

Tevera Student Handbook 2024-2025



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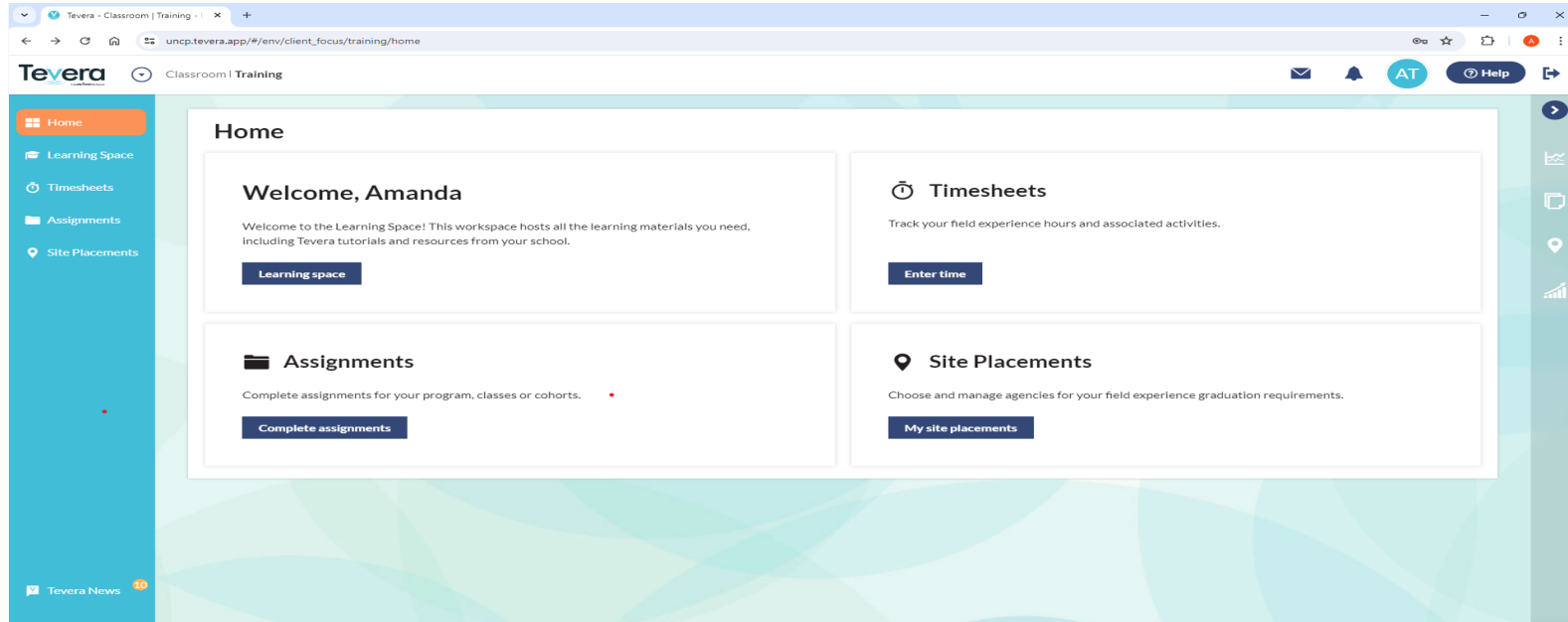
Foreword

Tevera is an online practicum platform used by the Department of Social Work to organize, track, and store all practicum documentation. In Tevera, students are required to submit their practicum handbook acknowledgement forms, resumes, practicum applications, employment-based applications, timesheets, learning contracts, midterm evaluations, final evaluations, and supervision logs.

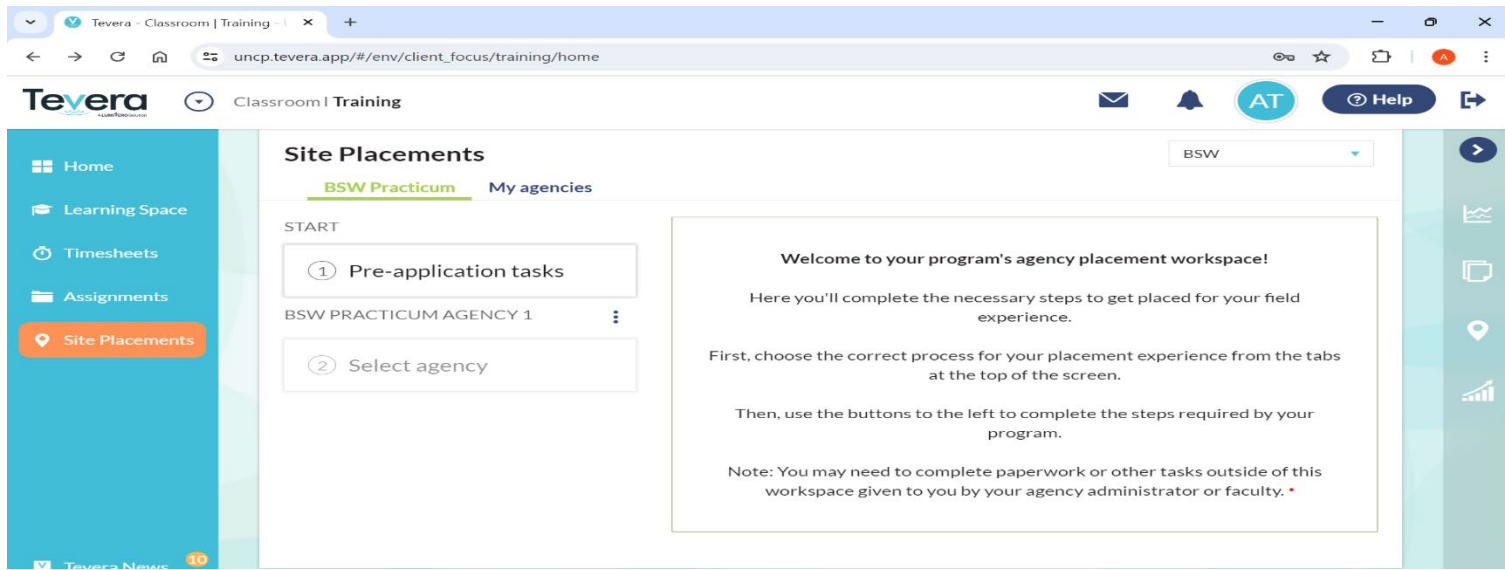
The purpose of the *Tevera Handbook* is to assist in preparing students to understand all how to utilize the Tevera online platform. This handbook will detail all practicum documentation that must be completed in Tevera and how to submit documentation correctly.

BSW Practicum: Submitting Field Application

Step 1: Login to <https://uncp.tevera.app/> and you will see your student dashboard. Please click on My Site Placements.



Step 2: Please click on the tab labeled BSW Practicum then click Pre-application tasks.



Step 3: You will see the pre-application tasks listed here to include Student Handbook and Field Manual Acknowledgement Form, Upload Resume tab, and BSW Field Application.

The screenshot shows the Tevera Classroom Training interface. The browser address bar displays the URL: uncp.tevera.app/#/env/client_focus/training/sites/UyGwJAQnwM4qw5kutsp8tWr9XUmclzXjhfo76lwnWO8%3D_ENC/preApplication. The page title is "Classroom | Training". The main content area is titled "Site Placements" and is filtered for "BSW". Under the "START" section, there is a "Pre-application tasks" button. Below this, a section for "BSW PRACTICUM AGENCY 1" contains a "Select agency" button. A table lists the tasks:

Name	Task Type	Status	Waiting On
Student Handbook & Field Manual Acknowledge... Form	Form	Completed	
Upload Resume	Upload	Completed	
BSW Field Application	Form	In Progress	

Below the table, the text "BSW Employment-" is partially visible. The left sidebar contains navigation options: Home, Learning Space, Timesheets, Assignments, Site Placements (highlighted), and Tevera News (with a notification badge of 10). The right sidebar contains various utility icons.

Step 4: Select the Student Handbook and Field Manual Acknowledgement form and read/review both handbooks attached. After you have reviewed both handbooks, select the start button (see Figure 1). Review the acknowledgement form then sign and submit (see Figure 2).

Figure 1

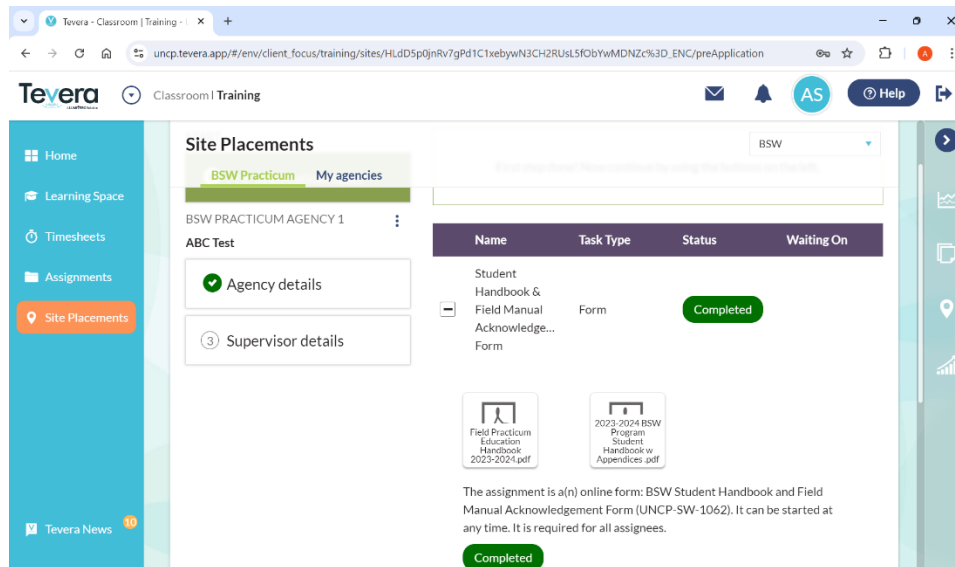
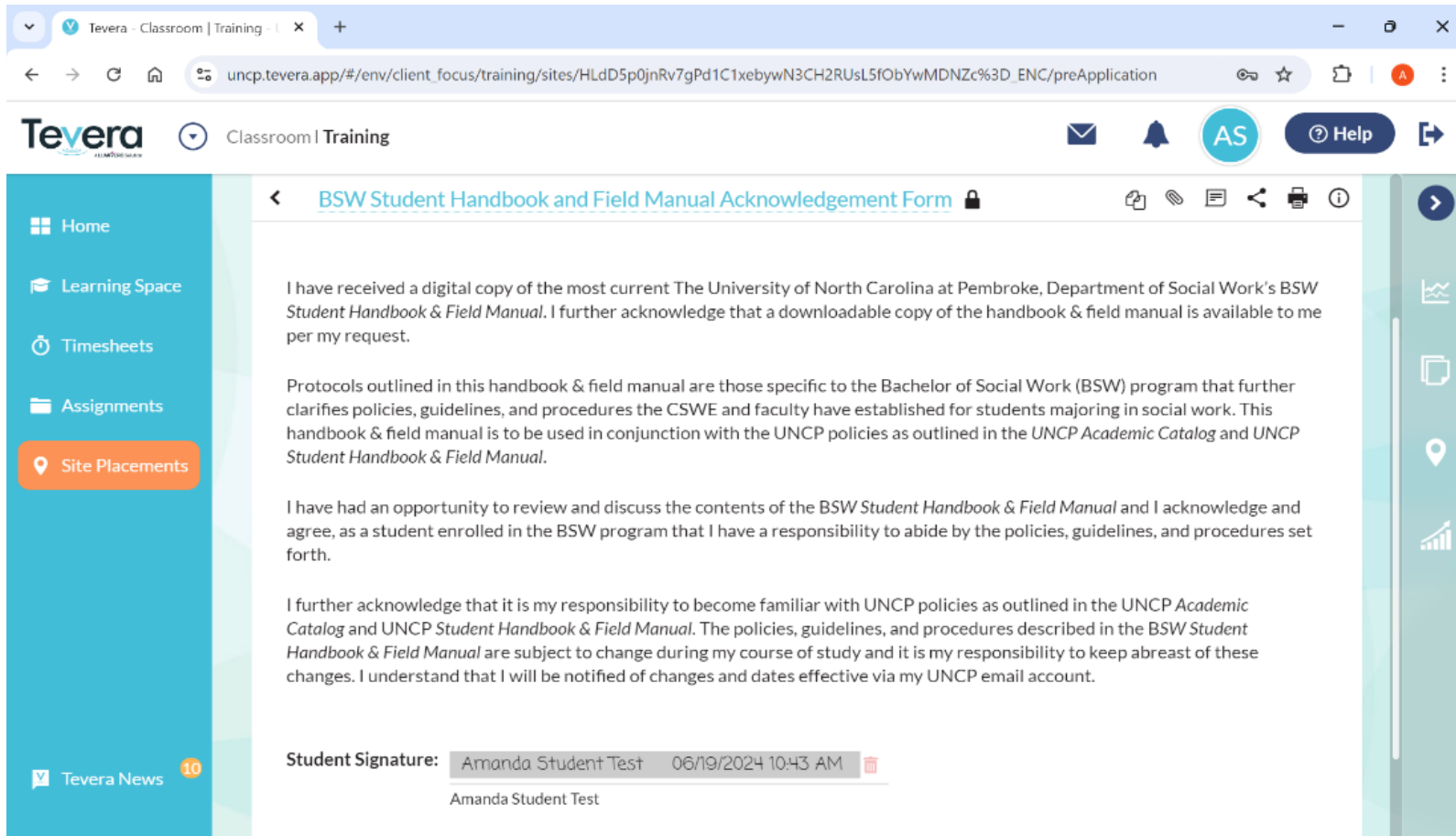


Figure 2:



Step 5: Select the Upload Resume option and select the start button (see Figure 1). Upload your current resume by selecting the browse button (see Figure 2).

Figure 1:

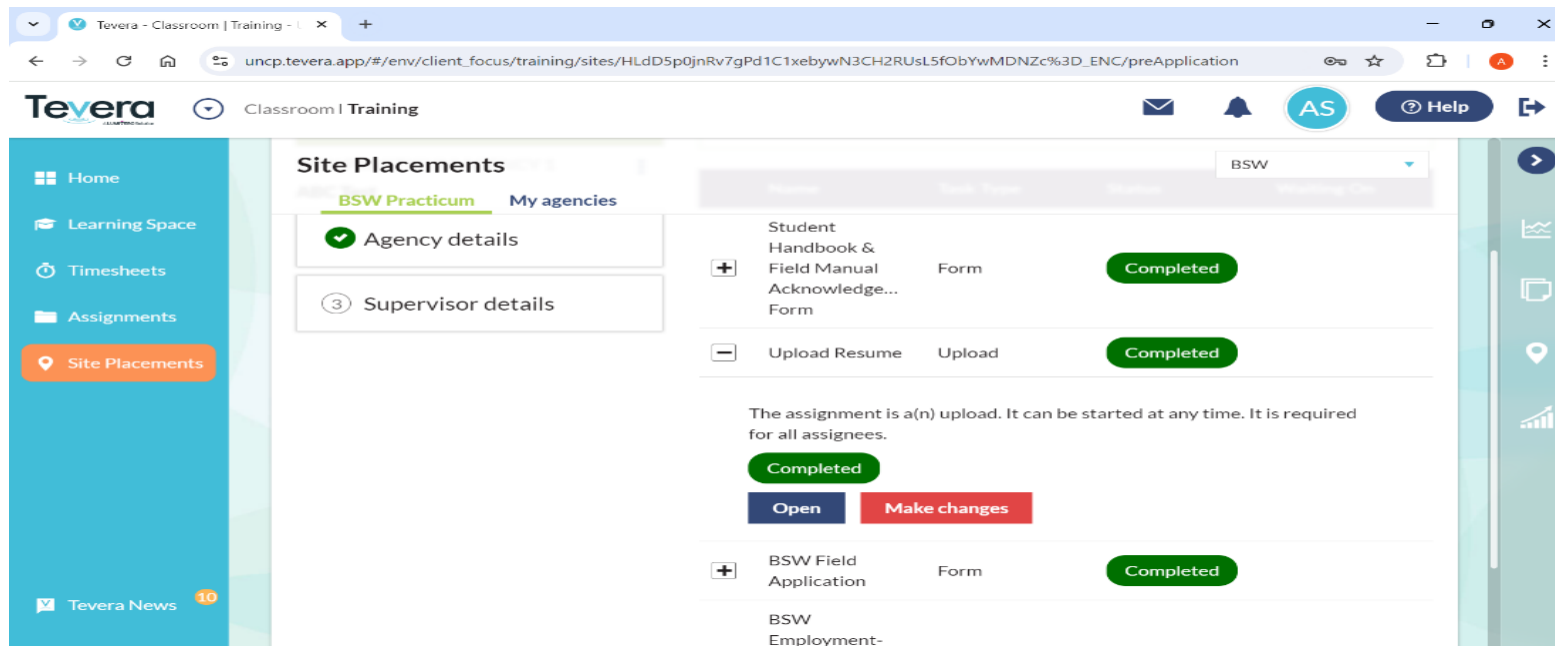
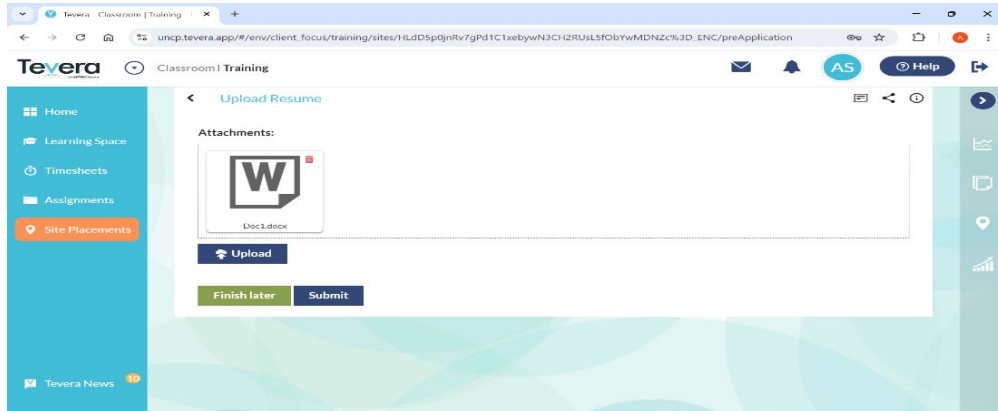
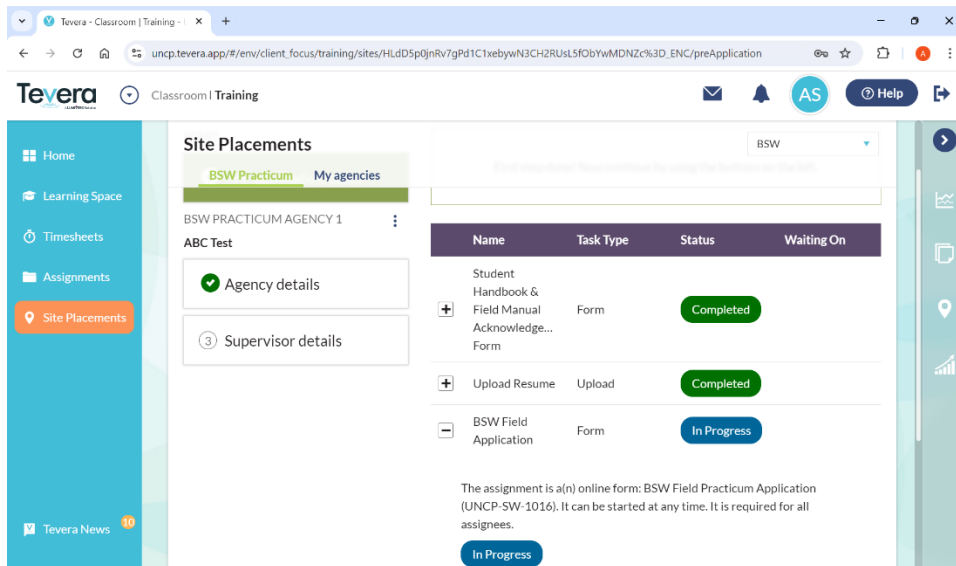


Figure 2:



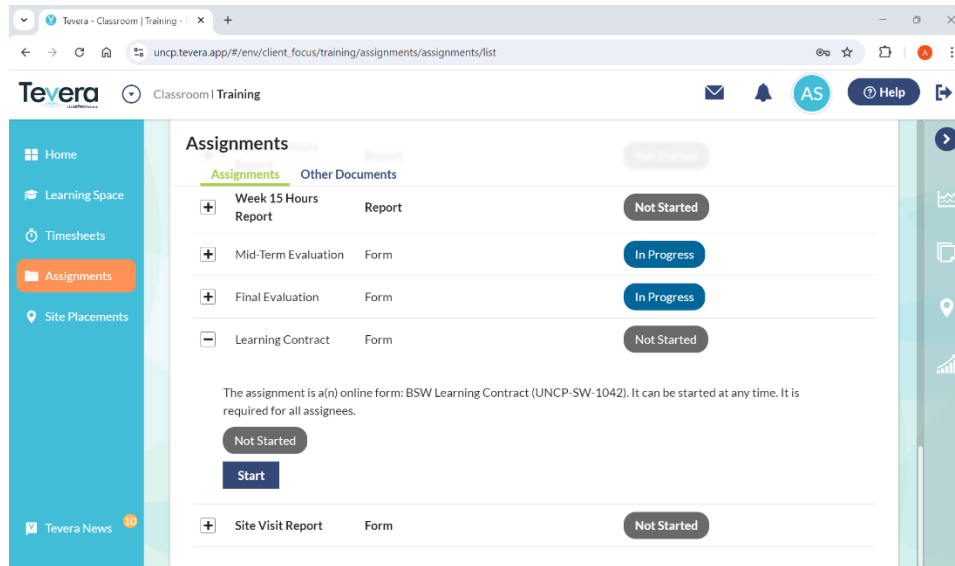
Step 6: Select Start BSW Field Application



BSW Practicum: Submitting Learning Contract

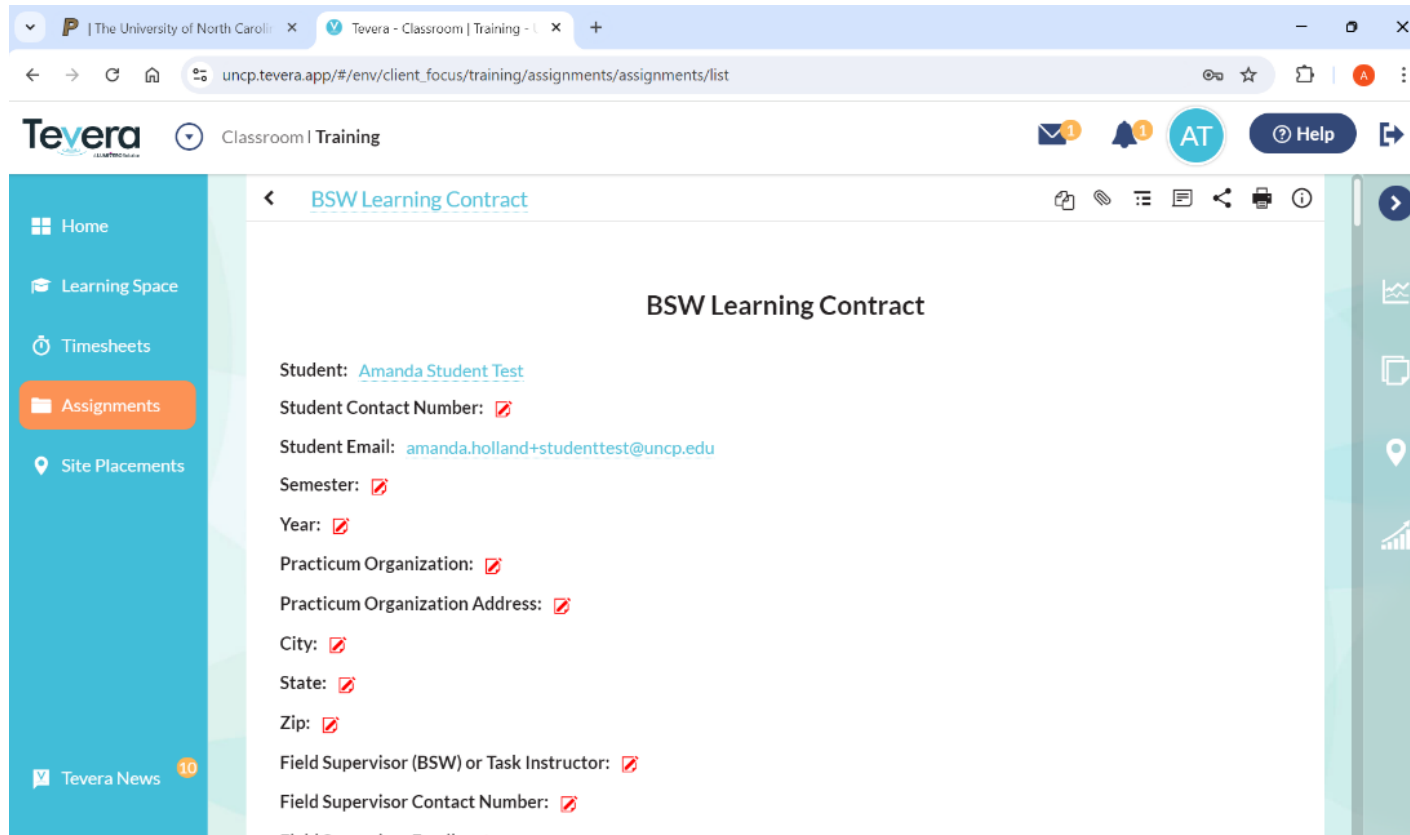
Step 1: From the Home screen, select Complete Assignments. Select Learning Contract, Not Started. This will then give you the option to select Start. See Figure 1.

Figure 1:



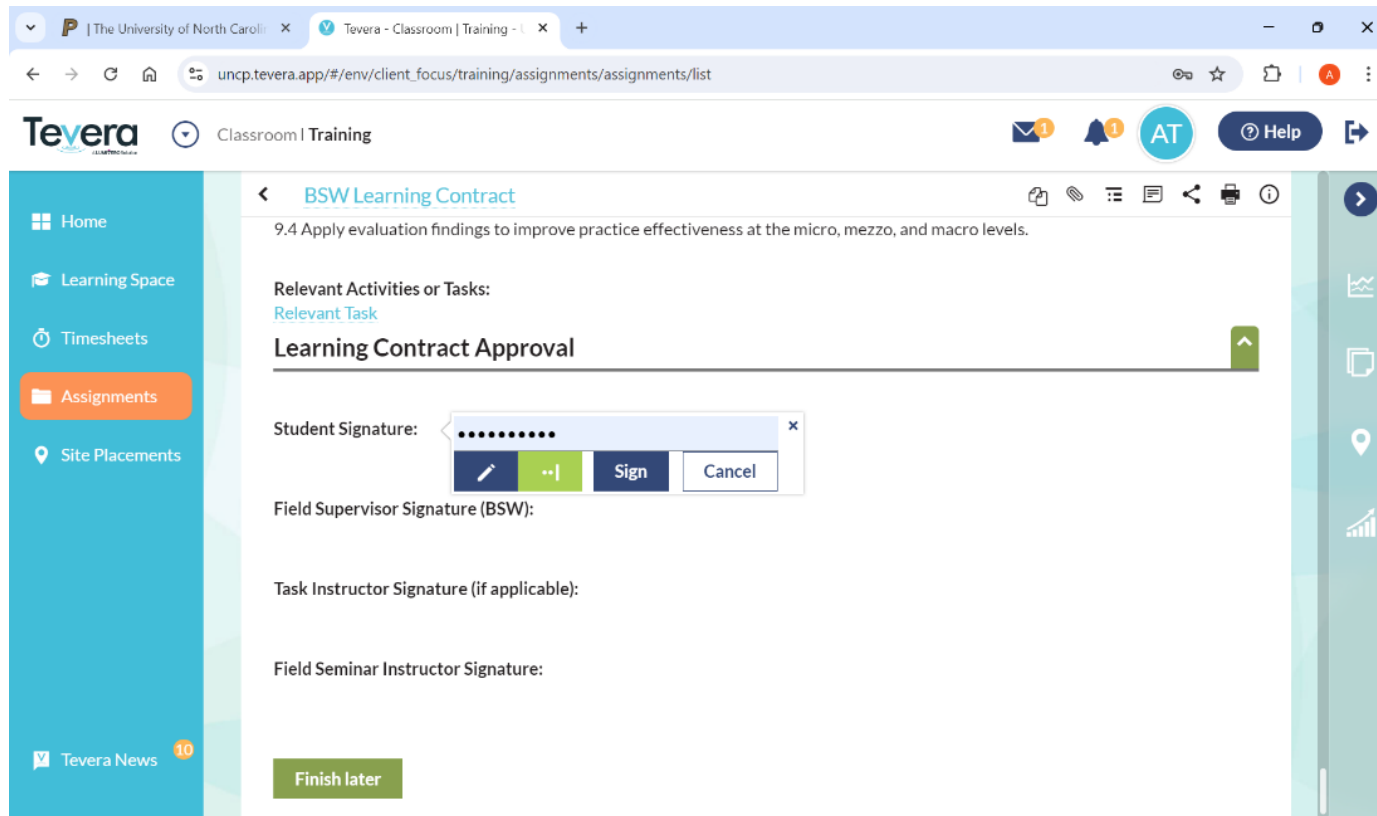
Step 2: Complete all required fields in BSW Learning Contract. Note: All required fields to also include Field Practicum Schedule are indicated in RED. See Figure 1.

Figure 1:



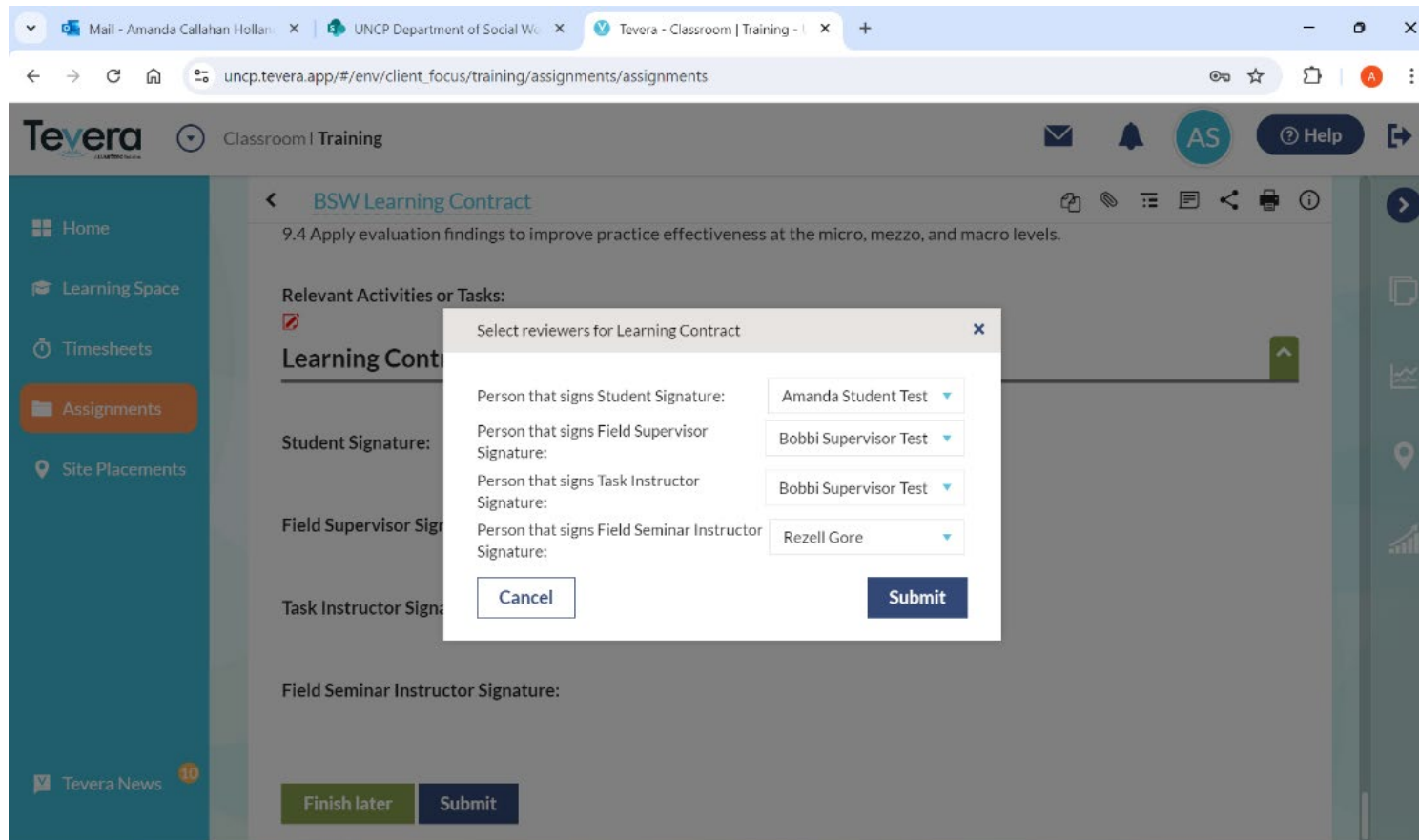
Step 3: Under Learning Contract Approval, select Sign Here for Student Signature, to sign electronically. See Figure 1.

Figure 1:



Step 4: Select reviewers for Learning Contract. Note: You should have options to select a person for Field Supervisor, Task Instructor, and Field Seminar Instructor. All BSW students are assigned field supervisors so students will skip the task instructor signature line. (Figure 1). Select Submit.

Figure 1:



BSW Practicum: Submitting a Cumulative Timesheet

Step 1: From the Home page, select Assignments. Then select Not Start for the corresponding cumulative timesheet. Remember, cumulative timesheets include a 4-week period. (Figure 1). Select Start to begin the timesheet. (Figure 2)

Figure 1:

The screenshot shows the Tevera Classroom Training interface. The left sidebar contains navigation options: Home, Learning Space, Timesheets, Assignments (highlighted in orange), and Site Placements. The main content area is titled 'Assignments' and displays a table of tasks. The table has columns for Name, Task Type, Due Date, Status, and Working On. The tasks listed are:

Name	Task Type	Due Date	Status	Working On
[SWK-4910] BSW Field Practicum				
+ Track Your BSW Field Hours	Track		Not Started	
+ Weeks 1-4 Cumulative Timesheet	Report		Not Started	
+ Weeks 8-12 Cumulative Timesheet	Report		Not Started	
+ Weeks 4-7 Cumulative Timesheet	Report		Not Started	
+ Weeks 13-16 Cumulative Timesheet	Report		Not Started	

Figure 2:

The screenshot displays the Tevera Classroom Training interface. The main content area is titled "Assignments" and shows a list of tasks for the course "[SWK-4910] BSW Field Practicum". The assignments are as follows:

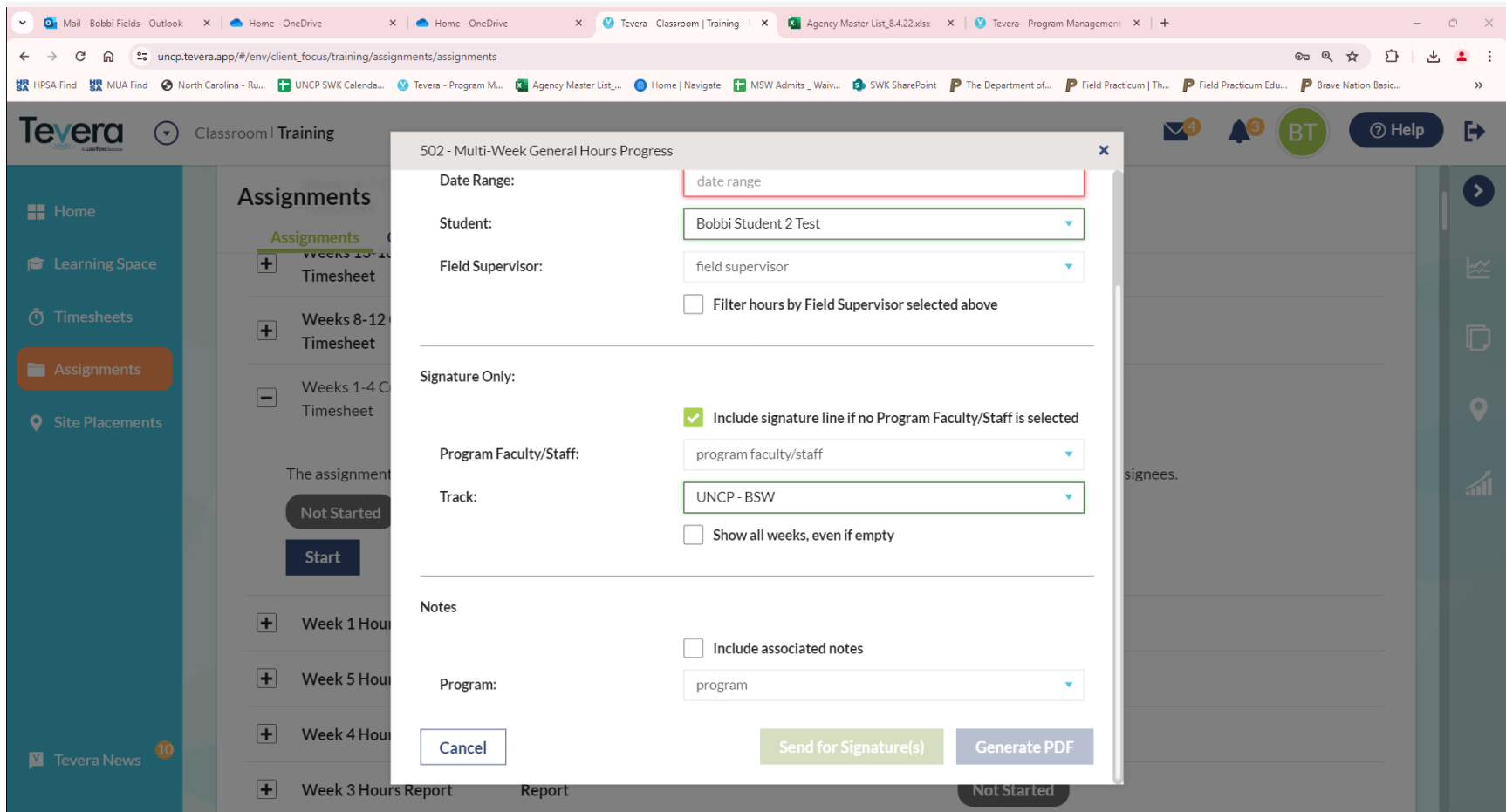
Assignment Name	Task Type	Status
Track Your BSW Field Hours	Track	Not Started
Weeks 1-4 Cumulative Timesheet	Report	Not Started
Weeks 8-12 Cumulative Timesheet	Report	Not Started

Below the assignments, there is a note: "The assignment is a(n) report: 502 - Multi-Week General Hours Progress. It can be started at any time. It is required for all assignees." A "Start" button is present for the first assignment.

The interface includes a sidebar on the left with navigation options: Home, Learning Space, Timesheets, Assignments (highlighted), and Site Placements. The top navigation bar shows the user's name "AS" and a "Help" button.

Step 2: Select your date range (4-week period), Field Supervisor, program Faculty/Staff (Seminar Instructor), Track, and Program (BSW). Select Send for Signatures. See Figure 1.

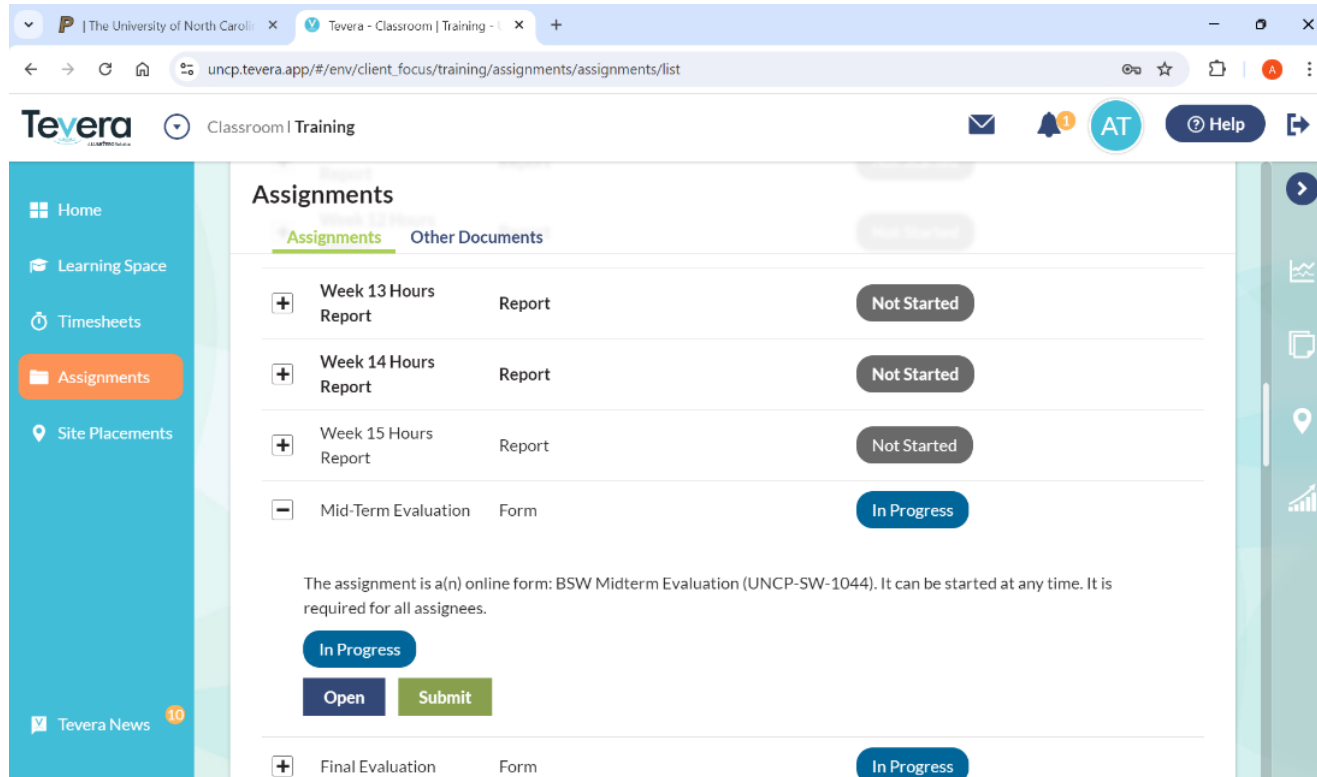
Figure 1:



BSW Practicum: Submitting Mid-Term Evaluation

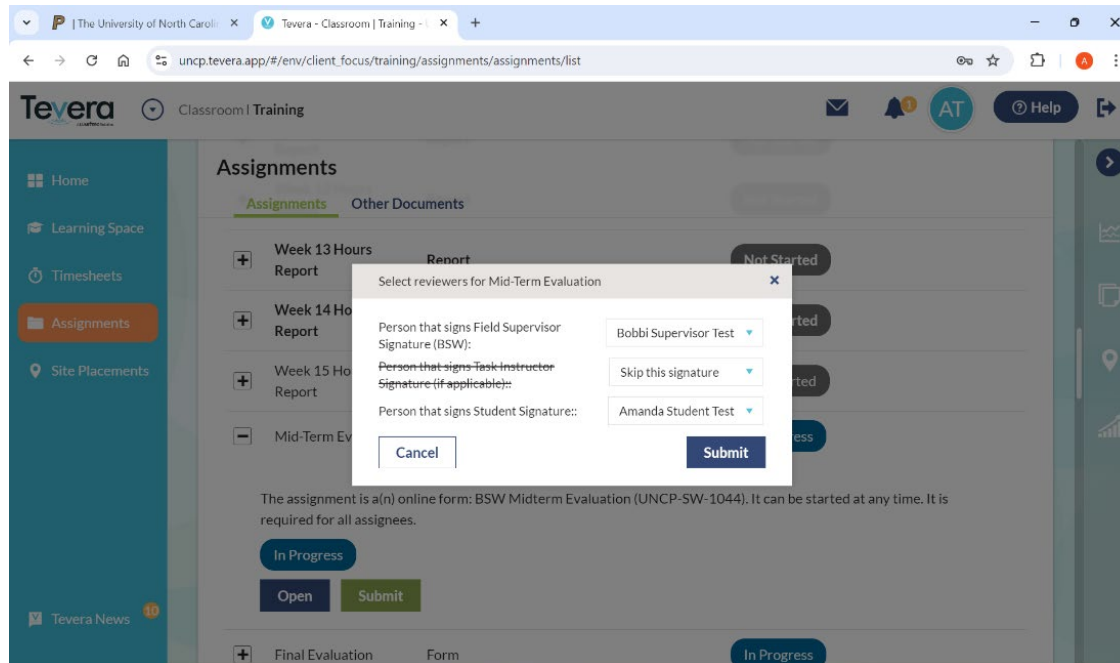
Step 1: From the Assignments Tab, select Mid-Term Evaluation, Not Started. This will allow the option to select Submit. Note: All information on the Mid-Term Evaluation will be pre-filled from the Learning Contract. Select Submit. See Figure 1.

Figure 1:



Step 2: Select Reviewers for Mid-Term Evaluation. Select your Field Supervisor from the first drop down box. Select Skip this signature for the Task Instructor. Select your name as the Student Signature. Select Submit. See Figure 1.

Figure 1:



BSW Practicum: Submitting Final Evaluation

Step 1: From the Assignments Tab, select Final Evaluation, Not Started. This will allow the option to select Submit. Note: All information on the Final Evaluation will be pre-filled from the Learning Contract. Select Submit. See Figure 1.

Figure 1:

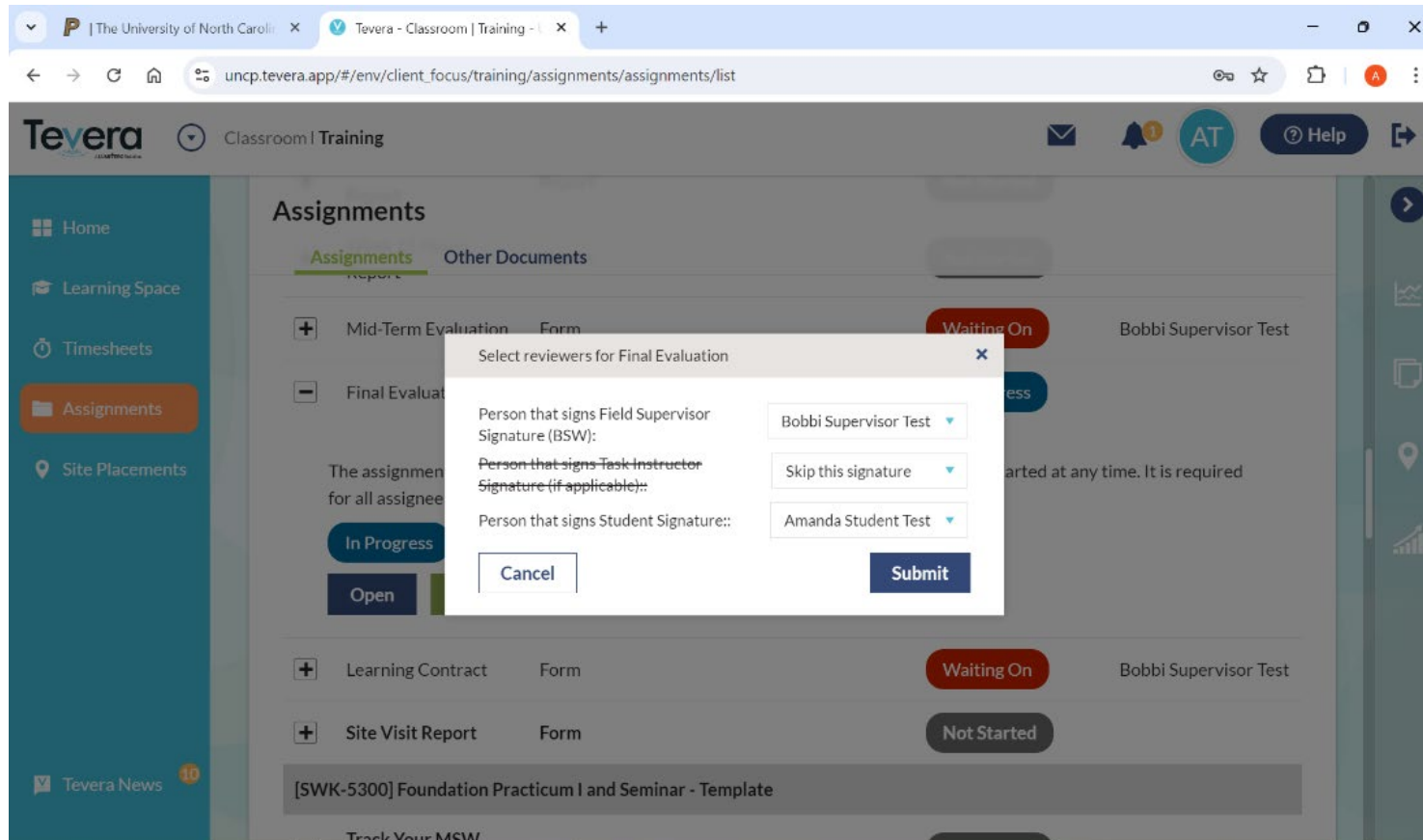
The screenshot displays the Tevera Classroom Training interface. The top navigation bar includes the Tevera logo, a dropdown menu for 'Classroom | Training', a mail icon, a notification bell with a '1' indicator, a user profile icon labeled 'AT', a 'Help' button, and a share icon. The left sidebar contains navigation options: Home, Learning Space, Timesheets, Assignments (highlighted in orange), and Site Placements. The main content area is titled 'Assignments' and has two tabs: 'Assignments' (active) and 'Other Documents'. A table lists two assignments:

Assignment Name	Type	Status	Details
Mid-Term Evaluation	Form	Waiting On	Bobbi Supervisor Test
Final Evaluation	Form	In Progress	

Below the table, a text block states: 'The assignment is a(n) online form: BSW Final Evaluation (UNCP-SW-1045). It can be started at any time. It is required for all assignees.' Below this text are three buttons: 'In Progress' (blue), 'Open' (dark blue), and 'Submit' (green).

Step 2: Select Reviewers for Final Evaluation. Select your Field Supervisor from the first drop down box. Select Skip this signature for the Task Instructor. Select your name as the Student Signature. Select Submit. See Figure 1.

Figure 1:



MSW Generalist (Foundation) Practicum: Submitting Field Application

Step 1: Login to <https://uncp.tevera.app/> and you will see your student dashboard. Please click on My site placements.

The screenshot shows a web browser window with the URL uncp.tevera.app/#/env/client_focus/training/home. The page title is "Classroom | Training". The user is logged in as "Amanda" (AT). The dashboard features a left sidebar with navigation options: Home (selected), Learning Space, Timesheets, Assignments, and Site Placements. The main content area is divided into four quadrants:

- Welcome, Amanda Student:** A message stating "Welcome to the Learning Space! This workspace hosts all the learning materials you need, including Tevera tutorials and resources from your school." with a "Learning space" button.
- Timesheets:** A section titled "Track your field experience hours and associated activities." with an "Enter time" button.
- Assignments:** A section titled "Complete assignments for your program, classes or cohorts." with a "Complete assignments" button.
- Site Placements:** A section titled "Choose and manage agencies for your field experience graduation requirements." with a "My site placements" button.

At the bottom left, there is a "Tevera News" notification with a count of 10. The right sidebar contains various utility icons for navigation and reporting.

Step 2: Please click on the tab labeled Foundation Practicum then click Pre-application tasks.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/home`. The page title is "Tevera Classroom | Training". The main content area is titled "Site Placements" and features a navigation bar with three tabs: "Foundation Practicum" (highlighted in green), "Concentration Practicum", and "My agencies". A dropdown menu shows "MSW".

On the left side, there is a sidebar with navigation options: Home, Learning Space, Timesheets, Assignments, and Site Placements (highlighted in orange). At the bottom of the sidebar is a "Tevera News" notification with a "10" badge.

The main content area is divided into two sections. The left section, titled "START", contains two steps: "1 Pre-application tasks" and "2 Select agency". The right section is a large white box with a green border containing the following text:

Welcome to your program's agency placement workspace!

Here you'll complete the necessary steps to get placed for your field experience.

First, choose the correct process for your placement experience from the tabs at the top of the screen.

Then, use the buttons to the left to complete the steps required by your program.

Note: You may need to complete paperwork or other tasks outside of this workspace given to you by your agency administrator or faculty.

Step 3: You will see the pre-application tasks listed here to include Student Handbook and Field Manual Acknowledgement Form, Upload Resume tab, and MSW Field Application.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/sites/3%2BgorvzCSxKQpaBmzUuBHIMvpJcx6vX6y8l%2Bj15Z5HQ%3D_ENC/preApplication`. The page title is "Tevera Classroom | Training". The main content area is titled "Site Placements" and is filtered for "MSW". There are three tabs: "Foundation Practicum" (selected), "Concentration Practicum", and "My agencies".

Under the "START" section, there are two main steps:

- 1 Pre-application tasks
- 2 Select agency

Below the "FOUNDATION PRACTICUM AGENCY 1" section, there is a table of tasks:

Name	Task Type	Status	Waiting On
+ Student Handbook & Field Manual Acknowledgement Form	Form	Not Started	
+ Upload Resume	Upload	Not Started	
+ MSW Field Application	Form	Not Started	
MSW Employment-			

The interface also includes a left sidebar with navigation options: Home, Learning Space, Timesheets, Assignments, Site Placements (highlighted), and Tevera News (10). The top right has navigation icons for email, notifications, AT, and Help.

Step 4: Select the Student Handbook and Field Manual Acknowledgement form and read/review both handbooks attached. After you have reviewed both handbooks, select the start button (see Figure 1). Review the acknowledgement form then sign and submit (see Figure 2).

Figure 1:

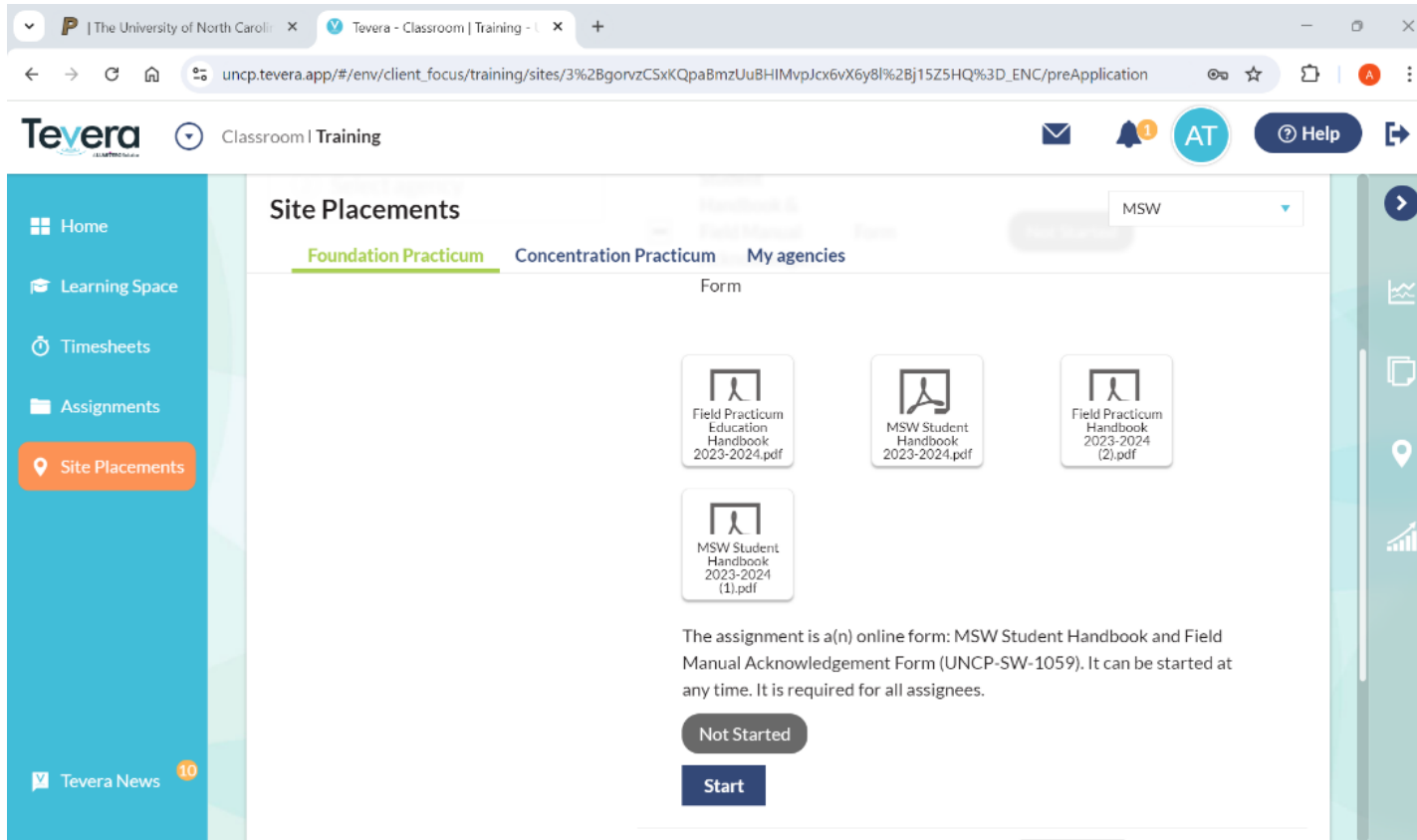
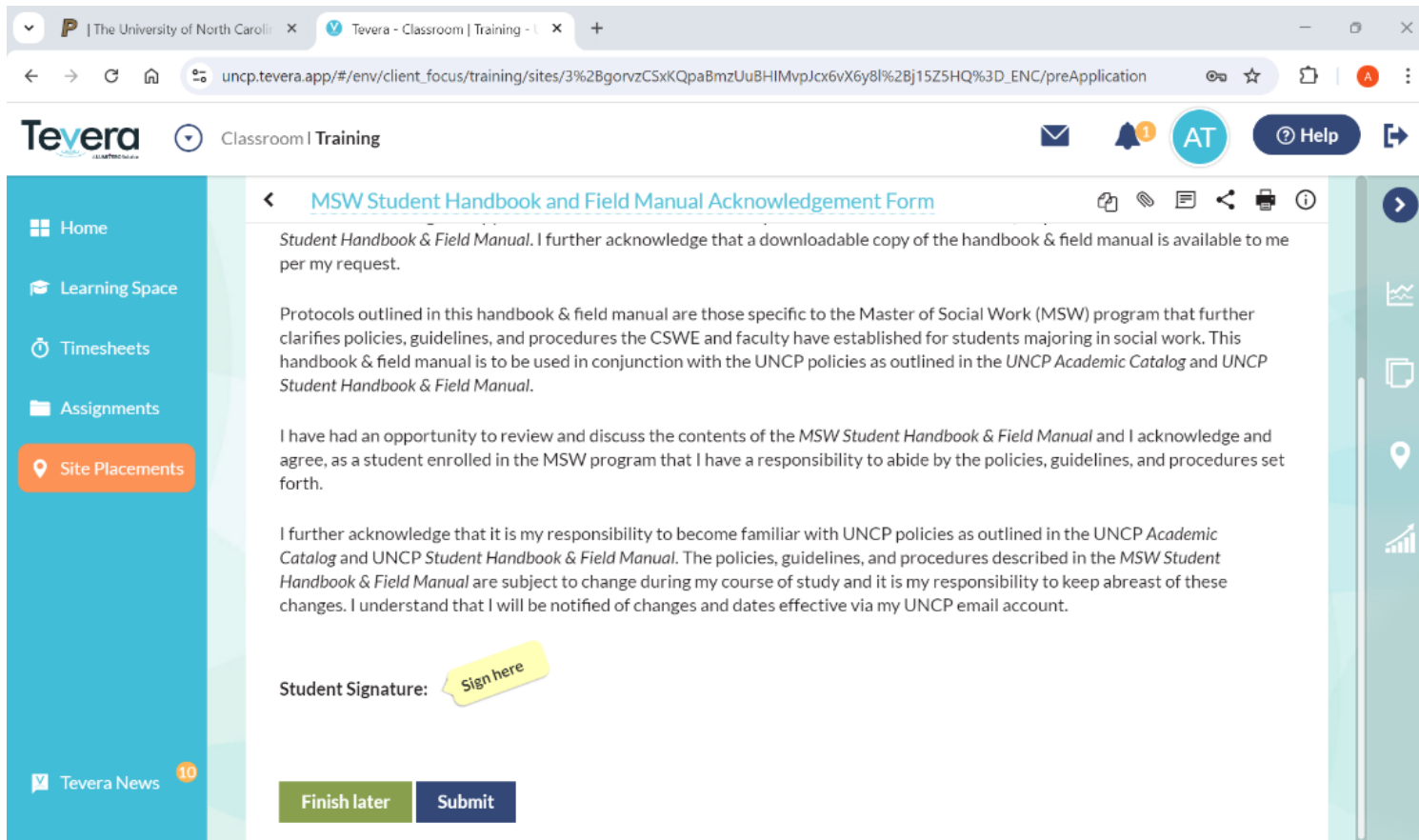


Figure 2:



Step 5: Select the Upload Resume option and select the start button (see Figure 1). Upload your current resume by selecting the browse button (see Figure 2).

Figure 1:

The screenshot displays the Tevera Classroom Training interface. The browser address bar shows the URL: `uncp.tevera.app/#/env/client_focus/training/sites/3%2BgorvzCSxKQpaBmzUuBHIMvpJcx6vX6y8l%2Bj15Z5HQ%3D_ENC/preApplication`. The page header includes the Tevera logo, 'Classroom | Training', and navigation icons for email, notifications, user profile (AT), and help.

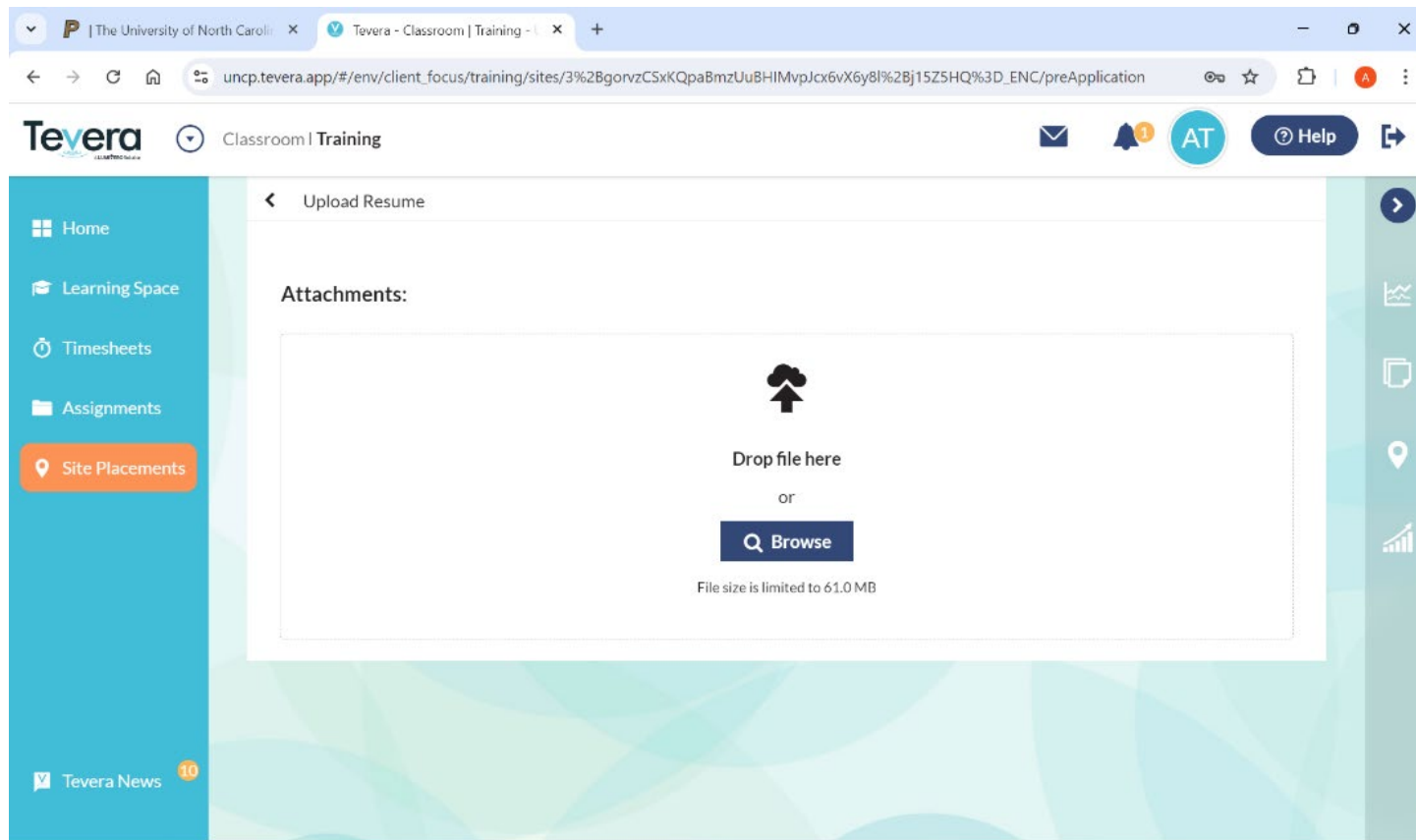
The main content area is titled 'Site Placements' and features a dropdown menu set to 'MSW'. Below this, there are tabs for 'Foundation Practicum', 'Concentration Practicum', and 'My agencies'. The 'Foundation Practicum' tab is active, showing 'FOUNDATION PRACTICUM AGENCY 1'. A 'Select agency' button is visible.

A table lists tasks with the following columns: Name, Task Type, Status, and Waiting On.

Name	Task Type	Status	Waiting On
Student Handbook & Field Manual Acknowledge... Form	Form	Completed	
Upload Resume	Upload	Not Started	

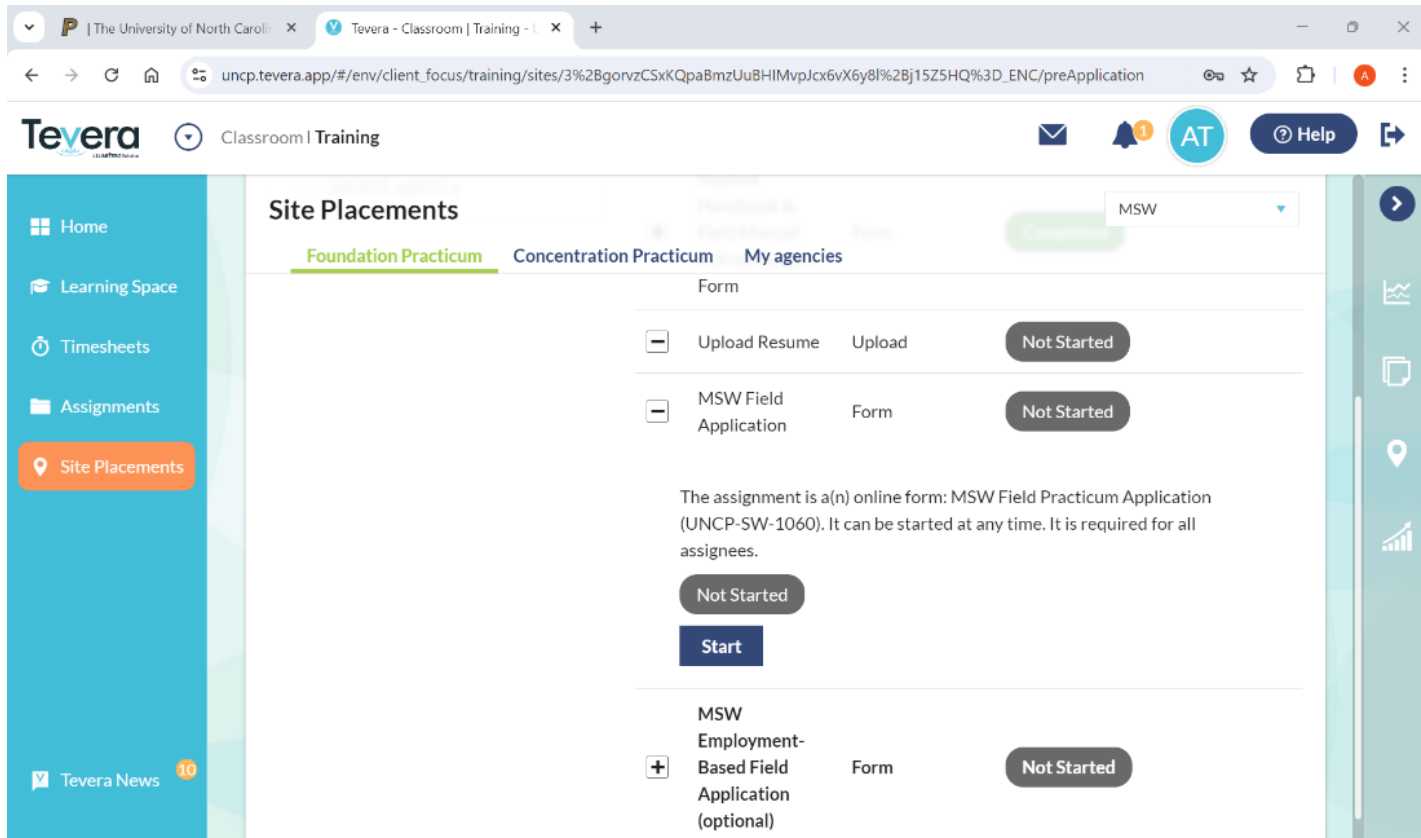
Below the table, a message states: 'The assignment is a(n) upload. It can be started at any time. It is required for all assignees.' Below this message are two buttons: 'Not Started' and 'Start'.

Figure 2:



Step 6: Select MSW Field Application, Not Started. This will then allow the option to select Start. See Figure 1.

Figure 1:



Step 7: Complete all required demographic information in the MSW Field Practicum Application. Review each practice area to inform the areas of interest you select. Note: The areas of interest are referenced by the Field Office when processing your application and networking to pair you with your preferred area of practice. See Figure 1.

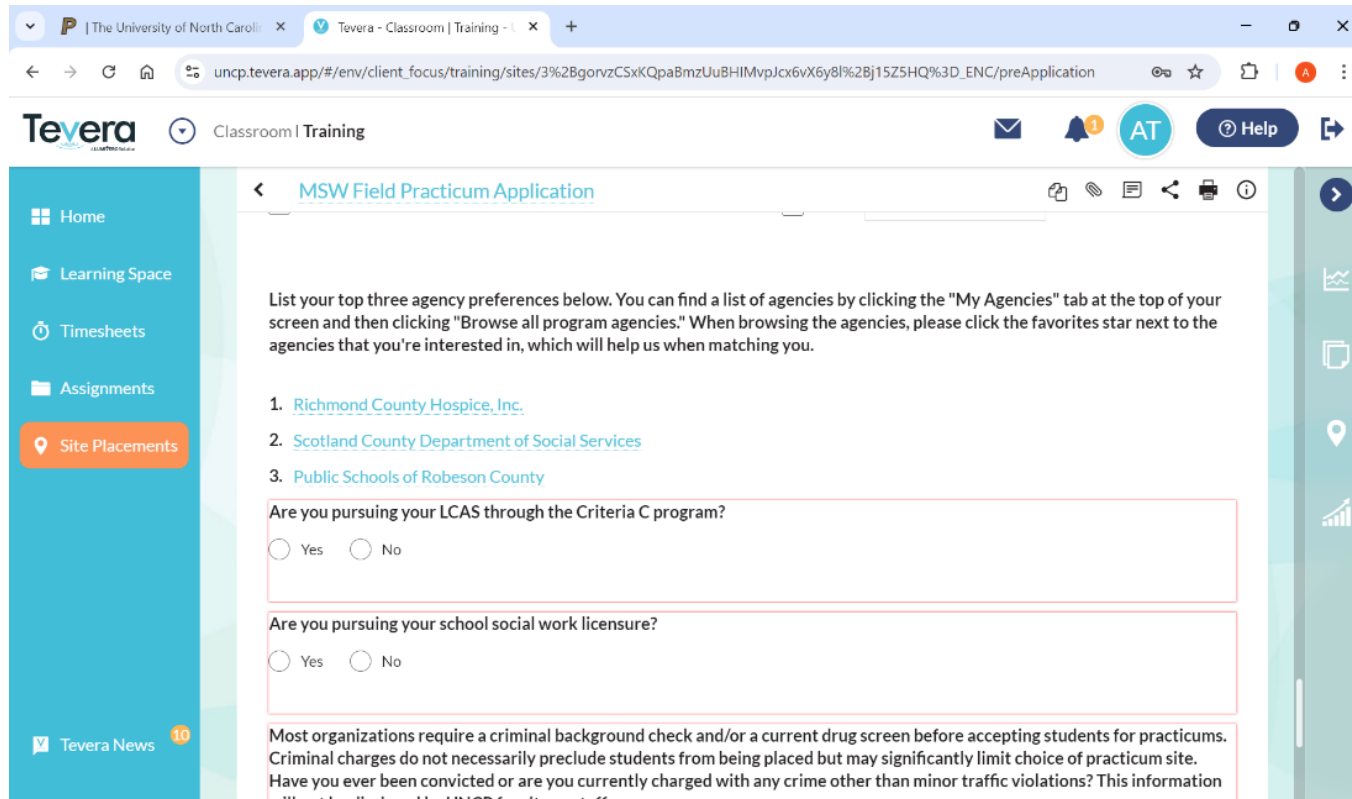
Figure 1:

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/sites/3%2BgorvzCSxKQpa8mzUuBHIMvpJcx6vX6y8l%2Bj15Z5HQ%3D_ENC/preApplication`. The page title is "MSW Field Practicum Application". The left sidebar contains navigation options: Home, Learning Space, Timesheets, Assignments, Site Placements (highlighted), and Tevera News (10). The main content area is titled "Please select areas of interest (check all that apply):" and contains a list of 20 categories, each with an unchecked checkbox:

- Administration and Management
- Advocacy and Community Organization
- Aging
- Child Welfare (Department of Social Services)
- Clinical Social Work (Mental/Behavioral Healthcare)
- Crisis Intervention/Disaster Services
- Developmental Disabilities (Services for physically or mentally disabled)
- Domestic Violence/Sexual Assault Intervention/Prevention
- Environmental
- Family Services
- Health Care (Medical Social Work)
- International
- Justice and Corrections (Juvenile or Adult)
- Military/Veterans
- Non-profit
- Occupational and Employment Assistance Program (EAP) Social Work
- Policy and Planning
- Politics
- Public Welfare
- Research/Higher Education
- Residential Facilities for Youth or Adults
- School Social Work
- Shelter Services/Housing Insecurity (individuals experiencing homelessness)
- Substance Use/Abuse (Alcohol, Tobacco and other Drugs)
- Guardian Ad Litem
- Other

Step 8: Using the “Browse all program agencies” feature in Tevera, select your top 3 preferred agencies of where you are requesting your practicum site to be. Note: Please include the full agency name. See Figure 1.

Figure 1:



uncp.tevera.app/#/env/client_focus/training/sites/3%2BgorvzCSxKQpaBmzUuBHIMvpJcx6vXy8l%2Bj15Z5HQ%3D_ENC/preApplication

Tevera Classroom | Training

MSW Field Practicum Application

List your top three agency preferences below. You can find a list of agencies by clicking the "My Agencies" tab at the top of your screen and then clicking "Browse all program agencies." When browsing the agencies, please click the favorites star next to the agencies that you're interested in, which will help us when matching you.

1. [Richmond County Hospice, Inc.](#)
2. [Scotland County Department of Social Services](#)
3. [Public Schools of Robeson County](#)

Are you pursuing your LCAS through the Criteria C program?

Yes No

Are you pursuing your school social work licensure?

Yes No

Most organizations require a criminal background check and/or a current drug screen before accepting students for practicums. Criminal charges do not necessarily preclude students from being placed but may significantly limit choice of practicum site. Have you ever been convicted or are you currently charged with any crime other than minor traffic violations? This information will not be disclosed by UNCP faculty or staff.

Step 9: Select “Yes” or “No” for whether you are pursuing your LCAS through the Criteria C program and whether you are pursuing your school social work licensure. See Figure 1.

Figure 1:

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/sites/3%2BgorvzCSxKQpaBmzUuBHIMvpJcx6vX6y8l%2Bj15Z5HQ%3D_ENC/preApplication`. The page title is "MSW Field Practicum Application".

Navigation and Utility: The top left features the Tevera logo and "Classroom | Training". The top right includes icons for email, a notification bell with a "1", a blue "AT" button, and a "Help" button.

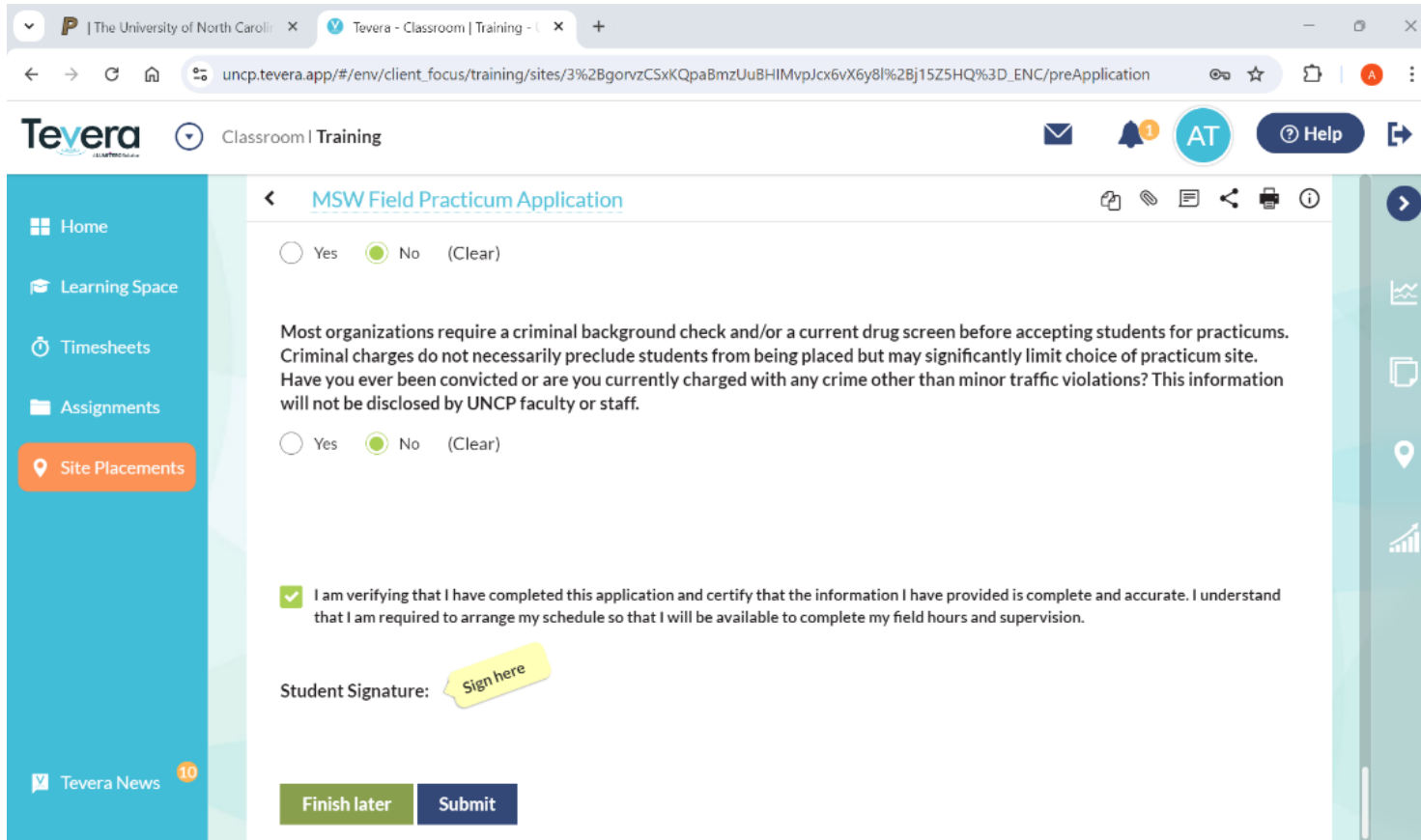
Left Sidebar: A blue sidebar contains navigation options: Home, Learning Space, Timesheets, Assignments, Site Placements (highlighted in orange), and Tevera News (with a "10" notification badge).

Form Content:

- MSW Field Practicum Application** (Title)
- Checkboxes:**
 - Residential Facilities for Youth or Adults
 - Shelter Services/Housing Insecurity (individuals experiencing homelessness)
 - Guardian Ad Litem
 - School Social Work
 - Substance Use/Abuse (Alcohol, Tobacco and other Drugs)
 - Other
- Text:** "List your top three agency preferences below. You can find a list of agencies by clicking the "My Agencies" tab at the top of your screen and then clicking "Browse all program agencies." When browsing the agencies, please click the favorites star next to the agencies that you're interested in, which will help us when matching you."
- Agency List:**
 - [Richmond County Hospice, Inc.](#)
 - [Scotland County Department of Social Services](#)
 - [Public Schools of Robeson County](#)
- Question 1:** "Are you pursuing your LCAS through the Criteria C program?"
 Yes No (Clear)
- Question 2:** "Are you pursuing your school social work licensure?"
 Yes No (Clear)

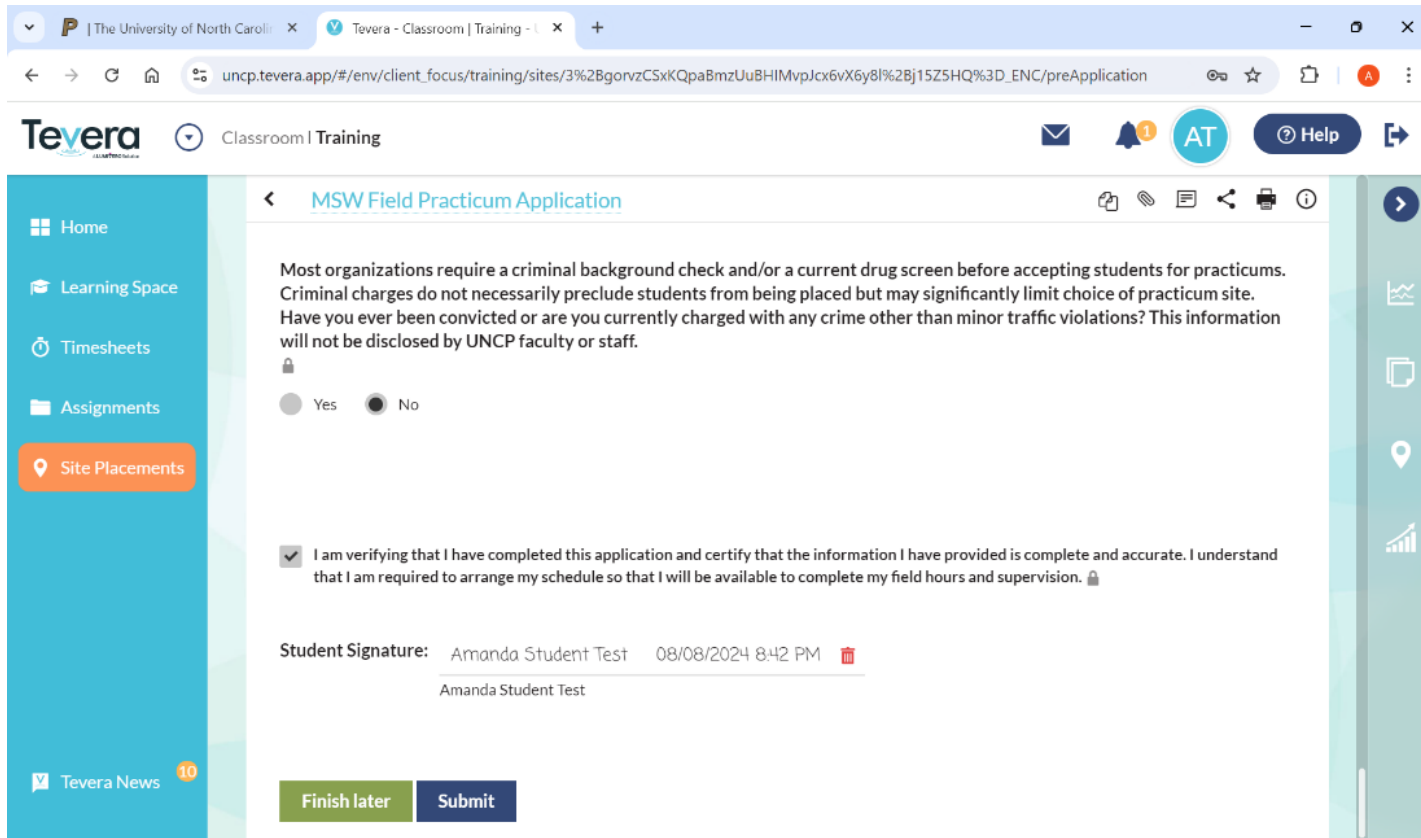
Step 10: Select “Yes” or “No” for whether you have been convicted or are currently charged with any crime other than a minor traffic violation. Review the MSW Field Practicum Application to confirm it is complete and accurate. Select the box to confirm this and acknowledge you understand you are required to arrange your schedule so that you are available to complete field hours and supervision. See Figure 1.

Figure1:



Step 11: Select Sign Here for Student Signature. Submit. See Figure 1.

Figure 1:



MSW Generalist Practicum: Submitting Learning Contract

Step 1: From the Assignments Tab, select MSW Foundation I Learning Contract, Not Started. This will allow you the option to then select Start. See Figure 1.

Figure 1:

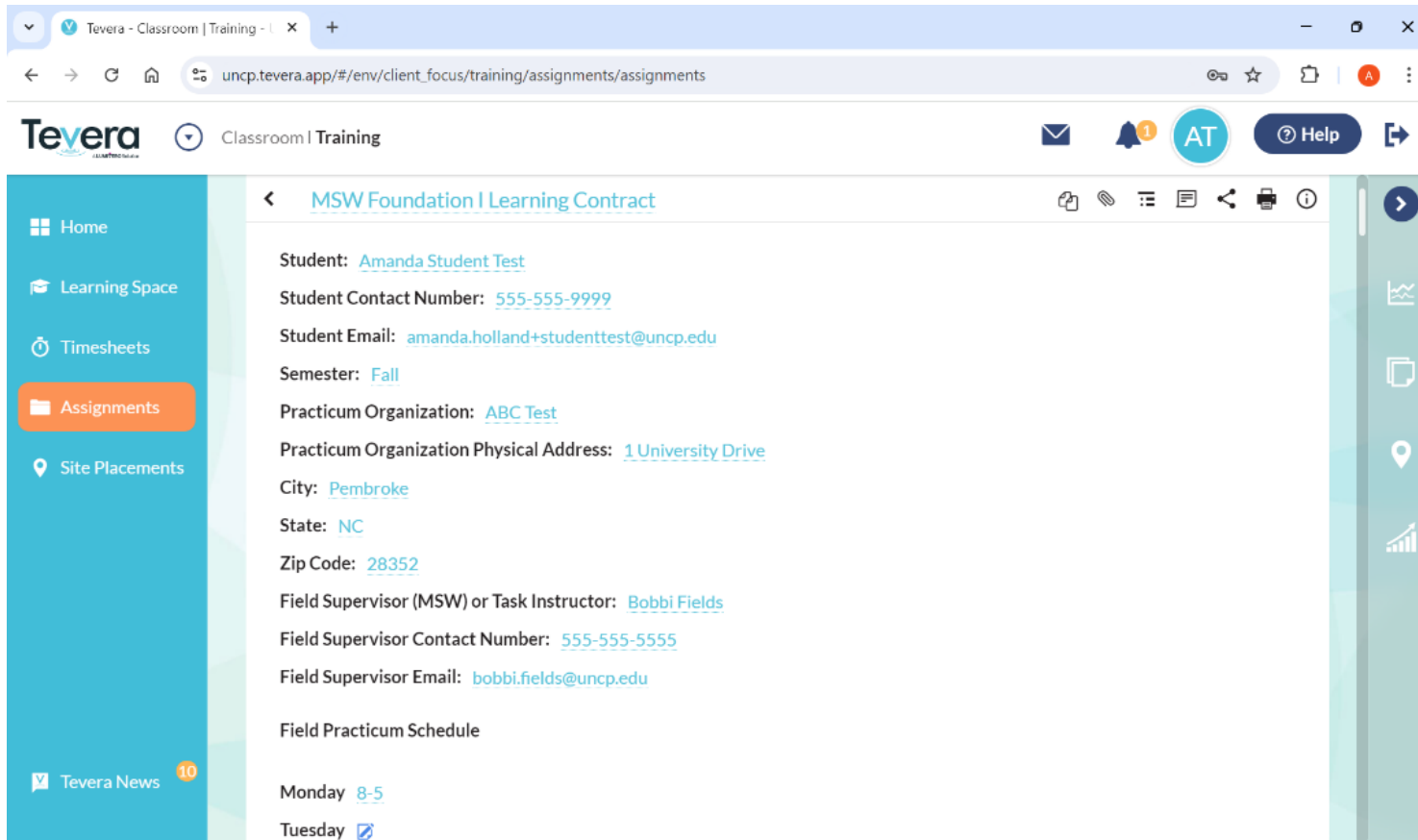
The screenshot shows the 'Assignments' page in the Tevera Classroom Training system. The page features a sidebar with navigation options: Home, Learning Space, Timesheets, Assignments (highlighted), and Site Placements. The main content area displays a table of assignments with the following data:

Name	Task Type	Due Date	Status	Waiting On
Track Your MSW Foundation I Hours	Track		Not Started	
MSW Foundation I Learning Contract	Form		In Progress	
Weeks 1-4 Cumulative Timesheet	Report		Not Started	

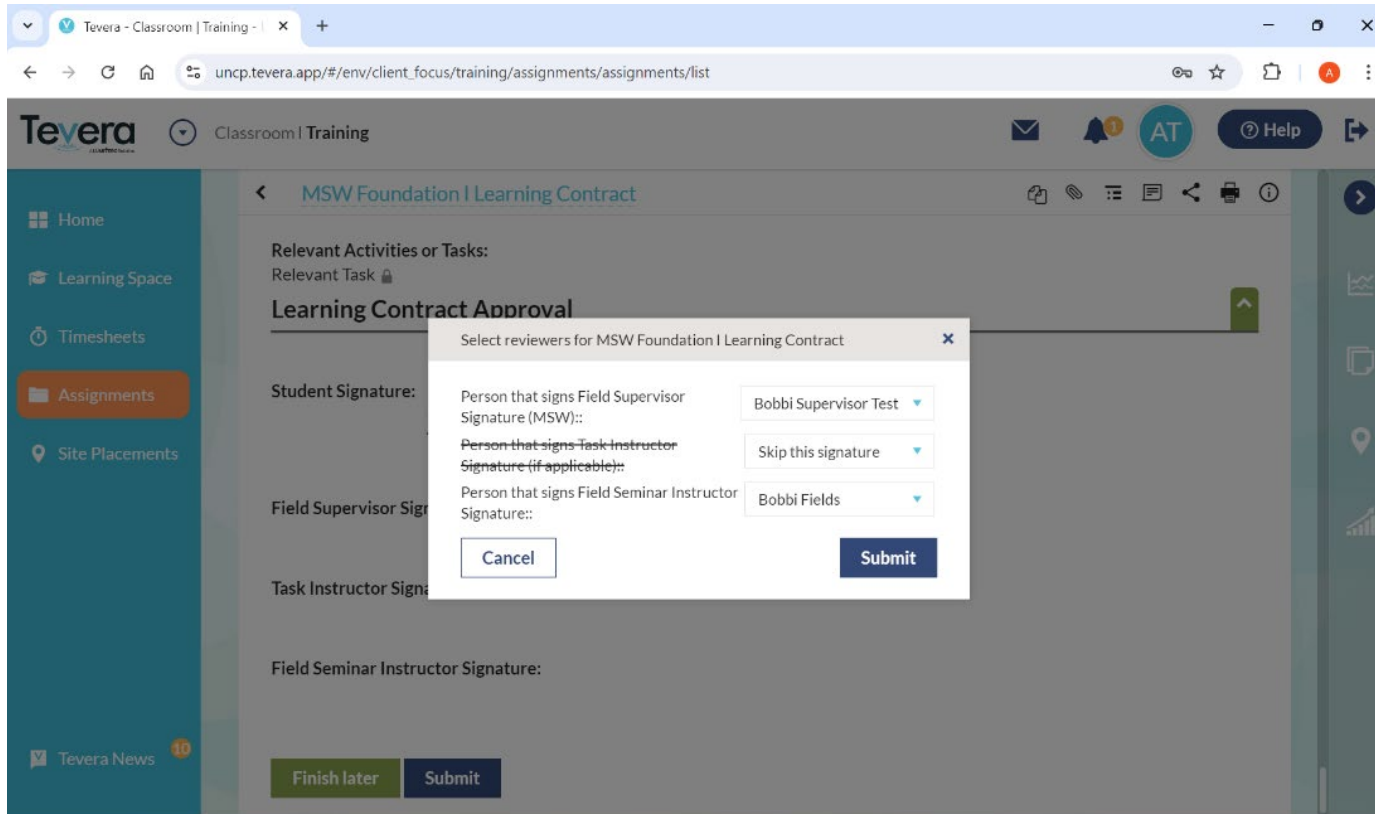
Below the table, a note states: "The assignment is a(n) online form: MSW Foundation I Learning Contract (UNCP-SW-1031). It can be started at any time. It is required for all assignees." Below this note are buttons for "In Progress", "Open", and "Submit".

Step 2: Complete all required fields in **RED** to include Field Practicum Schedule and Supervision Day and Time. See Figure 1.

Figure 1:

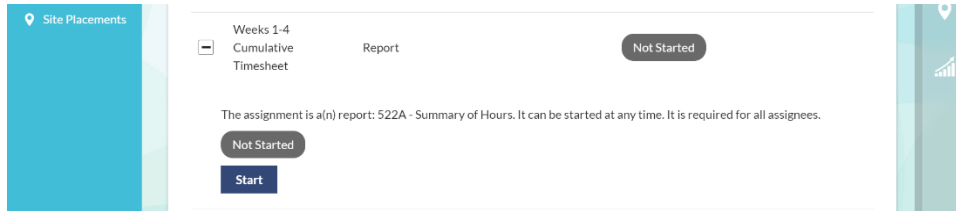


Step 3: Once you have opened and completed the learning contract then you will select the submit button at the end of the learning contract. You will see the submission options below.

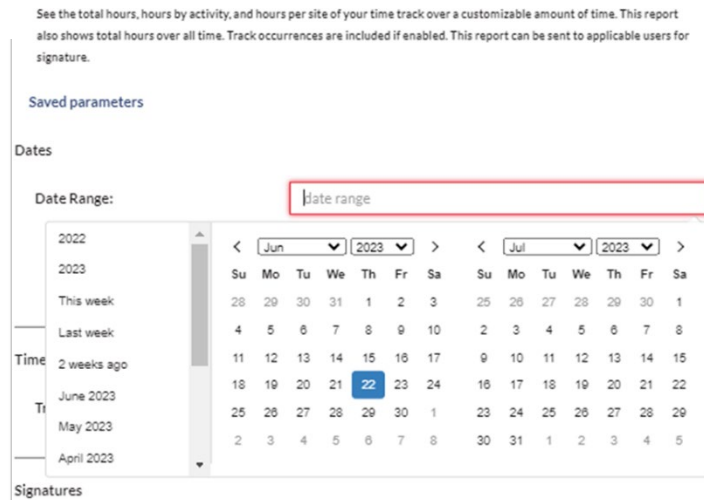
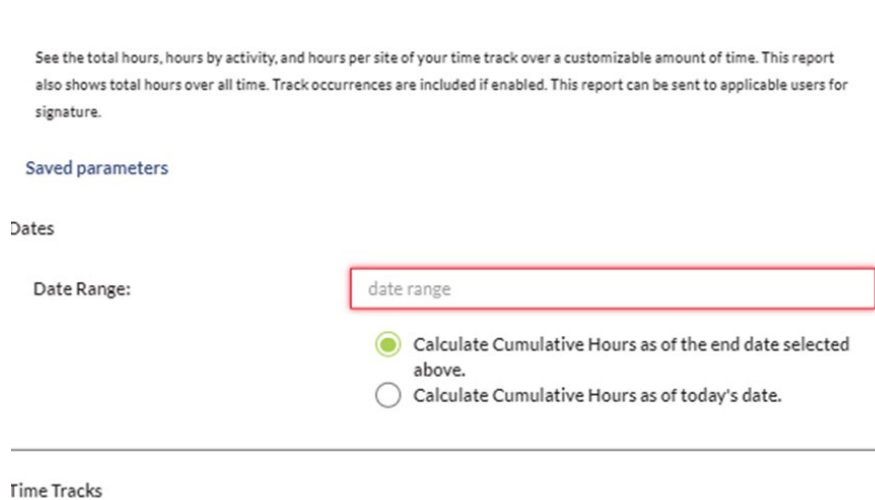


MSW Generalist (Foundation) Practicum: Submitting Cumulative Timesheet

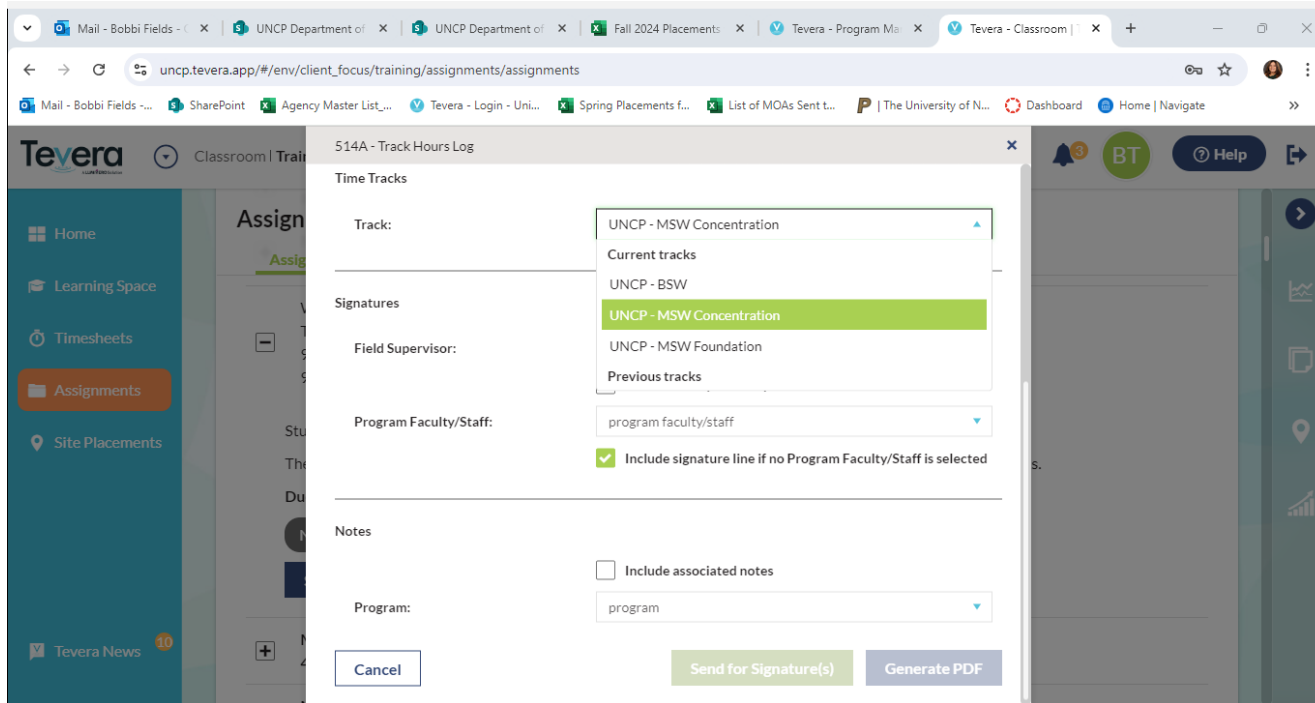
Step 1: From the Assignments Tab, select the corresponding weeks Cumulative Timesheet. Select start to begin the assignment.



Step 2: Select your date range (reminder: all cumulative timesheets are set up for four weeks).



Step 3: Select which track you are in (it should only give you the option of the track that you are enrolled in).



Step 4: Select your field supervisor here. If you have a task instructor and field supervisor, then you will be able to select both here (see image below). Note, Tevera does not have a distinction for task instructor and field supervisor on this cumulative timesheet so both the task instructor and field supervisor will be listed as a field supervisor.

Signatures

Field Supervisor:

 x ▾ Alice Kay Locklear ▾ Bobbi Fields ▴

Filter hours by Field Supervisor selected above

Program Faculty/Staff:

 ▾

Include signature line if no Program Faculty/Staff is selected

Notes

Step 5: Select your practicum seminar instructor here.

Signatures

Field Supervisor:

 x ▾ Alice Kay Locklear ▾ Bobbi Fields ▲

Filter hours by Field Supervisor selected above

Program Faculty/Staff:

 ▾

Include signature line if no Program Faculty/Staff is selected

Step 6: Select your Program (MSW) and Send for Signatures

Notes

Include associated notes

Program:

MSW x ▼


Cancel

Send for Signature(s)

Generate PDF

MSW Generalist (Foundation) Practicum: Submitting Midterm Evaluation

Step 1: Select the start button to open the midterm evaluation.

 MSW Foundation I
Midterm Evaluation Form

Not Started

The assignment is a(n) online form: MSW Foundation I Midterm Evaluation (UNCP-SW-1032). It can be started at any time. It is required for all assignees.

Not Started

Start

Step 2: If you have a task instructor, select that individual's name as the person that completes the assignment. If you have a MSW field supervisor instead of a task instructor, then select that person as the person that completes the assignment.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments`. The page title is "Classroom | Training" and the main heading is "Assignments". A modal dialog box titled "Select recipient and/or signers for completion" is open in the center. The dialog contains four fields for selection:

- Person that completes assignment: Recipient (dropdown menu)
- Person that signs Task Instructor Signature (if applicable): RG2 Supervisor Test (dropdown menu)
- Person that signs Field Supervisor Signature (MSW): Bobbi Fields (dropdown menu, highlighted in green)
- Person that signs Student Signature: Bobbi Student 2 Test (dropdown menu)

Buttons for "Cancel" and "Submit" are located at the bottom of the dialog. The background shows a list of assignments, including "MSW Concentration Midterm Evaluation" and "Weeks 9-12 Cumulative Timesheet".

Step 3: If you have a task instructor, select that individual's name as the person that completes the assignment. If you do not have a task instructor, then skip this signature.

The screenshot shows the Tevera Classroom Training interface. A modal window titled "Select recipient and/or signers for completion" is open over an assignment card. The modal contains the following fields and options:

- Person that completes assignment: Recipient
- Person that signs Task Instructor Signature (if applicable): Signer
- Person that signs Field Supervisor Signature (MSW): Skip this signature, Bobbi Fields
- Person that signs Student Signature: RG2 Supervisor Test (10237) RG2 Supervisor Test

Buttons for "Cancel" and "Submit" are visible at the bottom of the modal. The background assignment card shows "MSW Concentration Midterm Evaluation" with a "Not Started" status and a due date of 10/15/2023. Below it, a "Weeks 9-12 Cumulative Timesheet" is also marked as "Not Started" with a due date of 11/12/2023.

Step 4: The field supervisor will either be your MSW field supervisor at your agency or your assigned external supervisor.

The screenshot shows the Tevera Classroom Training interface. A modal window titled "Select recipient and/or signers for completion" is open over an assignment card. The assignment card is for "MSW Concentration Midterm Evaluation" and is currently "Not Started". The modal contains four dropdown menus for selecting roles: "Person that completes assignment:" (Recipient), "Person that signs Task Instructor Signature (if applicable):" (Signer), "Person that signs Field Supervisor Signature (MSW):" (Signer), and "Person that signs Student Signature:" (RG2 Supervisor Test (10237) RG2 Supervisor Test). The "Bobbi Fields" option is highlighted in the third dropdown. A "Cancel" button is visible at the bottom left of the modal.

Tevera Classroom | Training

uncp.tevera.app/#/env/client_focus/training/assignments/assignments

Mail - Bobbi Fields - ... SharePoint Agency Master List... Tevera - Login - Uni... Spring Placements f... List of MOAs Sent t... The University of N... Dashboard Home | Navigate

Tevera Classroom | Training

Home Learning Space Timesheets Assignments Site Placements Tevera News 10

Assignments Other Documents

MSW Concentration Midterm Evaluation

The assignment is a(n) [assignment type] required for all assign[ment].

Due date: 10/15/2023

Not Started Start

Weeks 9-12 Cumulative Timesheet (10/9/23 - 11/5/23) Report 11/12/2023 Not Started

Due on 11/12/23 at 11:59 pm

Select recipient and/or signers for completion

Person that completes assignment: Recipient

Person that signs Task Instructor Signature (if applicable): Signer

Person that signs Field Supervisor Signature (MSW): Signer

Person that signs Student Signature: RG2 Supervisor Test (10237) RG2 Supervisor Test

Bobbi Fields

Cancel

Step 5: Your name will be automatically selected as the ‘student’ then select submit. You will sign the midterm evaluation after it has been completed by the appropriate parties.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments`. The page title is "Classroom | Training". The main content area is titled "Assignments" and has two tabs: "Assignments" (active) and "Other Documents".

A modal dialog box is open in the center, titled "Select recipient and/or signers for completion". It contains four rows of dropdown menus:

- Person that completes assignment: Recipient
- Person that signs Task Instructor Signature (if applicable): Signer
- Person that signs Field Supervisor Signature (MSW): Signer
- Person that signs Student Signature: Bobbi Student 2 Test

At the bottom of the modal are "Cancel" and "Submit" buttons.

In the background, the "Assignments" list shows an entry for "MSW Concentration Midterm Evaluation" with a "Not Started" button and a "Start" button. Below it, a "Cumulative Timesheet" entry is visible for "Weeks 9-12" with a "Not Started" button.

MSW Generalist (Foundation) Practicum: Submitting Final Evaluation

Step 1: Select the start button to open the final evaluation.

The screenshot displays the Tevera Classroom Training web application. The browser address bar shows the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments/list`. The page header includes the Tevera logo, the text "Classroom | Training", and navigation icons for email, notifications (with a "1" badge), a user profile labeled "AT", and a "Help" button. A left-hand sidebar contains menu items: Home, Learning Space, Timesheets, Assignments (highlighted in orange), and Site Placements. The main content area is titled "Assignments" and features two tabs: "Assignments" (active) and "Other Documents". A table lists one assignment: "MSW Foundation I Final Evaluation" (Form), with a "Not Started" status button. Below the table, a text block states: "The assignment is a(n) online form: MSW Foundation I Final Evaluation (UNCP-SW-1033). It can be started at any time. It is required for all assignees." Below this text are two buttons: "Not Started" and "Start". A right-hand sidebar contains icons for navigation and analytics.

Step 2: If you have a task instructor, select that individual's name as the person that completes the assignment. If you have a MSW field supervisor instead of a task instructor, then select that person as the person that completes the assignment.

The screenshot shows the Tevera Classroom Training interface. The main content area displays a list of assignments under the 'Assignments' tab. A modal dialog titled 'Select recipient and/or signers for completion' is open, allowing the user to select a recipient and signers for an assignment.

Assignment List:

Assignment Name	Type	Status
MSW Concentration Final Evaluation	Form	Not Started
Criteria C - Final Evaluation	Form	Not Started
Student Evaluation of Field Practicum Site	Offline	12/8/2023 Not Started
Criteria C (Only)	Form	Not Started

Modal Dialog: Select recipient and/or signers for completion

Person that completes assignment: Recipient

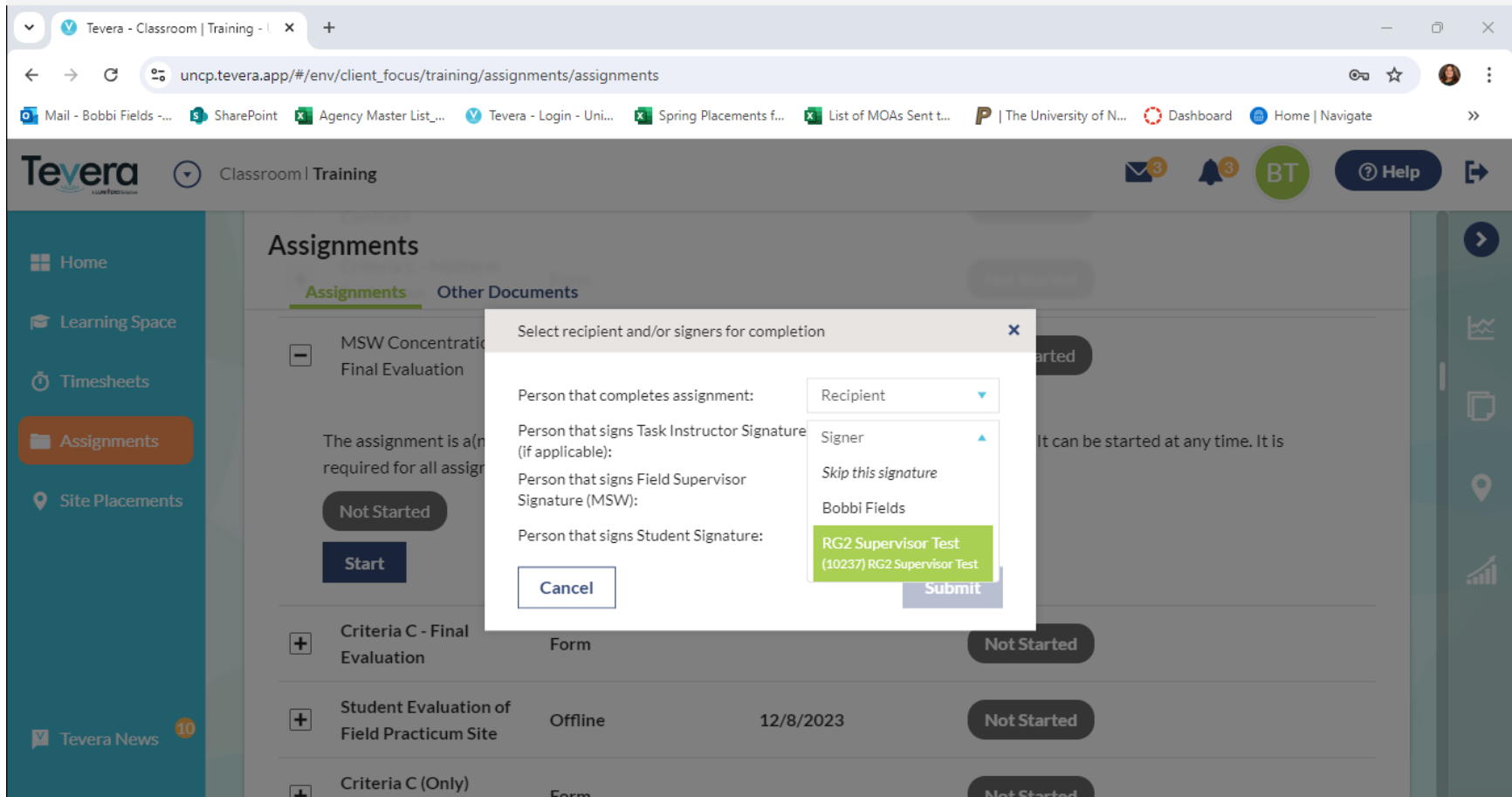
Person that signs Task Instructor Signature (if applicable): RG2 Supervisor Test

Person that signs Field Supervisor Signature (MSW): **Bobbi Fields** Signer

Person that signs Student Signature: Bobbi Student 2 Test

Buttons: Cancel, Submit

Step 3: If you have a task instructor, select that individual's name as the person that completes the assignment. If you do not have a task instructor, then skip this signature.



Step 4: The field supervisor will either be your MSW field supervisor at your agency or your assigned external supervisor.

The screenshot shows the Tevera Classroom Training interface. A modal dialog box titled "Select recipient and/or signers for completion" is open over the "Assignments" section. The dialog contains four dropdown menus for selecting roles and a list of signers.

Assignments

Assignment	Type	Start Date	Status
MSW Concentration Final Evaluation	Form		Not Started
Criteria C - Final Evaluation	Form		Not Started
Student Evaluation of Field Practicum Site	Offline	12/8/2023	Not Started
Criteria C (Only)	Form		Not Started

Modal Dialog: Select recipient and/or signers for completion

- Person that completes assignment: Recipient
- Person that signs Task Instructor Signature (if applicable): Signer
- Person that signs Field Supervisor Signature (MSW): Signer
- Person that signs Student Signature: Bobbi Fields

Signer list:

- Bobbi Fields
- RG2 Supervisor Test (10237) RG2 Supervisor Test

Buttons: Cancel

Step 5: Your name will be automatically selected as the ‘student’ then select submit. You will sign the midterm evaluation after it has been completed by the appropriate parties.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments`. The page title is "Tevera - Classroom | Training". The main content area is titled "Assignments" and contains a table of assignments. A modal dialog is open in the center, titled "Select recipient and/or signers for completion".

The modal dialog contains the following fields:

- Person that completes assignment: Recipient
- Person that signs Task Instructor Signature (if applicable): Signer
- Person that signs Field Supervisor Signature (MSW): Signer
- Person that signs Student Signature: Bobbi Student 2 Test

The modal dialog has "Cancel" and "Submit" buttons.

Assignment	Type	Status
MSW Concentration Final Evaluation	Form	Not Started
Criteria C - Final Evaluation	Form	Not Started
Student Evaluation of Field Practicum Site	Offline	12/8/2023 Not Started
Criteria C (Only)	Form	Not Started

MSW Generalist (Foundation) Practicum: Submitting Supervision Log

Step 1: Select the start button to open the supervision log.

The screenshot shows the Tevera Classroom Training interface. The browser address bar displays `uncp.tevera.app/#/env/client_focus/training/assignments/assignments/list`. The page title is "Classroom | Training". The left sidebar contains navigation options: Home, Learning Space, Timesheets, Assignments (highlighted), and Site Placements. The main content area is titled "Assignments" and has two tabs: "Assignments" and "Other Documents".

Assignment	Type	Status	
MSW Supervision Log # 2	Form	Not Started	
The assignment is a(n) online form: MSW Field Supervision Form (2023) (UNCP-SW-1068). It can be started at any time. It is required for all assignees.			
		Not Started	
		Start	
MSW Supervision Logs # 3	Form	Not Started	
MSW Concentration I Learning Contract	Form	9/24/2023	Not Started
Weeks 1-4 Cumulative			

Step 2: After you have completed all required sections of the supervision log then you will select the submit button.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments/list`. The page title is "MSW Field Supervision Form (2023)". The left sidebar contains navigation options: Home, Learning Space, Timesheets, Assignments (highlighted in orange), Site Placements, and Tevera News (with a notification badge of 10). The main content area includes the following sections:

- Activities and Tasks from Learning Contract Since Last Supervision Meeting:
- Specific Skill Development:
- Student Self-Reflection Highlights and Low Lights:
- MSW Student Signature: (with a yellow callout bubble saying "Sign here")
- Supervisor Comments:
- MSW Field Supervisor Signature:

At the bottom of the form, there are two buttons: "Finish later" (green) and "Submit" (dark blue).

Step 3: Your name will automatically be selected as the student then you will select either your MSW field supervisor or your external supervisor (if you have one).

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments/list`. The page title is "MSW Field Supervision Form (2023)". The interface includes a sidebar with navigation options: Home, Learning Space, Timesheets, Assignments (highlighted), and Site Placements. The main content area contains a form with sections for "Activities and Tasks from Learning Contract Since Last Supervision Meeting:", "Specific Skill Development", "Student Self-Reflection Hi", "MSW Student Signature:", "Supervisor Comments:", and "MSW Field Supervisor Signature:". A modal dialog titled "Select reviewers for MSW Supervision Log # 2" is open, showing two dropdown menus. The first dropdown, "Person that signs MSW Student Signature:", has "Bobbi Student 2 Test" selected. The second dropdown, "Person that signs MSW Field Supervisor Signature:", has "RG2 Supervisor Test" selected and highlighted in green. A "Cancel" button is visible at the bottom of the modal. The bottom of the page features "Finish later" and "Submit" buttons.

MSW Advanced Generalist (Concentration) Practicum: Submitting Field Application

Step 1: Login to <https://uncp.tevera.app/> and you will see your student dashboard. Please click on My site placements.

The screenshot displays the Tevera student dashboard. At the top left, the Tevera logo is followed by a dropdown menu showing 'Classroom | Training'. On the top right, there are icons for a mail envelope, a green circle with 'BT', and a 'Help' button. A vertical navigation menu on the left side includes 'Home' (highlighted in orange), 'Learning Space', 'Timesheets', 'Assignments', and 'Site Placements'. The main content area is titled 'Home' and contains four cards:

- Welcome, Bobbi Student 2**: A welcome message stating 'Welcome to the Learning Space! This workspace hosts all the learning materials you need, including Tevera tutorials and resources from your school.' Below the text is a dark blue button labeled 'Learning space'.
- Timesheets**: A card with a clock icon and the text 'Track your field experience hours and associated activities.' Below the text is a dark blue button labeled 'Enter time'.
- Assignments**: A card with a folder icon and the text 'Complete assignments for your program, classes or cohorts.' Below the text is a dark blue button labeled 'Complete assignments'.
- Site Placements**: A card with a location pin icon and the text 'Choose and manage agencies for your field experience graduation requirements.' Below the text is a dark blue button labeled 'My site placements'.

Step 2: Please click on the tab labeled Concentration Practicum then click Pre-application tasks.

The screenshot shows the Tevera website interface. At the top left, the Tevera logo is displayed next to the text 'Classroom | Training'. On the right side of the top navigation bar, there are icons for email, a green circle with 'BT', a 'Help' button, and a share icon. A left-hand navigation menu is visible, with 'Site Placements' highlighted in orange. The main content area is titled 'Site Placements' and features three tabs: 'Foundation Practicum', 'Concentration Practicum' (which is underlined in green), and 'My agencies'. A dropdown menu on the right shows 'MSW'. Below the tabs, there is a 'START' section with two buttons: '1 Pre-application tasks' (which is highlighted with a light blue border) and '2 Select agency'. To the right of these buttons is a large light green box containing a welcome message: 'Welcome to your program's agency placement workspace! Here you'll complete the necessary steps to get placed at a agency for field experience. Use the buttons to the left to complete the steps needed to get placed at a agency or agencies. Note: You may need to complete paperwork or other tasks outside of this workspace given to you by your agency administrator or faculty.'

Step 3: You will see the pre-application tasks listed here to include MSW Field Application, Student Handbook and Field Manual Acknowledgement Form, and Upload Resume tab.

Tevera Classroom | Training 📧 BT 🆘 Help

Site Placements MSW

Foundation Practicum Concentration Practicum My agencies

START

1 Pre-application tasks

CONCENTRATION PRACTICUM

AGENCY 1

2 Select agency

Complete the required pre-application paperwork for your program below.

Name	Task Type	Status	Waiting On
MSW Concentration Practicum Placement Process			
+ MSW Field Application	Form	In Progress	
+ Student Handbook and Field Manual Acknowledgement Form	Form	Not Started	
+ Upload Resume	Upload	Not Started	
MSW Foundation Practicum Placement Process			
+ Student Handbook & Field Manual Acknowledgement Form	Form	Not Started	
+ Upload Resume	Upload	Not Started	
+ MSW Field Application	Form	Not Started	

Tevera News

Step 4: Select the Student Handbook and Field Manual Acknowledgement form and read/review both handbooks attached. After you have reviewed both handbooks, select the start button (see Figure 1). Review the acknowledgement form then sign and submit (see Figure 2).

Figure 1

The screenshot displays the Tevera Classroom Training interface. The browser address bar shows the URL: `uncp.tevera.app/#/env/client_focus/training/sites/xheOf9X3BTuSJBASOz2ocRDe20NkNOVnYSIQveD2lc8%3D_ENC/preApplication`. The page header includes the Tevera logo, "Classroom | Training", and navigation icons for mail, notifications, a user profile (BT), and help. A left sidebar contains menu items: Home, Learning Space, Timesheets, Assignments, Site Placements (highlighted), and Tevera News (10). The main content area is titled "Site Placements" and features a dropdown menu set to "MSW". Below this are three tabs: "Foundation Practicum", "Concentration Practicum" (active), and "My agencies". A "Select agency" button is visible. The task list includes:

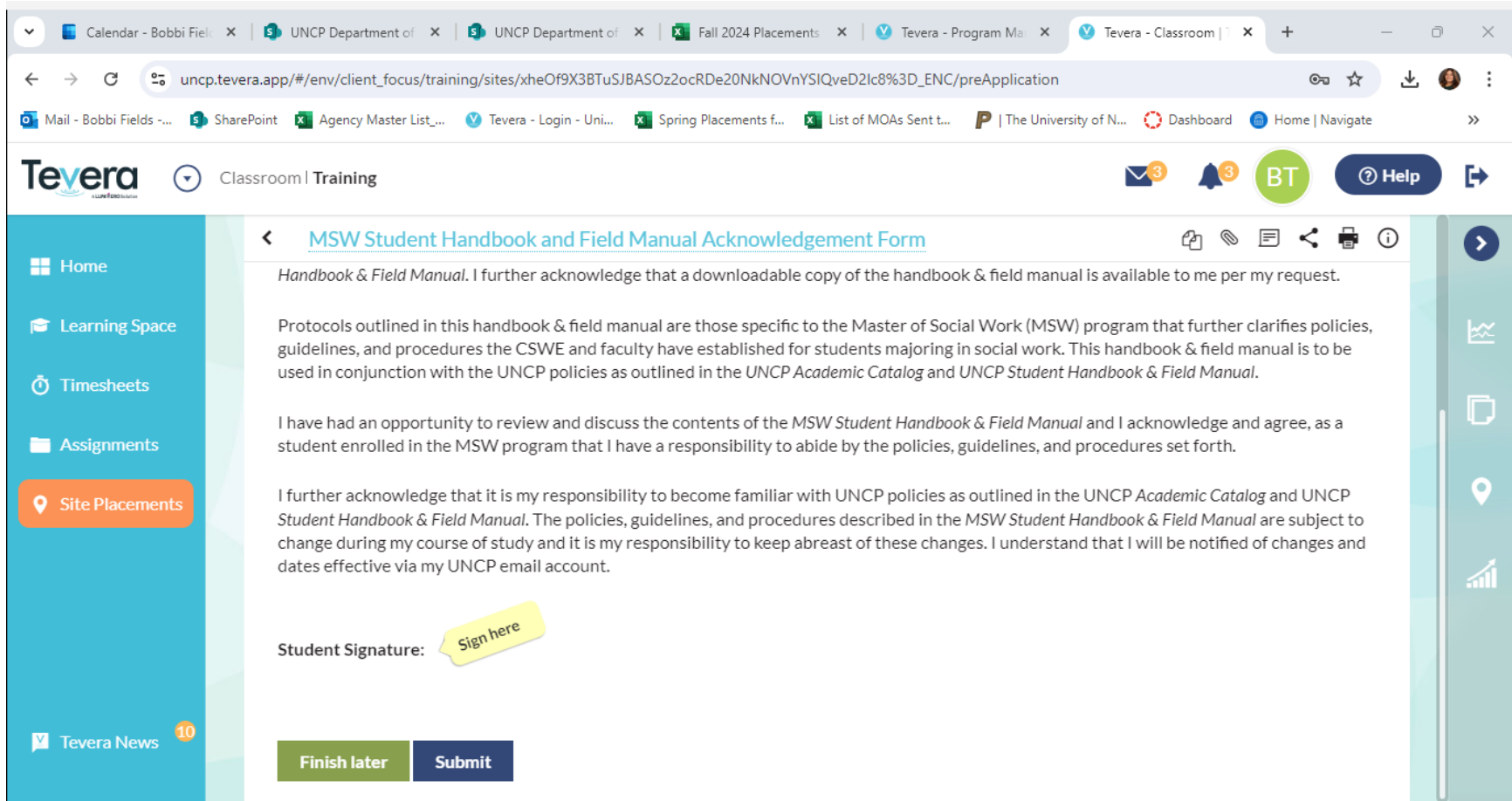
- MSW Field Application (Form) - In Progress
- Student Handbook and Field Manual Acknowledgement Form (Form) - Not Started

Below the task list are two PDF attachments:

- Field Practicum Handbook 2023-2024 (2).pdf
- MSW Student Handbook 2023-2024 (1).pdf

A descriptive text block states: "The assignment is a(n) online form: MSW Student Handbook and Field Manual Acknowledgement Form (UNCP-SW-1059). It can be started at any time. It is required for all assignees." A "Not Started" button is partially visible at the bottom.

Figure 2



Step 5: Select the Upload Resume option and select the start button (see Figure 1). Upload your current resume by selecting the browse button (see Figure 2).

Figure 1:

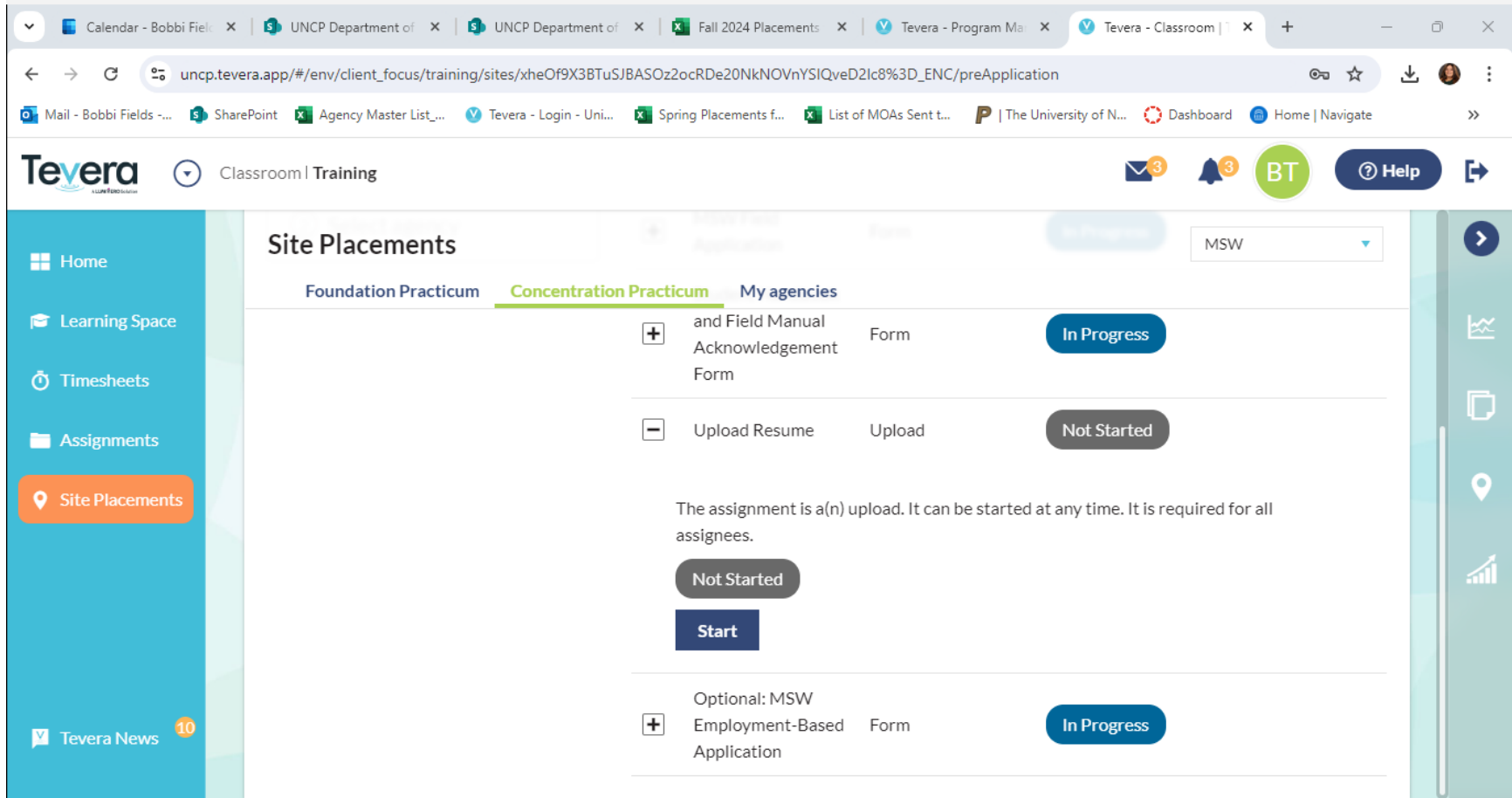
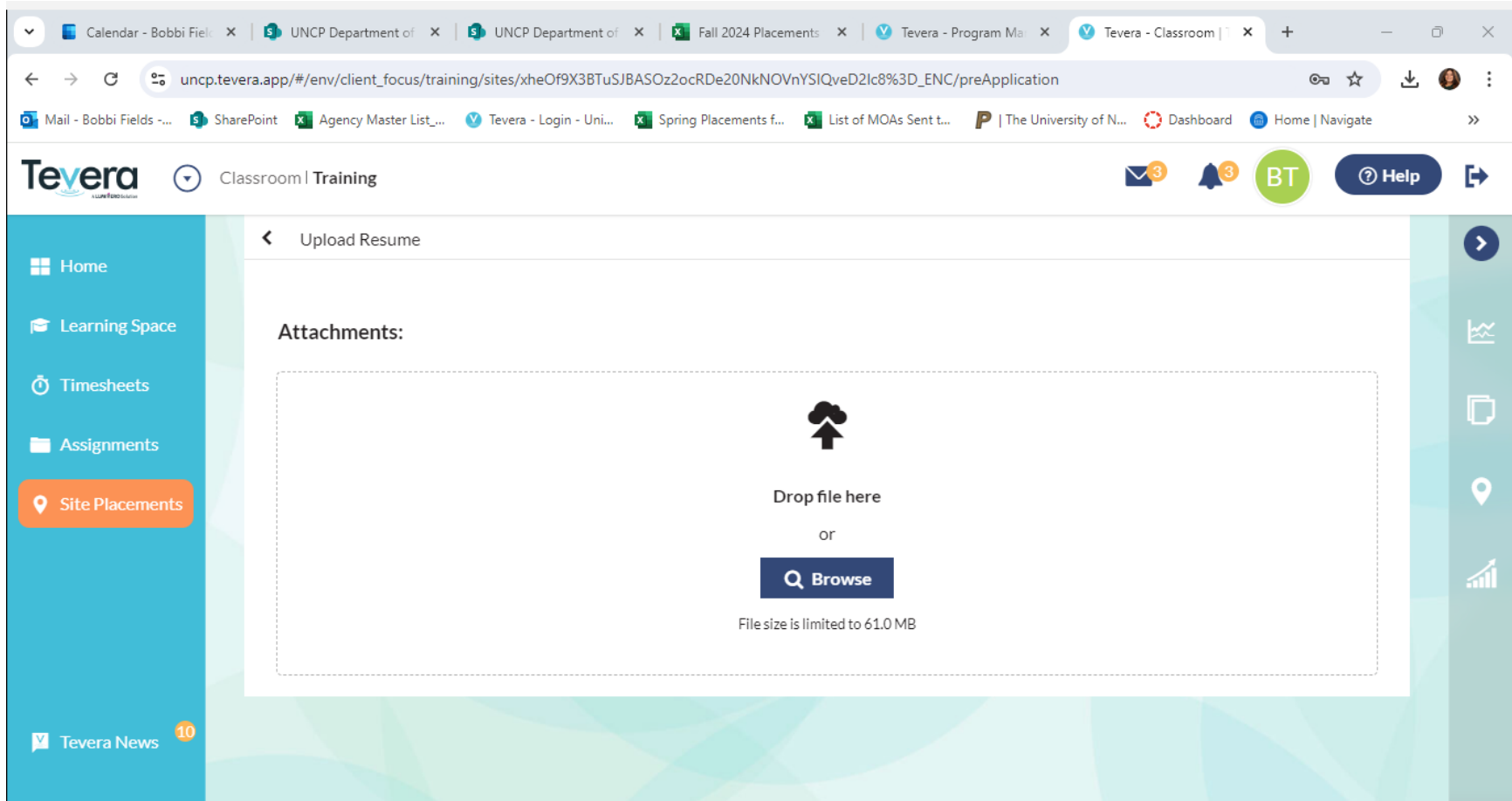


Figure 2:



Step 6: After you have completed the MSW field application, you can submit under pre-application tasks as shown in Figure 1, or submit at the bottom of the MSW field application as shown in Figure 2.

Figure 1

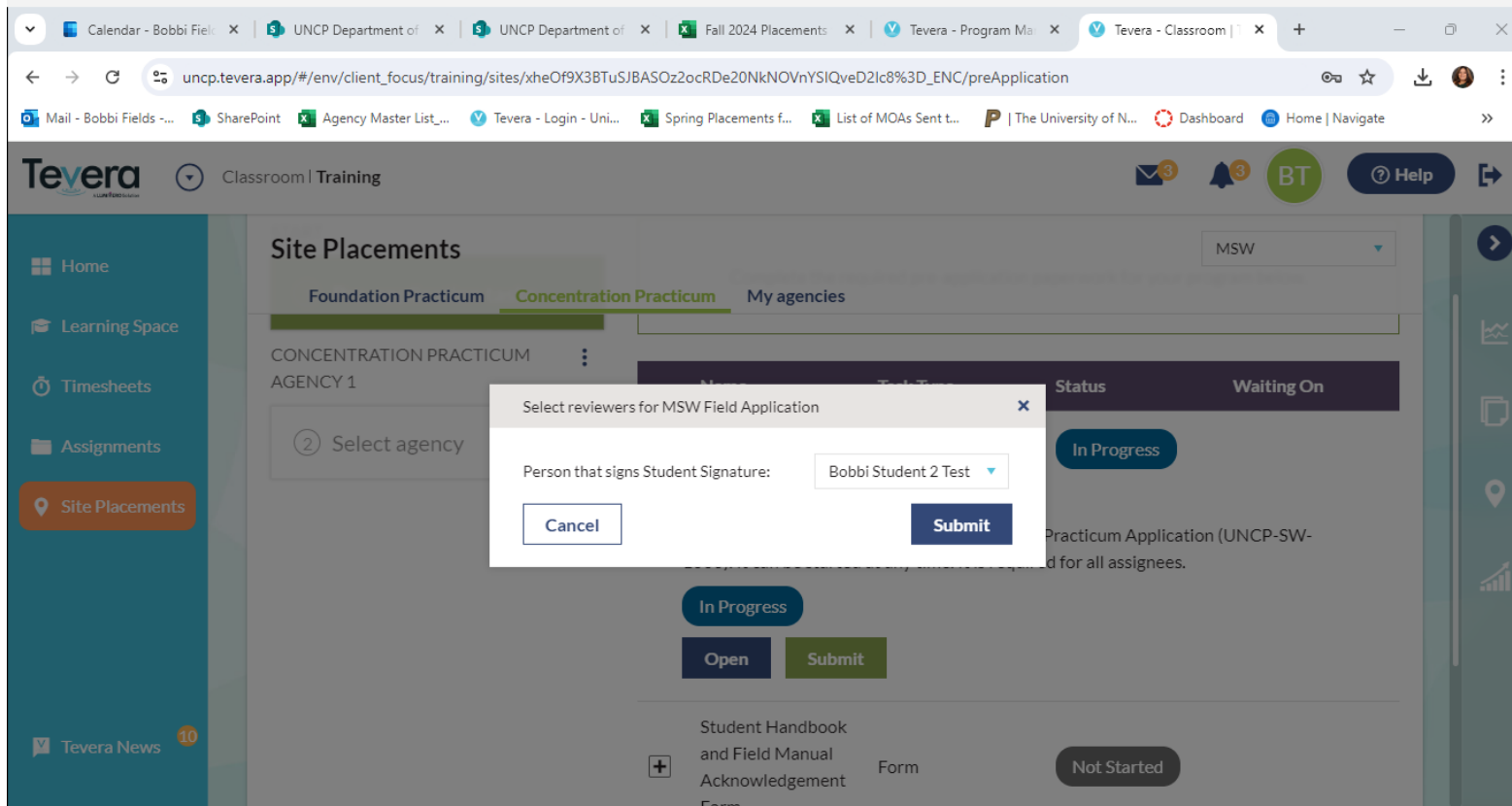
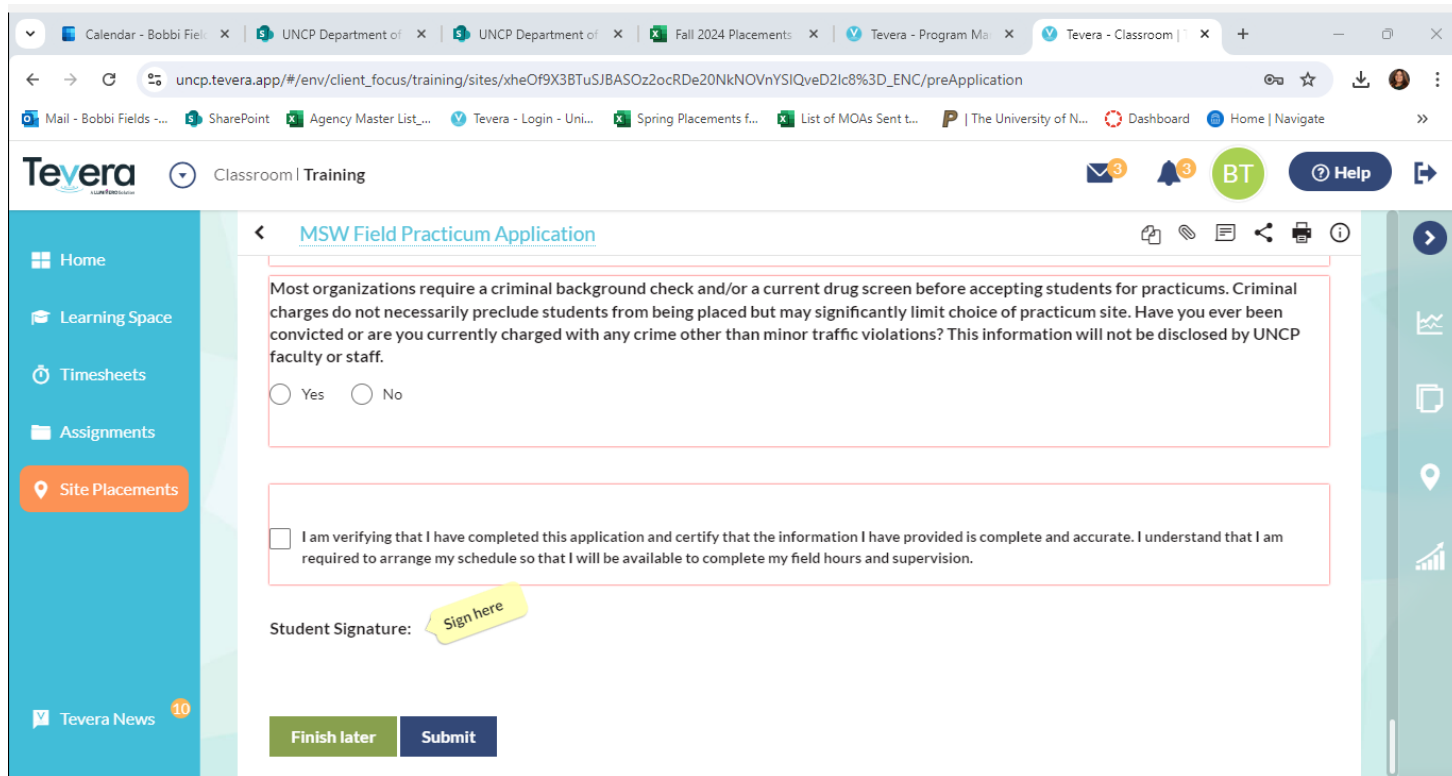
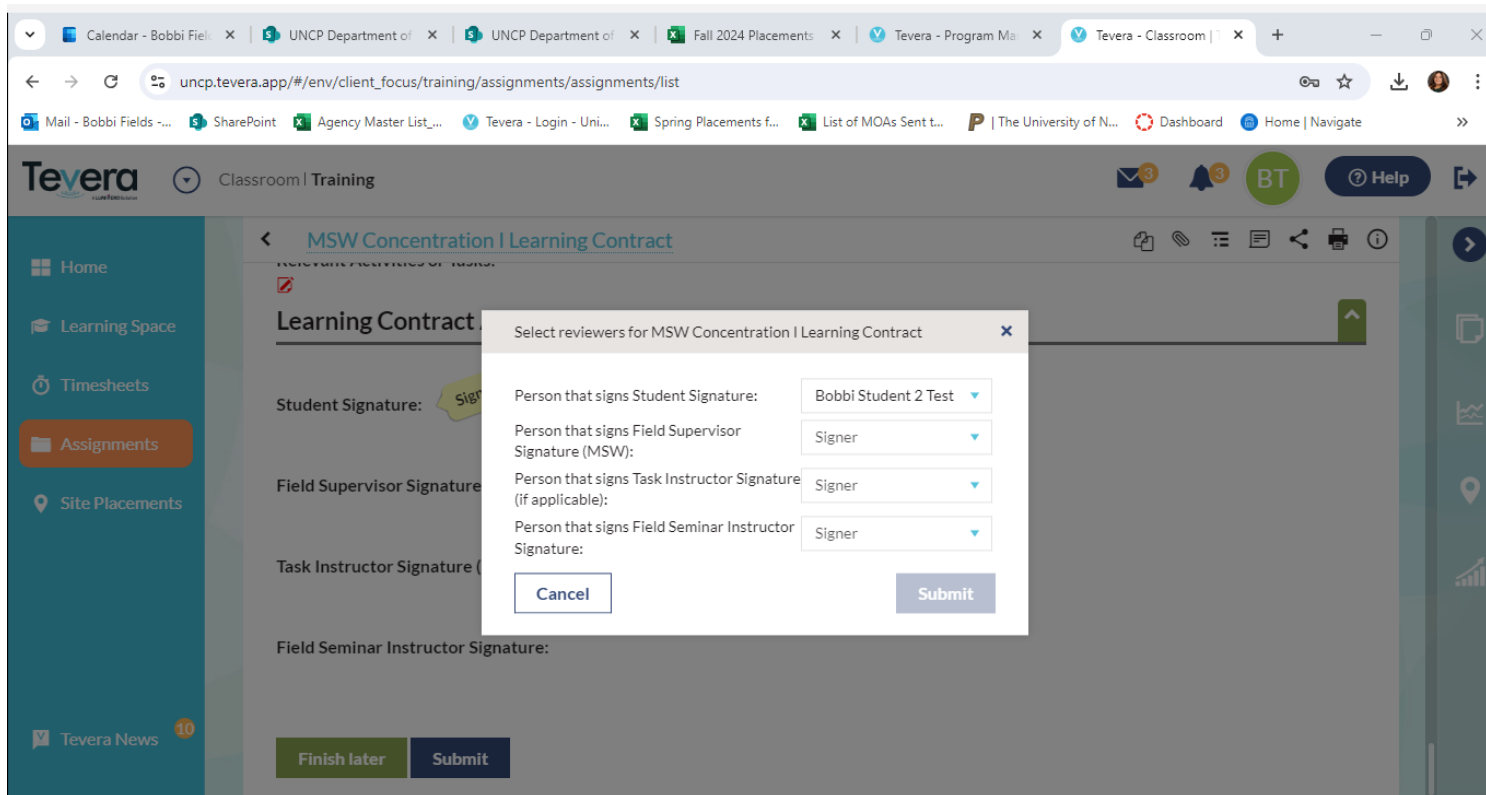


Figure 2



MSW Advanced Generalist (Concentration) Practicum: Submitting Learning Contract

Step 1: Once you have opened and completed the learning contract then you will select the submit button at the end of the learning contract. You will see the submission options below.



Step 2: The field supervisor will either be your MSW field supervisor at your agency or your assigned external supervisor.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments/list`. The page title is "MSW Concentration I Learning Contract". A modal dialog titled "Select reviewers for MSW Concentration I Learning Contract" is open, displaying a list of reviewers for selection. The reviewers are:

- Person that signs Student Signature: Bobbi Student 2 Test
- Person that signs Field Supervisor Signature (MSW): Signer
- Person that signs Task Instructor Signature (if applicable): Bobbi Fields
- Person that signs Field Seminar Instructor Signature: RG2 Supervisor Test (10237) RG2 Supervisor Test

The "Submit" button is highlighted in green. The background shows the "Learning Contract" form with fields for "Student Signature", "Field Supervisor Signature", "Task Instructor Signature", and "Field Seminar Instructor Signature". The "Submit" button is also visible at the bottom of the form.

Step 3: If you do not have a task instructor, then skip this signature. If you do have a task instructor, then please select that individual for this signature line.

The screenshot shows the Tevera web application interface. The browser address bar displays the URL: `uncp.tevera.app/#/env/client_focus/training/assignments/assignments/list`. The page title is "MSW Concentration I Learning Contract". A modal dialog box titled "Select reviewers for MSW Concentration I Learning Contract" is open, displaying the following options:

- Person that signs Student Signature: Bobbi Student 2 Test
- Person that signs Field Supervisor Signature (MSW): Signer
- Person that signs Task Instructor Signature (if applicable): Signer
- Person that signs Field Seminar Instructor Signature: Skip this signature (highlighted), Rezell Gore (10009) Rezell Gore, Bobbi Fields, RG2 Supervisor Test (10237) RG2 Supervisor Test

A "Cancel" button is located at the bottom left of the dialog box. The background page shows a sidebar with navigation options: Home, Learning Space, Timesheets, Assignments, and Site Placements. The main content area includes a "Finish later" button and a "Submit" button.

Step 4: Select your field seminar instructor for this signature line.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments`. The page title is "MSW Concentration I Learning Contract". A modal dialog box titled "Select reviewers for MSW Concentration I Learning Contract" is open, allowing the user to select reviewers for different signature lines. The dialog contains the following fields and options:

- Person that signs Student Signature: Bobbi Student 2 Test
- Person that signs Field Supervisor Signature (MSW): Signer
- Person that signs Task Instructor Signature (if applicable): Signer
- Person that signs Field Seminar Instructor Signature: RG2 Supervisor Test (10237) RG2 Supervisor Test

A "Cancel" button is located at the bottom left of the dialog. The background form shows signature lines for Student, Field Supervisor, Task Instructor, and Field Seminar Instructor. At the bottom of the form are "Finish later" and "Submit" buttons.

MSW Advanced Generalist (Concentration) Practicum: Submitting Cumulative Timesheet

Step 1: Select start to begin the assignment.

Weeks 1-4 Cumulative Timesheet Report 6/25/2023 Not Started

The assignment is a(n) report: 514A - Track Hours Log. It can be started at any time. It is required for all assignees.

Due date: 6/25/2023

Not Started

Start

Step 2: Select your date range (reminder: all cumulative timesheets are set up for four weeks).

See the total hours, hours by activity, and hours per site of your time track over a customizable amount of time. This report also shows total hours over all time. Track occurrences are included if enabled. This report can be sent to applicable users for signature.

Saved parameters

Dates

Date Range:

Calculate Cumulative Hours as of the end date selected above.

Calculate Cumulative Hours as of today's date.

Time Tracks

See the total hours, hours by activity, and hours per site of your time track over a customizable amount of time. This report also shows total hours over all time. Track occurrences are included if enabled. This report can be sent to applicable users for signature.

Saved parameters

Dates

Date Range:

2022

2023

This week 28 29 30 31 1 2 3 25 26 27 28 29 30 1

Last week 4 5 6 7 8 9 10 2 3 4 5 6 7 8

2 weeks ago 11 12 13 14 15 16 17 9 10 11 12 13 14 15

Time 18 19 20 21 22 23 24 16 17 18 19 20 21 22

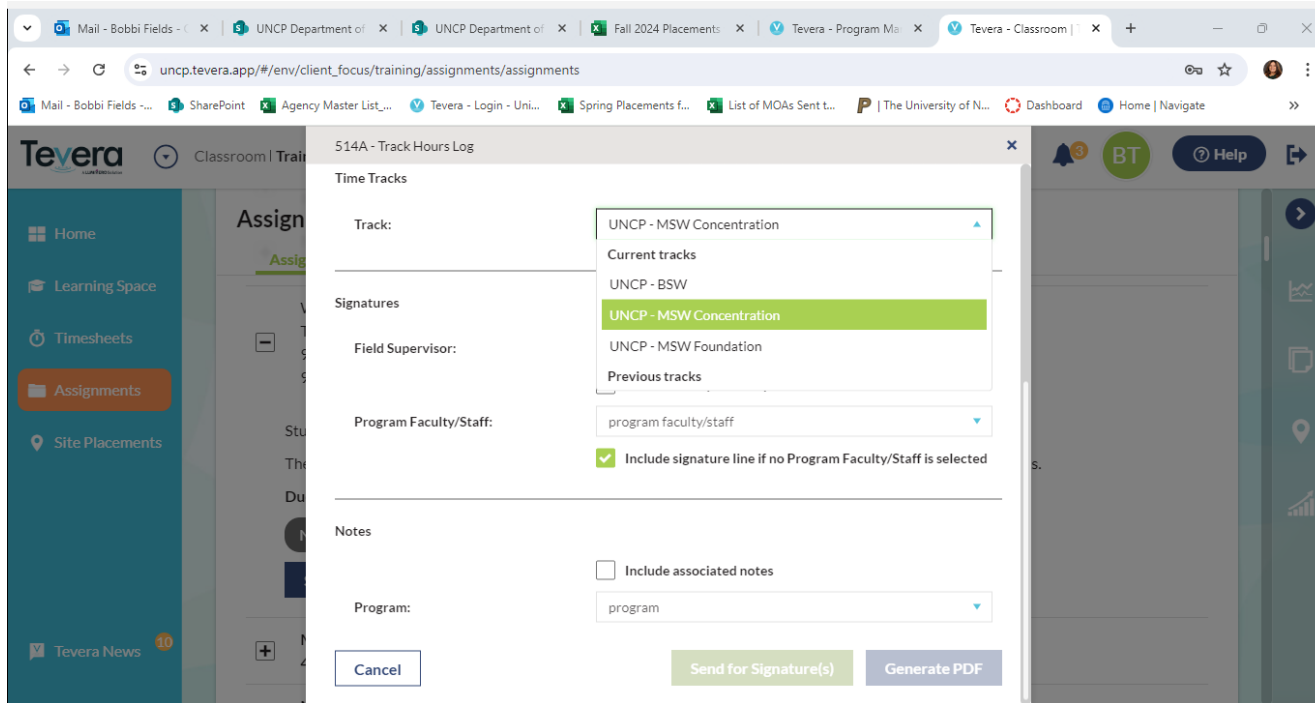
Tr June 2023 25 26 27 28 29 30 1 23 24 25 26 27 28 29

May 2023 2 3 4 5 6 7 8 30 31 1 2 3 4 5

April 2023

Signatures

Step 3: Select which track you are in (it should only give you the option of the track that you are enrolled in).



Step 4: Select your field supervisor here. If you have a task instructor and field supervisor, then you will be able to select both here (see image below). Note, Tevera does not have a distinction for task instructor and field supervisor on this cumulative timesheet so both the task instructor and field supervisor will be listed as a field supervisor.

Signatures

Field Supervisor:

 x ▾ Alice Kay Locklear ▾ Bobbi Fields ▴

Filter hours by Field Supervisor selected above

Program Faculty/Staff:

 ▾

Include signature line if no Program Faculty/Staff is selected

Notes

Step 5: Select your practicum seminar instructor here.

Signatures

Field Supervisor:

 × ▼ × Alice Kay Locklear ▼ × Bobbi Fields ▲

Filter hours by Field Supervisor selected above

Program Faculty/Staff:

 ▼

Include signature line if no Program Faculty/Staff is selected

Step 6: Select the program that you are enrolled in (MSW).

Include signature line if no Program Faculty/Staff is selected

Notes

Program:

BSW

MSW

Test Program

MSW x ▲

Step 7: Select send for signatures.

Notes

Include associated notes

Program:

MSW x ▼

Cancel

Send for Signature(s)

Generate PDF

Step 8: Electronically sign then select sign and send.

Sign here with your mouse.
(IMPORTANT: Fill the entire space.)

[Can't see the preview? Download it here.](#)

Track Hours Log			
Student	Date Range	Track	
obbi Student 2 Test	6/1/23 - 6/30/23	UNCP - MSW Foundation	
Site Supervisor	Program Faculty/Staff		
Alice Kay Locklear, Bobbi Fields	Bobbi Fields		
HOURS BY SITE			
Site	6/1/23 - 6/30/23	CUMULATIVE AS OF 6/30/23	
Totals	0.00	0.00	
HOURS BY TYPE			
	6/1/23 - 6/30/23	CUMULATIVE AS OF 6/30/23	
Total Hours	0.00	0.00	
Direct Client Contact	0.00	0.00	

MSW Advanced Generalist Practicum: Submitting Midterm Evaluation

Step 1: Select the start button to open the midterm evaluation.

The screenshot shows the Tevera web application interface. The top navigation bar includes the Tevera logo, 'Classroom | Training', and several utility icons (mail, notifications, BT, help). The left sidebar contains navigation options: Home, Learning Space, Timesheets, Assignments (highlighted), and Site Placements. The main content area is titled 'Assignments' and has two tabs: 'Assignments' (active) and 'Other Documents'. Below the tabs is a table of assignments:

Assignment Name	Type	Due Date	Status
MSW Concentration I Midterm Evaluation	Form	10/15/2023	Not Started
The assignment is a(n) online form: MSW Concentration I Midterm Evaluation (UNCP-SW-1027). It can be started at any time. It is required for all assignees. Due date: 10/15/2023 Not Started Start			
Weeks 9-12 Cumulative Timesheet (10/9/23 - 11/5/23)	Report	11/12/2023	Not Started
Due on 11/12/23 at 11:59 pm			

Step 2: If you have a task instructor, select that individual's name as the person that completes the assignment. If you have a MSW field supervisor instead of a task instructor, then select that person as the person that completes the assignment.

The screenshot shows the Tevera Classroom Training interface. A modal window titled "Select recipient and/or signers for completion" is open over an assignment page. The modal contains the following fields and options:

- Person that completes assignment: Recipient (dropdown menu)
- Person that signs Task Instructor Signature (if applicable): RG2 Supervisor Test (dropdown menu)
- Person that signs Field Supervisor Signature (MSW): Bobbi Fields Signer (dropdown menu, highlighted in green)
- Person that signs Student Signature: Bobbi Student 2 Test (dropdown menu)

Buttons for "Cancel" and "Submit" are located at the bottom of the modal. The background assignment page shows details for "MSW Concentration Midterm Evaluation" with a "Not Started" status and a "Start" button. Below this, a table lists assignments for "Weeks 9-12 Cumulative Timesheet" with a due date of 11/12/2023 and a "Not Started" status.

Assignment	Due Date	Status
Weeks 9-12 Cumulative Timesheet (10/9/23 - 11/5/23)	11/12/2023	Not Started

Step 3: If you have a task instructor, select that individual's name as the person that completes the assignment. If you do not have a task instructor, then skip this signature.

The screenshot shows the Tevera Classroom Training interface. A modal window titled "Select recipient and/or signers for completion" is open over an assignment card. The modal contains the following fields and options:

- Person that completes assignment: Recipient (dropdown)
- Person that signs Task Instructor Signature (if applicable): Signer (dropdown)
- Person that signs Field Supervisor Signature (MSW): Skip this signature (checkbox), Bobbi Fields (text)
- Person that signs Student Signature: RG2 Supervisor Test (10237) RG2 Supervisor Test (highlighted in green)

Buttons for "Cancel" and "Submit" are visible at the bottom of the modal. The background assignment card shows a "Not Started" button and a "Start" button. Below the card, a table lists assignments with columns for weeks, dates, and status.

Weeks	Assignment Name	Report	Date	Status
Weeks 9-12	Cumulative Timesheet (10/9/23 - 11/5/23)	Report	11/12/2023	Not Started
	Due on 11/12/23 at 11:59 pm			

Step 4: The field supervisor will either be your MSW field supervisor at your agency or your assigned external supervisor.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments`. The page title is "Tevera - Classroom | Training". The main content area is titled "Assignments" and shows a list of assignments. A modal dialog is open over the "MSW Concentration Midterm Evaluation" assignment, titled "Select recipient and/or signers for completion".

The modal dialog contains the following fields and options:

- Person that completes assignment: Recipient
- Person that signs Task Instructor Signature (if applicable): Signer
- Person that signs Field Supervisor Signature (MSW): Signer
- Person that signs Student Signature: Bobbi Fields

The "Bobbi Fields" option is highlighted in green. A "Cancel" button is visible at the bottom left of the modal.

The background assignment details include:

- Assignment: MSW Concentration Midterm Evaluation
- Due date: 10/15/2023
- Status: Not Started
- Start button
- Weeks 9-12 Cumulative Timesheet (10/9/23 - 11/5/23)
- Report
- 11/12/2023
- Status: Not Started
- Due on 11/12/23 at 11:59 pm

Step 5: Your name will be automatically selected as the ‘student’ then select submit. You will sign the midterm evaluation after it has been completed by the appropriate parties.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments`. The page title is "Classroom | Training". A modal dialog titled "Select recipient and/or signers for completion" is open in the center. The modal contains four dropdown menus for selection:

- Person that completes assignment: Recipient
- Person that signs Task Instructor Signature (if applicable): Signer
- Person that signs Field Supervisor Signature (MSW): Signer
- Person that signs Student Signature: Bobbi Student 2 Test

Buttons for "Cancel" and "Submit" are at the bottom of the modal. In the background, the "Assignments" page is visible, showing a list of assignments. One assignment is highlighted:

Assignment	Status	Due Date
MSW Concentration Midterm Evaluation	Not Started	10/15/2023
Weeks 9-12 Cumulative Timesheet (10/9/23 - 11/5/23)	Not Started	11/12/2023

MSW Advanced Generalist Practicum: Submitting Final Evaluation

Step 1: Select the start button to open the final evaluation.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments`. The page title is "Classroom | Training". The left sidebar contains navigation options: Home, Learning Space, Timesheets, Assignments (highlighted), and Site Placements. The main content area is titled "Assignments" and has two tabs: "Assignments" (active) and "Other Documents".

The first assignment listed is "MSW Concentration I Final Evaluation" (Form), which is currently "Not Started". Below this assignment, there is a text description: "The assignment is a(n) online form: MSW Concentration I Final Evaluation (UNCP-SW-1028). It can be started at any time. It is required for all assignees." Below the text are two buttons: "Not Started" and "Start". The "Start" button is highlighted in blue.

Below the first assignment, there are three more assignments listed in a table-like format:

Criteria C - Final Evaluation	Form		Not Started
Student Evaluation of Field Practicum Site	Offline	12/8/2023	Not Started
Criteria C (Only)	Form		Not Started

Step 2: If you have a task instructor, select that individual's name as the person that completes the assignment. If you have a MSW field supervisor instead of a task instructor, then select that person as the person that completes the assignment.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments`. The page title is "Tevera - Classroom | Training". The main content area is titled "Assignments" and features a modal dialog box titled "Select recipient and/or signers for completion".

The modal dialog box contains the following fields and options:

- Person that completes assignment: Recipient (dropdown menu)
- Person that signs Task Instructor Signature (if applicable): RG2 Supervisor Test (dropdown menu)
- Person that signs Field Supervisor Signature (MSW): Bobbi Fields Signer (dropdown menu, highlighted in green)
- Person that signs Student Signature: Bobbi Student 2 Test (dropdown menu)

Buttons for "Cancel" and "Submit" are located at the bottom of the modal. The background shows a list of assignments, including "MSW Concentration Final Evaluation", "Criteria C - Final Evaluation", "Student Evaluation of Field Practicum Site", and "Criteria C (Only)".

Step 3: If you have a task instructor, select that individual's name as the person that completes the assignment. If you do not have a task instructor, then skip this signature.

The screenshot shows the Tevera Classroom Training interface. The main content area displays a list of assignments under the 'Assignments' tab. A modal dialog titled 'Select recipient and/or signers for completion' is open, allowing the user to select a recipient and signers for an assignment. The dialog includes the following fields and options:

- Person that completes assignment: Recipient (dropdown menu)
- Person that signs Task Instructor Signature (if applicable): Signer (dropdown menu)
- Person that signs Field Supervisor Signature (MSW): Skip this signature (checkbox), Bobbi Fields (text input)
- Person that signs Student Signature: RG2 Supervisor Test (10237) RG2 Supervisor Test (highlighted in green)

The background shows a table of assignments with columns for assignment name, type, status, and date. The 'MSW Concentration Final Evaluation' assignment is currently selected and has a 'Not Started' status.

Assignment Name	Type	Status	Date
MSW Concentration Final Evaluation	Form	Not Started	
Criteria C - Final Evaluation	Form	Not Started	
Student Evaluation of Field Practicum Site	Offline	Not Started	12/8/2023
Criteria C (Only)	Form	Not Started	

Step 4: The field supervisor will either be your MSW field supervisor at your agency or your assigned external supervisor.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments`. The page title is "Classroom | Training". The main content area is titled "Assignments" and contains a table of assignments. A modal dialog box is open in the center, titled "Select recipient and/or signers for completion".

The modal dialog box contains the following fields and options:

- Person that completes assignment: Recipient
- Person that signs Task Instructor Signature (if applicable): Signer
- Person that signs Field Supervisor Signature (MSW): Signer
- Person that signs Student Signature: Bobbi Fields

The "Person that signs Student Signature" dropdown is currently open, showing a list of options, with "RG2 Supervisor Test (10237) RG2 Supervisor Test" selected and highlighted in green. A "Cancel" button is located at the bottom left of the modal.

Assignment	Type	Start Date	Status
MSW Concentration Final Evaluation			Not Started
Criteria C - Final Evaluation	Form		Not Started
Student Evaluation of Field Practicum Site	Offline	12/8/2023	Not Started
Criteria C (Only)	Form		Not Started

Step 5: Your name will be automatically selected as the ‘student’ then select submit. You will sign the midterm evaluation after it has been completed by the appropriate parties.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments`. The page title is "Tevera - Classroom | Training". The main content area is titled "Assignments" and contains a table of assignments. A modal dialog is open in the center, titled "Select recipient and/or signers for completion".

The modal dialog contains the following fields:

- Person that completes assignment: Recipient
- Person that signs Task Instructor Signature (if applicable): Signer
- Person that signs Field Supervisor Signature (MSW): Signer
- Person that signs Student Signature: Bobbi Student 2 Test

The modal dialog also has "Cancel" and "Submit" buttons.

Assignment	Form	Status
MSW Concentration Final Evaluation		Not Started
Criteria C - Final Evaluation	Form	Not Started
Student Evaluation of Field Practicum Site	Offline	12/8/2023 Not Started
Criteria C (Only)	Form	Not Started

MSW Advanced Generalist: Submitting Supervision Log

Step 1: Select the start button to open the supervision log.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments/list`. The page title is "Classroom | Training". The left sidebar contains navigation options: Home, Learning Space, Timesheets, Assignments (highlighted in orange), and Site Placements. At the bottom of the sidebar is a "Tevera News" notification with a red badge showing "10".

The main content area is titled "Assignments" and has two tabs: "Assignments" (active) and "Other Documents". A "To Progress" button is visible in the top right of the main area. The assignments list contains the following items:

Assignment Name	Type	Status	
MSW Supervision Log # 2	Form	Not Started	
The assignment is a(n) online form: MSW Field Supervision Form (2023) (UNCP-SW-1068). It can be started at any time. It is required for all assignees.			
		Not Started	
		Start	
MSW Supervision Logs # 3	Form	Not Started	
MSW Concentration I Learning Contract	Form	9/24/2023	Not Started
Weeks 1-4 Cumulative			

Step 2: After you have completed all required sections of the supervision log then you will select the submit button.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments/list`. The page title is "MSW Field Supervision Form (2023)". The left sidebar contains navigation options: Home, Learning Space, Timesheets, Assignments (highlighted in orange), Site Placements, and Tevera News (10). The main content area includes the following sections:

- Activities and Tasks from Learning Contract Since Last Supervision Meeting:
- Specific Skill Development:
- Student Self-Reflection Highlights and Low Lights:
- MSW Student Signature: (with a yellow callout bubble saying "Sign here")
- Supervisor Comments:
- MSW Field Supervisor Signature:

At the bottom of the form, there are two buttons: "Finish later" (green) and "Submit" (dark blue).

Step 3: Your name will automatically be selected as the student then you will select either your MSW field supervisor or your external supervisor (if you have one).

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments/list`. The page title is "MSW Field Supervision Form (2023)". The interface includes a sidebar with navigation options: Home, Learning Space, Timesheets, Assignments (highlighted), and Site Placements. The main content area contains a form with sections for "Activities and Tasks from Learning Contract Since Last Supervision Meeting:", "Specific Skill Development", "Student Self-Reflection Hi", "MSW Student Signature:", "Supervisor Comments:", and "MSW Field Supervisor Signature:". A modal dialog titled "Select reviewers for MSW Supervision Log # 2" is open, showing two dropdown menus. The first dropdown, "Person that signs MSW Student Signature:", has "Bobbi Student 2 Test" selected. The second dropdown, "Person that signs MSW Field Supervisor Signature:", has "RG2 Supervisor Test" selected and highlighted in green. A "Cancel" button is visible at the bottom of the modal. The bottom of the page features "Finish later" and "Submit" buttons.

MSW Advanced Generalist Practicum: Submitting Criteria C Learning Contract

Step 1: Once you have opened and completed the Criteria C learning contract then you will select the submit button at the end of the Criteria C learning contract. You will see the submission options below.

Figure 1.

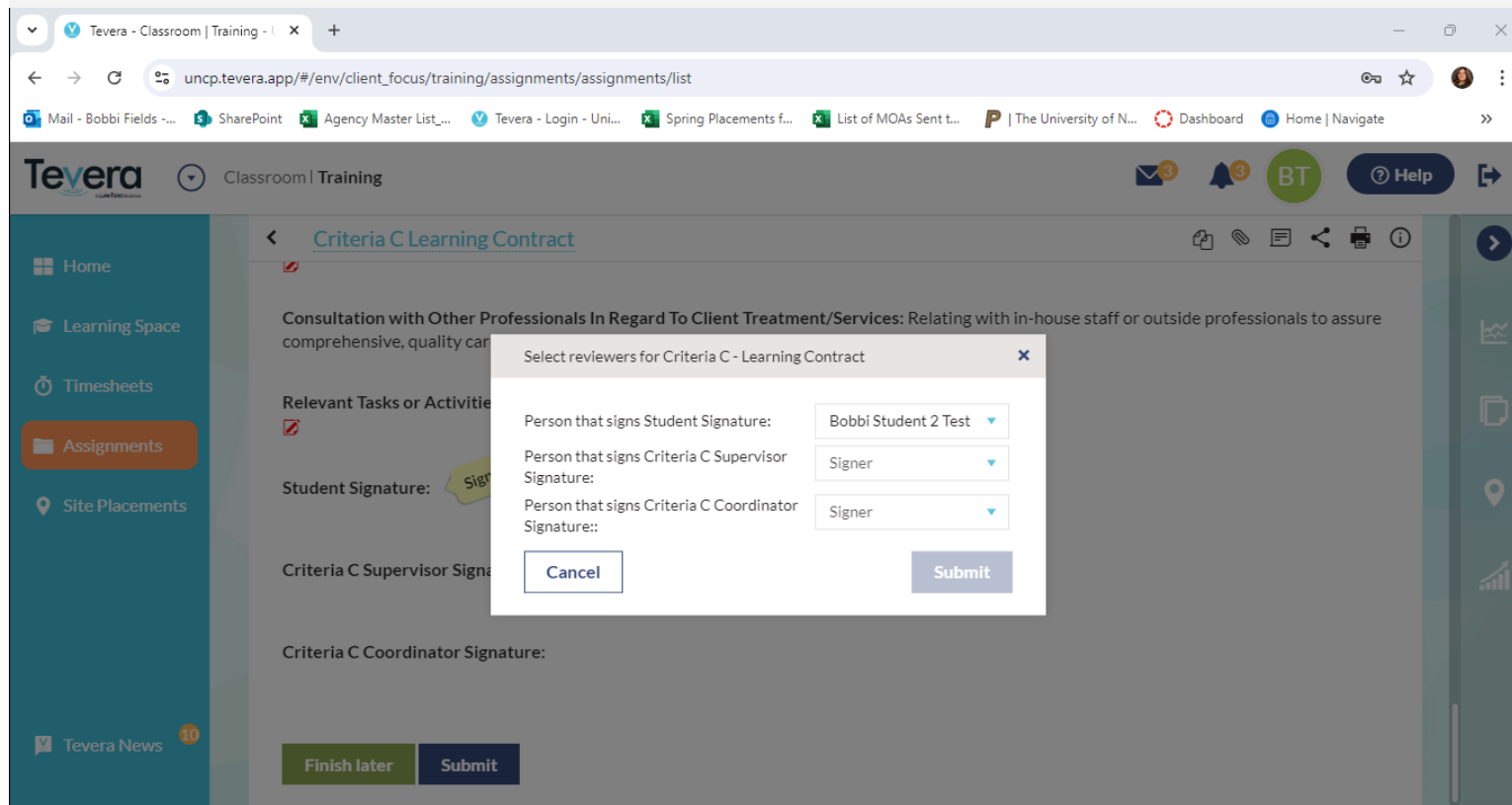


Figure 2.

Tevera - Classroom | Training - 1 x +

uncp.tevera.app/#/env/client_focus/training/assignments/assignments/list

Mail - Bobbi Fields -... SharePoint Agency Master List... Tevera - Login - Uni... Spring Placements f... List of MOAs Sent t... | The University of N... Dashboard Home | Navigate

Tevera Classroom | Training

Home Learning Space Timesheets Assignments Site Placements Tevera News 10

Assignments

Assignments Other Documents

Criteria C - Learning Contract

The assignment is a(n) [In Progress] assignees.

Open Submit

Person that signs Student Signature: Bobbi Student 2 Test

Person that signs Criteria C Supervisor Signature: Signer

Person that signs Criteria C Coordinator Signature:: Signer

Cancel Submit

Criteria C - Midterm Evaluation Form Not Started

MSW Concentration I Final Evaluation Form Not Started

Criteria C - Final

Step 2: The Criteria C supervisor will either be your CCS supervisor on-site at your agency or your assigned Criteria C external supervisor.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments/list`. The page title is "Criteria C Learning Contract". The interface includes a sidebar with navigation options: Home, Learning Space, Timesheets, Assignments (highlighted), and Site Placements. The main content area contains a form with the following sections:

- Consultation with Other Professionals In Regard To Client Treatment/Services:** Relating with in-house staff or outside professionals to assure comprehensive, quality care.
- Relevant Tasks or Activities:** (Empty field)
- Student Signature:** [Signature field]
- Criteria C Supervisor Signature:** [Signature field]
- Criteria C Coordinator Signature:** [Signature field]

A modal dialog box titled "Select reviewers for Criteria C - Learning Contract" is open, displaying three dropdown menus:

- Person that signs Student Signature: Bobbi Student 2 Test
- Person that signs Criteria C Supervisor Signature: Signer
- Person that signs Criteria C Coordinator Signature: Bobbi Fields

The "RG2 Supervisor Test (10237) RG2 Supervisor Test" option is highlighted in green in the third dropdown. A "Cancel" button is visible at the bottom left of the dialog box. At the bottom of the form, there are "Finish later" and "Submit" buttons.

Step 3: Select the Criteria C Coordinator (Dr. Shannon Cousineau) for this signature line.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments/list`. The page title is "Classroom | Training". The main content area is titled "Assignments" and has two tabs: "Assignments" (active) and "Other Documents".

A modal window titled "Select reviewers for Criteria C - Learning Contract" is open. It contains the following fields and options:

- Person that signs Student Signature: Bobbi Student 2 Test
- Person that signs Criteria C Supervisor Signature: Signer
- Person that signs Criteria C Coordinator Signature: Signer

The dropdown menu for the "Person that signs Criteria C Coordinator Signature" is open, showing a list of users. The user "RG2 Supervisor Test (10237) RG2 Supervisor Test" is highlighted in green. Other users in the list include "Rezell Gore (10009) Rezell Gore" and "Bobbi Fields". A "Cancel" button is also visible in the modal.

In the background, the "Assignments" list includes:

- Criteria C - Learning Contract (In Progress)
- Criteria C - Midterm Evaluation (Form, Not Started)
- MSW Concentration I Final Evaluation (Form, Not Started)
- Criteria C - Final

MSW Advanced Generalist Practicum: Submitting Criteria C Midterm Evaluation

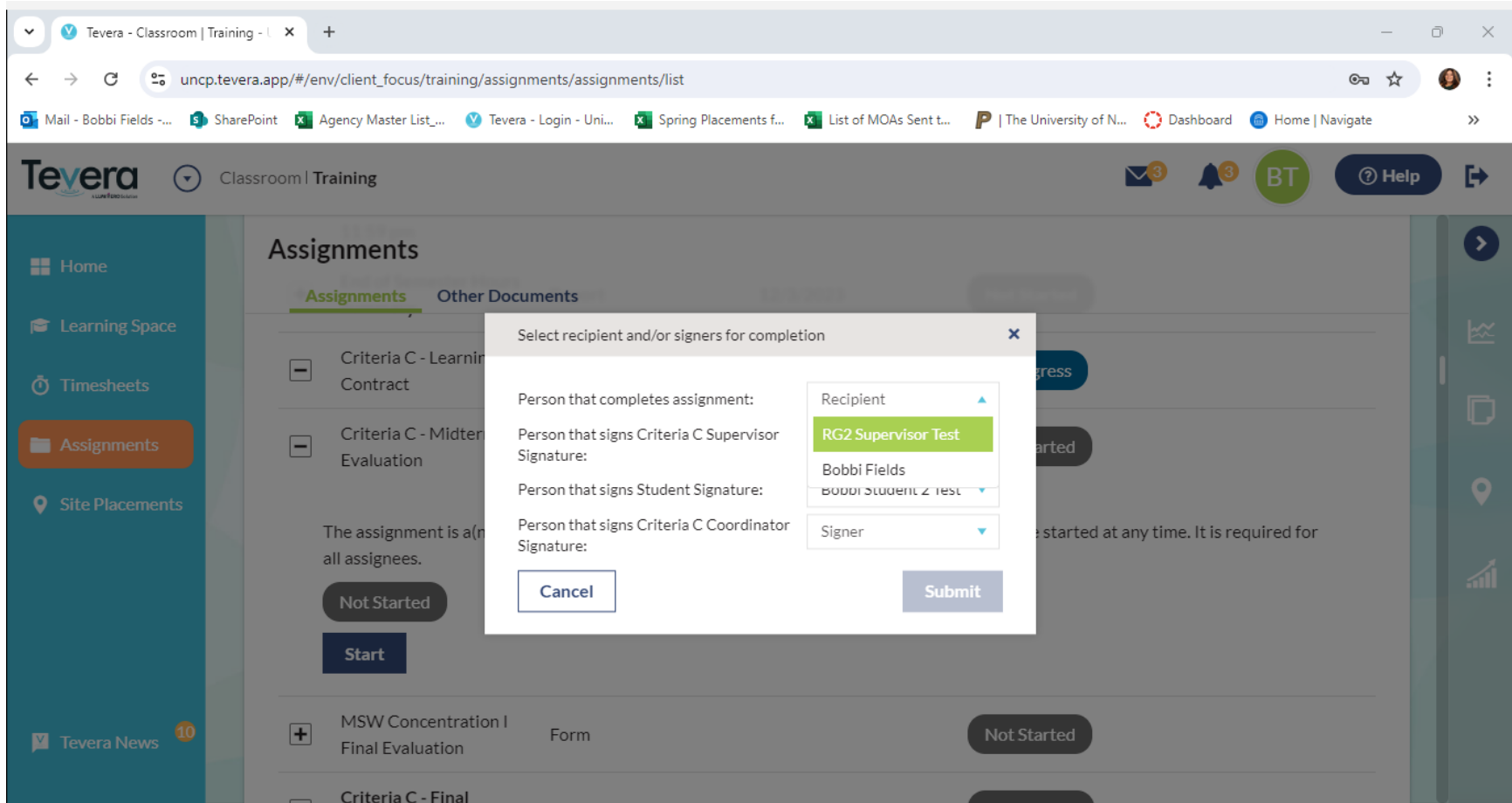
Step 1: Select the start button to open the midterm evaluation.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments/list`. The page title is "Classroom | Training". The left sidebar contains navigation options: Home, Learning Space, Timesheets, Assignments (highlighted), and Site Placements. The main content area is titled "Assignments" and has two tabs: "Assignments" (active) and "Other Documents".

Assignment Name	Type	Status
Criteria C - Learning Contract	Form	In Progress
Criteria C - Midterm Evaluation	Form	Not Started
MSW Concentration I Final Evaluation	Form	Not Started
Criteria C - Final		

Below the "Criteria C - Midterm Evaluation" row, there is a text description: "The assignment is a(n) online form: Criteria C Midterm Evaluation (UNCP-SW-1013). It can be started at any time. It is required for all assignees." Below this text are two buttons: "Not Started" and "Start".

Step 2: Your Criteria C supervisor should be selected as the person that completes the assignment.



Step 3: Your Criteria C supervisor should be selected as the person that signs as the Criteria C Supervisor signature line.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments/list`. The page title is "Tevera - Classroom | Training". The main content area is titled "Assignments" and lists several items:

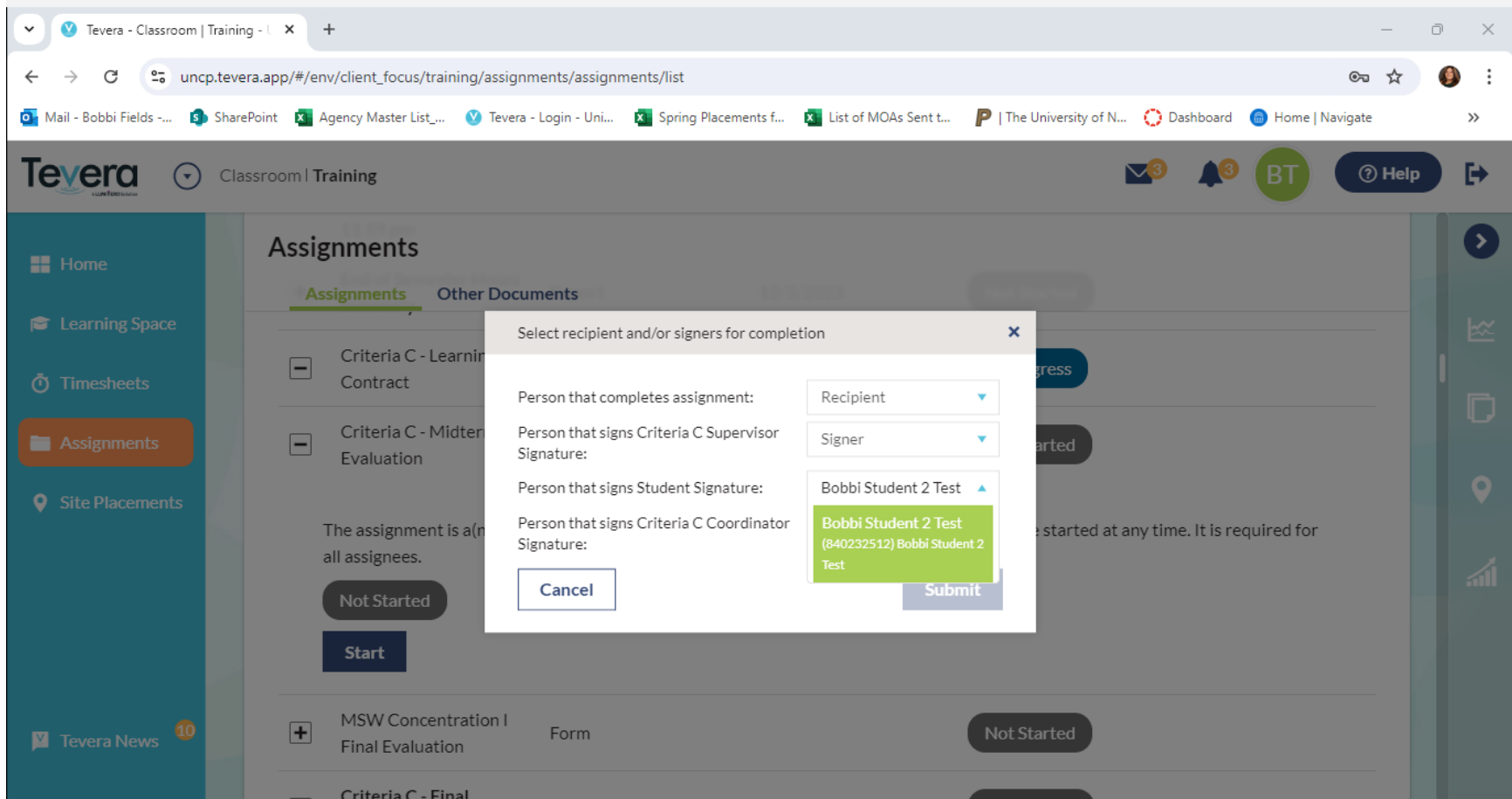
- Criteria C - Learning Contract (Not Started)
- Criteria C - Midterm Evaluation (Not Started)
- MSW Concentration I Final Evaluation Form (Not Started)
- Criteria C - Final (Not Started)

A modal dialog titled "Select recipient and/or signers for completion" is open in the center. It contains the following fields and options:

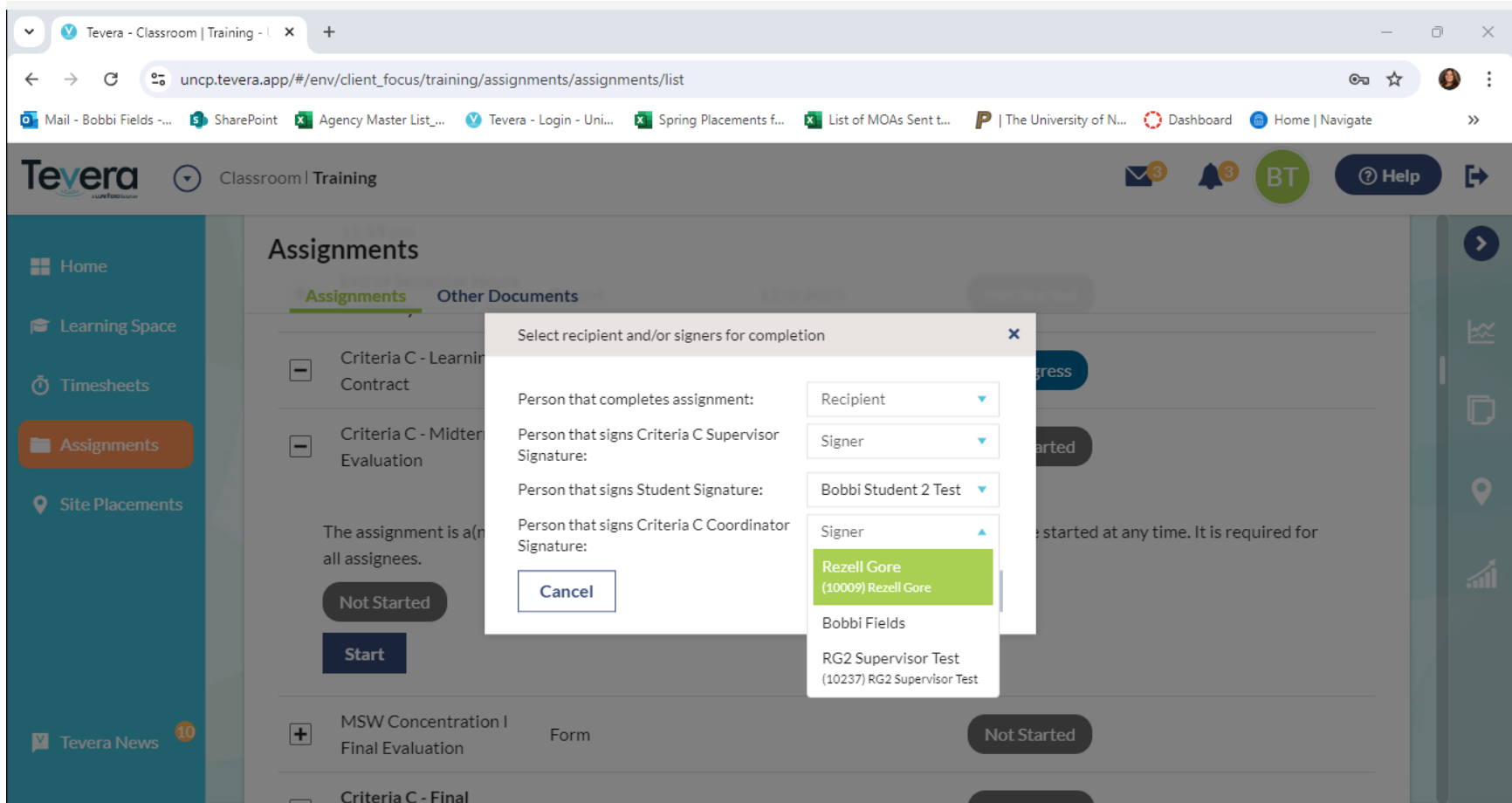
- Person that completes assignment: Recipient (dropdown)
- Person that signs Criteria C Supervisor Signature: Signer (dropdown with "Bobbi Fields" selected)
- Person that signs Student Signature: RG2 Supervisor Test (10237) RG2 Supervisor Test (dropdown)
- Person that signs Criteria C Coordinator Signature: (empty dropdown)

The dialog has "Cancel" and "Submit" buttons at the bottom.

Step 4: Your name will be automatically selected as the ‘student’ then select submit. You will sign the midterm evaluation after it has been completed by the appropriate parties.



Step 5: Select the Criteria C Coordinator (Dr. Shannon Cousineau) for this signature line.



MSW Advanced Generalist Practicum: Submitting Criteria C Final Evaluation

Step 1: Select the start button to open the final evaluation.

The screenshot shows the Tevera Classroom Training interface. The top navigation bar includes the Tevera logo, 'Classroom | Training', and utility icons for mail, notifications, and help. The left sidebar contains navigation options: Home, Learning Space, Timesheets, Assignments (highlighted), and Site Placements. The main content area is titled 'Assignments' and features two tabs: 'Assignments' (active) and 'Other Documents'. A table lists assignments, with 'Criteria C - Final Evaluation' selected. Below the table, a description states: 'The assignment is a(n) online form: Criteria C Final Evaluation (UNCP-SW-1014). It can be started at any time. It is required for all assignees.' A 'Not Started' button and a 'Start' button are visible for this assignment. Other assignments listed include 'Student Evaluation of Field Practicum Site' and 'Criteria C (Only) Supervision Log 1', both marked as 'Not Started'.

Assignment	Type	Due Date	Status
Criteria C - Final Evaluation	Form		Not Started
Student Evaluation of Field Practicum Site	Offline	12/8/2023	Not Started
Criteria C (Only) Supervision Log 1	Form		Not Started

Step 2: Your Criteria C supervisor should be selected as the person that completes the assignment.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments/list`. The page title is "Classroom | Training". The left sidebar contains navigation options: Home, Learning Space, Timesheets, Assignments (highlighted), and Site Placements. The main content area is titled "Assignments" and shows a list of assignments. A modal dialog box is open, titled "Select recipient and/or signers for completion". The dialog has four fields for selection:

- Person that completes assignment: Recipient (dropdown menu with "RG2 Supervisor Test" selected)
- Person that signs Criteria C Supervisor Signature: Bobbi Fields (dropdown menu)
- Person that signs Student Signature: Bobbi Student Z Test (dropdown menu)
- Person that signs Criteria C Coordinator Signature: Signer (dropdown menu)

Buttons for "Cancel" and "Submit" are at the bottom of the dialog. The background assignment list includes:

Assignment	Status	Date	Action
Criteria C - Final Evaluation	Not Started		Start
Student Evaluation of Field Practicum Site	Offline	12/8/2023	Not Started
Criteria C (Only) Supervision Log 1	Form		Not Started

Step 3: Your Criteria C supervisor should be selected as the person that signs as the Criteria C Supervisor signature line.

The screenshot shows a web browser window with the URL `uncp.tevera.app/#/env/client_focus/training/assignments/assignments/list`. The page title is "Classroom | Training". The main content area is titled "Assignments" and has two tabs: "Assignments" (active) and "Other Documents".

The "Assignments" tab shows a list of assignments. The first assignment is "Criteria C - Final Evaluation", which is currently "Not Started". A "Start" button is visible below it. Below this assignment, there is a text box that says "The assignment is a(n) [assignment type] assignees." and another "Not Started" button.

A modal dialog box is open in the center of the screen, titled "Select recipient and/or signers for completion". It contains the following fields and options:

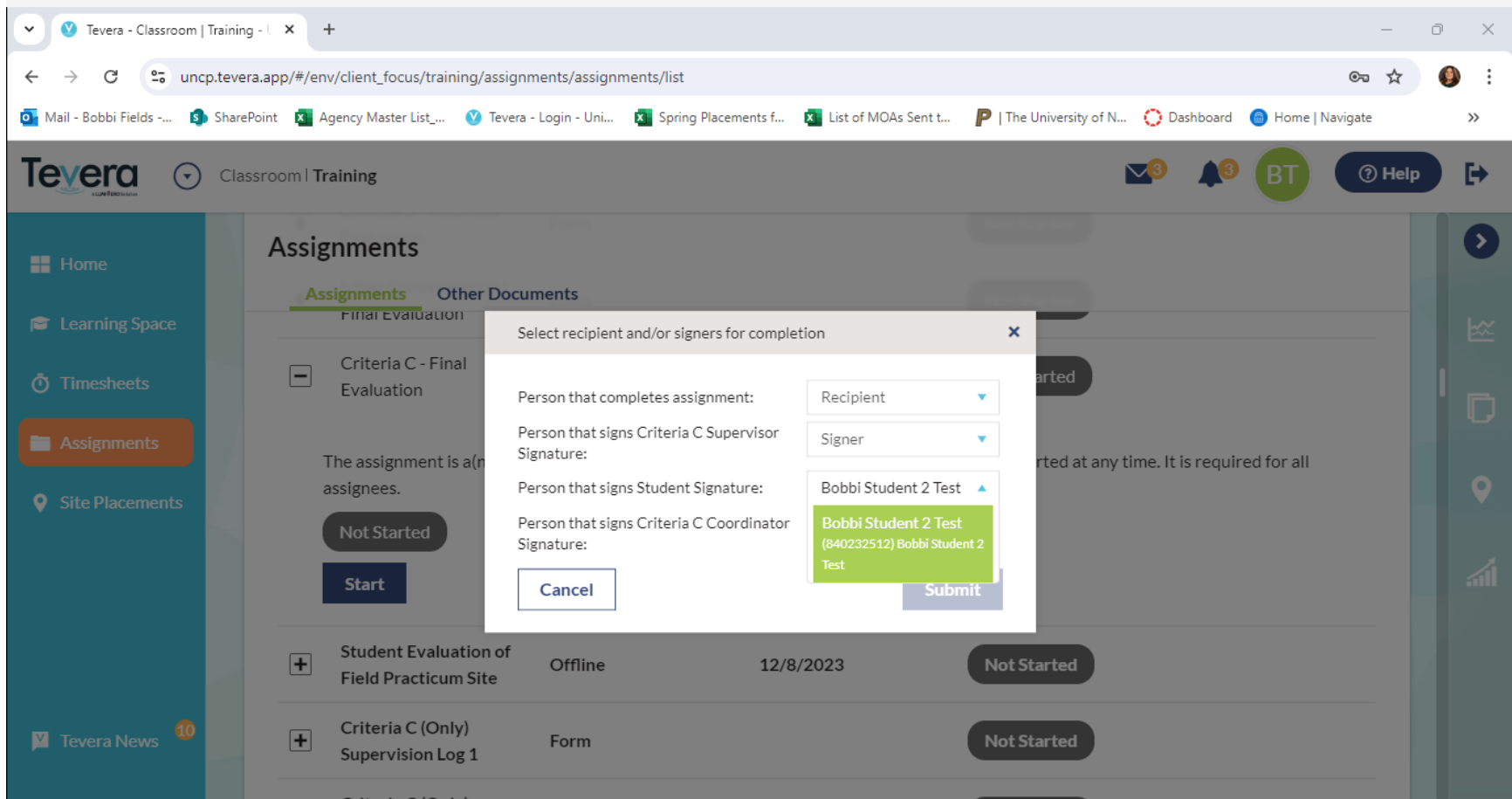
- Person that completes assignment: Recipient (dropdown menu)
- Person that signs Criteria C Supervisor Signature: Signer (dropdown menu with "Bobbi Fields" selected)
- Person that signs Student Signature: RG2 Supervisor Test (10237) RG2 Supervisor Test (dropdown menu)
- Person that signs Criteria C Coordinator Signature: (empty dropdown menu)

At the bottom of the dialog box are "Cancel" and "Submit" buttons.

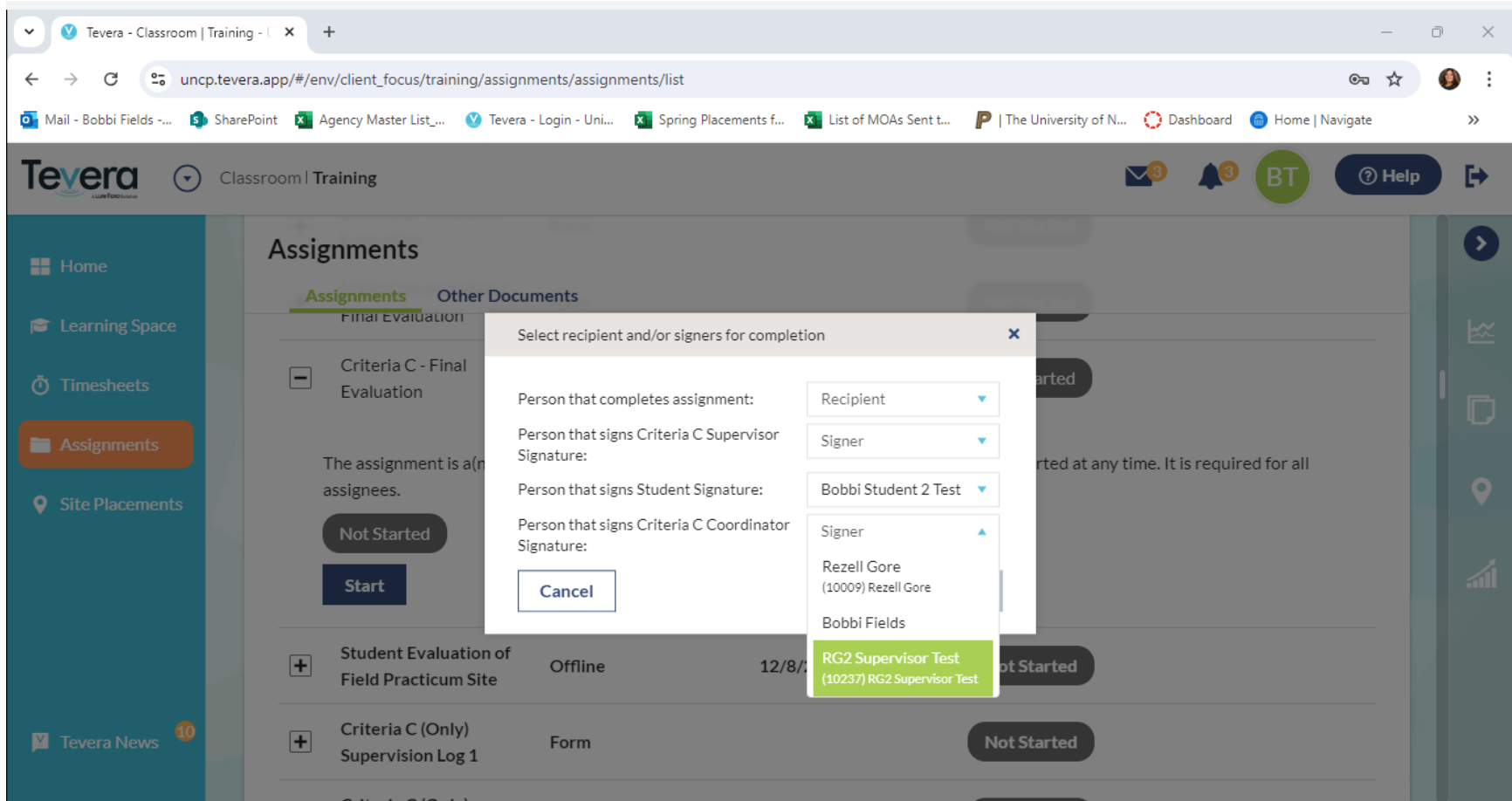
The background shows a list of assignments with columns for assignment name, status, date, and "Not Started" button:

Assignment Name	Status	Date	Action
Criteria C - Final Evaluation	Not Started		Start
Student Evaluation of Field Practicum Site	Offline	12/8/2023	Not Started
Criteria C (Only) Supervision Log 1	Form		Not Started

Step 4: Your name will be automatically selected as the ‘student’ then select submit. You will sign the final evaluation after it has been completed by the appropriate parties.



Step 5: Select the Criteria C Coordinator (Dr. Shannon Cousineau) for this signature line.



MSW Advanced Generalist Practicum: Submitting Criteria C Supervision Log

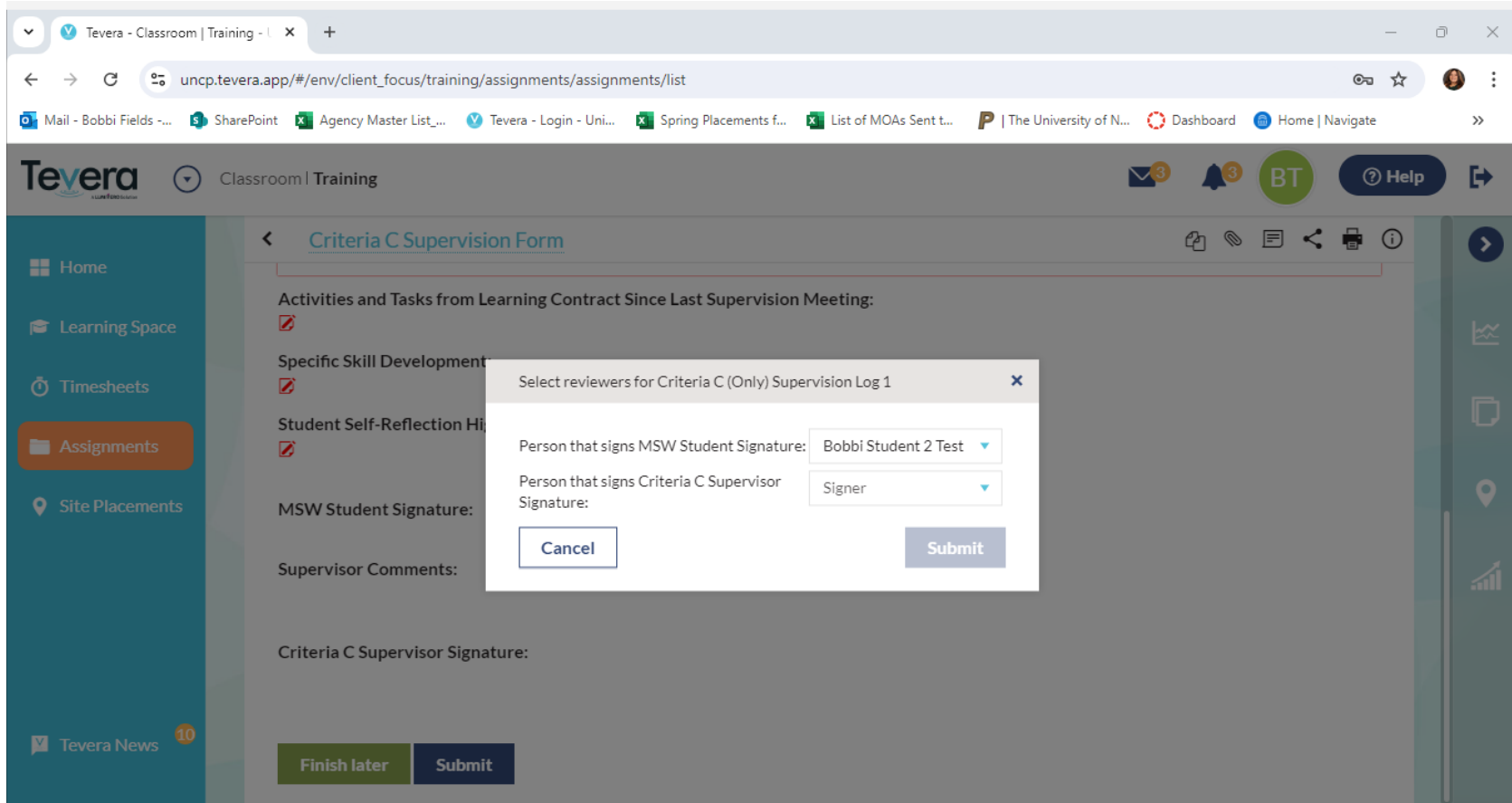
Step 1: Select the start button to open the Criteria C supervision log.

The screenshot shows the Tevera Classroom Training interface. The browser address bar displays the URL: `uncp.tevera.app/#/env/client_focus/training/assignments/assignments/list`. The page title is "Classroom | Training". The left sidebar contains navigation options: Home, Learning Space, Timesheets, Assignments (highlighted), and Site Placements. The main content area is titled "Assignments" and shows a list of assignments. The "Assignments" tab is selected, and the "Criteria C (Only) Supervision Log 1" assignment is expanded. Below the assignment details, there is a "Not Started" button and a "Start" button. The "Start" button is the target for Step 1.

Assignment	Type	Status
Student Evaluation of Field Practicum Site	Offline	Not Started
Criteria C (Only) Supervision Log 1	Form	Not Started
Criteria C (Only) Supervision Log 2	Form	Not Started
Criteria C (Only) Supervision Log 3	Form	Not Started

The assignment is a(n) online form: Criteria C Supervision Form (UNCP-SW-1069). It can be started at any time. It is required for all assignees.

Step 2: After you have completed all required sections of the Criteria C supervision log then you will select the submit button.



Step 3: Your name will automatically be selected as the student then you will select your Criteria C Supervisor then select submit.

