

1. Video Demo (2 ½ minutes): <http://screencast.com/t/utclwNkx>
2. Log into [www.e-value.net](http://www.e-value.net)
3. Go to: **Evaluations >> Initiate AD hoc Evaluations**
4. For “Select an Evaluation Type” select one of the trainings listed below. You may repeat the process to complete additional modules.
  - a. Training – Establishing Boundaries
  - b. Training – Managing Different Learners
  - c. Training – Providing Feedback
5. Select the default responses for the next three filters:
  - a. Your name
  - b. “Training – Preceptor CE”
  - c. “Not Specified”
6. For “Time Frame” select the current, or nearest, date
7. Click “Next” then proceed with viewing the presentation and form.
  - a. If you have corporate restrictions in place preventing access to the YouTube presentation please contact [Experiential.SOP@ucdenver.edu](mailto:Experiential.SOP@ucdenver.edu) for an alternative.
8. Click “Save For Later” to continue working on it later
  - a. To access a saved form go to **Evaluations >> Complete Pending Evaluations**
9. Click “Submit” when done
10. If seeking CE, we will follow-up with you within a month of submission