

## HOW TO... CES Student Evaluation of Site Supervisor

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 practicum/internship class.
4. Click on the assignment link related to evaluating your site supervisor.
5. Click on “Start” and the screen will change to the view to start this document.
6. Please complete the evaluation, all items in red are required. Some of the questions have logic implemented that will cause additional fields to appear based on your answer, please pay attention to those questions as well.
7. 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.*
8. Once you have signed this, a set of buttons will appear along the bottom, click on “Submit.” This completes the assignment and allows your professor to see it has been completed.