Tevera HOW TO… CES Site Supervisor Evaluation of Practicum Student

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 class.
4. Click on the assignment related to Site Supervisor Evaluation of Practicum student (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 completed the 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 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.
    d. Click on the link for the evaluation, under Related Records/Documents.
    e. Click on the red box next to program and select the student's program from the drop down menu (there should only be one option, but the student may have to supply that information if there is more than one.) **NOTE: the evaluation will NOT populate until this step is completed.**
    f. 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.
    g. 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.
7. Ask your supervisor to let you know when he/she has completed and signed the evaluation.
8. Log into Tevera.
9. Click on the envelope button in the upper right corner of the screen, it should show that a message is waiting.
10. Click on the link for the evaluation, located under "Related Records/Documents."
11. The Assignments view will open, under the heading for the evaluation your supervisor just completed, click "Open." 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.