

Educator – Evaluation User Guide

Student Business Systems Team

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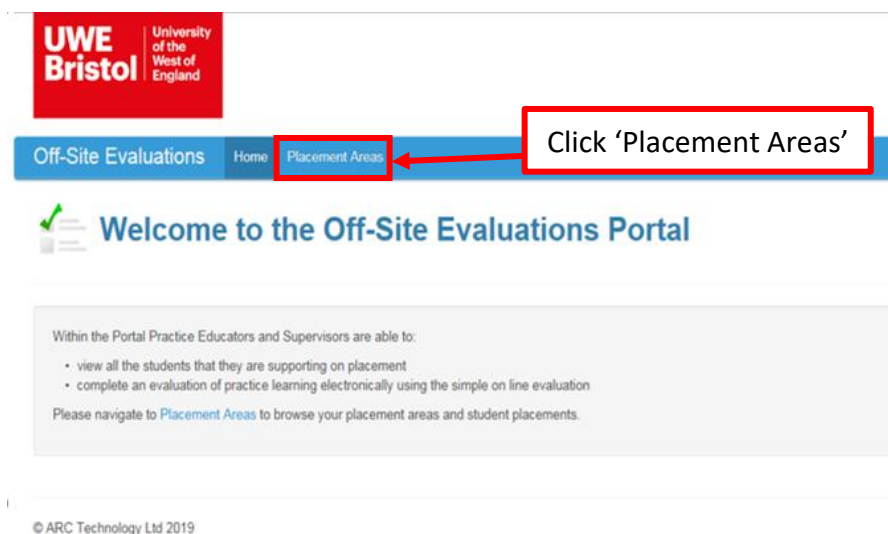
The evaluation period for Educators starts when student's placement has been completed and will run for 4 weeks. You will receive emails during this time asking you to complete your reviews.

Access the evaluation form via the [Social Work Portal](#).

Log in using the username and password that has been sent to you via email. If you are experiencing trouble logging in, please email arc.systems@uwe.ac.uk

The screenshot shows the 'Off-Site Evaluations' login page. It features a blue header with the text 'Off-Site Evaluations' and a 'Login' button with a green checkmark icon. Below the header are two input fields: 'Username:' and 'Password:'. A red box highlights the 'Login' button. Three red callout boxes with arrows point to the input fields and the button: one points to the Username field with the text 'Enter', another points to the Password field with the text 'Enter', and a third points to the Login button with the text 'Click Login once username and password have been entered'.

1. Once logged in, click 'Placement Areas'



This will bring up the placement area (s) and inform you of the evaluation(s) you have to complete.

Click on the placement area name to load the students you need to evaluate.

Placement Areas

This page lists all placement areas where you have supported or are currently supporting students on placement and whether an evaluation is required. Please click on a placement area to view and evaluate placements.

Placement Area	Number of Evaluations Required	Students Currently On Placement
SW DUMMY PLACEMENT	3	0

Click 'Placement Areas'

- Click 'Evaluate this placement to evaluate.'

Placement Area: SW DUMMY PLACEMENT

This page lists all the students that you have supported or are currently supporting at this placement area. You will also be able to view evaluations you have submitted previously and be prompted to complete an evaluation where required.

Click

Students you supported on this Placement

Student	Placement Level	Date From	Date To	Your role on this placement	Have I Evaluated?	
Student, Bugs		01/10/2018	20/01/2019	PRACTICE EDUCATOR	✘	Evaluate this placement...
Student, Daffy		01/10/2018	20/01/2019	ON SITE PRACTICE EDUCATOR	✘	Evaluate this placement...
Social, Sam, Ms		01/10/2018	20/01/2019	PRACTICE EDUCATOR	✘	Evaluate this placement...

The Evaluation of Practice Learning Experience will open and you will be required to scroll down through 13 Questions.

Once completed click Submit Evaluation button.