Experiential Learning Cloud

Formerly Tevera

HOW TO… CES Site Supervisor Evaluation of Intern

1. Log into ELC (formerly Tevera) at https://regent.lumivero-elc.app/.
2. Click on the "Complete Assignments" button on the bottom left side of the screen.
3. Look for the heading related to your internship class.
4. Click on the assignment related to Site Supervisor Evaluation of Intern (it will either be the midterm or final version).
5. Click on "Start." In the popup box, click on the drop-down menu next to "Person that completes assignment" and choose your Site Supervisor, which will populate the other boxes. Leave those as is and click "Submit."
6. Ask your site supervisor to do the following:
   a. Log into ELC (formerly Tevera).
   b. Click on the envelope button in the upper right corner of the screen, it should show that a message is waiting.
   c. Click on the message that asks him/her to complete the midterm or final evaluation of the intern.
   d. Click on the link for the evaluation, under Related Records/Documents.
   e. Please complete the evaluation (anything in red is required). Some of the questions have logic implemented that will cause additional fields to appear based on the answer.
   f. Click on the yellow tab labeled "Sign here" and use your login password to sign the document. Alternatively, you can click on the pen button and use your mouse to draw your signature. **NOTE:** *If you skipped any of the required items, you will not be able to sign until those are completed.*
7. Ask your supervisor to let you know when he/she has completed and signed the evaluation.
8. Log into ELC (formerly Tevera).
9. Click on the envelope button in the upper right corner of the screen, it should show that a message is waiting to review the evaluation your supervisor completed.
10. Click on the link for the evaluation, located under "Related Records/Documents."
11. Scroll down to review your supervisor's ratings and comments.
12. Click on the yellow tab labeled "Sign here" and use your login password to sign the document. Alternatively, you can click on the pen button and use your mouse to draw your signature.