

Tutor Evaluation User Guide

Student Business Systems Team

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Tutor Evaluation User Guide

The evaluation period for tutors starts four weeks after the student's placement has been completed and will run for four weeks. You will receive emails during this time asking you to complete your reviews.

- 1) Access the evaluation form via the [Social Work Portal](#).
- 2) Log in using the username and password that has been emailed to you. If you experience trouble logging in, please contact sds.operations@uwe.ac.uk.

The screenshot shows the 'Off-Site Evaluations' portal with a 'Login' section. The page has a blue header with the text 'Off-Site Evaluations' and a green checkmark icon. Below the header, the word 'Login' is displayed in a large blue font. There are two input fields: 'Username:' and 'Password:'. A red box highlights the 'Enter' key on a keyboard, with an arrow pointing to the 'Username:' field. Another red box highlights the 'Enter' key, with an arrow pointing to the 'Password:' field. A third red box highlights the 'Login' button, with an arrow pointing to it and the text 'Click 'Login' once username and password have been entered'.

- 3) Once logged in, click 'My Students':

The screenshot shows the 'Off-Site Evaluations' portal home page. The page has a blue header with the text 'Off-Site Evaluations' and a green checkmark icon. Below the header, the text 'Welcome to the Off-Site Evaluations Portal' is displayed in a large blue font. There are two navigation tabs: 'Home' and 'My Students'. A red box highlights the 'My Students' tab, with an arrow pointing to it and the text 'Click 'My Students''.

Within the Portal Guidance Tutors are able to:

- To review completed evaluations for Students, Practice Educators and Practice Supervisors in line with QAPL.
- View Placement allocations for their students which will include contact information, type of experience, placement dates.

Please navigate to [My Students](#) to browse student placements and evaluations.

- 4) 'My Students' shows your tutees *only if* the student or their educator/supervisor has completed an evaluation. You are required to add a response against each evaluation completed and add your final comments on the placement suitability. You can also view and evaluate your other tutees (see point 7).

This page lists the placements for the students that you are tutoring.
Only those placements where the student has completed their evaluation are listed.
Click on the  icon to view a particular placement.
Show all placements

	Student	Placement Area	Date From	Date To	No. of Evals Awaiting Review
01.18STEP					
		SW CHILDREN LOOKED AFTER TEAM (TORQUAY) / OTHER - LOOKED AFTER CHILDREN (LAC) [100 DAY PLACEMENT]	13/08/2018	24/02/2019	2
		SW CHILDREN LOOKED AFTER TEAM (N SOMERSET) / ADOPTION AND FOSTERING [100 DAY PLACEMENT]	13/08/2018	24/02/2019	2
		SW SINGLE ASSESSMENT TEAM / CHILDREN AND FAMILIES [100 DAY PLACEMENT]	13/08/2018	24/02/2019	2
		SW COMMUNITY FAMILY TEAM EAST (N SOMERSET) / CHILDREN AND FAMILIES [100 DAY PLACEMENT]	13/08/2018	24/02/2019	1

- 5) Click on the view icon  next to a student's name to show the Student Placement Details & Evaluation page
- Where an evaluation has been received from the student or their practice educator/supervisor, you are **required** to fill in the Comment boxes.

Evaluations for this placement

This section shows whether an evaluation has been submitted by the Student, Practice Educator and Practice Supervisor (if applicable). You will be able to review completed evaluations and leave comments in line with QAPL. Please note that all fields are mandatory. This includes the "Evaluation of Placement by Tutor" section below.

Click the link to view the evaluation from the student or

Evaluation Completed By	Date Submitted	View Evaluation (opens in popup window)	Response from Tutor <i>Comment on the student's practice supervisor's and/or educator's responses to the questionnaire.</i>
Student, Tweety (Student)	04/02/2019	View Evaluation (opens in popup window)	<input type="text"/> <input type="button" value="Save Comment"/>
Mr Bart Educator (ON SITE SUPERVISOR)			<input type="text"/> <input type="button" value="Save Comment"/>
Miss Lisa Educator (ON SITE SUPERVISOR)	09/04/2019	View Evaluation (opens in popup window)	<input type="text"/> <input type="button" value="Save Comment"/>

You will need to add your comments here and click save

- 6) Once you have completed the 'Response from tutors' comments boxes, your final evaluation box will appear. You must then click 'Submit Evaluation'.

Evaluation of Placement by Tutor

Should this placement be used again?

Yes No Yes with further development

What specific aspects of the placement and its quality lead you to make this recommendation for its future use?

- 7) On the 'My Students' screen tick to show all placements: Show all placements

- 8) All students that are linked to you as a tutor (past and present) will appear in this list. Find the student you want to evaluate against and run through the above evaluation process.