

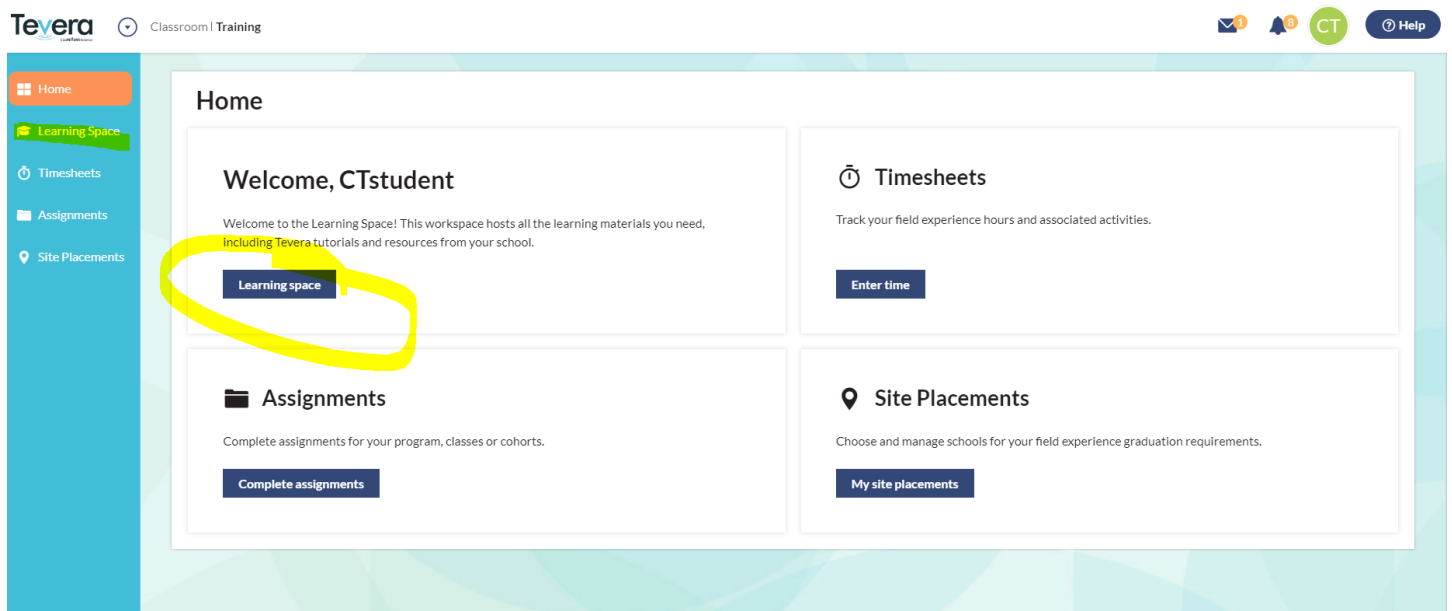
Students' Guide to Tevera Processes and Requirements

After transitioning to Tevera in Fall of 2023, we have learned a lot and created this document to let you know about more Tevera, our assessment, data and documentation software and expectation for teacher candidate enrolled in courses with a fieldwork assignment. We want you to see the value of that purchase as well as everyone receiving documentation of 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. The things in Tevera are geared towards Decision Points and advancing in the program, and fieldwork.

The course instructor must send each student'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. It is the instructor who should let them know that this is mandatory. They will have received a *Guide for Tevera for Cooperating Teachers*.

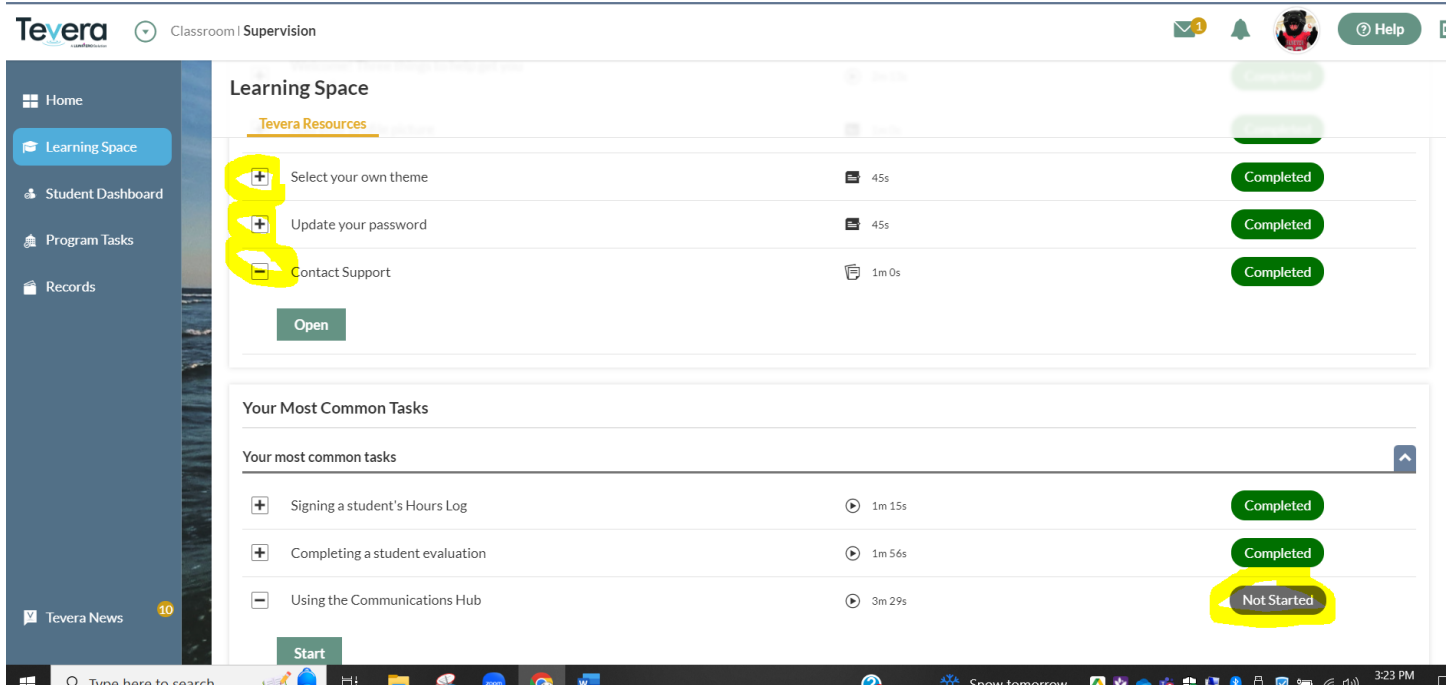
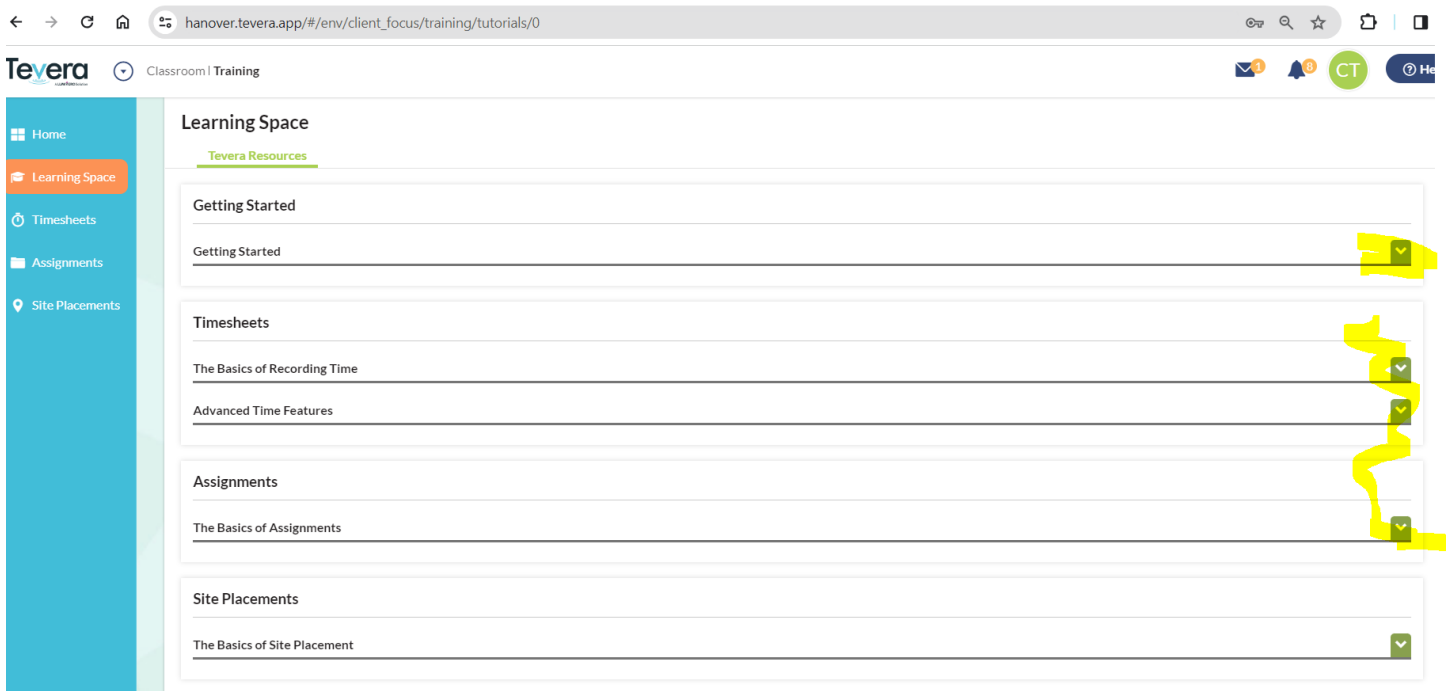
We strongly encourage you and the mentor teacher to bookmark the Tevera site hanover.tevera.app so log in is a quick process. Below is a test student account screenshot similar to your Dashboard in Tevera. Please note the highlighted box called **LEARNING SPACE**. This contains very short tutorials that will teach you about the software and you can refer back to it any time you need to. Understanding the Tevera program tasks without utilizing the tasks in the learning space is almost impossible.

We learned a lot from the mistakes last term and want to ensure everyone understands why needs to happen in TEVERA, so without further ado – let us introduce and review. Highlighted are the ways to get to your **Learning Space**



The screenshot shows the Tevera dashboard for a Classroom I Training student. The top navigation bar includes the Tevera logo, a dropdown menu for 'Classroom I Training', and utility icons for notifications, a profile icon labeled 'CT', and a 'Help' button. The main content area is titled 'Home' and features four primary action cards: 'Welcome, CTstudent' (with a 'Learning space' button highlighted by a yellow circle), 'Timesheets' (with an 'Enter time' button), 'Assignments' (with a 'Complete assignments' button), and 'Site Placements' (with a 'My site placements' button). A left-hand sidebar contains navigation links for Home, Learning Space, Timesheets, Assignments, and Site Placements.

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 students and the mentor teacher have 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.

Students go into their **ASSIGNMENTS** area and assign each task to either their mentor teacher or the Hanover College course instructor. Be sure to know that the + sign opens the menu (especially if you have opened it before). You will have an assignments area for each class and/or Decision Point you are in. If you do not see something you should have, contact Cheryl ASAP. She has to make a lot of connections in set up.

See the following screenshot. Be sure to scroll down to see ALL your assignments!!

Question 2: What about Timesheets/Time Tracking

I have been told it is easier to start on the Timesheets menu item on the left navigation pane. Once there, toggle to the MONTH view for the options to record your time, make repeating times, and edits of times. Students then assign the time tracks that should reflect that week’s entries, to their mentor teacher to sign off on, and then the course instructor will also have the times to view.

PLEASE NOTE THE MORE ACTIONS BOX WITH THE DROP DOWN ARROW. There are tools that you can use to repeat your schedule once it is set up or to edit your time (for example for a snow day or spring break, etc).

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

The following items happen in Tevera:

- Approving Time Sheets:**
 The education students log hours in Tevera for fieldwork. As they do so, they 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 per course. Keep in mind that Hanover College Semesters end many weeks before the K-12 school semester. There is a tutorial about approving timesheets in the Cooperating Teacher Learning Space and Tutorials
- Lesson Observations:**
 There will be multiple **Lesson Observation Forms** in each of your Tevera assignments. Students must assign that to the proper person. This is a quick and documented way to provide and receive feedback on the lesson taught (this will not apply to 200 level courses). Mentors do not have to do this every time but need to provide feedback every time. Keep in mind that YOU the student will need to assign the task, or the teacher will not have the form.

There is a NOT APPLICABLE column that the cooperating teacher you can choose, but there must be some response for each criterion on the form. Additionally, there is a space for the teacher's comments and feedback on the lesson at the end. All parties sign the form by either entering their Tevera password or actually signing using the mouse. We do not take off points for mouse penmanship.

Once the teacher has 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. Again, this is NOT required for every lesson, but the teacher may want to use it every time. Additionally, the Hanover College instructor will want to complete some Lesson Observation Forms for your records as well.

- **Final Evaluation Forms:**

For EDU 221 students, you should assign the Early Fieldwork Feedback Form to your assigned teacher early in the field placement. This is so they know what they are asked to evaluate at the end of the term.

For Methods (300 level) and Student Teaching (400 Level) there are more evaluations. Again, the teacher candidate assigns the forms to the cooperating teacher. The evaluations should be assigned early in the field placement so you are both prepared for what you will be asked to evaluate at the end of the term. The Methods Candidate Evaluations will have a NOT APPLICABLE column after Tevera finishes the edits (by the end of January) 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 Methods and Student Teaching 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.*

Question 3: What will my course instructor do in Tevera?

IMPORTANT: It is the course instructor's responsibility to ensure that all tasks are completed by their students as well as the Cooperating Teacher. Course instructors should be able to see all their students' time tracks, lesson observations, and assignments in their own Tevera Student Dashboard. If they need assistance, they can also review the tutorials first as well as utilizing the HELP feature to go to the TEVERA KNOWLEDGE BASE. They will also need their students to assign the Lesson Observations Form to them to have a record of progress in Tevera. Tevera will show you what you are waiting for an assignment to be marked as COMPLETED.

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 or another issue with Tevera.

Please do not ignore your responsibilities to ensure you have the requirements for your field assignments. Many students in Fall term did not receive their field work evaluations and this CANNOT happen in Winter as this feedback is required to pass Decision Point 2 and Decision Point 3. Again, in most cases, the instructor must sign off on assignments before the student can see them.

NOTE: Tevera is currently editing our Methods Candidate Evaluation Forms and the Midterm Student Teaching Evaluation Forms to include a NOT APPLICABLE button because every student will not have an opportunity to demonstrate every criterion on the evaluation. Anything scored below effective should have comments to back up that score. Students should make sure that they receive that documentation.

Remember that a Methods and/or Student Teaching candidate will fail with any score of INEFFECTIVE in our non-negotiable categories indicated by an asterisk.*

You must also have a 90% effectiveness ranking to pass Decision Point 2 or 3. The course instructor and the mentor teacher should communicate issues like that to Dr. Bailey in time for an intervention for success.

We are still learning the ins and outs of Tevera! We learned a lot so far and we are encouraged by our progress so far. Tevera seems much more user-friendly compared to our previous software. The biggest part to remember is the active role the student and the course instructor have in rather than the assignments being at the administrative level!!

If you struggle with a facet of Tevera and you have used the LEARNING SPACE and HELP resources, contact Cheryl Torline for assistance!! LET YOUR INSTRUCTOR KNOW IF YOU HAVE CONCERNS ON MISSING TASKS.