University of
Kentucky
College of Social Work

Tevera

Quick Reference Guide: Field Instructors

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I.   TEVERA ONBOARDING AND REGISTRATION

All University of Kentucky Social Work students are required to use Tevera to facilitate their field education practicum. Once a student has confirmed their practicum placement within Tevera, field instructors/task supervisors are invited to join Tevera and will receive an email notification.

A. If you are a new Field Instructor, the first email from Tevera will be an invitation to complete our required Field Instructor Application.

Tevera

You have an assignment to complete.

Student2 Test has asked you to complete Request Field
Instructor Application" for University of Kentucky.
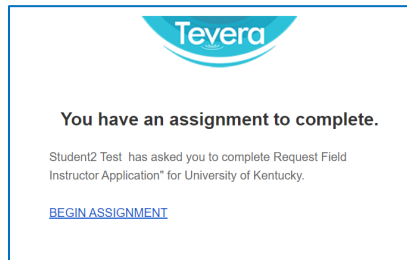
BEGIN ASSIGNMENT

B. Click on **BEGIN ASSIGNMENT** in the email, which will take you to the correct form in Tevera. Complete all required online form fields highlighted in red.

C. To sign the document, click on the down arrow next to the Disclaimer and Signature ⬇ then type in your name, click on **Sign**, then click **Submit**. You've completed your field instructor application!

D. After students have completed their site placement process in Tevera, and it has been approved by the program, field instructors/task supervisors will receive another email welcoming them to Tevera and providing them with login details. Click on the link in the email.

E. Next, create your password. Confirm your country and state, click **Submit**.

F. Lastly, you must agree to Privacy Policy and Terms & Conditions and click **I Accept.**

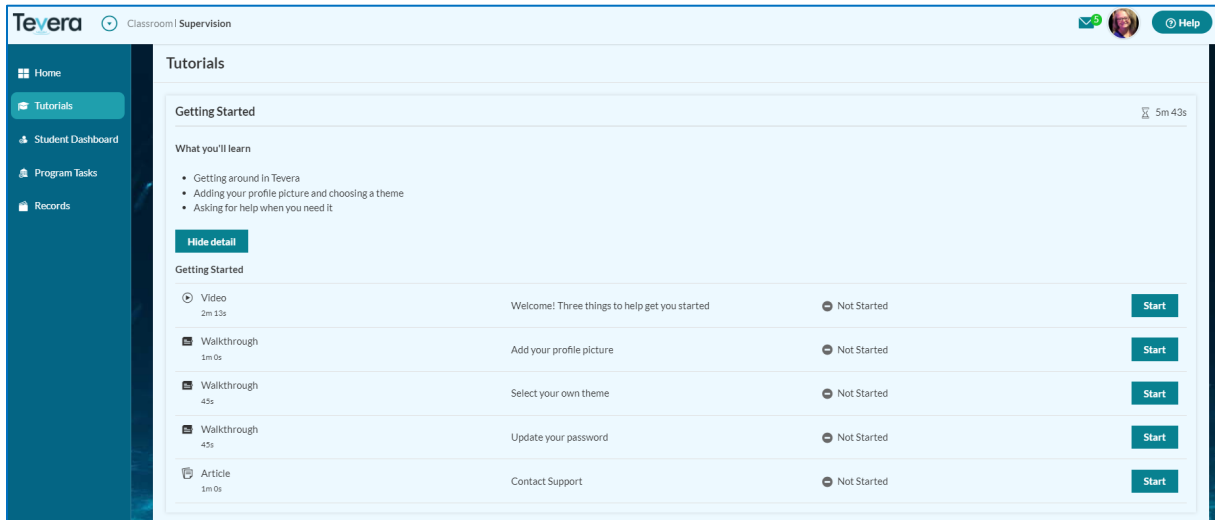**Congratulations, you are now registered with Tevera!**

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II. TUTORIALS AND GUIDANCE

Get acquainted with your Dashboard in Tevera and review the tutorials available on your Tevera dashboard.

Your Agency
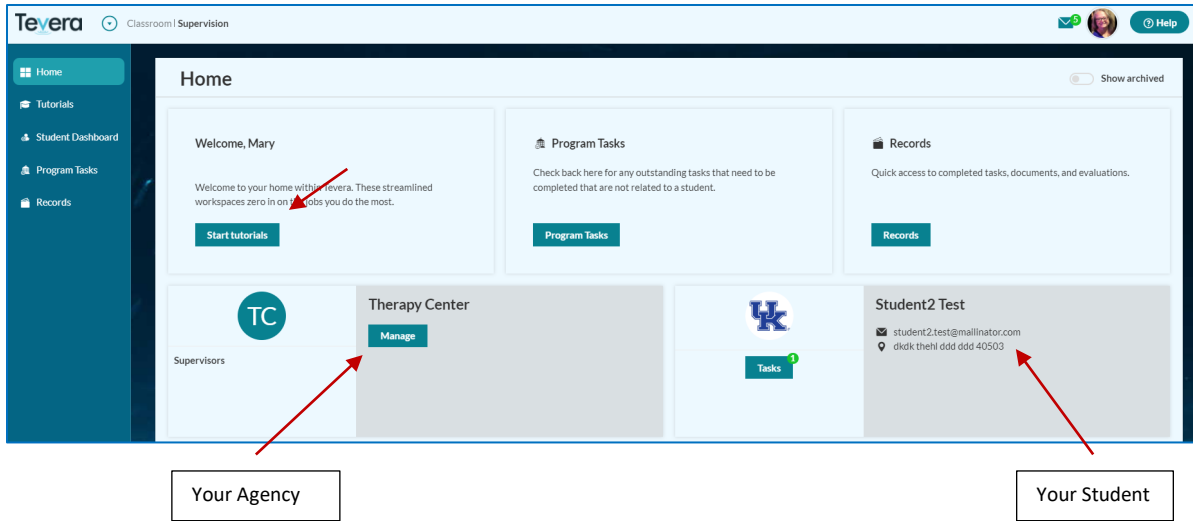
Your Student

Take time to review all videos and information as they will assist you in getting prepared to work with your students.

III. **COMMUNICATIONS HUB**

For an overview of how to use the Communications Hub in Tevera, please review the following [video](#).

IV. **COMMON SYMBOLS & FUNCTIONS**

⊕ **PLUS icon**- Click on this symbol to open or add an activity, add a document or detail, or add an additional option to a form or field.

✎ **EDIT FIELD icon** – Click on this symbol to add text to a field or other descriptor.

✎ **REQUIRED FIELD icon –** Click on this symbol to add text to a field or other descriptor to a required item.

SAVE – Tevera saves your work as you go, so there is no button to click to save your work. The system automatically saves your entries.

Document Symbols: (located in upper right hand of document/timesheet)

1. Copy form
2. Attach
3. Table of Contents
4. Notes: add a note or request changes on a document
5. Share: share a finished document
6. Print: printable PDF you can save to local device
7. Information: details include document creation and users

V.   COMPLETING YOUR PROFILE

You have the option to personalize your profile and include demographic, contact, and address details. This information is for your own use and only Field Office personnel can view. You also have the option of adding a picture, setting a theme, and making your Tevera system reflective of your interests and style.


A. Click the **USER PROFILE** icon in the upper right-hand corner. The **USER SETTINGS** window will open.

B. Click the **MY PROFILE** tab. Click on the circle with your initials to **Edit Picture**. You can enter or edit any of your personal information. Click on the **EDIT** icon next to any field to a make change.

C. Click on the arrow to open further **Details**.

D. Phone Numbers: Click the **PLUS (+)** icon to add a phone number. You can add as many phone numbers as you would like. Please label them appropriately, and select one as your primary number.

E. Demographics: Click on the **EDIT** icon next to any demographic information field you would like to enter information for.

F. Address: Click on the **EDIT** icon next to any address field for which you would like to enter information. Entering the **Zip code** first will allow you to select/auto-populate **City, State, County,** and **Country** fields all at once.

G. Languages (optional): Add any languages you would like to have listed as part of your profile. Click the **PLUS (+)** icon to the right. The language fields will appear. Select the **LANGUAGE, PROFICIENCY,** and **MODE** using the drop-down menus.

VI.   **STUDENT DASHBOARD**

As a field instructor or task supervisor, you're able to gain a lot of valuable information on your students' progress in one quick snapshot through the Student Dashboard in your Supervision environment.

Click on your Student Dashboard:
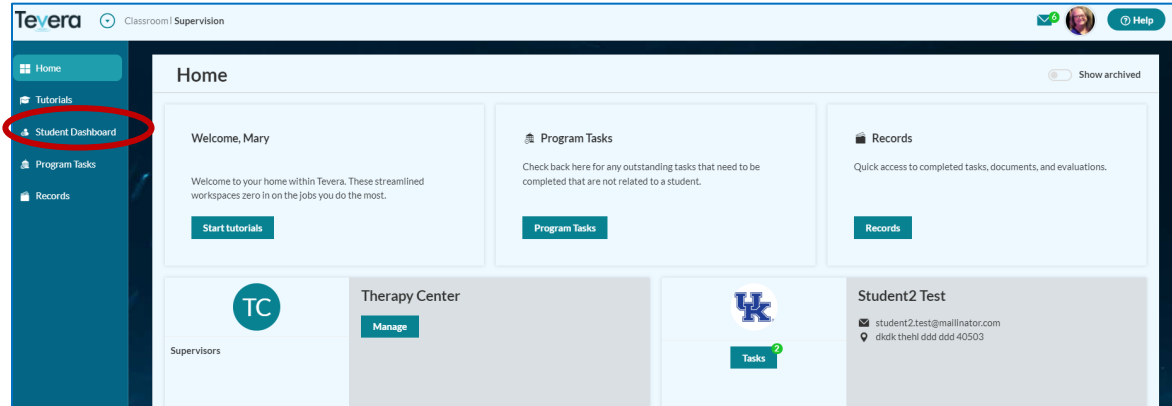
Choose your student from the drop-down menu toward the top of the page, then click on the **Profile** tab to view your students' tracked time.
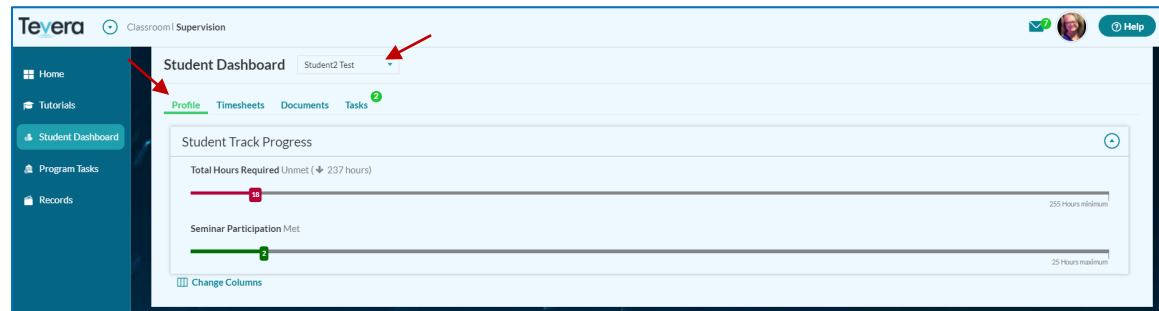
Click on the sub headers to see a combined list of timesheets, documents, and tasks the student has started, completed, and those awaiting your review and approval.

VII. **APPROVING STUDENT TIMESHEETS**

Student timesheets provide the number of hours included in the reporting period as well as cumulative hours as of the date of submission. Please pay attention to the categories of time to make sure students are documenting their learning and work correctly based on your oversight. Your weekly supervision sessions should be included in the supervision category as well.
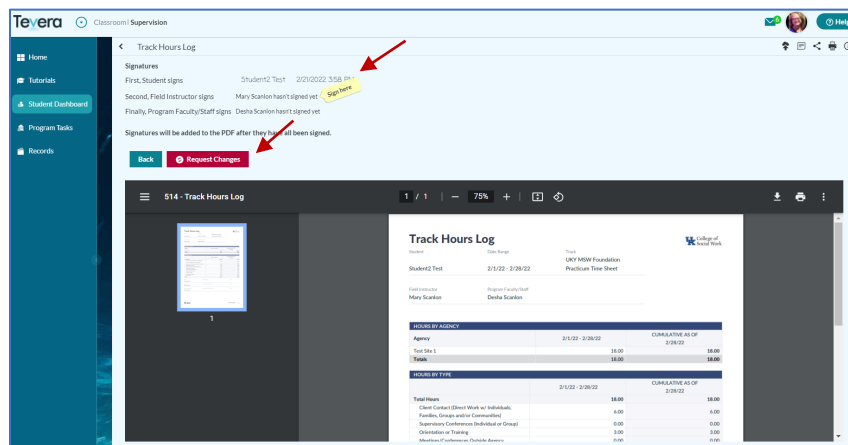
A. From your **Student Dashboard**, click on the **Tasks** tab to view timesheets awaiting your approval.
You will see all timesheets ready for your review and signature.
Click on the timesheet you want to open, then click on **Review** to open the item.
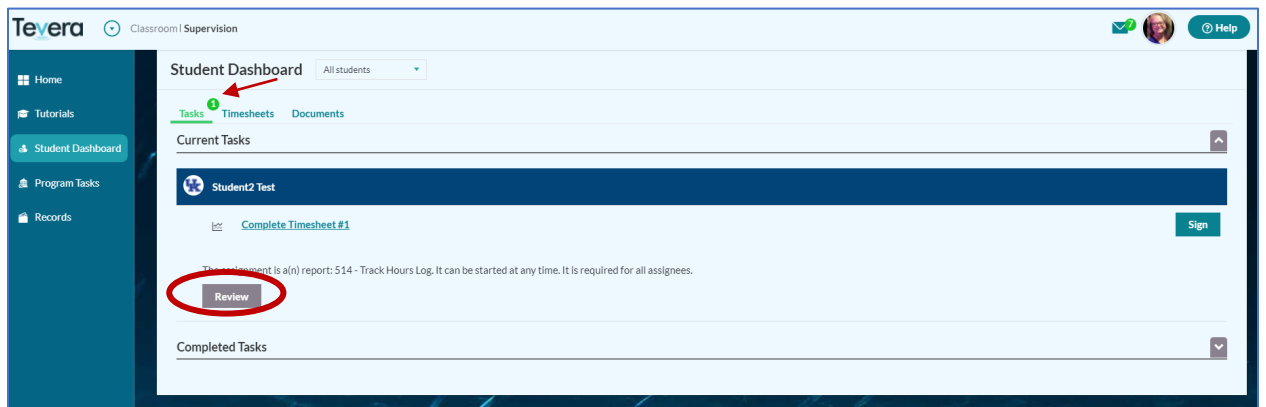
B. Once open, you can review the timesheet in more detail. Click **Sign here** to approve the student's time. Click **Request Changes** to send it back to the student for further edits or corrections.
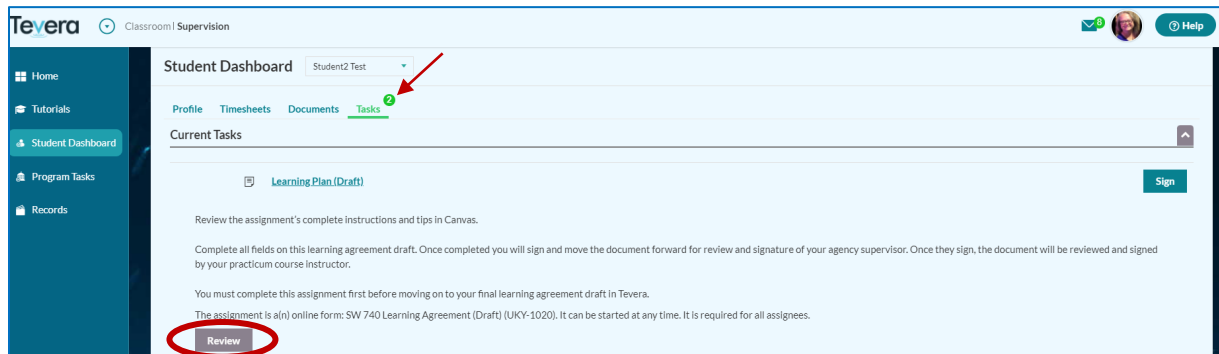
VIII.   APPROVING STUDENT LEARNING PLANS

A. From the **Student Dashboard**, click on the **Tasks** tab to view any learning plans awaiting your review and approval.

Click on the student's learning plan and you will see the student assignment instructions. Next, click **Review** to open the Learning Plan.
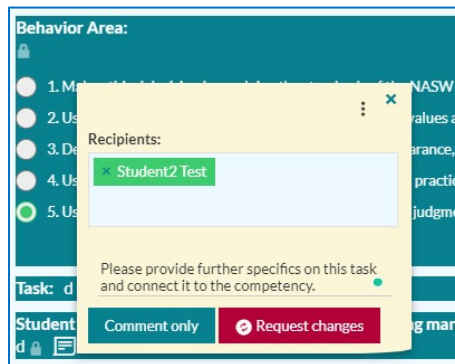

B. Field instructors/task supervisors can provide feedback directly in Tevera by adding notes on Learning Plans.
Click on the "notes" icon up in the upper right corner on the document page.
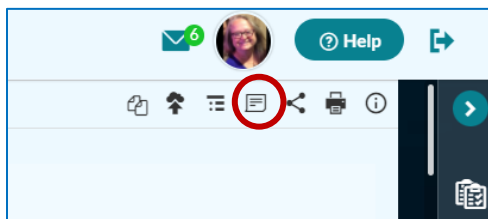
The learning agreement is now highlighted and ready for you to add a note. Click anywhere on the document to add a note.

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Provide feedback directly on a specific learning task/activity by clicking on "comment only".

Once done reviewing the learning plan, finish your review by clicking on **Request Changes** at the bottom of the form if you want the student to make changes or click **Sign here** to approve and finalize the learning plan.

By clicking on **Request Changes**, you will send the document back to the student for further edits/changes. This process will repeat until you click **Sign here** to complete and approve the learning plan.

Once approved, items will move to the **Completed Tasks** area on your **Student Dashboard.**

IX. COMPLETING STUDENTS' EVALUATIONS

Field instructors complete two evaluations across the semester for each student under their supervision: midterm and final. Students will initiate those evaluations after they have completed their self-evaluations. They can be found in the **Student Dashboard** on the **Tasks** tab.

Click on the Evaluation (Mid-Term or Final) and you will see the assignment instructions. Next, click **Start** to open the Evaluation.
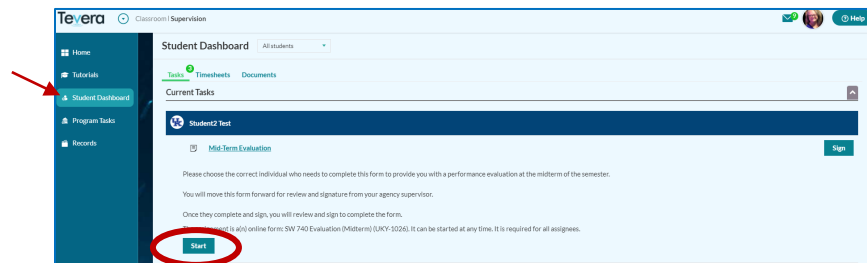
Carefully review the scale and complete all required ratings across all competency areas for your student. Make comments in connection with each competency area and provide detailed feedback to your student. If you have no comments, please mark with N/A.

Once you are finished, you can click **Sign here** to complete the evaluation. Your student can review your evaluation in their documents.

You can also click the **Finish Later** button which saves your work on the evaluation so you may return to it later.
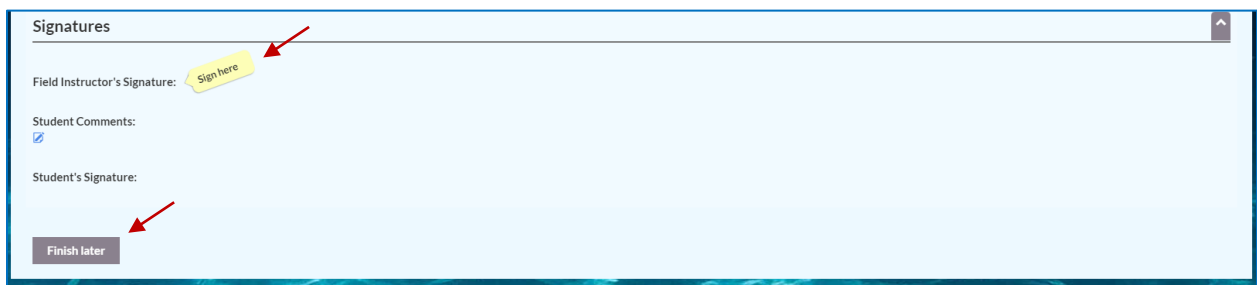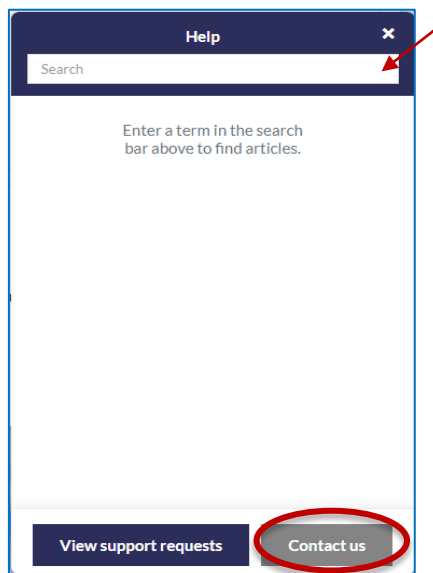
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X.   REQUESTING TECHNICAL ASSISTANCE FROM TEVERA

To request support directly from Tevera click on the Help button in the right-hand corner of your screen while logged into Tevera.

Search for topics in the Help search bar or click on Contact us to connect with a member of Tevera's Support Team.
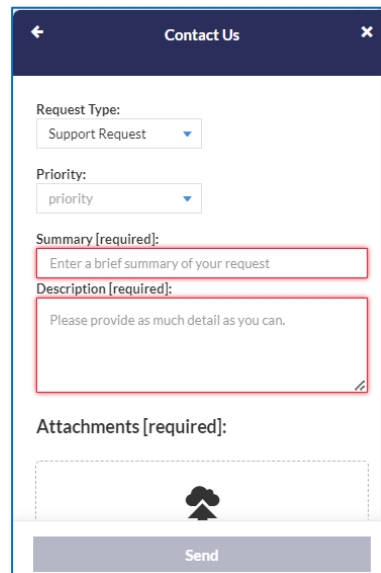
Contact a member of the Field Education Team for further Assistance: CoSWField@uky.edu