

Educator – Evaluation User Guide

Student Business Systems Team

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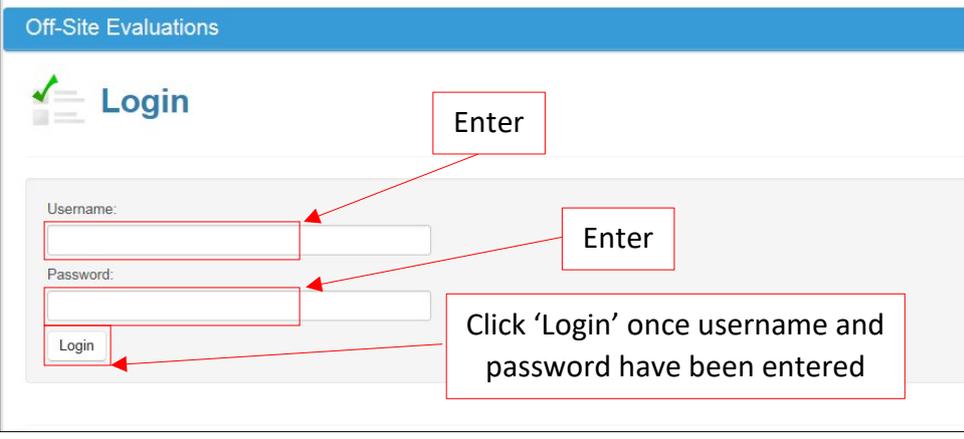
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Educator Evaluation User Guide

The evaluation period for Educators starts when a 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.

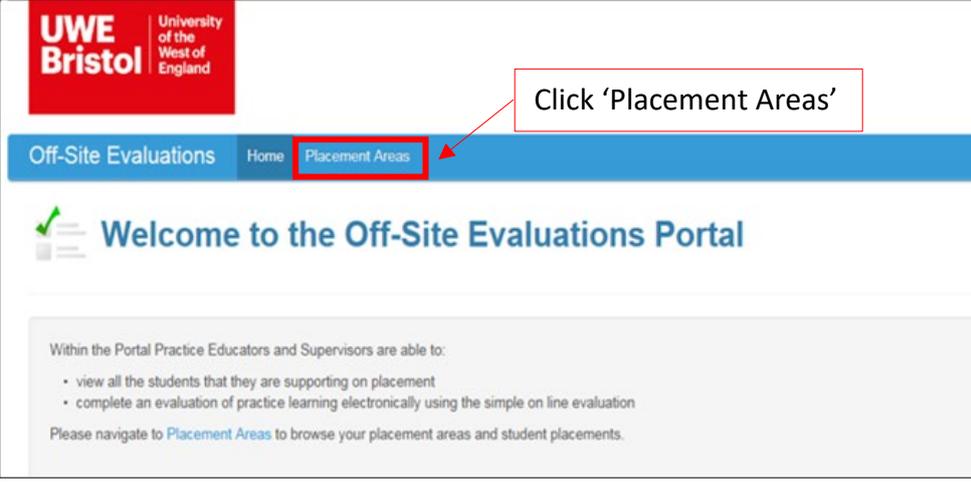
Access the evaluation form via the [Social Work Portal](#).

Log in using the username and password that has been emailed to you. If you experience trouble logging in, please email sds.operations@uwe.ac.uk.



The screenshot shows the 'Off-Site Evaluations' login page. At the top left is the 'UWE Bristol' logo. Below it is a 'Login' heading with a green checkmark icon. The login form contains three fields: 'Username:', 'Password:', and a 'Login' button. Red boxes and arrows highlight the 'Enter' key for both the Username and Password fields, and the 'Login' button. A larger red box with text says 'Click 'Login' once username and password have been entered'.

1. Once logged in, click 'Placement Areas':



The screenshot shows the 'Off-Site Evaluations Portal' home page. At the top left is the 'UWE Bristol' logo. Below it is a navigation bar with 'Off-Site Evaluations', 'Home', and 'Placement Areas' links. The 'Placement Areas' link is highlighted with a red box and an arrow pointing to it from a text box that says 'Click 'Placement Areas''. Below the navigation bar is a 'Welcome to the Off-Site Evaluations Portal' heading. Underneath, there is a list of user capabilities and a note to navigate to 'Placement Areas'.

This brings up the placement area(s) and informs you of the evaluation(s) you have to complete. Click on the placement area name to load the students you need to evaluate.

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Off-Site Evaluations Home Placement Areas

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
SW DUMMY PLACEMENT	3

2. Click 'Evaluate this placement' to evaluate:

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Off-Site Evaluations Home Placement Areas

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.

Students you supported on this Placement

Student	Placement Level	Date From	Date To	Your role on this placement	Have I Evaluated?	Evaluate this placement.
Student_Bugs		01/10/2018	20/01/2019	PRACTICE EDUCATOR	X	Evaluate this placement.
Student_Daffy		01/10/2018	20/01/2019	ON SITE PRACTICE EDUCATOR	X	Evaluate this placement...
Social_Sam_Ms		01/10/2018	20/01/2019	PRACTICE EDUCATOR	X	Evaluate this placement...

The Evaluation of Practice Learning Experience will open, and you will be required to scroll through and answer 13 questions.

Once completed, click the 'Submit Evaluation' button.