Tevera **HOW TO… CES Student Evaluation of Field Placement Site**

1. Log into Tevera (https://regent.tevera.app).
2. Click on the blue "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 field placement site.
5. Click on "Start" … the screen will change to the view to start this document. Click on the red box next to Program and choose your program, there should only be one choice in that drop down menu.
6. The form will now populate and you will 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, it will not allow you 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.