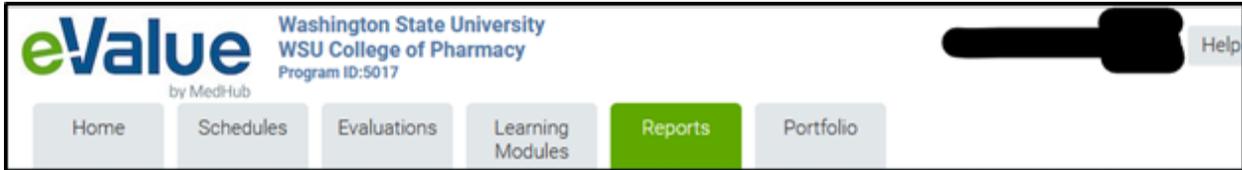


Pulling Reports in E*Value for Students

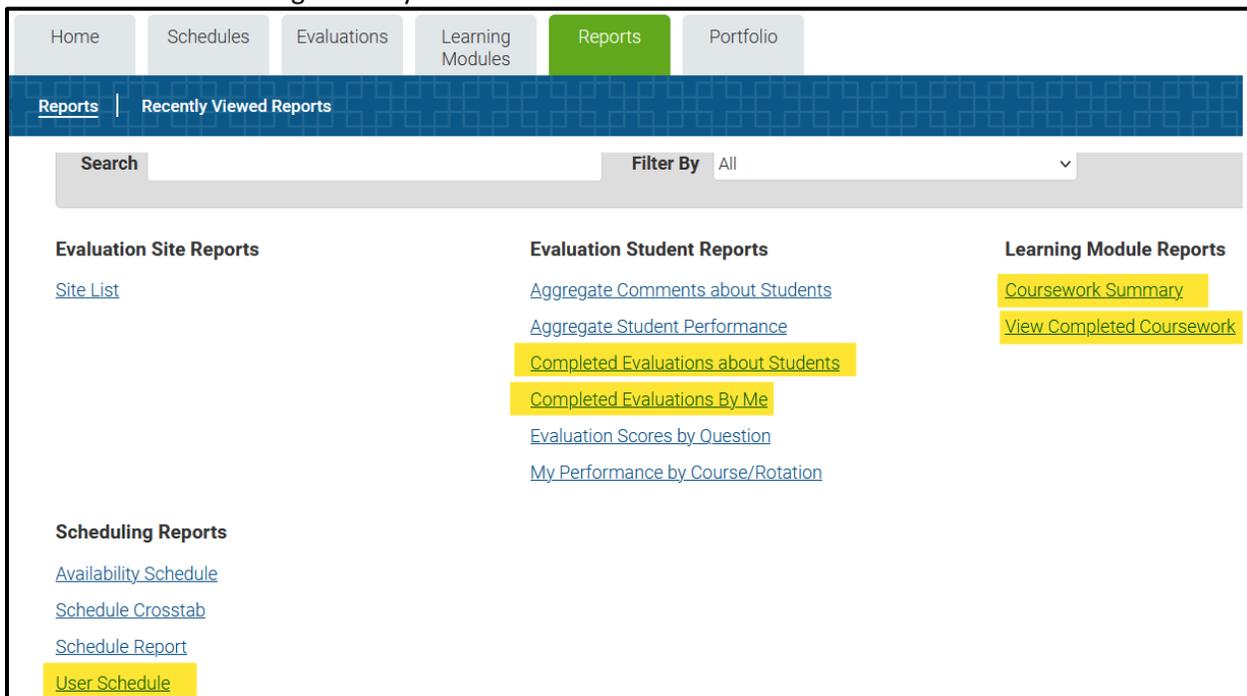
You can use the reports functionality that you have access to in E*Value for any records you would like to keep. This could include your past rotation schedule, past evaluations you submitted, past evaluations submitted about you, IPPE reflections or CPD assignments.

Where to Start:

1. Go to "Reports."



- a. The highlighted reports are identified below and what they can be utilized to pull data on:
 - i. **User Schedule:** A report with your past rotation schedule.
 - ii. **Completed Evaluations about Students:** This will give you evaluations that preceptors have submitted about you.
 - iii. **Completed Evaluations By Me:** This will give you evaluations that you have submitted in the past about preceptors, sites and the curriculum.
 - iv. **Coursework Summary:** Open as HTML and each separate coursework can be viewed, then printed (or 'printed' to PDF)
 - v. **View Completed Coursework:** This will give you any past IPPE reflections and CPD assignments you submitted.



2. On any report it will be key to adjusting the dates it is filtering for. Make sure you adjust the start/end date to encompass the appropriate timeframe. Please see the instructions below for each of the suggested reports.

Report Type: "User Schedule"

1. From the "Reports" tab select "User Schedule"

2. You will next see a screen such as the one below. We suggest modifying the items highlighted below. This includes the start and end date as well as expanding the other sections by clicking “Expand All.”

User Schedule

Start Date: 09/08/2021 End Date: 09/08/2023

Please select a date range for your report.

[Expand All](#)

Schedule Association

Display Options

Reset Next -->

3. Once you have clicked “Expand All” your screen will be similar to the screenshot below.

User Schedule

Start Date: 09/08/2021 End Date: 09/08/2023

Please select a date range for your report.

[Expand All](#)

Schedule Association

Curriculum: {All Curricula}

Display Options

Include Participation Dates: No Yes Shifts Chronologically Shifts By User Participation Dates Only

Include Sessions: No Yes ?

Format Option: PDF

Reset Next -->

4. Modify start date to be a past date, be sure this goes back far enough to encompass the full time period you are interested in.
5. For “Format Option” it is recommended to change this to PDF or Excel.
6. Click Next
7. Save your results

Report Type: “Completed Evaluations about Students”

1. From the “Reports” tab select “Completed Evaluations about Students”
2. You will next see a screen such as the one below. We suggest modifying the items highlighted below. This includes the start and end date and format option.
 - a. Start date:
 - b. End date:
 - c. Format option: HTML
3. Click “Next”

Completed Evaluations about Students

Use this report to review open and completed evaluations about yourself. By selecting the "Passing Evaluations" or "Low Score Evaluations" parameter, you can filter the results to show only those evaluations that had 100% passing scores, or those evaluations that had at least one low score submitted.

Filter Template: (Select a Template)

Start Date: 06/08/2021 **End Date:** 09/08/2021

Date Type: Request Date

Site Group: (All Site Groups)

Site Filter: (Active Sites)

Site: (All 757 Sites)

Course/Rotation Group: (All Course/Rotation Groups)

Course/Rotation Filter: (Active Courses/Rotations)

Course/Rotation: (All Courses/Rotations)
 (All Types)
 Faculty/Student Advising Checklist
 IPPE Community Preceptor Evaluation of S
 IPPE Institutional Preceptor Evaluation of S

Evaluation Type:

Subject Current Rank: (All Ranks)

Form Refresh:

Students:

Evaluations: (All Evaluations)

Format Option: HTML

Reviewed & Released Compliance:

4. Your results will appear with evaluations received for the time period you inputted.
5. From your results page you can either:
 - a. Print selected

Reports | Recently Viewed Reports

Washington State University
WSU College of Pharmacy

Student Evaluation Summary

Subject: Elizabeth Davidson Show In-Process
 Time Period: 05/09/2021 to 09/09/2021
 Time Period Type: Request Date
 Report Date: 09/09/2021

Select All Completed Evaluations on Page

Print	Link	Subject	Evaluation Type	Evaluator	Course/Rotation	Site	Time Frame	Time Period	Request Date	Completion Date	Last Evaluator Update	Viewed By Student	Entered By
<input type="checkbox"/>	View Evaluation	[REDACTED]	IPPE Community Preceptor Evaluation of Student	[REDACTED]	IPPE Community	[REDACTED]							

- b. Click "view evaluation" and from there you can print the single evaluation OR select the mail icon to have the report emailed to yourself.

Washington State University
WSU College of Pharmacy

Student Evaluation

Evaluator: Debbie Keller - Preceptor **Subject:** Elizabeth Davidson - P1
Activity: IPPE Community **Site:** P1 Med #572 (Deer Park)

Report Type: “Completed Evaluations By Me”

1. From the “Reports” tab select “Completed Evaluations about Students”
2. You will next see a screen such as the one below with the results of all past evaluations you submitted about preceptors, the site, or curriculum.
3. You can click on the hyperlinked titles of the evaluations.
4. Once you have opened the evaluation you would like to save you can do one of the following:
 - a. From your browser window select “Print” and “Print to PDF” and then save it to a Google Drive, Computer Drive, USB, etc.
 - b. Take screenshots of your submissions and save them to a Google Drive, Computer Drive, USB, etc.
 - c. Copy and paste your submissions into a Word Document, Google Document, etc., and saving the document Google Drive, Computer Drive, USB, etc.

Completed Evaluations By Me						
Course/Rotation Period:	[REDACTED]	Site:	[REDACTED]	Time Frame:	[REDACTED]	
Evaluation Type	Subject	View Image	Request Date	Status	Entered By	
APPE Student Evaluation of Preceptor	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Course/Rotation Period:	[REDACTED]	Site:	[REDACTED]	Time Frame:	[REDACTED]	
Evaluation Type	Subject	View Image	Request Date	Status	Entered By	
APPE Student Evaluation of Site	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
APPE Student Evaluation of Curriculum	COMM Retail	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Course/Rotation:	IPPE Institutional	Site:	[REDACTED]	Time Frame:	[REDACTED]	
Period:	[REDACTED]					
Evaluation Type	Subject	View Image	Request Date	Status	Entered By	
IPPE Student Evaluation of Preceptor	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
IPPE Student Evaluation of Institutional Site	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
IPPE Student Evaluation of Institutional Curriculum	IPPE Institutional	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Report Type: “Coursework Summary”

1. From the “Reports” tab select “Coursework Summary”
2. You will next see a screen such as the one below with filters for you to use.

Reports | Recently Viewed Reports

Coursework Summary

Use this report to review open and completed Coursework.

Filter Template: (Select a Template)

Start Date: **06/05/2017** End Date: 09/16/2021

Date Type: Request Date

Site Filter: (Active Sites)

Site: (All 757 Sites)

Course/Rotation Group: (All Course/Rotation Groups)

Course/Rotation Filter: (Active Courses/Rotations)

Course/Rotation: (All Courses/Rotations)

Coursework Type: (All Types)

Co-Curr Engagement: Leadership/Innovation

Co-Curr Engagement: Professional Development

Co-Curr Engagement: Professional Development

Subject Current Rank: (All Ranks)

Form Refresh:

Students:

Coursework Status: (All Statuses)

Format Option: HTML

3. **Adjust the start date.** You can go back to any previous year and all items forward will show
4. You can filter to specific coursework etc. but is easiest to view 'all types'
5. Click "Next"

Coursework Summary

Subject:

Time Period: 06/05/2017 to 09/16/2021

Time Period Type: Request Date

Report Date: 09/16/2021

Link	Student	Course/Rotation	Time Frame	Time Period	Site	Coursework	Status	Last Evaluator Update	Due Date	Completion Date	Grader	Grade
View Coursework	<input type="text"/>	PHY Activities	CPD 2020-21 addendum	06/24/2020 - 05/14/2021	Washington State University - WSU College of Pharmacy & Pharmaceutical Sciences	Co-Cur Reflections	Completed	03/05/2021	NA	03/05/2021 at 12:16 AM	Sarah Kenney Graded on 04/29/2021	
View Coursework	<input type="text"/>	PHY Activities	CPD 2020-21	06/24/2020 - 05/14/2021	Washington State University - WSU College of Pharmacy & Pharmaceutical Sciences	Co-Cur Engagement: Leadership/Innovation	Completed	03/02/2021	NA	03/05/2021 at 10:34 AM	Sarah Kenney Graded on 04/29/2021	
View Coursework	<input type="text"/>	PHY Activities	CPD 2020-21	06/24/2020 - 05/14/2021	Washington State University - WSU College of Pharmacy & Pharmaceutical Sciences	Co-Cur Engagement: Professional Development	Completed	03/03/2021	NA	03/05/2021 at 10:54 AM	Sarah Kenney Graded on 04/29/2021	
View Coursework	<input type="text"/>	PHY Activities	CPD 2020-21	06/24/2020 - 05/14/2021	Washington State University - WSU College of Pharmacy & Pharmaceutical Sciences	Co-Cur Engagement: Professional Development 2	Completed	03/03/2021	NA	03/02/2021 at 10:15 PM	Sarah Kenney Graded on 04/29/2021	
View Coursework	<input type="text"/>	PHY Activities	CPD 2020-21	06/24/2020 - 05/14/2021	Washington State University - WSU College of Pharmacy & Pharmaceutical Sciences	Co-Cur Engagement: Public Health	Completed	03/03/2021	NA	03/02/2021 at 08:36 PM	Sarah Kenney Graded on 04/29/2021	
View Coursework	<input type="text"/>	PHY Activities	CPD 2020-21	06/24/2020 - 05/14/2021	Washington State University - WSU College of Pharmacy & Pharmaceutical Sciences	Co-Cur Engagement: Public Health - 2	Completed	03/03/2021	NA	03/02/2021 at 08:53 PM	Sarah Kenney Graded on 04/29/2021	
View Coursework	<input type="text"/>	PHY Activities	CPD 2020-21	06/24/2020 - 05/14/2021	Washington State University - WSU College of Pharmacy & Pharmaceutical Sciences	CPD Confidence Assessment	Completed	06/04/2020	NA	09/04/2020 at 06:50 PM	Sarah Kenney Graded on 04/29/2021	
View Coursework	<input type="text"/>	PHY Activities	CPD 2020-21	06/24/2020 - 05/14/2021	Washington State University - WSU College of Pharmacy & Pharmaceutical Sciences	CPD Overall Development as a Professional Student Reflection	Completed	03/19/2021	NA	03/18/2021 at 11:05 PM	Sarah Kenney Graded on 04/29/2021	

6. You can click on the hyperlinked titles of the activities.

Washington State University
WSU College of Pharmacy

Student Coursework

Student:	[REDACTED]	Grader:	Sarah Kenney
Course/Rotation:	PHO Activities	Site:	Washington State University - WSU College of Pharmacy & Pharmaceutical Sciences
Coursework:	Co-Curr Engagement, Leadership/Innovation	Due Date:	NA
Assigned Date:	09/04/2020	Completion Date:	03/30/2021 at 10:34 AM
Period:	CPD 2020-21		
Time Frame Dates:	08/24/2020 To 05/14/2021		

Co-Curricular Event Description (Question 1 of 5 - Mandatory)

For the Leadership and Innovation Co-Curricular activity requirement, student pharmacists engage in activities that allow for the expansion of leadership skills by working collaboratively with others to innovatively address problems, accomplish common goals, or engage in research and scholarship. Students must show that they have made a substantive creative contribution to the development or communication of a project or service either in collaboration with or having an impact on others. **co-curricular activity?**

- It is not an expectation and/or a requirement for a course.
- It relates to the co-curricular area for which you are hoping to use the activity.
- You are able to articulate how the activity enhances your development as a student pharmacist.
- The activity has occurred during the didactic year for which you are hoping to use it for

Leadership skill: IPHO Organization President, WSU chapter
Diabetes and blood pressure screening at local clinic
Volunteering to give flu vaccines
Participating in IPHO and ASHP annual conferences
Collaborating in a research project with a postdoc student at WSU

Co-Curricular Event Title
Please check the Advising & Co-Curricular Engagement web page for event guidelines and information here: <https://pharmacy.wsu.edu/doctor-of-pharmacy/current-student-resources/advising/>

(Question 2 of 5 - Mandatory)

IPHO annual meeting 2020

Co-Curricular Event Date (Question 3 of 5 - Mandatory)

Please enter the date this activity occurred. NOTE: If this activity occurred over multiple dates, please enter the date range in the box below.

September 11-13 2020

Summary (Question 4 of 5 - Mandatory)

Please include a brief (250 word) summary of the event.

The IPHO Annual conference was on September 11-13, 2020. Pharmacy students, sponsor representatives from industry, and faculty members participated in the event and it was an amazing event to communicate and connect with people with the same passion and background. Attendance was held virtually, and IPHO provided an access to breakout rooms to talk to each pharmaceutical company separately and get critical information from each to navigate our own personal path and interest in industry and build up our professional development activities.

Grader remarks (Question 5 of 5, Question to be answered by Grader)

1. Once you have opened the activity you would like to save choose the “print” icon in the upper right corner of the page.
 - a. On the ‘print’ dialog box find “print to PDF” or “print to file” depending on your computer.
2. You can also take a screenshot of any document if you like and save to your computer or any other device (Google Drive, USB stick etc.)

As of 9/2021