

Educator – Printing Evaluation Feedback Forms

Student Business Systems Team

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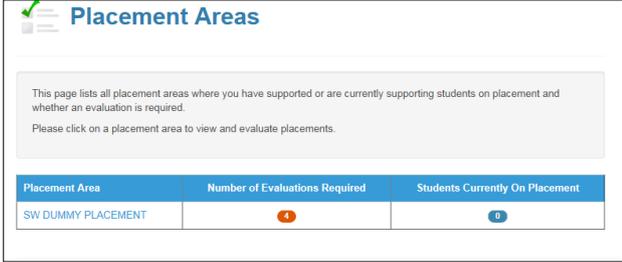
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Educator - Printing Evaluation Feedback Forms

- 1) Log in to the [Social work portal](#)
NB: If you have issues logging into the social work portal or have forgotten your username and/or password, please email sds.operations@uwe.ac.uk.

- 2) On the banner at the top of your screen, click on the  option.

- 3) All the placements you support will be listed:



Placement Area	Number of Evaluations Required	Students Currently On Placement
SW DUMMY PLACEMENT	1	0

- 4) Click on the placement area that you would like to print an evaluation form for.
- 5) You will be presented with all the students you have been required to do evaluations for, for this placement. Go to your chosen student and click 'View evaluation'.

Students you supported on this Placement

Student	Placement Level	Date From	Date To	Your role on this placement	Have I Evaluated?	
Student, Tweety		01/10/2018	20/01/2019	ON SITE SUPERVISOR	✗	Evaluate this placement...
Student, Sylvester		01/10/2018	20/01/2019	ON SITE SUPERVISOR	✗	Evaluate this placement...
Student, Daffy		01/10/2018	20/01/2019	ON SITE PRACTICE EDUCATOR	✓	View evaluation
Social, Sam, Ms		01/10/2018	20/01/2019	PRACTICE EDUCATOR	✗	Evaluate this placement...
Stude Bugs		01/10/2018	20/01/2019	PRACTICE EDUCATOR	✗	Evaluate this placement...

Click to view evaluation

- 6) Your completed evaluation for this student will then appear.
- 7) To print, right click and a box will come up. Click on 'Print' and follow your usual printing process.