

University of Massachusetts Medical School
Institutional, Research, Evaluation, & Assessment – Office of Educational Affairs
My Performance Report E*Value Reporting Guide

1. Log in to E*Value (<https://www.e-value.net/form.cfm>)
2. Select the appropriate program from the **Program Selection** list (e.g., 'UMMS-W, SOM - Foundations of Medicine (FOM1)', 'UMMS-W, SOM - Pediatric Clerkship', 'UMMS-W, SOM - Flexible Clinical Experience (FCE)')
3. Click on the **Reports** tile at the top of the page
4. Click on '**My Performance by Course**' from under the **Evaluation Educator Reports** heading [this report will run aggregate reports on completed teaching evaluations]

Please note that reports will run once confidentiality thresholds have been met

****Click on 'Overview PDF' for more information regarding My Performance Reports****

5. Click on the '**My Performance Reports For The Last**' drop-down list to adjust report time period
6. Click on the Course report you wish to view ('**Expanded View**' will allow you to view frequency tables)
7. Click '**To Educator Comments**' to view comments