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I. <u>TEVERA ONBOARDING AND REGISTRATION</u>

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.



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

Congratulations, you are now registered with Tevera!



II. TUTORIALS AND GUIDANCE

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

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Home		Home		Show archived
 Student Dashboard Program Tasks 		Welcome, Mary	Program Tasks Check back here for any outstanding tasks that need to be	Records Quick access to completed tasks, documents, and evaluations.
Records	1	Welcome to the Learning-space! This workspace hosts all the learning materials you need, including Tevera tutorials and resources from your school.	Check back here i or any outstanding tasks that here to be completed that are not related to a student.	Quick access to compreter users, co-cuments, and evaluations.
		Learning space	Program tasks	Records
		Social Workers Are t	the Best Agency	Student2 Test
		Supervisors	Tasks 2	
				X
		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.

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Learning Space		
levera Resources		
Getting Started		
Getting Started		
Welcome! Three things to help get you started		In Progress
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Elect your own theme	🖾 45s	Not Started
Update your password	4 55	Not Started
Contact Support	1m Os	Not Started
Your Most Common Tasks		
Your most common tasks		
• Signing a student's Hours Log	1m 15s	In Progress
Completing a student evaluation	Im 56s	Not Started
➡ Using the Communications Hub	③ 3m 29s	Not Started
Using Time Approval	 2m 13s 	Not Started



III. COMMUNICATIONS HUB

For an overview of how to use the Communications Hub in Tevera, please review the following <u>video</u>.

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 <u>primary number</u>.
- 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. <u>STUDENT DASHBOARD</u>

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:

	om i Supervision		💴 📦 💿 Нер
 Home Tutorials 	Home		Show archived
Tutoriais	Welcome, Mary Welcome to your home within Tevera. These streamlined workspaces zero in on the jobs you do the most. Start turtorials	Program Tasks Check back here for any outstanding tasks that need to be completed that are not related to a student. Program Tasks	Records Quick access to completed tasks, documents, and evaluations. Records
	Supervisors	K. Taka	Student2 Test Student2test@mailinator.com dikdk thehi ddd ddd 40503

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.

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Home	Student Dashboard Student2 Test		
🖻 Tutorials	Profile Timesheets Documents Tasks		
Student Dashboard	Student Track Progress	\odot	
🌲 Program Tasks	Total Hours Required Unmet (4 237 hours)		
Records		255 Hours minimum	
	Seminar Participation Met		
	Change Columns	25 Hours maximum	
	TT cumilia convinto		

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. <u>APPROVING STUDENT TIMESHEETS</u>

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.

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Home	Student Dashboard All students *	
🖻 Tutorials	Tasks Timesheets Documents	
Student Dashboard	Current Tasks	^
a Program Tasks 🥼	Student2 Test	
🖆 Records	Complete Timesheet #1	Sign
	The interment is a(n) report: 514 - Track Hours Log. It can be started at any time. It is required for all assignees. Review	
	Completed Tasks	

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.

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	K Track Hours Log	/			۲ 🖻	< 6
ne	Signatures					
orials	First, Student signs Student2 Test 2/21/2022 3:58 PM					
	Second, Field Instructor signs Mary Scanlon hasn't signed yet Signature					
ent Dashboard	Finally, Program Faculty/Staff signs Desha Scanlon hasn't signed yet					
ram Tasks	Signatures will be added to the PDF after they have all been signed.					
rds	Back					
	BOCK V REQUEST CITINISES					
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VIII. APPROVING STUDENT LEARNING PLANS

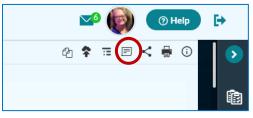
A. From the **Student Dashboard**, click on the **Tasks** tab to view any learning plans awaiting your review and approval.

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

Tevera 💿 Clas	sroomi Supervision 😒 🔞 🔞 Help
Home	Student Dashboard Student2 Test
🖨 Tutorials	Profile Timesheets Documents Tasks
Student Dashboard	Current Tasks
a Program Tasks	Learning Plan(Draft) Sign
Records	Review the assignment's complete instructions and tips in Canvas.
	Complete all fields on this learning agreement draft. Once completed you will sign and move the document forward for review and signature of your agency supervisor. Once they sign, the document will be reviewed and signed by your practicum course instructor.
	You must complete this assignment first before moving on to your final learning agreement driaft in Tevera.
	The assignment is alri) online form: SW 740 Learning Agreement (Draft) (UKY-1020). It can be started at any time. It is required for all assignees.
	Review

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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3.D	Pocinionts:	aran
) 4. U	× Student2 Test	pra
5 . U		juda
ask: d	Please provide further specifics on this task and connect it to the competency.	



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.

Signatures
Student's Signature: Student2 Test 02/16/2022 4:19 PM 🛅 🔒
Field Instructor Comments:
Field Instructor's Signature:
Practicum Seminar Instructor Comments:
Seminar Instructor's Signature: 🔒
Back Request Changes

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.

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	Home	Student Dashboard Allstudets *	
	🗯 Tutorials	Tasks Timesheets Documents	
Y	& Student Dashboard	Current Tasks	^
	🏩 Program Tasks	😵 Student2 Test	
	Records	10 Mid-Term Evaluation	Sign
		Please choose the correct individual who needs to complete this form to provide you with a performance evaluation at the midterm of the semester.	
		You will move this form forward for review and signature from your agency supervisor.	
		Once they complete and sign, you will review and sign to complete the form.	
		The the ways is a(n) online form: SW 740 Evaluation (Midterm) (UKY-1026). It can be started at any time. It is required for all assignees.	
		Start	

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.

Signatures	^
Field Instructor's Signature: Signbere	
Student Comments:	
Student's Signature:	
Finish later	



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.

Help ×	← Contact Us
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	Request Type:
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Open Learning Space	Priority:
 ۲۵	priority
Read help articles	Summary [required]:
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Still need help? Tevera support can assist you:	
	Cont.
Contact support 📄 My support tickets	Send

Contact a member of the Field Education Team for further Assistance: CoSWField@uky.edu