

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 Advisor (FLA) 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](#)

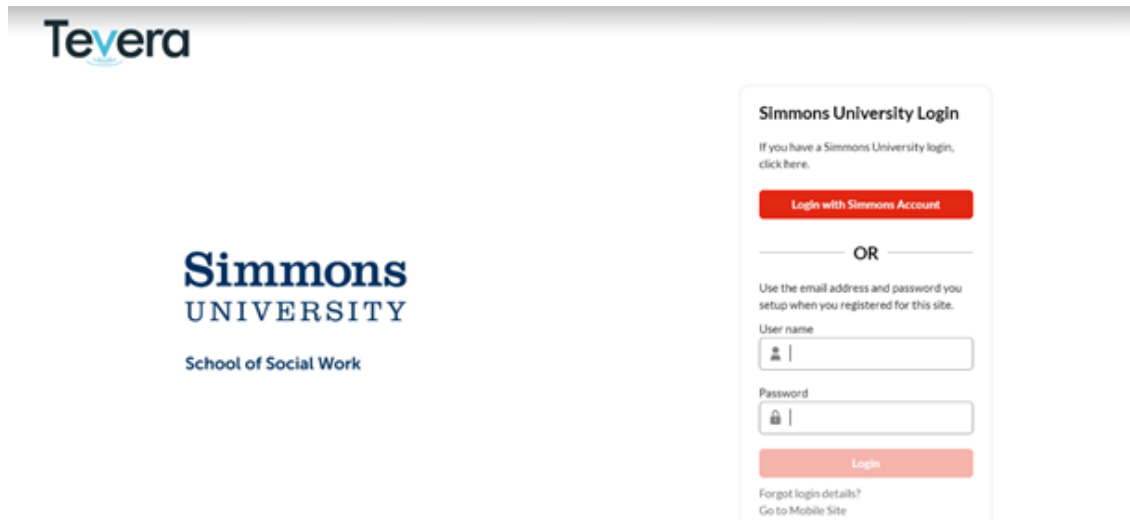
SIMMONS UNIVERSITY: TEVERA MANUAL STUDENT EDITION

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.

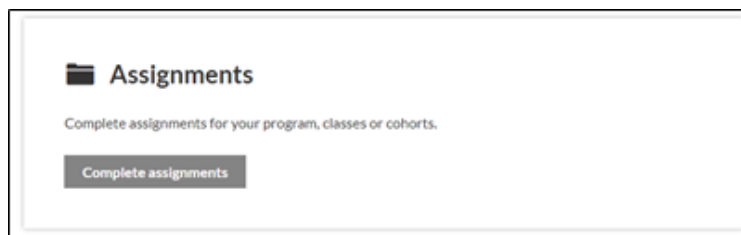
ASSIGNMENTS

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 FLA 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.**



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 FLAs 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 Liaison Advisors.

When you click "submit," a dialog box will pop up, prompting you to choose your Field Instructor(s) and your FLA for their signatures.

On some assignments, an optional second Field Instructor signature line is available for those students who have multiple Field Instructors.

SIMMONS UNIVERSITY: TEVERA MANUAL STUDENT EDITION

Important Note: If you do not have a second Field Instructor who should view and sign this assignment, select "Skip this signature."

Person that signs Supervisor/Field Instructor's Signature:	Field Instructor Test ▼
Person that signs Supervisor/Field Instructor's Signature (optional):	Skip this signature ▼
Person that signs Field Liaison Advisor's Signature (if applicable):	Signer ▼
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>

LEARNING PLANS

Tevera is currently set up in a manner that initially allows the Learning Plans to be visible to students only. Currently, Field Instructors will only be able to review students' Learning Plan after the student completes the required fields on the document, when it will automatically be sent to Field Instructors for review.

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

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

A few notes:

- Field Instructors can change some of the information the student has entered, but not all.
- Field Instructors can choose "request changes" in order to send it back to the student.
- Field Instructors 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 10 process recordings each semester (fall, spring, and summer [for Advanced Standing students.]
- Your Field Instructor will provide feedback on all 10 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 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 weekly meetings. Ultimately, you and your Field Instructor can decide on a schedule between the two of you that works best.
- Of the 10 process recordings that you complete each semester, your Field Liaison Advisor will need to review **4** of them (*please note that this is a variance from what was outlined in the AY 21-22 syllabus.*)
 - Your Field Liaison Advisor should review 2 process recordings **prior to the semester's site visit.**
 - Your Field Liaison Advisor should review 2 process recordings **after the semester's site visit.**
 - If you are submitting your process recordings weekly, you will easily meet those requirements.

SUBMITTING A PROCESS RECORDING

Students should complete process recordings using the templates that have been provided to them (see the [Field Department Resources Webpage](#)). Following the method that was used in previous years, students and Field Instructors should complete the process recording and share feedback outside of the Tevera system. Field Instructors and FLAs are not required to add feedback or sign process recordings within Tevera.

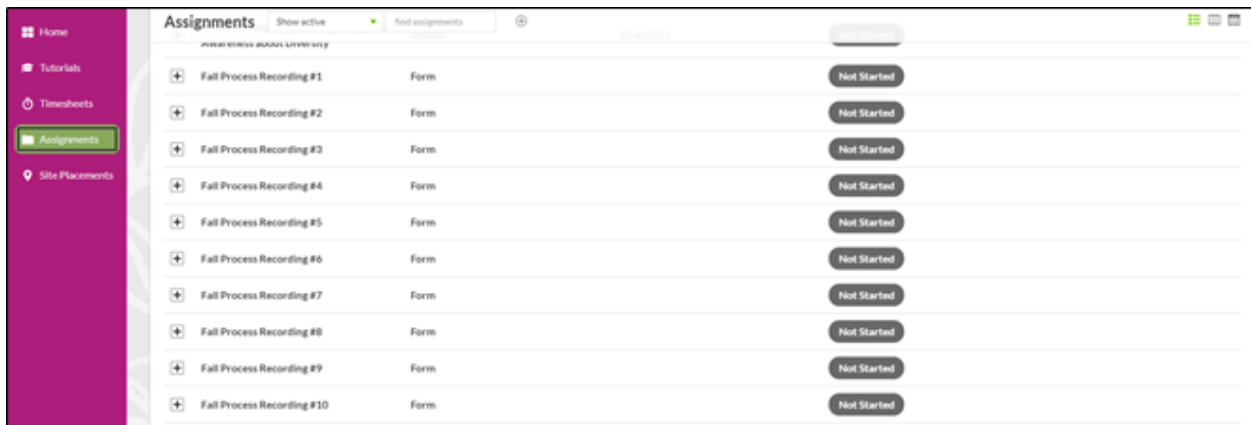
Students should then upload the completed process recording into Tevera using the steps below.

SIMMONS UNIVERSITY: TEVERA MANUAL STUDENT EDITION

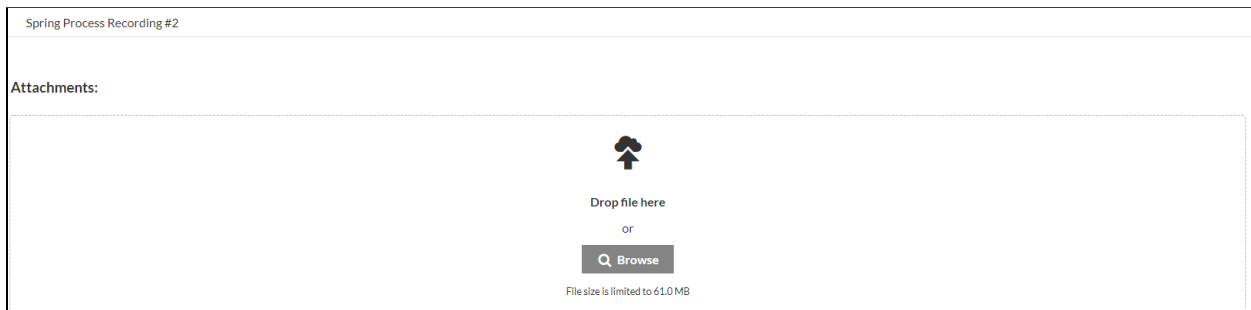
Once the document has been uploaded, the assignment will be marked complete.

Important Note: Field Instructors will not have access to view or sign process recordings in Tevera. Students can still send them to their instructors outside of the Tevera system at any time.

- 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 format.

SIMMONS UNIVERSITY: TEVERA MANUAL STUDENT EDITION

In Tevera, each writing assignment exists in the Upload format, which will prompt you to upload your Word Document. Your FLA can then download it and review it. Your FLA 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

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

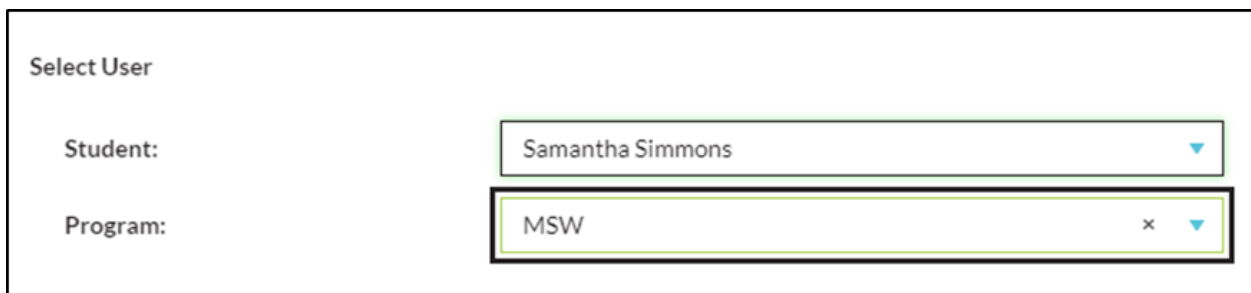
Previously, a second category called “Supervision” existed. To eliminate confusion, that category is no longer active, but any hours logged into that category will still be counted towards your yearly total. Please continue to log all of your hours, whether they are supervision or not, in the Field Education category.

REPORTING YOUR HOURS

Tevera allows Field Instructors and Field Liaison Advisors 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. 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.”



Select User

Student: Samantha Simmons

Program: MSW

4. Select your Time Track.



Time Tracks

Track: Simmons Year I Field Hours Time Track

**SIMMONS UNIVERSITY: TEVERA MANUAL
STUDENT EDITION**

5. Select your Field Instructor and Field Liaison Advisor.

The screenshot shows a form titled "Signatures" with the following elements:

- Field Instructor:** A dropdown menu with "Field Instructor Test" selected.
- Filter hours by Field Instructor selected above**
- Program Field Liaison Advisor:** A dropdown menu with "Field Liaison Advisor Test" selected.
- Include signature line if no Program Field Liaison Advisor is selected**
- Buttons:** "Cancel", "Send for Signature(s)", and "Generate PDF".

6. Click "Send of Signature(s)" to send this to your Field Instructor and FLA. 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 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.

Remember: 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.

SIMMONS UNIVERSITY: TEVERA MANUAL STUDENT EDITION

Step 1: Students

1. After the prerequisite assignment is complete, open the Evaluation assignment by clicking "Start."
2. Complete the required fields in red in the section near the bottom called "End of the Semester - Student."
3. DO NOT SIGN THE EVALUATION (Tevera will not let you). Instead, just click "Submit" at the bottom of the form.
4. A dialog box will prompt you to select your Field Instructor(s) and Field Liaison Advisor.

***Important Note: If you do not have a second Field Instructor who needs to sign your Evaluation, select "Skip this Signature." Neglecting to do so may cause issues in the assignment's work flow.**

Step 2: Field Instructors

1. Complete the Evaluation (all areas required are marked in red).
2. Sign the bottom of the form. Your completed signature will automatically send the assignment back to the student.

Step 3: Students

1. Go to the assignment and click "Open." **DO NOT CLICK "SUBMIT."** Doing so could cause an issue in the assignment's work flow.
2. Review the information your Field Instructor has entered.
3. Sign the bottom of the form. Your completed signature will automatically send the assignment to the FLA.

Step 4: Field Liaison Advisors

1. Go to the assignment and click "Review."
2. Sign the bottom of the form. Your completed signature will automatically mark the assignment as Complete.

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:

SIMMONS UNIVERSITY: TEVERA MANUAL STUDENT EDITION

<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. 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 now 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, as a reminder, you will see an additional section titled **School Adjustment Counselor Program**. This section contains resources and documents specific to the school adjustment counselor program.

**SIMMONS UNIVERSITY: TEVERA MANUAL
STUDENT EDITION**

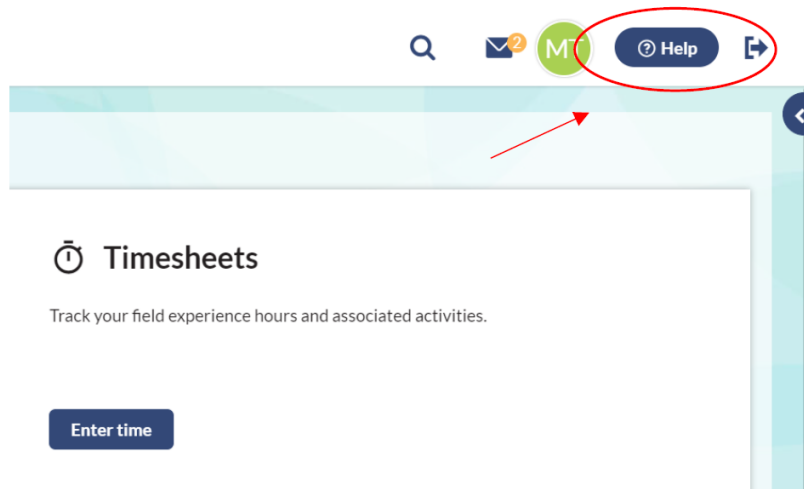
COMMUNICATION HUB

- 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, FLAs).
- 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.

I STILL NEED HELP!

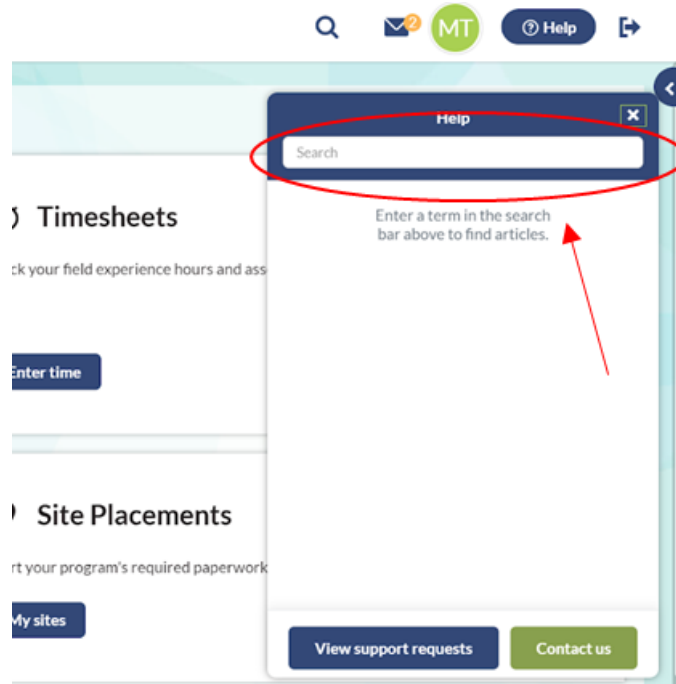
We understand that learning a new system can be confusing. To access further assistance beyond this manual, pursue any of the options listed below:

1. Visit the Tevera Knowledge Hub for Students: <https://knowledge.tevera.com/space/OS>. Scroll down to the bottom of the page and click on any of the Steps to get started. Clicking on the links within each step leads to a quick information video or further helpful articles.
2. Search for helpful articles from within Tevera.
 - a. In Tevera, click on the “Help” button in the upper right corner.

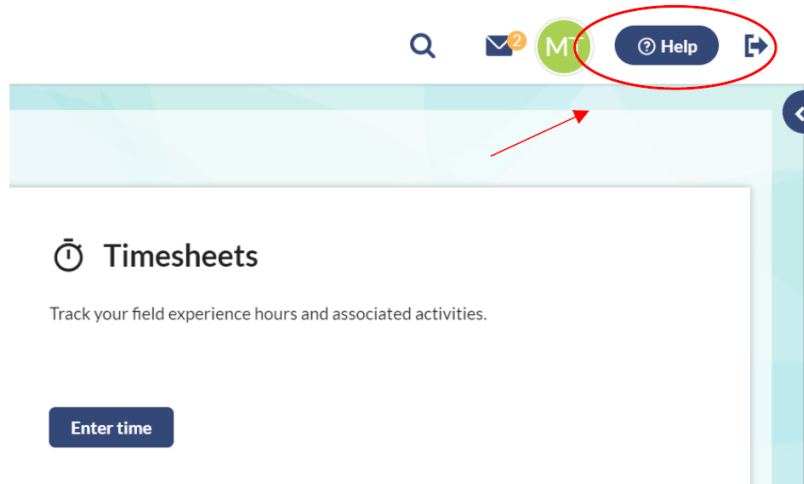


- b. Use the search bar in the pop-up to look for keywords.

SIMMONS UNIVERSITY: TEVERA MANUAL STUDENT EDITION

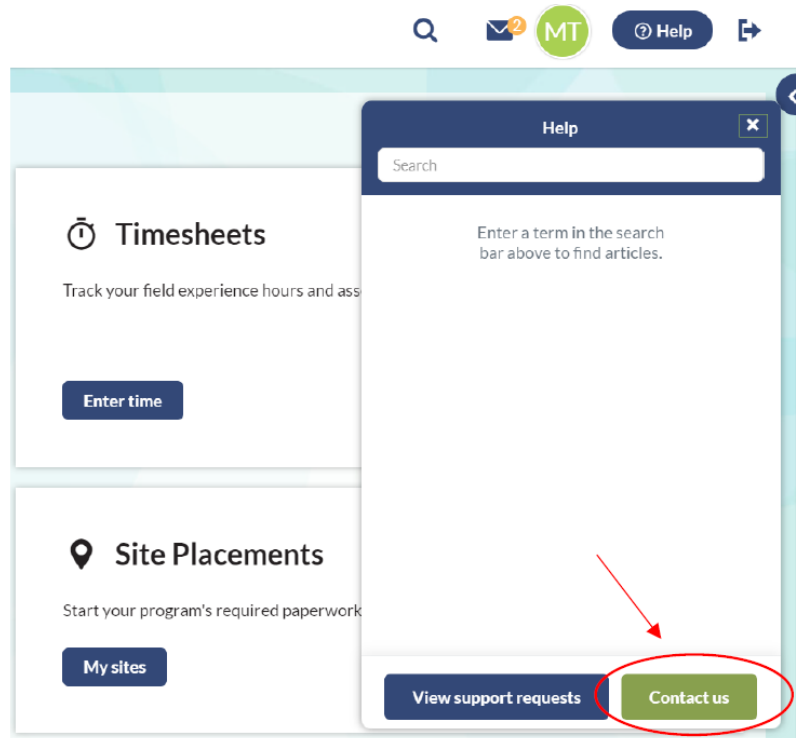


3. Contact Tevera support. Support tickets are appropriate if you have questions regarding how to complete a task or an error that you may experience. You can email them at support@tevera.com or follow these instructions to submit a support ticket through Tevera:
 - a. In Tevera, click on the “Help” button in the upper right corner.

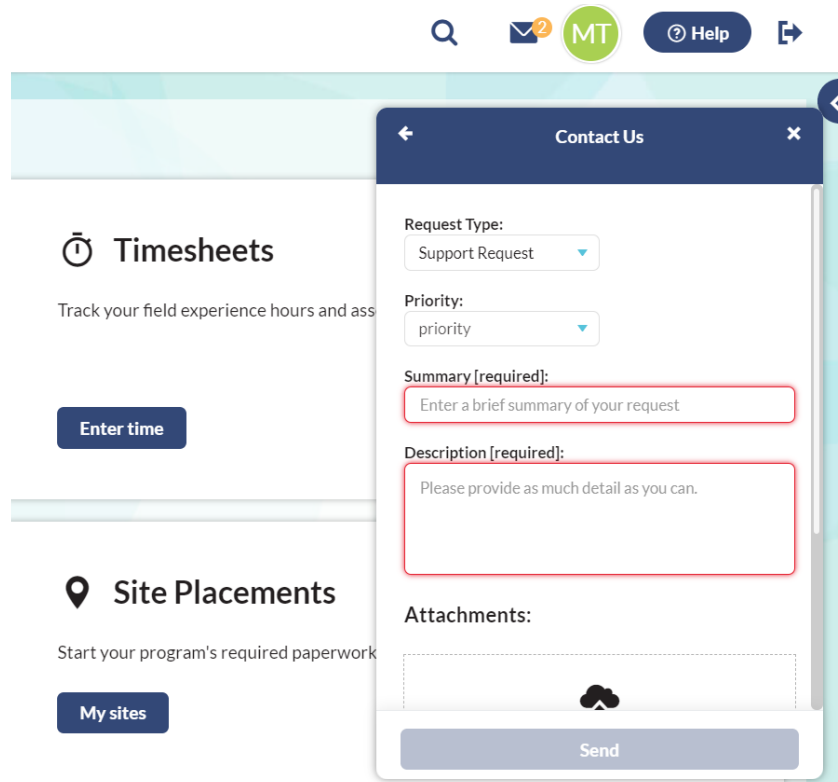


- b. Click the "Contact us" button in the pop-up.

SIMMONS UNIVERSITY: TEVERA MANUAL STUDENT EDITION



- c. Enter a summary and description of your need, then click “Send.” You may also attach a document.



**SIMMONS UNIVERSITY: TEVERA MANUAL
STUDENT EDITION**

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 Advisor / FLA / Field Advisor: 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 Advisor liaises with the student as well as the student's Field Instructor. The Field Liaison Advisor reviews the student's writing assignments, 4 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 Advisor's title is often simply referred to as the "FLA."

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 Advisor. 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.

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.