

SIMMONS UNIVERSITY

School of Social Work

Field Department



Tevera Manual

STUDENT EDITION

SIMMONS UNIVERSITY: TEVERA MANUAL STUDENT EDITION

The Tevera online system/process for field placement management and supervision supports the placement and tracking of approximately 300 campus-based students into intern roles in hospitals and community agencies. Through Tevera, you, the student, can complete and submit assignments, track your field education hours, complete your Learning Plan, and review your Evaluation; your Field Instructor and Field Liaison (FL) have the ability to review and sign off on appropriate assignments and reports.

For assistance understanding the information in this manual and to find answers to your specific questions, visit [Tevera's Guide for Onboarding Students](#).

TABLE OF CONTENTS

[SIGNING INTO TEVERA](#)

[ASSIGNMENTS](#)

[ICONS](#)

[SIGNATURES ON ASSIGNMENTS](#)

[LEARNING PLANS](#)

[PROCESS RECORDINGS](#)

[FAST FACTS](#)

[SUBMITTING A PROCESS RECORDING](#)

[WRITING ASSIGNMENTS](#)

[LOGGING YOUR HOURS](#)

[REPORTING YOUR HOURS](#)

[EVALUATIONS](#)

[UPLOADING AN UPDATED RESUME](#)

[CHANGING/ADDING A FIELD INSTRUCTOR](#)

[RESOURCES AND DOCUMENTS](#)

[COMMUNICATION HUB](#)

[I STILL NEED HELP!](#)

[GLOSSARY OF FIELD TERMINOLOGY](#)

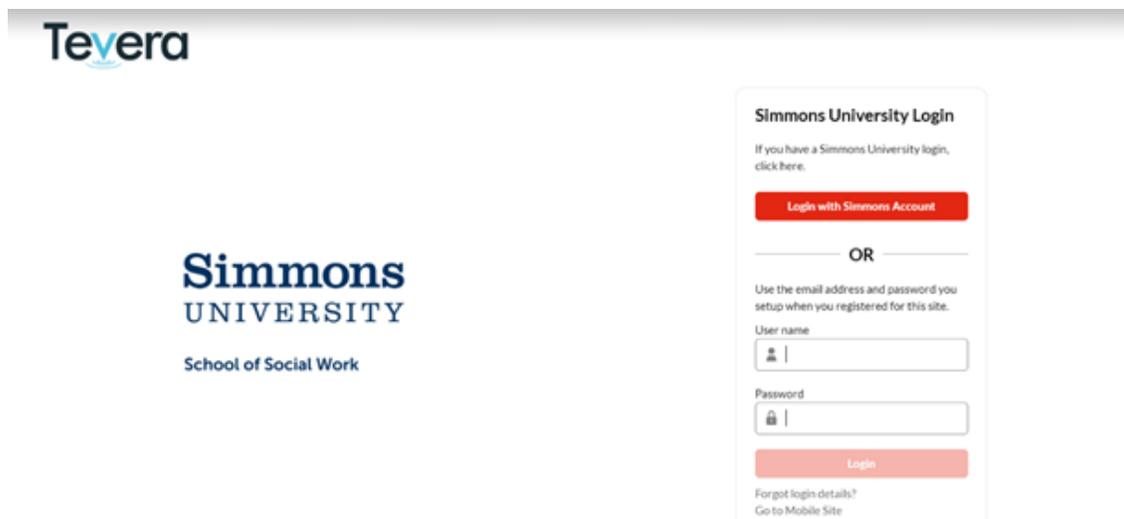
SIMMONS UNIVERSITY: TEVERA MANUAL STUDENT EDITION

SIGNING INTO TEVERA

The Tevera system requires Single Sign-on (SSO) for Simmons users, a process that is managed and supported by the Technology team. The SSO requires users to use their Simmons account.

Follow the instructions below to log into Tevera using your Simmons account.

1. Go to the Tevera Login Page: <https://simmons.tevera.app/#/logon>.
2. Click the red "Login with Simmons Account" button.



3. This will bring you to the Simmons University login page. Enter your username and password.



SIMMONS UNIVERSITY: TEVERA MANUAL STUDENT EDITION

4. This will bring you to the Tevera homepage.

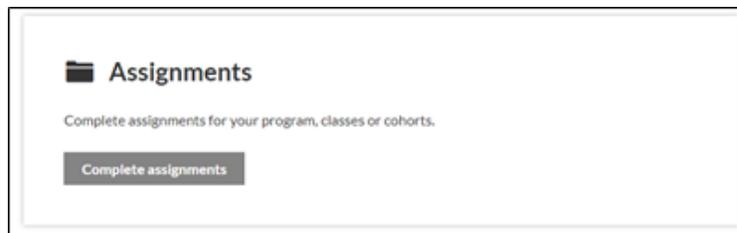
ASSIGNMENTS

All of your assignments during your field placement should be submitted through Tevera.

Assignments can exist in a few formats:

- Form
A form is an online document you will complete within Tevera, such as a Learning Plan and Evaluation.
- Upload
An upload requires you to upload a document into Tevera, such as a Writing Assignment, your resume, and Process Recordings.
- Offline
An offline assignment is a task you will complete outside of Tevera, such as a document you should review (Field Education Manual, Syllabus, etc.)
- Report
A report assignment prompts you to create a report based on a predetermined template, such as the End of Year Hour Log Report.
- Track
A track assignment is used to log your field education hours. In the Assignments workspace, it prompts you to begin tracking your hours.

View and complete your assignments by clicking the "Assignment" workspace. As you work through the assignments, a notification keeps track of your progress. Your FL can also see this notification and check in on your progress. **Alternatively, your Field Instructor can only see the assignments that are sent to them for review, after you have completed your part of the assignment. They do not have a full list of your assignments and cannot check your progress. It is your responsibility to initiate and complete assignments on time.**



SIMMONS UNIVERSITY: TEVERA MANUAL STUDENT EDITION

ICONS

Tevera offers helpful functions in assignments which can be accessed using the icons in the upper right-hand corner of the assignment. Not all assignments will have these features enabled. Your Field Instructors and your FLs typically have access to these features as well.



Copy: creates a duplicate of the form assignment, without signatures (this will rarely be utilized)



Attach: allows you to upload an attachment to the assignment



Table of Contents: allows you to skip to different section headings within the assignment



Notes/Comments: allows you to add a general note at the top of the assignment or placed near one of the text entries on the assignment. Watch this video to learn more: <https://player.vimeo.com/video/275103059>.



Share: allows you to share an assignment with another Tevera user. This should NOT be used to get signatures on assignments. Read this article to learn more: <https://knowledge.tevera.com/space/ASHA/525067696/Sharing+Documents%3A+How+and+When>



Print: allows you to print the assignment



Information: shows you more details about the assignment

SIGNATURES ON ASSIGNMENTS

Some assignments require signatures from Field Instructors and/or Field Liaisons.

Only one Field Instructor may sign off on assignments. To share the assignment with another Field Instructor, you may use the “Share” feature. The “Share” feature should **not** be used to collect signatures.

When you click “submit,” a dialog box will pop up, prompting you to choose your Field Instructor and your FL for their signatures.

SIMMONS UNIVERSITY: TEVERA MANUAL STUDENT EDITION

LEARNING PLANS

The Learning Plan is a form assignment in Tevera. In order to complete the Learning Plan, follow the instructions below:

1. Students, complete the first section of the Learning Plan by entering your Agency Name, your Primary Field Instructor, and your Field Liaison. Then, click “Submit” and send the blank Learning Plan to your Primary Field Instructor and your Field Liaison.
2. Once the Learning Plan has been sent to the Primary Field Instructor they should complete all of the required information.
3. The Field Instructor will sign the Learning Plan, automatically sending the Learning Plan back to the student.
4. The student should review the information and can suggest changes as necessary.
5. The student should sign the Learning Plan, automatically sending the Learning Plan to the Field Liaison.
6. The Field Liaison will do a final review and sign the Learning Plan.
7. Once all information is completed and all signatures have been gathered, the assignment will change its status to “Complete.”
8. For questions, reach out to support@tevera.com.

If Field Instructors would like to work on the Learning Plan with you, the student, the Field Instructor can share their screen with you via Zoom, or they can pull up the Learning Plan during an in-person meeting.

Only one Field Instructor may complete and sign the Learning Plan.

For assistance completing the Learning Plan, [2015 EPAS Learning Activity Examples](#) are available for reference on the [Simmons Field Education Resources webpage](#).

A few notes:

- Students can choose "request changes" in order to send it back to the Field Instructor.
- Field Instructors and students can use the "notes" feature in the upper right hand corner to make notes on the Learning Plan.

SIMMONS UNIVERSITY: TEVERA MANUAL

STUDENT EDITION

PROCESS RECORDINGS

FAST FACTS

How many Process Recordings are due?

- You must complete five (5) process recordings each semester (fall, spring, and summer [for Advanced Standing Extended students.]
- Your Field Instructor must provide feedback on all Process Recordings.

When are Process Recordings due?

- The first Process Recording is due no later than 4 weeks after your placement start date. You may start earlier, if you wish.
- We **strongly** encourage you to submit your process recordings bi-weekly. This will enable your Field Instructor to have time to give you thoughtful feedback, and allow you and your Field Instructor to discuss them at your supervision meetings. Ultimately, you and your Field Instructor can decide on a schedule between the two of you that works best.
- Of the five (5) Process Recordings that you complete each semester, your Field Liaison will select three (3) to review prior to each field visit.

SUBMITTING A PROCESS RECORDING

You should complete Process Recordings using the templates that have been provided (see the [Field Education Resources webpage](#)). You should send the Process Recording to your Field Instructor, who should then complete their section of the Process Recording by providing feedback. This is all done outside of the Tevera system.

Once a Process Recording has your Field Instructor's feedback, you must upload it into Tevera. Once the document has been uploaded, the assignment will be marked complete.

Your Field Liaison will see all of the Process Recordings that you upload. They will select three (3) Process Recordings to review prior to each field visit.

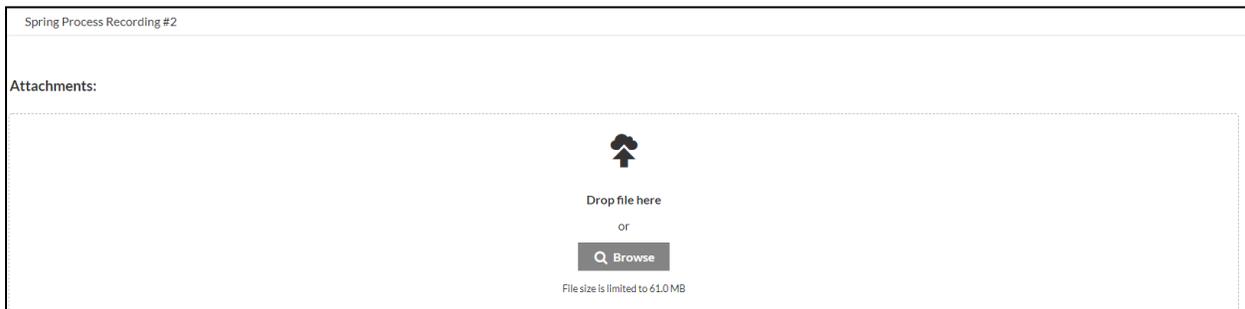
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Important Note: Field Instructors will not have access to view or complete Process Recordings in Tevera.

- When looking under your Assignments, you'll notice an assignment for each Process Recording due for the entire year.



- Click on the correct assignment to begin.
- Click Start.
- Drag or use the browse button to find the process recording file.



- Click Submit.

WRITING ASSIGNMENTS

As a student, you have multiple writing assignments due throughout the year. Your writing assignment should be completed outside of Tevera in a Word Document/text format.

In Tevera, each writing assignment exists in the Upload format, which will prompt you to upload your Word Document. Your FL can then download it and review it. Your FL may choose to email the Word Document back to you with their notes, outside of Tevera. You do not need to have the assignment with their notes uploaded into Tevera; Tevera is simply the mechanism for submitting your initial assignment.

LOGGING YOUR HOURS

Tevera offers one category: Field Education. Please log **all of your hours at your placement** under this category.

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REPORTING YOUR HOURS

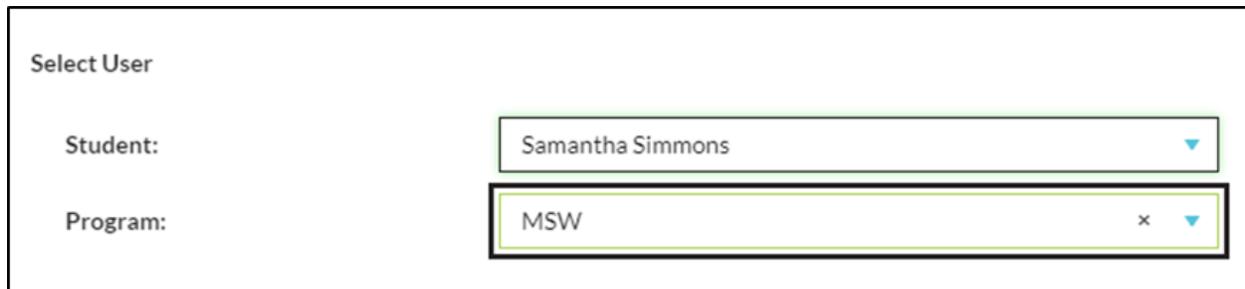
Tevera allows your Field Instructors and Field Liaison to see your hours in real time.

The Field Department requires students to submit a report of their hours at the end of each year in field via the End of Year Hour Log Report.

Your End of Year Hour Log Report should not be completed until your final day at your field placement in order to capture all of the hours you spent in the field.

To complete this assignment, follow the steps below:

1. Open the End of Year Hour Log report assignment.
2. Select the Date Range of the hours you want to report (for the End of Year report, select the entire time that you were in field this year).
3. Select the Program as "MSW."



The screenshot shows a form titled "Select User". It has two rows. The first row is labeled "Student:" and has a dropdown menu with "Samantha Simmons" selected. The second row is labeled "Program:" and has a dropdown menu with "MSW" selected. The "MSW" dropdown is highlighted with a red border.

4. Select your Time Track.



The screenshot shows a form titled "Time Tracks". It has one row labeled "Track:" with a dropdown menu showing "Simmons Year I Field Hours Time Track" selected. The dropdown menu is highlighted with a red border.

5. Select your Field Instructor and Field Liaison.

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STUDENT EDITION**

Signatures

Field Instructor: Field Instructor Test ▼

Filter hours by Field Instructor selected above

Program Field Liaison Advisor: Field Liaison Advisor Test ▼

Include signature line if no Program Field Liaison Advisor is selected

Cancel Send for Signature(s) Generate PDF

6. Click “Send of Signature(s)” to send this to your Field Instructor and FL. To simply generate a report, if you’d like to print it out, click “Generate PDF.”
7. Once you click “Send for Signature(s)” you’ll see a preview of your hour report. Sign the top of the report and click “Sign and Send.”

As always, if a Field Instructor or agency requires a report of your hours, you have the ability to run a report for them at any time. Reach out to Tevera support for instructions on how to do so.

EVALUATIONS

Evaluations are a form assignment in Tevera. Evaluations are due at the end of each semester in field. When you open your first Evaluation assignment, Tevera automatically pulls in the information that has been entered in your Learning Plan. When you open your second Evaluation assignment, the information is automatically pulled from the first Evaluation assignment. Therefore, each Evaluation assignment has a prerequisite in Tevera. The previous Learning Plan or Evaluation must be completed.

The Evaluation must be completed using the form in Tevera.

Only one Field Instructor may complete and sign the Evaluation.

Remember: Your Field Instructor can only see the assignments that you send to them. They do not have a full list of your assignments and cannot check your progress.

SIMMONS UNIVERSITY: TEVERA MANUAL STUDENT EDITION

In order to complete an Evaluation, follow the instructions below:

1. Students, click “Submit” and send the blank Evaluation to your Primary Field Instructor and your Field Liaison.
2. Once the Evaluation has been sent to the Primary Field Instructor they should complete all of the required information.
3. The Field Instructor will sign the Evaluation, automatically sending the Evaluation back to the student.
4. The student should review the information and can suggest changes as necessary.
5. The student should sign the Evaluation, automatically sending the Evaluation to the Field Liaison.
6. The Field Liaison will do a final review and sign the Evaluation.
7. Once all information is completed and all signatures have been gathered, the assignment will change its status to “Complete.”
8. For questions, reach out to support@tevera.com.

UPLOADING AN UPDATED RESUME

Sometimes you may be asked to upload your updated resume into Tevera. While you won't be able to upload a new resume into the Site Placement Process steps, you can add a new resume to Tevera under the Assignments tab. For instructions on how to do so, go to this link:

<https://knowledge.tevera.com/space/ASHA/525067687/How+do+I+Upload+a+Document+to+Tevera%3F> and read the section called **Ad-Hoc Upload**.

CHANGING/ADDING A FIELD INSTRUCTOR

If your agency has changed your Field Instructor or assigned you an additional Field Instructor who needs access to your assignments in Tevera, reach out to the Field Department and CC the Field Instructor and your Field Liaison. Be sure to share the Instructor's name and email address in the body of the email.

To share your previously completed assignments with the new Field Instructor, follow the instructions here:

<https://knowledge.tevera.com/space/ASHA/525067696/Sharing+Documents%3A+How+and+When>. Remember that the Sharing feature should only be used for viewing, not signing assignments.

RESOURCES AND DOCUMENTS

Resources and documents are available in Tevera in addition to our [website](#).

To view the resources in Tevera:

1. Click on your Assignments workspace. You will see a section titled **Resources and Documents**.
2. Each "assignment" includes an uploaded document. Click on the assignment to reveal the thumbnail of the upload.
3. Click on the thumbnail and the document will open.

There is no need to "start" or "complete" these assignments, though if you do, it does not have any effect on your actual assignments for the year. These assignments are not being tracked.

For students participating in the School Adjustment Counselor Program, you will see an additional section titled **School Adjustment Counselor Program**. This section contains resources and documents specific to the school adjustment counselor program.

COMMUNICATION HUB

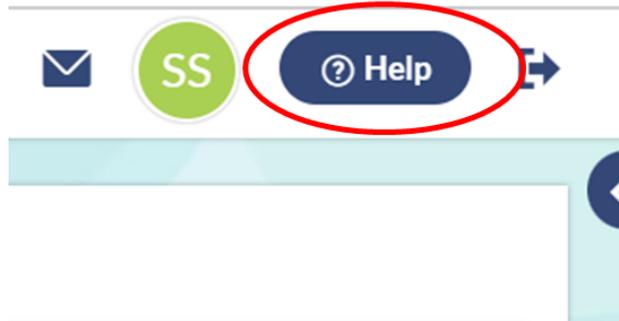
- Tevera offers each user access to the Communication Hub. This acts just like an email inbox; you can send and receive messages to other Simmons Tevera users (students, Field Instructors, FLs).
- Check out this short video to learn the basics of the Communication Hub:
<https://player.vimeo.com/video/321292154>.
- Tasks can be sent through the Communication Hub, so be sure to check the Communications Hub routinely.

SIMMONS UNIVERSITY: TEVERA MANUAL STUDENT EDITION

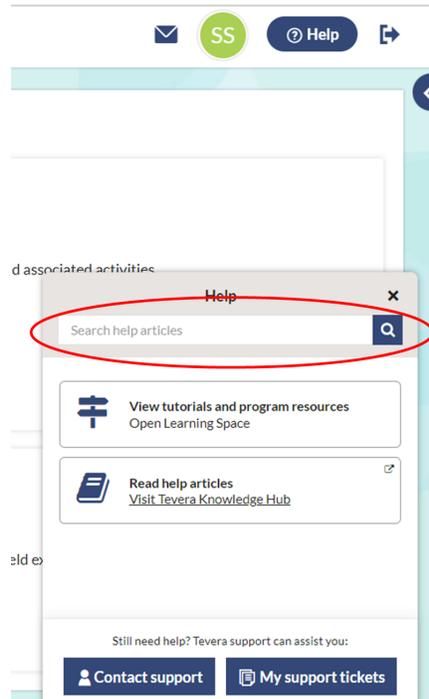
I STILL NEED HELP!

We understand that learning a new system can be confusing. To access further assistance beyond this manual, pursue any of the options listed below:

1. In Tevera, click on the “Help” button in the upper right corner.

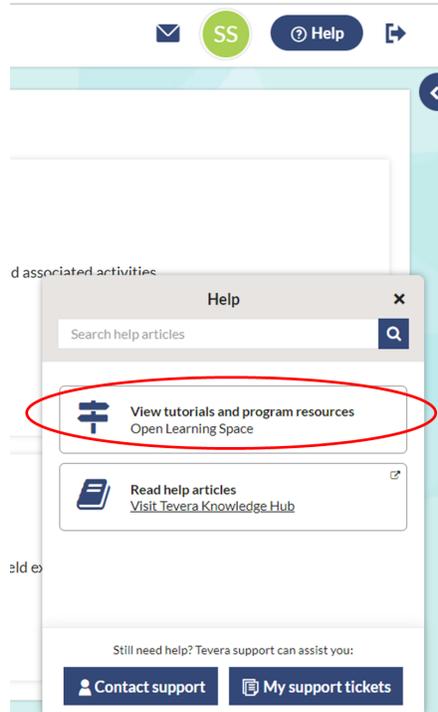


- a. Use the search bar in the pop-up to look for keywords in helpful articles.

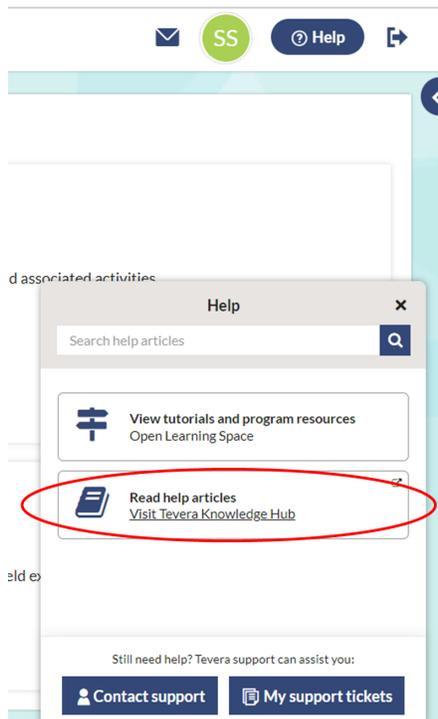


SIMMONS UNIVERSITY: TEVERA MANUAL STUDENT EDITION

- b. Click on the quick link button to view tutorials and other program resources.

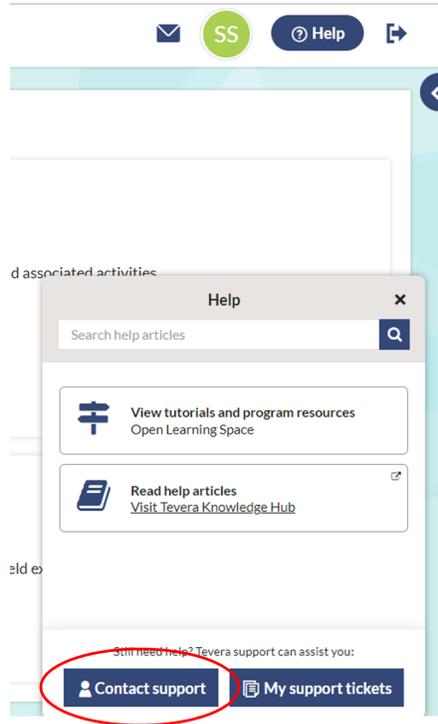


- c. Click on the quick link button to jump to the Tevera Knowledge Hub.

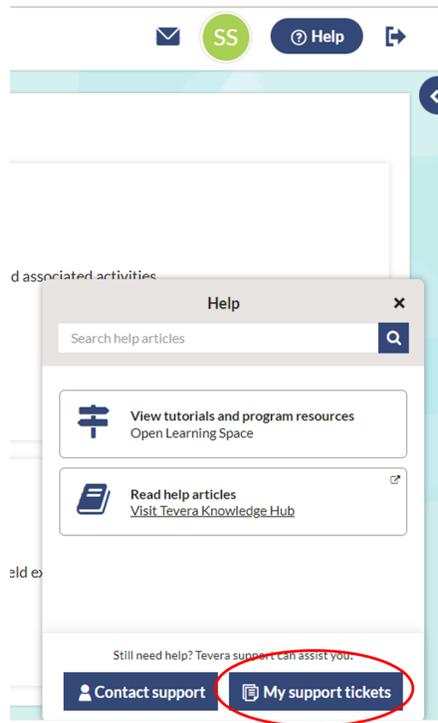


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- d. Click “Contact Support” to chat directly with Tevera support.



- e. Click “My Support Tickets” to view past support tickets.



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2. Contact Tevera support via email. Support tickets are appropriate if you have questions regarding how to complete a task or an error that you may experience. You can email them at support@tevera.com.
3. Visit the Tevera Knowledge Hub for Students:
<https://knowledge.tevera.com/space/OS/1340277512/Step+1%3A+Tevera+Overview>.
 - a. Clicking on the links within each step leads to a quick information video or further helpful articles.

GLOSSARY OF FIELD TERMINOLOGY

Student / Intern: A student in the MSW program who is participating in field education.

Field Instructor / Site Supervisor / Supervisor: The individual employed by the site / agency who directly supervises and instructs the student while in the field. This individual reviews process recordings, completes the Learning Plan and Evaluations, and monitors the students' hours. Students may have multiple Field Instructors. Tevera limits the number of instructors who can review an assignment to two (2).

Field Liaison / FL: The adjunct faculty member employed by Simmons University to advise the students on matters related to their field experience. This is not to be confused with the student's Simmons Academic Advisor, who advises the student on academic matters throughout the student's entire time at Simmons University. The Field Liaison liaises with the student as well as the student's Field Instructor. The Field Liaison reviews the student's writing assignments, three (3) process recordings each semester (that have received Field Instructor feedback), and the Learning Plan and Evaluations once the Field Instructor and students have signed them. The Field Liaison's title is often simply referred to as the "FL."

Field Faculty / Placement Team: The members of the Field Department Faculty who place students at their agencies. Sometimes the member of the placement team whom a student worked with also becomes their Field Liaison. This is not always the case.

Site / Agency: The location where the student's field placement takes place.

Year I / Generalist Year: The first year of the student's field experience. This year provides a foundation in generalist social work practice.

Year II / Specialist Year: The second year of the student's field experience. This year enables students to build on their generalist knowledge and hone skills.

Advanced Standing / Specialist Year: A special program in which Advanced Standing students complete only one year of field education. The focus of the field experience is similar to that of Year II / Specialist Year students.

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STUDENT EDITION**

Placement Process: The process by which students are placed at a site / agency for their field experience. This process covers multiple steps, including but not limited to: students complete a resume, application, and meet with a member of the Field Faculty; the Field Faculty reaches out to sites / agencies on the students behalf; the student interviews at sites / agencies; the student accepts an offer at a site / agency.