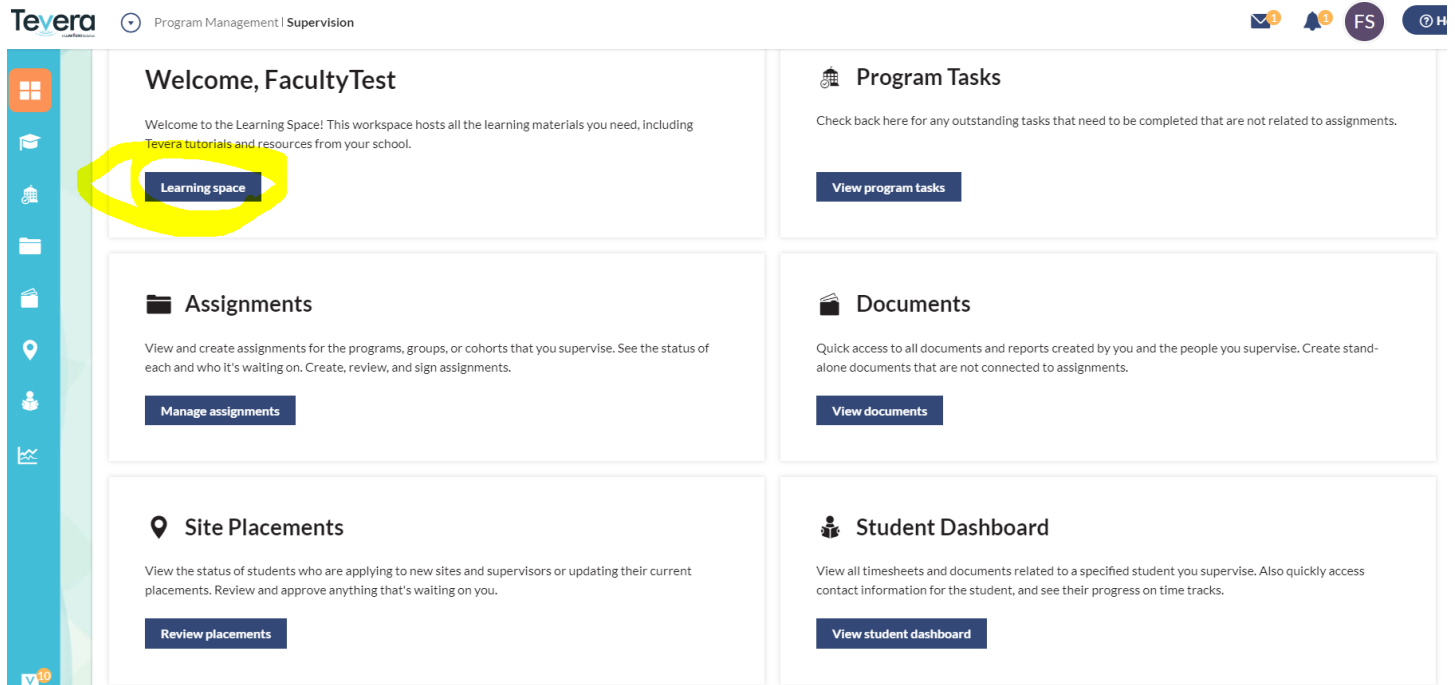


## Fieldwork Course Instructors and Tevera Processes and Requirements (Methods)

After transitioning to Tevera in Fall of 2023, we have created this document to let you know about Tevera, our assessment, data and documentation software and expectation for course instructors for Methods level courses with a fieldwork assignment. Please note that our Education students pay \$215 for a lifetime subscription to Tevera so they have an ongoing way to monitor their progress as educators. We want them to see the value of that purchase as well as everyone receiving documentation of their Program requirements. Not everything in your course will be in Tevera, at least not yet. Most assignments, syllabi, and other course items will be in Moodle. We may later integrate Moodle with Tevera but we are all still learning so for now many things are kept separate.

As soon as you set up the field assignment for your students, please communicate each candidate's mentor teacher name, email and school to Cheryl Torline so that she can create a Tevera account for them and connect them as the site supervisor for that candidate. The cooperating **teachers will receive an email invitation** from Tevera inviting them to set up their Tevera profile. Please let them know this is mandatory. You will find that the Tevera is very secure in log in, etc.

We strongly encourage you and the mentor teacher to bookmark the Tevera site [hanover.tevera.app](https://hanover.tevera.app) so log in as needed quickly. Below is a sample screenshot similar to your Dashboard in Tevera. Please note the highlighted box called **LEARNING SPACE**. This contains very short tutorials that will teach you about the software and you can refer back to it any time you need to. Understanding the program tasks without utilizing the tasks in the learning space is almost impossible.



**Tevera** Program Management | Supervision

**Welcome, FacultyTest**

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

**Learning space**

**Program Tasks**

Check back here for any outstanding tasks that need to be completed that are not related to assignments.

**View program tasks**

**Assignments**

View and create assignments for the programs, groups, or cohorts that you supervise. See the status of each and who it's waiting on. Create, review, and sign assignments.

**Manage assignments**

**Documents**

Quick access to all documents and reports created by you and the people you supervise. Create stand-alone documents that are not connected to assignments.

**View documents**

**Site Placements**

View the status of students who are applying to new sites and supervisors or updating their current placements. Review and approve anything that's waiting on you.

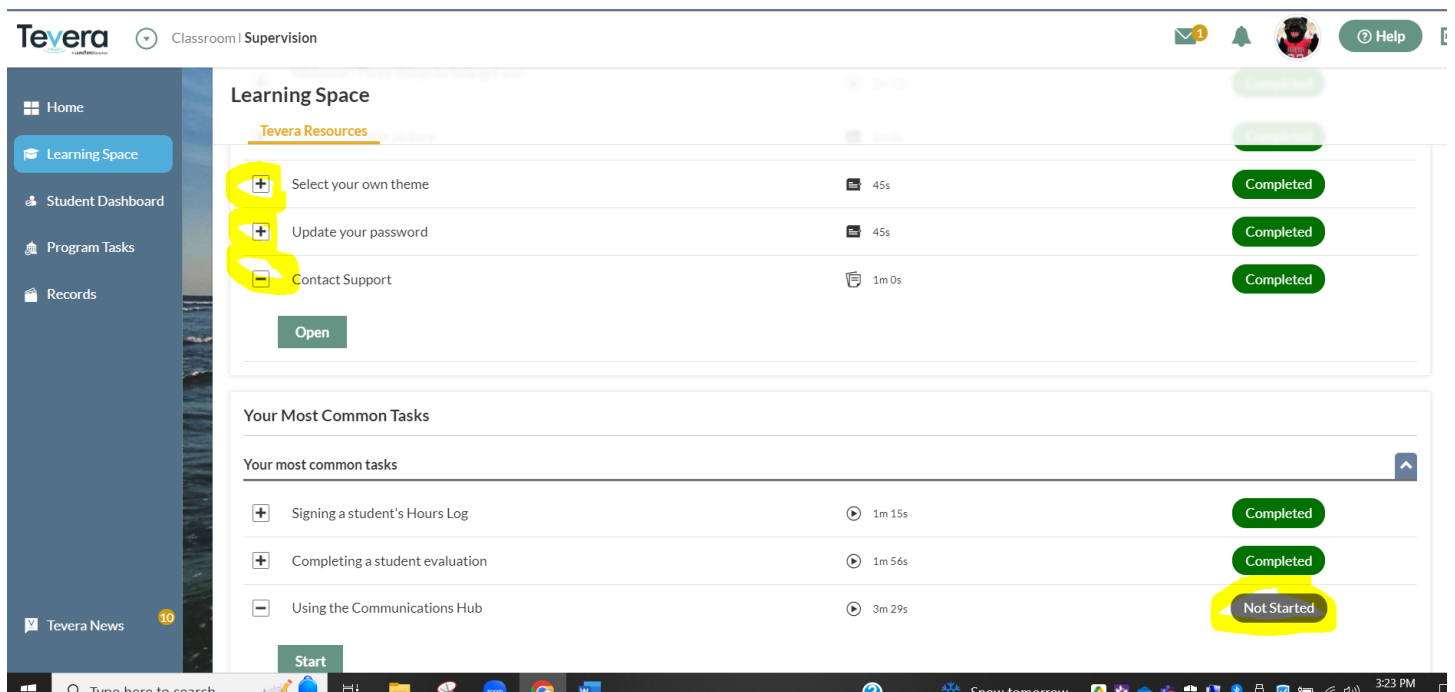
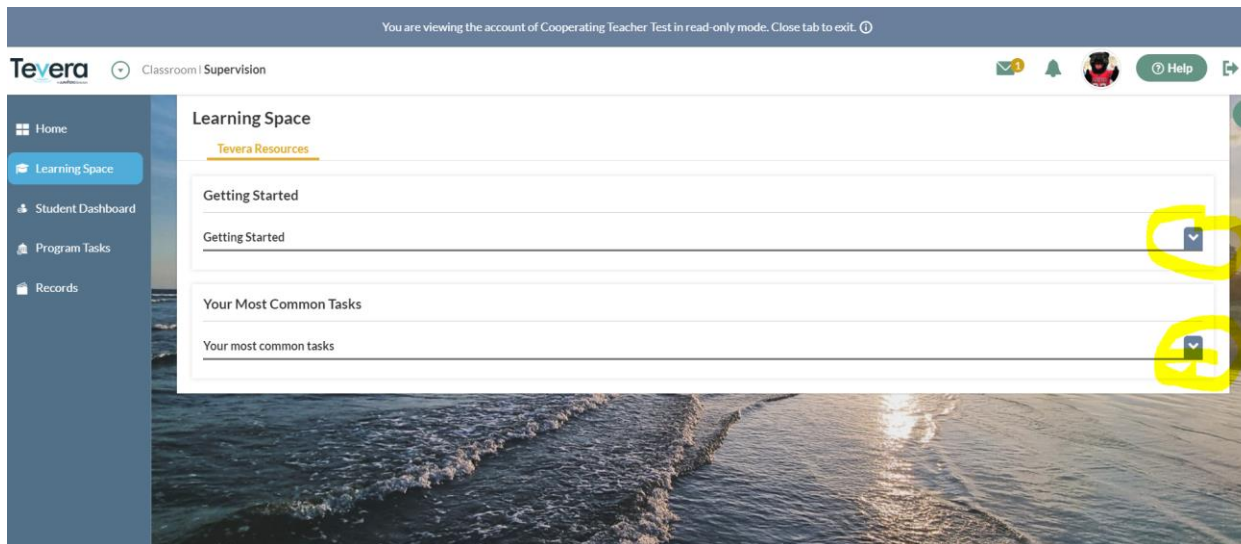
**Review placements**

**Student Dashboard**

View all timesheets and documents related to a specified student you supervise. Also quickly access contact information for the student, and see their progress on time tracks.

**View student dashboard**

Please notice the down arrows on the next screen – these will open the menus for the tutorials as seen in the next two screenshots:



If you have not completed the tutorial, you will see a gray **NOT STARTED** button to start. \*See above.

Also note that you can open/reopen each task by clicking on **the +** sign to expand the menu. These **+** signs are used throughout Tevera to provide more detail.

You can also ask a specific question by clicking on the **CONTACT SUPPORT** button and utilizing additional tutorials and other resources.

Their tools are the best we have ever seen!

### Question 1: What are the things that course instructors need to do in Tevera?

The biggest thing a course instructor needs to do in Tevera is ensure that the Teacher Candidate and the Mentor Teacher (sometimes called Site Supervisor or Cooperating Teacher in Tevera lingo) complete their required tasks in Tevera.

A BIG difference in Tevera is that it is basically student-driven. All timesheets and evaluations and lesson observations are assigned by the student in the original course set up by an administrator.

Course instructors should complete some Lesson Observation Forms in Tevera. Usually Students will assign those to you but you can create additional assignments in Tevera by going to **MANAGE ASSIGNMENTS**. Completed assignments should show in **DOCUMENTS**.

**NOTE: In many cases, the instructor needs to SIGN a form or timesheet. This is done by typing in your Tevera password or signing using the mouse.**

The screenshot shows the Tevera dashboard for a supervisor. The top navigation bar includes the Tevera logo, a back arrow, the text 'Program Management | Supervision', and notification icons for email (4), a bell (1), and a profile icon labeled 'FS'. The dashboard is organized into a grid of six panels:

- Welcome, FacultyTest:** A welcome message and a 'Learning space' button.
- Program Tasks:** A message about outstanding tasks and a 'View program tasks' button.
- Assignments:** A message about managing assignments, with a yellow circle highlighting the 'Manage assignments' button.
- Documents:** A message about document access, with a yellow circle highlighting the 'View documents' button.
- Site Placements:** A message about student placements and a 'Review placements' button.
- Student Dashboard:** A message about student timesheets and a 'View student dashboard' button.

## Question 2: What will mentor teachers do in Tevera?

The following items happen in Tevera:

- **Approving Time Sheets:**

Your teacher candidate must log their field hours for fieldwork in their Tevera accounts. As they do so, you will receive a request to sign off on their record to ensure the record is accurate. At minimum, a Methods field assignment requires a minimum of 20 hours in a semester. Keep in mind that Hanover College Semesters end many weeks before the K-12 school semester. There is a tutorial about approving timesheets.
- **Lesson Observations:**

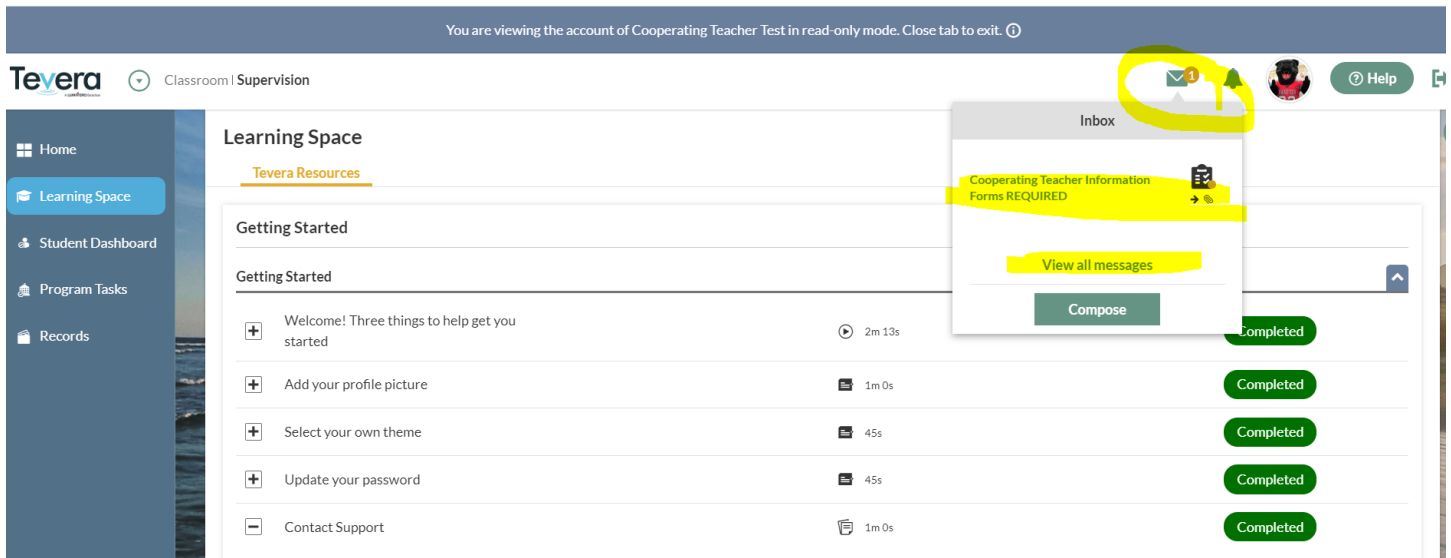
The student can assign you a **Lesson Observation Form** that will be a quick and documented way to provide feedback to your teacher candidate. You do not have to do this every time, but keep in mind that the student will need to assign the task to you. There is a NOT APPLICABLE column that you can choose, but it does require a response for every criterion on the form. Additionally, there is a space for your comments and feedback on the lesson at the end. The Cooperating teacher will sign the form by either entering your Tevera password or actually signing using the mouse. We do not take off points for mouse penmanship. Once you have signed the Lesson Observation Form, then it will go to the teacher Candidate to sign and finally to the Hanover College course instructor. We have included a PDF of this form at the end of this guide. This is NOT required for every lesson, but we hope to have two or three forms.
- **Final Methods Candidate Evaluation Forms:**

Your teacher candidate should assign this form to you early in the field work experience so you are both prepared for what you will be asked to evaluate at the end of the term. It also will have a NOT APPLICABLE

column, and every field must have a ranking. Comments can and should be added at the bottom of the form, and any ranking below effective requires explanation. This evaluation is teaching content area specific and is several pages long. This also serves to create goals for the student in Student Teaching and is identical to the *Final Student Teaching Candidate Evaluation Form* in order to document candidate growth in weaker areas.

*\*Please note that candidates must have a 90% effectiveness rate to advance to Student Teaching approval and cannot have a score of "1" in any dispositional non-negotiables which are indicated by an \* on the rubric.*

- Additionally, our accreditors, CAEP mandates that we maintain records of our cooperating teachers' qualification and credentials. You will receive a request for that form in the **Communication Hub** which is shown in the screenshot below. You can also send program personnel messages in that hub.



**IMPORTANT:** It is the course instructor's responsibility to ensure that all tasks are completed by their students as well as the Cooperating Teacher. If you need assistance, please review the tutorials first as well as utilizing the HELP feature to go to the TEVERA KNOWLEDGE BASE. If you think an assignment is missing from the course, do contact Cheryl to check on that as well as if the proper "signer" does not appear to be available for you or a student. **Again, in most cases, the instructor must sign off on assignments before the student can see them.**

Tevera is editing our Methods Candidate Evaluation Forms to include a NOT APPLICABLE button because every student will not have an opportunity to demonstrate every criterion on the Evaluation but currently, all fields are required to be scored. Please encourage the mentor to provide feedback and comments on the forms, especially if the score is below EFFECTIVE.

**Remember that the candidate will fail with any score of INEFFECTIVE SCORES in our non-negotiable categories indicated by an asterisk.\***

**They also must have a 90% effectiveness ranking to pass into a Student Teaching Course. Please contact Dr. Bailey right away if there are indications that the teacher candidate is in deep waters so that an intervention may be put into place if indicated.**

We are still learning the ins and outs of Tevera! But we are encouraged by our progress so far.

Please note that Cheryl will take care of getting W9s, direct deposits, and PGP points, as well as credential forms.