

Tevera

A Tevera account is required for most core courses and for field. Tevera allows the program to efficiently assess CSWE competencies and is critical to accreditation. In Tevera, you also have the opportunity to use your account for secure online storage of all of your academic work, as well as to support you after you leave Aurora University in tracking requirements toward social work licensure.

In this course, you will be required to submit assignments through Tevera. You will be provided access to Tevera through a Tevera access button in your Moodle course. Failure to submit your assignment to Moodle means your assignment will not be accepted and will result in not receiving points for the assignment.

Tevera Information

One Drive (only AU faculty and students can access) folder with training materials:

[Tevera Training Resources](#)

On Campus (AU, Woodstock, and GWC) Courses:

- Instructors will need to add the Tevera link to your respective Moodle pages. To do this, you will go to "Add an activity or resource" and select "external tool." When that window opens up, you will name the activity "Tevera Link" and then choose Tevera from the preconfigured tool drop down menu.
- If you teach an MSW course, select the MSW link. If you teach a BSW course, select the BSW link.
- Attached you will find directions that will be helpful to share with students on how to access Tevera. Please utilize these instructions on your Moodle pages.

- **How to Register as a New User in Tevera**
- As an Aurora University Social Work student, you will automatically be eligible for a Tevera account. Tevera is a field management and assessment platform that will be utilized throughout your time with Aurora University, so an active account is a requirement for all students.
- **Activate your account through the Tevera Registration Moodle page for your program.**
- Upon entry to the Social Work Program at Aurora University, you will be added to a Moodle page that will have a Tevera Registration link. This page will coincide with the program and campus in which you are enrolled.
- **BSW Students**
- For Aurora Campus BSW students, you will find your Tevera Registration link on the [BSW Students Field Resources Moodle page](#).
- For GWC BSW students, you will find your Tevera Registration link on the [BSW Students GWC Field Resources Moodle page](#).
- For Online BSW students, you will find your Tevera Registration link on the [BSW Students Field Resources Moodle page](#).
- For Woodstock BSW students, you will find your Tevera Registration link on the [BSW Students Woodstock Field Resources Moodle page](#).
- **MSW Students**
- For Aurora Campus MSW students, you will find your Tevera Registration link on the [MSW Students Registration Moodle page](#).
- For Online MSW students, you will find your Tevera Registration link on the [MSW Program News & Resources Moodle page](#).
- For Woodstock MSW students, you will find your Tevera Registration link on the [MSW Students Registration Moodle page](#).
- To activate your account, you will go to this Moodle page and click on the Tevera Registration link. You will then be redirected straight to Tevera, and can follow the prompts to complete the registration of your account.

Online Courses:

- Our partners at WES will be adding the link to all our online courses. Please monitor your course to ensure it is added. This will include information on how to register, though please feel free to use the attached directions to support your students as well.
- Please follow up with your students to ensure they understand that registering their Tevera account is not the same as the syllabus confirmation activity, as I have had a few students reach out with questions about that.

All Courses:

- Once the links are added to your Moodle page, you will click on the link yourself to ensure you are connected as the instructor for that course. As students click on the Tevera link from your course, you should then be able to see them populate
- Key assignments should already be added into your classes, but please do a double check and let your Chair/Director know if there are any issues with those assignments.

Please continue to utilize the help desk and resources from Tevera to support any questions you may have regarding the use of the platform. If you have any questions regarding the Tevera link for your course that can't be answered with these resources, please reach out to your respective Chair/Director:

MSW Courses (Aurora, Woodstock, and online): Alison Arendt, aarendt@aurora.edu

BSW Courses (Aurora, Woodstock, and online): Ariana Carlson Maggio, acarlson@aurora.edu

GWC Courses: Wendy Seerup, wseerup@aurora.edu

Field Courses: Alli Schuck, aschuck@aurora.edu

For all courses:

- For instructors who need to use Tevera for your courses this semester, **you must click on the Tevera link in Moodle yourself** at least once for it to populate you as the instructor. Think of it like this: your little Tron motorcycle person is the one that connects you to your assigned courses in Tevera. The little motorcycle sits on your Moodle page until you click the link, then it does its super cool Tron race and connects you with your course in Tevera. If you don't click on the link in your Moodle page at least once, the motorcycle doesn't make the connection (I am sorry for such a ridiculous analogy, but this is a scary peek into how my mind makes sense of things, which is primarily through 80's movie references).
- **The process above also applies to your students.** They have to click on the link for every course they are in for their courses to populate in Tevera.
- If, once you have sent your Tron motorcycle to Tevera, you are still not seeing some of your students listed, it is because they have not clicked on the Moodle link in your course. You will want to remind them to do so.
- Students do NOT get a registration email; they can only register their Tevera accounts through Moodle. For students who are not in a course with a key assessment or field this semester, they will be sent directions on how to set up their accounts sometime next week. If you could please help us share this message to students and help us ease some of their anxiety, it is greatly appreciated.
- Please remind students that they will not fail a course due to any technical issues resulting during this transition period. Grace is the name of the game.

For field liaisons:

- **Site placements and connections with sites are currently under construction.** Tevera is working on making sure that all of our students are appropriately connected to their field sites. If you could please let your students know that we will reach out to them once this has been completed, it is appreciated.
- **Until site connections occur, students will not be able to enter in hours.** They should track hours on their own until this is remediated. They WILL be able to go backwards and track Spring semester hours as soon as this has been remediate.
- More information about moving Via hours into Tevera will be shared next week. Please let students know to hang tight on that for now.
- Please refer students to the Field Resources Moodle pages for Tevera support information if they should have any additional questions.