

Tutor Evaluation User Guide

Student Business Systems Team

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Tutor Evaluation User Guide

The evaluation period for tutors starts 4 weeks after the students placement has been completed and will run for 4 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 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' portal with a 'Login' section. Red boxes and arrows highlight the following elements:

- A red box labeled 'Enter' points to the Username input field.
- A red box labeled 'Enter' points to the Password input field.
- A red box labeled 'Click Login once username and password have been entered' points to the Login button.

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

The screenshot shows the 'Off-Site Evaluations' portal home page. A red box labeled 'Click 'My Students'' points to the 'My Students' link in the navigation bar. Below the navigation bar, the page displays the text 'Welcome to the Off-Site Evaluations Portal' and a list of capabilities for tutors within the portal.

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

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

completed and add your final comments on the placement suitability. You can view and evaluate your other tutees, see point 7.

- 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 comments 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	Response from Tutor
Student, Tweety (Student)	04/02/2019	View Evaluation (opens in popup window)
Mr Bart Educator (ON SITE SUPERVISOR)		<input type="text"/> Save Comment
Miss Lisa Educator (ON SITE SUPERVISOR)	09/04/2019	View Evaluation (opens in popup window) <input type="text"/> 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?

[Submit Evaluation](#)

- 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.