# WVU School of Social Work – Tevera Reference Guide

# Tutorials & Guidance

Please review the tutorials available on Tevera Learning space with the graduation cap symbol on the left side (pictured below). The videos referenced below will give you a basic understanding of how to use Tevera and are all found in your Tevera Learning space, when you login.

- Getting Started (2:16)
- The Assignment Workspace (3:19)
- Tracking Time on Desktop (3:23)
- Tracking Time on Phone (3:07)
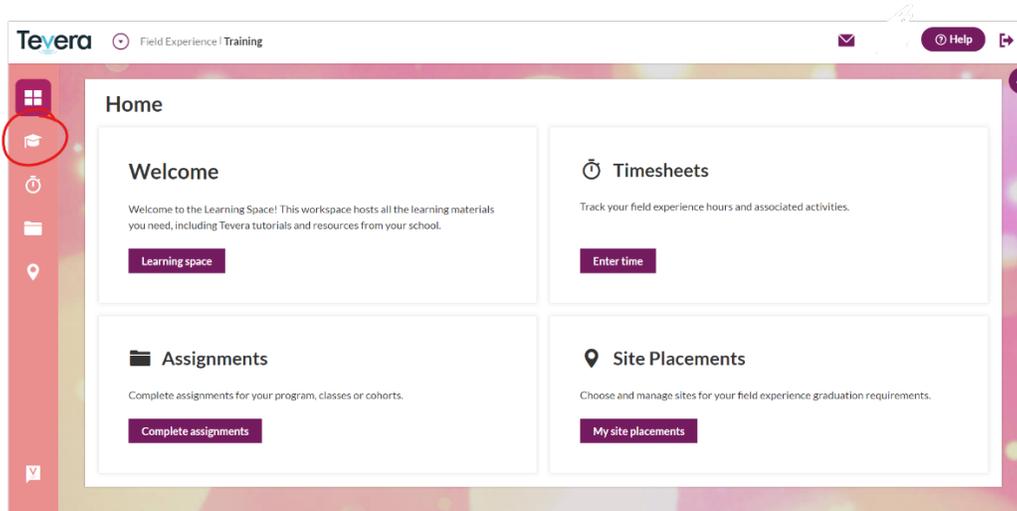


# Common Symbols & Functions

Plus icon- Click on this symbol to open or add an activity, add a document or detail, or add an additional option to a form or field.

Edit Field icon – Click on this symbol to add text to a field or other descriptor.

Required Field icon - Click on this symbol to add text to a field or other descriptor to a required item.

Save – Tevera saves your work as you go, so there is no button to click to save your work. The system automatically saves your entries.

# Completing Your Profile

You have the option to personalize and include demographics, contact, and address details. This information is for your own use and Field Office personnel can view. You also have the option of adding a picture, setting a theme, and making your Tevera system reflective of your interests and style. Setting a theme will change your color scheme for those who have visual impairments. You can make these changes by selecting your profile picture on the top left (pictured below).
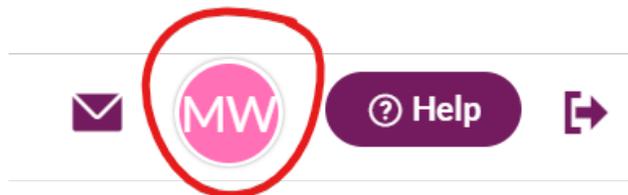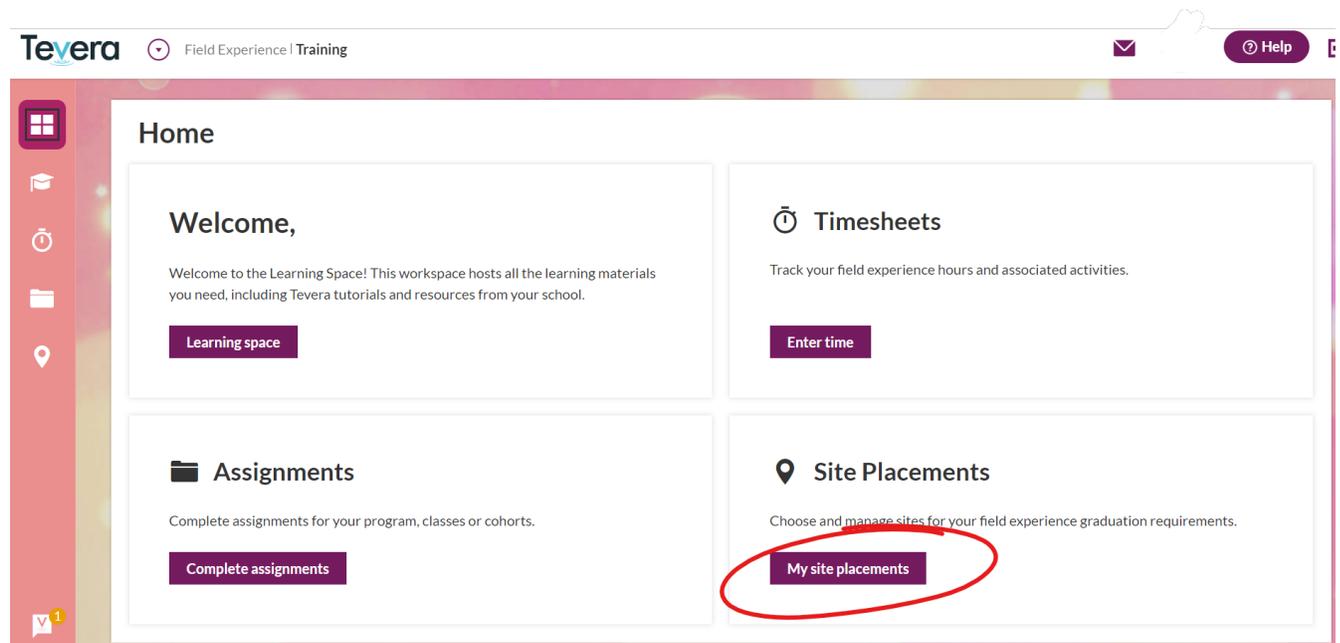


Optional Changes:

1.Click the User Profile icon in the upper right-hand corner. The User Settings window will open.

2. Click my profile tab & click the left downward facing arrow. Here you can enter or edit any of your personal information. Click on the EDIT icon next to any field to a make change.
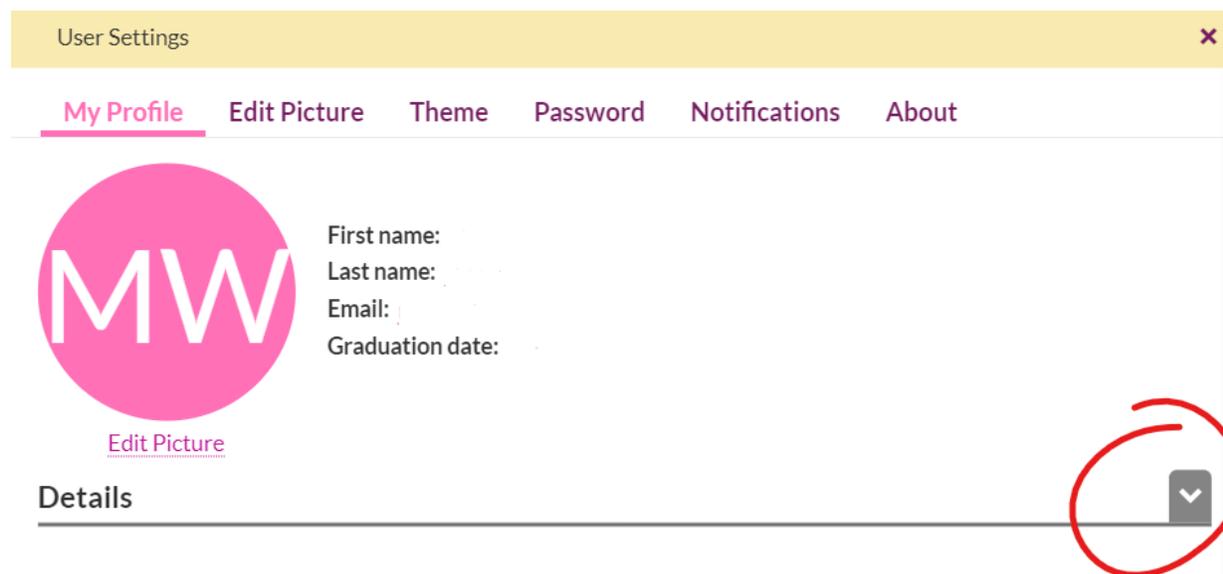
3. Phone Numbers: Click the plus (+) icon to add a phone number. You can add as many phone numbers as you would like, label them appropriately, and select one as your primary number.

4. Demographics: Click on the edit icon next to any demographic information field you would like to enter information for.

5. Address: Click on the edit icon next to any address field for which you would like to enter information. Entering the Zip code first will allow you to select/auto-populate City, State, County, and Country fields all at once.

6. Languages: Add any languages you would like to have listed as part of your profile. Click the plus (+) icon to the right. The language fields will appear. Select the language, proficiency, and mode using the drop-down menus.

# Browsing Existing Sites

The WVU SSW has existing relationships and active agreements with many organizations. You can **search** for sites **directly by name** and are also encouraged to do a **zip code search** to explore the agencies in your area. You can also filter sites using filter drop-down fields by **populations served, practice areas, and other agency details**. If you have specific interests in particular areas, you can also save your search criteria.
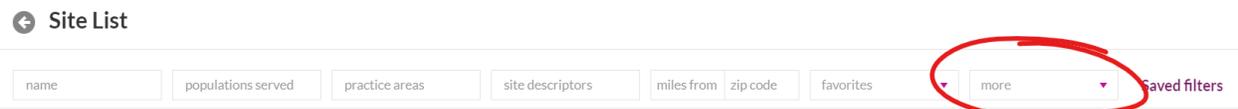


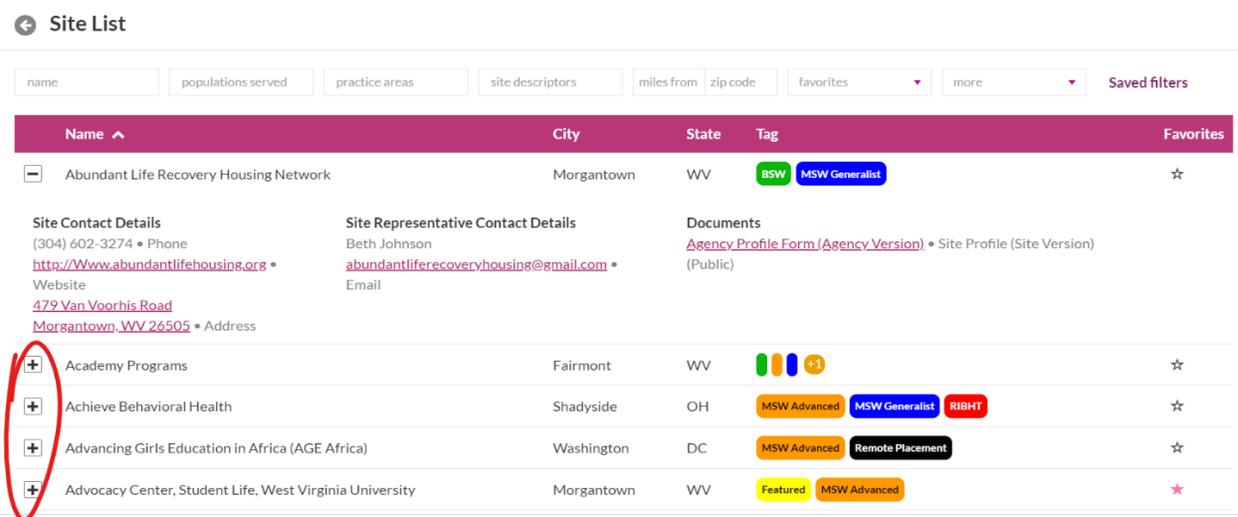1. To explore possible sites, first click into My Site Placements.

2. Then click into My Sites to see what placements WVU SSW has relationships with.

3. Next, Click Browse All Program Sites, which will open a new page. Then, use the drop-down filters to search by name, filter option, etc.

**Site Placements**

SW On Campus Advanced    SW Online Generalist    SW On Campus Generalist    SW Online Advanced    My sites

Advocacy Center, Student Life, West Virginia University

🔍 Browse all program sites

Expired/Archived Sites

4. You can now also search sites by TAGS such as BSW, MSW Generalist, MSW Advanced, RIBHT, Remote Placement, and Possible Stipend. To search by TAGS click the more drop down box, scroll down, and then select which tag you are looking for.

◀ Site List

| name | populations served | practice areas | site descriptors | miles from | zip code | favorites | more | Saved filters |

5. Click on the Plus(+) symbol on the left to view additional details about each site, including the site contact details, site representative details, and site profile documents. Site profile documents will often include program details that outline the Generalist and Advanced placement learning activities, details around vaccinations, medical tests, and background check requirements, as well as websites.

◀ Site List

| name | populations served | practice areas | site descriptors | miles from | zip code | favorites | more | Saved filters |

| | Name ^ | City | State | Tag | Favorites |
|---|---|---|---|---|---|
| − | Abundant Life Recovery Housing Network | Morgantown | WV | BSW  MSW Generalist | ☆ |

Site Contact Details
(304) 602-3274 • Phone
http://Www.abundantlifehousing.org • Website
479 Van Voorhis Road
Morgantown, WV 26505 • Address

Site Representative Contact Details
Beth Johnson
abundantliferecoveryhousing@gmail.com • Email

Documents
Agency Profile Form (Agency Version) • Site Profile (Site Version) (Public)

| | Name | City | State | Tag | Favorites |
|---|---|---|---|---|---|
| + | Academy Programs | Fairmont | WV | ▮▮▮ +1 | ☆ |
| + | Achieve Behavioral Health | Shadyside | OH | MSW Advanced  MSW Generalist  RIBHT | ☆ |
| + | Advancing Girls Education in Africa (AGE Africa) | Washington | DC | MSW Advanced  Remote Placement | ☆ |
| + | Advocacy Center, Student Life, West Virginia University | Morgantown | WV | Featured  MSW Advanced | ★ |

6. If you click any of the hyperlinked information it will send you to the website, Google Maps, mail, or the agency profile the site filled out.

# Applying for Site Placement

1. Click My Site Placement tile.
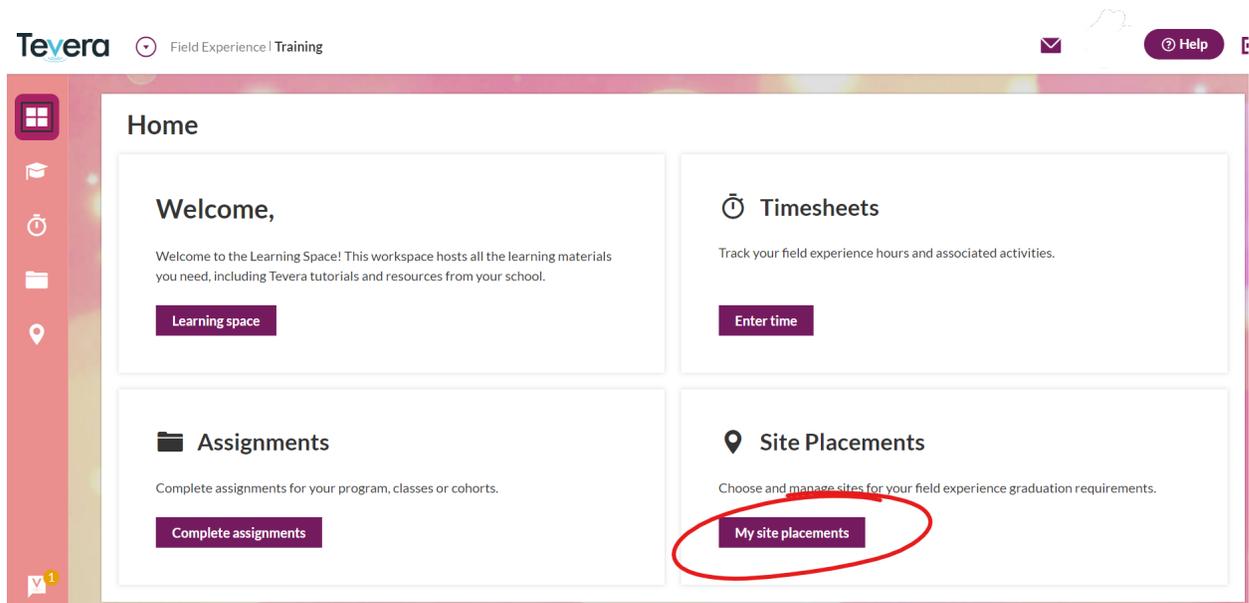


2. Click on the header that applies to your field placement for such as SW On Campus Advanced, SW Online Generalist, SW On Campus Generalist, or SW Online Advanced.

3. Go to pre-application paperwork, click Pre-Application Tasks.
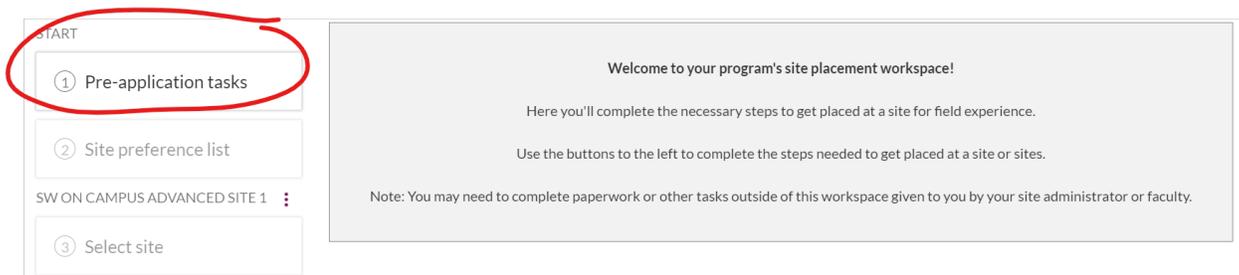


4. Pre-application tasks include three required action items, and an optional item for Employer Based Placements. All students are required to complete 1) a Student Field Placement Application, 2) upload a recent resume, and 3) complete a Student Interview Feedback form after they have interviewed with an agency.

| SW On Campus Generalist | | | |
|---|---|---|---|
| 1. Complete Student Field Placement Application | Form | | Completed |
| 2. Upload Resume - PDF ONLY! | Upload | | Completed |
| 3. Student Interview Feedback Form | Form | | Completed |
| Student Interview Feedback Form (2nd, if applicable) | Form | | Not Started |

**Site Placements**

SW On Campus Advanced    SW Online Generalist    SW On Campus Generalist    SW Online Advanced    My sites

START

① Pre-application tasks

② Site preference list

SW ON CAMPUS ADVANCED SITE 1 ⋮

③ Select site

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

| Name | Task Type | Status | Waiting On |
|---|---|---|---|
| SW On Campus Advanced | | | |
| 1. Complete Student Field Placement Application | Form | Completed | |
| 2. Upload Resume - PDF ONLY! | Upload | In Progress | |
| 3. Create your site preference list | Offline | Not Started | |

5. Click Not Started – located next to task names.

6. Click Start

| Student Interview Feedback Form (2nd, if applicable) | Form | Not Started |
|---|---|---|

The assignment is a(n) online form: Student Interview Feedback Form (WVUSSW-1023). It can be started at any time. It is not required.

Not Started

Start

7. Go through the application and complete all fields with information about your field interests.

8. Agency Preference– After you have browsed available agencies by zip code, population, service, area, etc. you will enter the name and/or location about specific agencies or communities in which you are interested. This is a free-text field, and you can include

contact details if you have already been in touch with the agency. You can also add agencies that you are interested in that are not already in Tevera. Sign the application to complete.

Please share your **preferred agencies and/or geographic location** (town or county) in order of preference. We encourage placements that are no more than 1 hour away (driving).

Agency/Location 1: ✏️
Agency/Location 2: ✏️
Agency/Location 3: ✏️

Agency/Location 1: HAPI Project/Morgantown

Agency/Location 2: Disability Action Center/Fairmont

Agency/Location 3: Mon Health/Morgantown

9. Upload a PDF file of your updated resume, for your advanced placement please upload your resume before preference sheet.

# Creating Learning Contract

Learning Contracts are typically completed within the first four weeks of a student's field placements. Please review additional requirements about learning activities in the Field Handbook before beginning to draft your learning contract.

1. Watch this YouTube tutorial on Completing your Learning Contract (3:38).
2. Click Assignments title

## Home

### Welcome,

Welcome to the Learning Space! This workspace hosts all the learning materials you need, including Tevera tutorials and resources from your school.

**Learning space**

### ⏱ Timesheets

Track your field experience hours and associated activities.

**Enter time**

### 📁 Assignments

Complete assignments for your program, classes or cohorts.

**Complete assignments**

### ◉ Site Placements

Choose and manage sites for your field experience graduation requirements.

**My site placements**

3.Click Learning Contract Assignment then click start.

| | Foundation-Generalist Learning Contract | Form | Not Started |

Read and follow all instructions as you complete the form fields. You can click finish later at the bottom to save your work and return to it through the assignments tab.

**Finish later**    **Submit**

You should have discussions with your field instructor (and site supervisor if applicable) as you are working on this document. Do not sign your learning contract until you have incorporated feedback from your Faculty Field Liaison and supervisors. By the time you send it to them for a signature, they should be familiar with what you are proposing. If you would like to share your draft with them, the easiest way to do this is click the print icon in the top right corner, which will create a pdf that you can share by email.

4. Review Process: The first draft of your learning contract goes to your Field Faculty Liaison to review. Expect that it will come back to you for some revisions, as this is a normal part of the process and why you have both a draft due date and a final due date. Once you have made the revisions, you will resubmit. Once your Field Faculty Liaison has approved it, it will be returned to you to sign. After you sign, it will go to your Site Supervisor (if applicable), Field Instructor, and back to your Field faculty liaison for the final signature.
5. Reviewers: After you have completed the form, click Submit at the bottom (this first submission will occur before you ever sign the document). Important: You will select reviewers for your contract in the following order:

- #1. Faculty Field Liaison: This is to initiate an initial review by your Field Faculty Liaison (FFL). This field should be already filled in with the name of your FFL/seminar instructor.
- #2. Student: This step allows students to make revisions following feedback from their FFL. This should be your/student information.
- #3. (OPTIONAL) Site Supervisor: This section/step is optional. If you do not have a Site Supervisor, select "skip this signature". If you have a Site Supervisor (No MSW), include them here.



- #4. Field Instructor: This step allows your Field Instructor (Supervisor with MSW) to provide final approval of Learning Contract items.
- #5. Faculty Field Liaison: This step allows your Field Faculty Liaison to provide final approval of Learning Contract items.

# Midterm and Final Field Assessments

Midterm assessments include a self-assessment that should reflect your perceived progress and there will likely be activities/areas that you may not have completed. Items that have not yet been started or completed are expected and should be marked as 1's or 2's, as you have yet to demonstrate practice competency. In the comments, you should indicate how you plan to work on those areas in the 2nd half of placement and demonstrate competency.

Final field assessments will be completed in the same manner as the midterm assessment but will happen near the end of the placement. Unlike the midterm, where you are likely to have areas with 1's and 2's, by the final, you are expected to have met a minimum of 3 in each area

1. Watch YouTube tutorial on [Midterm Field Assessments](#) (5:20)
2. Click Assignments
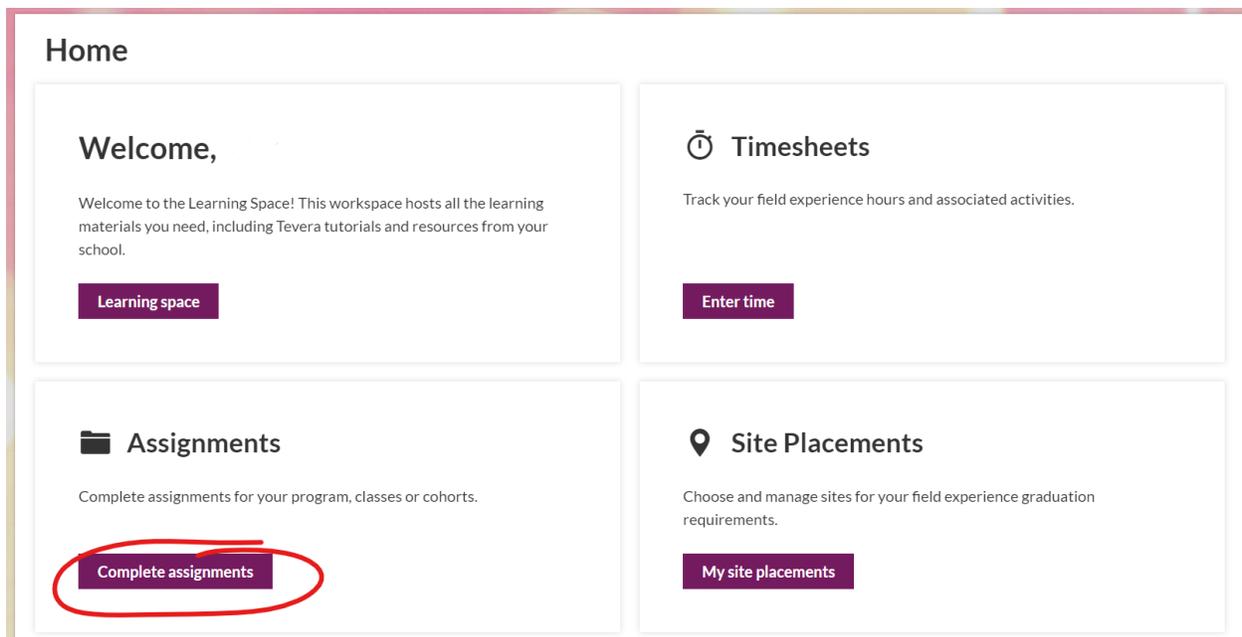


3. Select appropriate assessment for your program "Field Assessment of Student (Midterm) or (Final)" and click open or start.
4. Answer all required questions, complete ratings, and add comments. When you finish, sign the assessment, and click submit. A box will appear to select your Field Instructor and Site Supervisor, if applicable. If you have a Site Supervisor, select them from box 1,

if not choose "skip this signature". Select your Field Instructor from box 2 and click submit.

# Tracking Hours

Time reports are required for each monthly reporting period while a student is in field and are submitted to field supervisors each reporting period for final approval. Faculty Field Liaisons provide final approval of completed field hours. Time reports are approved in the following order: #1) Site Supervisors (if applicable), #2) Field Instructors, and #3) Faculty Field Liaisons. Students submit completed Monthly Time Reports by the 5th of each following month for the field hours completed during the prior month. (see Field Handbook for further details)

1. Watch YouTube tutorial on [Time-tracking and submission](#) (4:08).
2. Click Timesheets tile
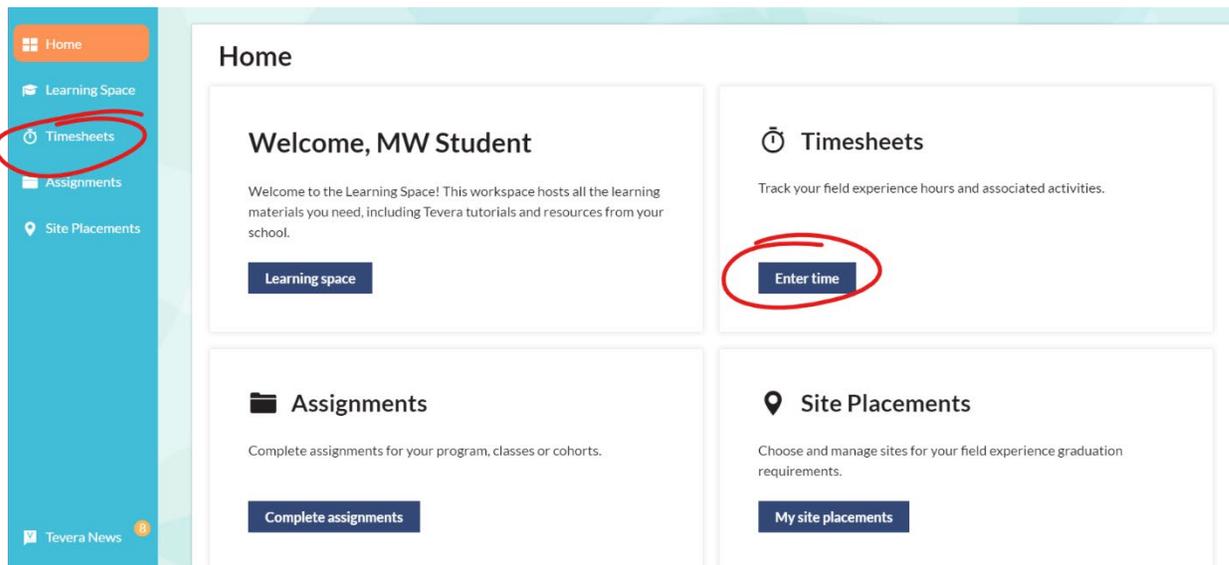


3. On the timesheet tile, click enter time. Navigate to the week for which you are entering time. You can enter the time for the current date and days in the past, but not in the future.
4. Entering Time: Enter the amount of time you spent working in each category for the day
5. Copying Scheduled Activities: If your schedule is similar from one day to the next, or maybe your breakdown of activities is the same each Monday for example, you can copy a day from the past, into a future date. Go to the day you wish to copy, click copy at the bottom and enter the date you would like to copy it to.
6. Your time entries will save, and you can return to time tracking at any time.

7. Activity Descriptions: The following descriptions may be helpful in categorizing field hours based on activities.

- Client Contact – Phone contact, emails, therapy sessions, in-person, virtual; Individual, group, organization, community, and institutional client work should be included in this category.
- Supervisory Conferences– Weekly meetings with Field Instructor, supervision, etc.
- Orientation or Training– New student orientation, trainings, and ongoing professional development.
- Meetings/Conferences Outside Agency – Attending/collaborating with external groups and organizations
- Observation of Others– Observing a client session, program meeting, MDT, etc.
- Paperwork/Documentation – Creating plans, reviewing/revising manuals, and developing documents; developing field learning contract, assessments, and timesheets; drafting grant proposals, issue briefs, research summaries and internal memos; documenting client case notes, group summaries, etc.
- Policy/Advocacy Work – Outreach, education and Social media; researching policy strategies and solutions; contacting stakeholder groups regarding policy initiatives; actively campaigning
- Evaluation Work – Reviewing research and program evaluation data; compiling reporting materials; conducting key informant interviews, focus groups, and other forms of QN/QL research.
- Other Hours

# Submitting Timesheets

1. Watch YouTube tutorial on [time-tracking and submission](#) (4:08)
2. Click on the Complete assignments tile under Assignments.
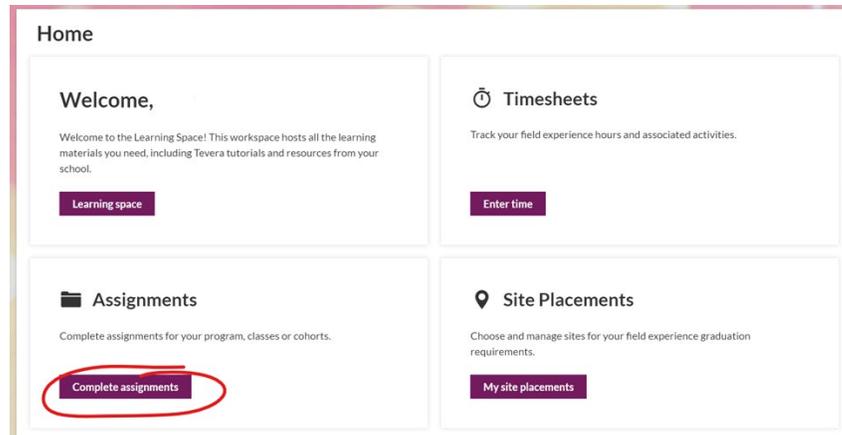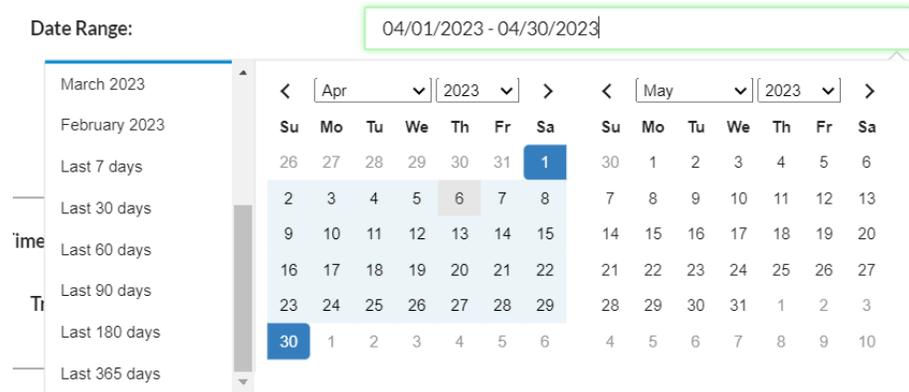
    a.

3. Select the time report for the month you are completing.



4. Click Start. Complete each field in the form.

5. Selecting the month from the range dropdown menu.



    a.

6. Select "Calculate Cumulative Hours as of the end date selected above"

7. Choose your current track (MSW Foundation-Generalist; BSW Foundation-Generalist; MSW Specialized-Advanced)

8. You will select signers in the order in which they should sign. The Field Instructor dropdown menu will let you choose multiple supervisors if appropriate.

        

Track: `track` ▾

**Signatures**

Field Instructor: `LR Field Instructor Test` ▾

✖ LR site supervisor Test ⬇
✖ LR Field Instructor Test ⬆

☐ Filter hours by Field Instructor selected above

Program Faculty Field Liaison: `program faculty field liaison` ▾

☑ Include signature line if no Program Faculty Field Liaison is selected

**Notes**

☐ Include associated notes

Program: Social Work ✕ ▾

9. For the Field Instructor, please select this person. If you have a site supervisor and field instructor, please select both in this field.

10. If you only have a Field Instructor, you will only select this person. You can delete the Site Supervisor by clicking on the X sign to the left of the option.

11. he "filter hours by FI" box only needs to be checked if you are engaging in multiple field settings. For example, if you hours logged for the Summer Policy Institute that will be approved by a different supervisor, check this box, otherwise leave it blank.

12. Select your Faculty Field Liaison from the faculty/staff field (this is the person who teaches your seminar).

13. Click "send for signatures". This will generate a report. Sign the document. You have now submitted your timesheet. Supervisors will be notified, and the document will be sent to each signer in order. When everyone has signed, you will get a notification in your Tevera message center will inform you that it has been approved and it will include a signed PDF with all signatures.

# Assignments

When completing documents in Assignments, they will need to be submitted to be marked as complete.

1. When completing a document that was started within an assignment, such as the Learning Contract, click the submit button found when opening the assignment, or at the bottom of

the document itself. If the form within the assignment has all required fields completed, Click the submit button that appears next to the open button.

2. Select the appropriate signers/approvers for the assignment.

   a.  You may be prompted to select from dropdown menus, to determine who the document is to be submitted to. If a signature is optional, a Skip this signature option will appear in the dropdown. Once all required signers have been selected, click the submit button.

3. From your Assignments workspace, click on the assignment name.

4. Click the Open or Start button.

5. Complete the form. When all required fields have been completed, scroll to the bottom of the form.

6. Click the Submit button. Once you have submitted the assignment, the status of the assignment will change to waiting on or complete, based on reviewer activity.

# Resubmitting/Re-Opening Assignments

1. Find assignment you would like to make changes. Click make changes.
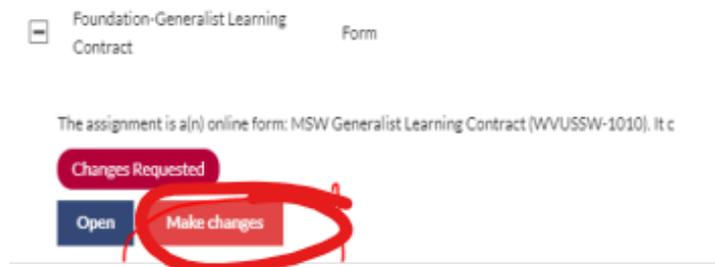


2. A warning will pop up and state that you are removing signatures from the document. Click yes if you would like to continue with changes.
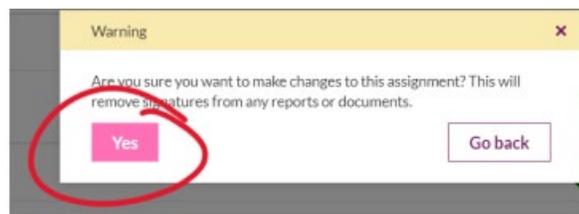


3. A text box will pop up asking what field faculty liaison you would like to send the request to reopen the assignment. Please select the faculty that teaches your seminar class.

4. When the field faculty approves you will receive a notification in your inbox. WVU-School of Social Work - Tevera Quick Reference Guide



5. Open the assignment as regular, make your changes, and resubmit as usual. If your assignment requires signatures, please make sure to select the correct signees.