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Welcome to E*Value™

The Presbyterian College School of Pharmacy has chosen E*Value as its primary tool for evaluating the progression of learning for both students and faculty members. E*Value provides a convenient way of building learning portfolios, completing course and faculty evaluations, and demonstrating development across the pharmacy’s 12 core learning competencies. This handbook will help you as a student get started using E*Value.

Interacting with E*Value

This section will provide a basic overview of how to access the E*Value main page and how to interact with the features you will encounter most frequently.

Signing In

You need an Internet connection and a Web browser to use E*Value. You must first go to www.e-value.net and then log in using the default username and password that have already been provided to you in the Login and Password fields. Do not type anything in the Institution Code field. If you have misplaced or forgotten your password, click Forgot Password? next to the login button. This will ask for your e-mail address; enter your Presbyterian College email address (YourID@presby.edu). You will also see a Captcha verification; enter the letters you see in the box.
Home Page

Once signed into E*Value, you will see a home page similar to the one below. The Home menu contains links to a calendar, a way to change your password, and Help.

The User Menu includes the features you will use most. These include your MyFolio, which you will use to track your progress throughout the PCSP program, and PxDx, an application you will use to track your interactions with patients, either through the E*Value website or through a portable device such as an iPod Touch™. On your home page, you should also see a link to Evaluations, which you will eventually use to evaluate both your courses and instructors (a link to these evaluations will be emailed to you at a later date).
## Frequently Used Buttons and Icons

This table shows the most frequently used or seen icons in E*Value and explanations of their use. You may see some other icons at times, but they are infrequently used, disabled, or not recommended.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![Show/Hide](Show_Hide.png) | **Show/Hide**  
In order to make the main frame larger on the screen, you can click on the light gray Show/Hide buttons on the menu frame and the header frame at the top of the window. |
| ![Add New Grid to Row](Add_New_Grid_to_Row.png) | **Add new grid to row**  
You will input information in MyFolio using a table in each folder. Each table row will represent one instance/record. Use this button to add new rows to the table. A new pop-up window will open for input of information that will display in the new row. |
| ![Update Grid Row Data](Update_Grid_Row_Data.png) | **Update grid row data**  
This button is used to edit essay or document fields in table cells in MyFolio. Essay fields are longer than short text items; a box will open for typing. Document fields ask you to upload a file; a box will open allowing you to browse your computer for a file to upload. |
| ![Calendar](Calendar.png) | **Calendar**  
Use this icon on date fields to open a small calendar window; select a date. Use the arrows « «  » » to scroll between months. |
| ![Add Supervisor](Add_Supervisor.png) | **Add Supervisor**  
You can allow another E*Value user to see a folder or a specific table row in your portfolio. Specific faculty (e.g. your assigned advisor) will already see these folders. |
| ![Edit MyFolio](Edit_MyFolio.png) | **Edit MyFolio**  
If the tables in MyFolio are in preview mode (meaning you can’t edit them), click on the Folder Tools tab at the top right of MyFolio. Click on the Edit MyFolio link to switch to edit mode. |
MyFolio or Growth and Assessment Portfolio (GAP)

Your electronic portfolio is the single location to store and organize your key academic work and your professional development. This portfolio will help you track your progression through the School of Pharmacy curriculum while documenting your completion of key artifacts and assessments necessary to achieve the professional pharmacist competencies.

When you click on MyFolio in the User Menu, you will see two options: View MyFolio and Shared MyFolios. To enter your portfolio, click View MyFolio. (Shared MyFolios will allow your faculty advisor to see your portfolio. As a student, you will only see Shared MyFolios if you have been given access by a peer).

Once you click on View MyFolio, it will open in a new window. You may have to allow your browser to open pop-up windows for www.e-value.net.

There are four main folders in your MyFolio. These are accessed under the “PRESBYTERIAN COLLEGE...” green menu bar:

- Bio
- Curriculum Vitae
- Competency
- Experentials

Eventually you will create a Bio that includes a picture and information about yourself so that your academic advisor can become more familiar with who you are and your progress at PCSP. Through your MyFolio, you can also create a Curriculum Vitae, or CV, which is like a more detailed resume that you can use to track your progress at PCSP and share your achievements with potential employers in the future.

Lastly, the Competency tab, which is further detailed in the next section, will comprise the bulk of your E*Value work for your first year at PCSP. The Experentials tab will not be used during your first semester at PCSP, so do not worry about it for now.
**Competency**

This section describes the PC Twelve Competencies, or PC 12 Comps, which are statements that include the liberal learning outcomes from Presbyterian College that are applicable to professional pharmacy education. From these 12 competencies, you will focus on four in your MyFolio. Two of the four are further subdivided as follows, for a total of six sections you will need to complete each year by April 1:

1. **Comp I: Communication**
2. **Comp IX: Personal and Professional Growth**
3. **Comp XI: Advancement of Pharmacy and Health Care**
   - **Comp XI: Memberships**
   - **Comp XI: Attendance**
4. **Comp XII: Health and Public Welfare**
   - **Comp XII: Pharmacy Related Community Service**
   - **Comp XII: Non-Pharm Related Community Service**
Detailed below are the ways you can update each of the six sections.

1. **Comp I: Communication**

Each year you will have various class assignments where you will work in group settings or individually on oral and written projects. One of the assessment tools of your competency in communication will be to provide documentation in your MyFolio (also known as your Growth and Assessment Portfolio, or GAP) of all the projects you completed and provide a reflection on your communication skills and teamwork for the past year.

In the first table included under the **Comp I: Communication** tab, you will upload a *minimum of one* (but preferably all) the projects you’ve completed during the school year that relate to your development of communication. To do this, first click the **Folder Tools** icon in the top right corner of the screen. At this point a drop-down menu should appear.

From this dropdown menu, click **EDIT MYFOLIO:**

Next, click the **Add a new row to the grid** icon on the top right of the first table.

Clicking this icon will open the following page:

```
Add/Edit Grid Row

Class: ____________________________
Communication Project Name: ____________________________
Communication Project Date: ____________________________
Communication Project Type: Oral Written
Communication Artifact: Document is not available
Row Placement: First
```

**Go Back/Cancel**  **Save Grid Row**
At this point, you should add the **Class name, Communication Project Name, and Communication Project Date** by clicking the **Calendar** icon ( ). Indicate if the project was oral or written, and then click the pencil icon ( ) next to **Document is not available** to upload the appropriate artifact/project. Then choose which row you’d like the artifact to appear in, and click **Save Grid Row**. Repeat these steps for each project you add.

In the second table, you will complete a yearly composite reflection of your interpersonal group dynamic and written and oral communication skills. To access the reflection form, click the **PC Comp I Communication Form** link. Save the form to your computer, complete it, and then upload the completed form into the second table as follows:

1. Click the **Add a new row to the grid** icon ( ) on the top right side of the table.

   ![Add a new row to the grid icon](image)

2. Click the **Update grid row data** icon (the pencil icon ).

   ![Update grid row data](image)

3. Clicking on the pencil icon will show you the following screen. Click the pencil icon ( ) once again on the new screen to upload your completed communication form. After uploading the document, select the appropriate **Date** ( ) and **Row Placement**, and then click **Save Grid Row**.

   ![Update grid row data](image)
2. **Comp IX: Personal and Professional Growth**

Each year during your professional program you will be required to perform several self-assessments. One of the assessment tools of your competency in Personal and Professional growth is providing documentation of your reflection of self-assessment. This yearly self-assessment should include your identification of your learning style or changes in learning styles, your current academic strengths and weaknesses, your perspective of the pharmacy profession and the world “in general,” your health status and strategies used to deal with time management, relieve stress and assure personal well-being. Also provide what you plan to do in the future to enhance yourself personally and professionally.

For this competency, you need only to complete the reflection form; you do not have to upload any artifacts/projects. In the one table included, select the link for the **PC Competency IX: Personal Assessment Reflection form**. Save the form to your computer, complete it, and upload it back into the table by clicking the pencil icon (-pencil icon).

<table>
<thead>
<tr>
<th>Row Nbr</th>
<th>Personal Reflection Form</th>
<th>Date of Personal Reflection Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PC_Compety IX_Personal_Assessment_Reflection_form.doc</td>
<td></td>
</tr>
</tbody>
</table>

Once you’ve clicked the first pencil icon, you should once again see the following page:

![Add/Edit Grid Row](image)

**Personal Reflection Form:** [PC_Compety IX_Personal_Assessment_Reflection_form.doc](image)

**Date of Personal Reflection Form:** [Upload document](image)

**Row Placement:** [First](image)

Upload your completed reflection form by clicking the pencil icon again (-pencil icon), choosing the appropriate **Date** ([-](image)) and **Row Placement**, and then clicking **Save Grid Row**.
3. Comp XI: Advancement of Pharmacy and Health Care (Memberships)

Each year you will be required to be involved in state and professional organizations. One of the assessment tools of your competency in Advancement of Pharmacy and Healthcare will be to provide documentation in your MyFolio/GAP of your membership(s) and a reflection on one topic each year you deem relevant to the current or future practice of pharmacy and to share your personal values or beliefs regarding this topic.

In the first table, include the names of any organizations you participated in throughout the year and your dates of involvement. To do this, first click the **Add a new row to the grid** icon ( ).

<table>
<thead>
<tr>
<th>Professional and student organizations</th>
<th>Add a new row to the grid</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Row Nbr</strong></td>
<td><strong>Organization</strong></td>
</tr>
<tr>
<td>1</td>
<td>SCPHA</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Clicking this icon will result in the following screen:

![Add/Edit Grid Row](image)

Type in the name of the **Organization**, the **Dates of Membership**, and indicate the appropriate **Row Placement**. Then click **Save Grid Row**. Follow these steps to add *each* organization.

In the second table, select the link for the **PC Comp XI Pharmacy Topic Reflection Form**. Complete the form, save the form to your computer, and then upload the completed form to the second table by clicking the pencil icon ( ). Clicking the pencil icon will result in the following page:
Click the pencil icon ( ) once again to upload your completed reflection form. Then indicate the appropriate Date ( ) and Row Placement, and click Save Grid Row.
4. Comp XI: Advancement of Pharmacy and Health Care (Attendance)

Each year you will be required to attend at least one local, state or national pharmacy professional meeting or continuing education program. One of the assessment tools of your competency in Advancement of Pharmacy and Healthcare will be to list in your GAP your attendance and to complete a reflection on at least one of the meetings you attended during the year.

In the one table provided, include the year attended, name of event or meeting attended, location, date of meeting, and complete and upload the Comp XI Professional Meeting Reflection form. To do this, first click the Add a new row to the grid icon.

Clicking this icon will result in the following page:

Indicate the Meeting/Event name and your Date of Attendance. Next, click the pencil icon to upload your completed Comp XI Professional Meeting Reflection form. Indicate the appropriate Row Placement, and then click Save Grid Row.

Follow these steps to add each Meeting/Event you attended during the year.
5. Comp XII: Health and Public Welfare (Pharmacy Related Community Service)

Each year you will be required to provide community service related to pharmacy. One of the assessment tools of your competency in Advancement of Pharmacy and Healthcare will be to provide documentation in your GAP of your pharmacy community service and a reflection of this service.

In the first table, list the sponsor organization, activities and duties, frequency, time donated, and dates of participation. To do this, first click the **Add a new row to grid** icon (**`).

![Pharmacy Related Community Service Table](image)

Clicking this icon will result in the following page:

![Add/Edit Grid Row](image)

Fill in all rows, and then click **Save Grid Row**.

In the second table, click the link for the **PC Comp XII Pharmacy Related Comm Service Form**. Save the form on your computer, complete it, and then upload the completed form to the second table. To do this, first click the **Add a new row to grid** icon (**`) as shown on the next page.
Clicking this icon will result in the following screen:

Click the pencil icon (-pencil) to upload your completed reflection form. Indicate the **Date of Pharmacy Related Community Service Reflection** by clicking the calendar icon (-calendar) and the appropriate **Row Placement**. Then click **Save Grid Row**.

Repeat these steps for *each* new community service and corresponding reflection form.
6. Comp XII: Health and Public Welfare (Non Pharmacy Related Community Service)

Each year you will be required to provide community service NOT related to pharmacy. One of the assessment tools of your competency in Advancement of Pharmacy and Healthcare will be to provide documentation in your GAP of your non-pharmacy related community service and a yearly reflection of this service.

In the first table, list the sponsor organization, activities and duties, frequency, time donated, and dates of participation. To do this, first click the Add new row to grid icon ( ).

Clicking this icon will result in the following page:

![Add/Edit Grid Row](image)

Fill in all areas, and then click **Save Grid Row**.

In the second table, click the link for [PC Comp XII Non-Pharmacy Related Community Service Form](#), and save the form on your computer. Once the form is completed, upload the form into the table by clicking the Add a new row to the grid icon ( ). Doing this will result in the screen shown on the next page:
Click the pencil icon ( Peninsula ) to upload a new document. Indicate the **Date of the service** and the appropriate **Row Placement**. Then click **Save Grid Row**.

Follow these steps to add each non-pharmacy community service/organization and corresponding reflection form.
Appendix 1: Sample Reflection Form

Artifact Information

Name: ___________________________ Semester: _____________

Date Submitted: _____________

Title: ___________________________

Reflection

What? How did you use your communication skill? What are your strengths as a communicator? What aspects of communication do you want to improve? (Click in the text box below to record your reflection. Response should be 200 words or less)
So What? How did you deal with the group dynamics when working on the project? What was your perspective of interacting and working on a project with a group of colleagues? What did you learn from the experience? How does it apply to you and your education and your future as a pharmacist? *(Click in the text box below to record your reflection. Response should be 200 words or less)*

Now What? What are some long-term implications of the experience for your learning and practice? What will you do in the future to enhance the overall experience for you and others working on projects? What will you do in the future to further develop your communication skills? *(Click in the text box below to record your reflection. Response should be 200 words or less)*
Appendix 2: Student Guide to Portfolio Reflective Statements

In each of your reflections for artifacts/projects, meetings, group memberships, etc., you will write brief reflection statements, which will help you authenticate your learning for yourself and for your advisor. This guide is intended to help you understand what reflection is and how to complete these reflection statements.

**What is reflection?**

Reflection is deliberately thinking about experiences in order to make sense of what you have learned and are learning. It is about more than asking “How?” and “When?” but also deals with the “Why?” question. Reflection begins with recalling an experience and progresses through asking and answering questions about that experience so that you will more deeply understand the experience: what happened, what you know, what you didn’t know before, and what you learned. Deliberate reflection can help you develop skills of “deep learning” and critical thinking.

**Portfolio Reflections**

Your reflections should answer three main questions: *What?*, *So what?*, and *Now what?* Following are some questions to consider as you write your reflections and tell what is significant to you about your experiences and artifacts.

**What?**

*What was the experience like? Record your observations, factually.*

- What was your role? What did you do? (e.g. I gave a health class presentation; I worked a health fair table).
- What was the place/environment like? (e.g. outdoors, in a classroom, at a hospital).
- What did other people (teachers, colleagues, patients) do?
- What did you see? Smell? Hear?

*Why was the experience like it was?*

- What did you think/feel? (e.g. I felt overwhelmed because people were asking so many questions, or I thought it was fun and exciting because I had tangible results of my work).
- How did the context/environment influence the experience? (e.g. The head outdoors made it uncomfortable for people to stay for very long).
- How did you respond to people, and how did they respond to you?

**So what?**

*What is the overall meaning of the experience? How does it apply to you and your education?*

- What are you aware that you learned? (e.g. I learned ways to preserve confidentiality in this situation).
- What skills did you improve? How?
- What did you achieve? Is this what you intended or expected to achieve?
- What was difficult? What was easy? Why?
• What past learning and experiences influence what you did, and how? (e.g. I had past experiences with this activity; I had just read a journal article on this subject).

_{How did your perceptions change?}_

• Of yourself?
• Of colleagues?
• Of patients?
• Of practice settings?

_{What questions do you still have?}_

• About pharmaceutical care?
• About public health?
• About systems management?
• About ethics?
• About anything else?

_{Now what?}_

_{What are some larger, longer-term implications of the experience for your learning and practice?}_

• With whom should I share my reflections to make the learning experience more productive?
• What broader issues need to be considered if this kind of learning activity is to be more successful?
• What learning do I need to actively pursue to be better prepared for future activities like this one?
Appendix 3: References and Further Reading


