

# Approving Rotation Hours

The screenshot shows the E\*VALUE web application interface. At the top, there are navigation icons for Schedules, Evaluations, Time Tracking, and My Profile. Below these, the 'Supervision 2.0' section is visible, showing the supervisor's name (Jane TESTPRECEPTOR) and the student's name (Jane TESTPRECEPTOR). A 'Verify All' button is located in the top right corner of the 'Rotation Hours for' section. A calendar for June 2012 is displayed, showing rotation hours for each day. Red arrows point to the 'Time Tracking' icon, the 'Supervision 2.0' link, and the 'Verify All' button.

SUN	MON	TUE	WED	THU	FRI	SAT	TOTALS
					1	2	
2	4	5	6	7	8	8	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	

Step 1: Click "Time Tracking"

Step 2: Click "Supervision 2.0"

Step 3: Click "Verify All" button to verify all hours for current month if all recorded hours are accurate

- Students will record their rotation hours for the month (or 4 week block for IPPE students).
- You should see two (2) time blocks entered each day (before lunch and after lunch). Lunch breaks and any time away from the rotation (i.e. MD appointment) should NOT be included in the documented time.
- Preceptors will look over this record and approve rotation hours on the last day of the rotation.
- If the hours are not accurate, notify the student to change the record BEFORE you approve it.