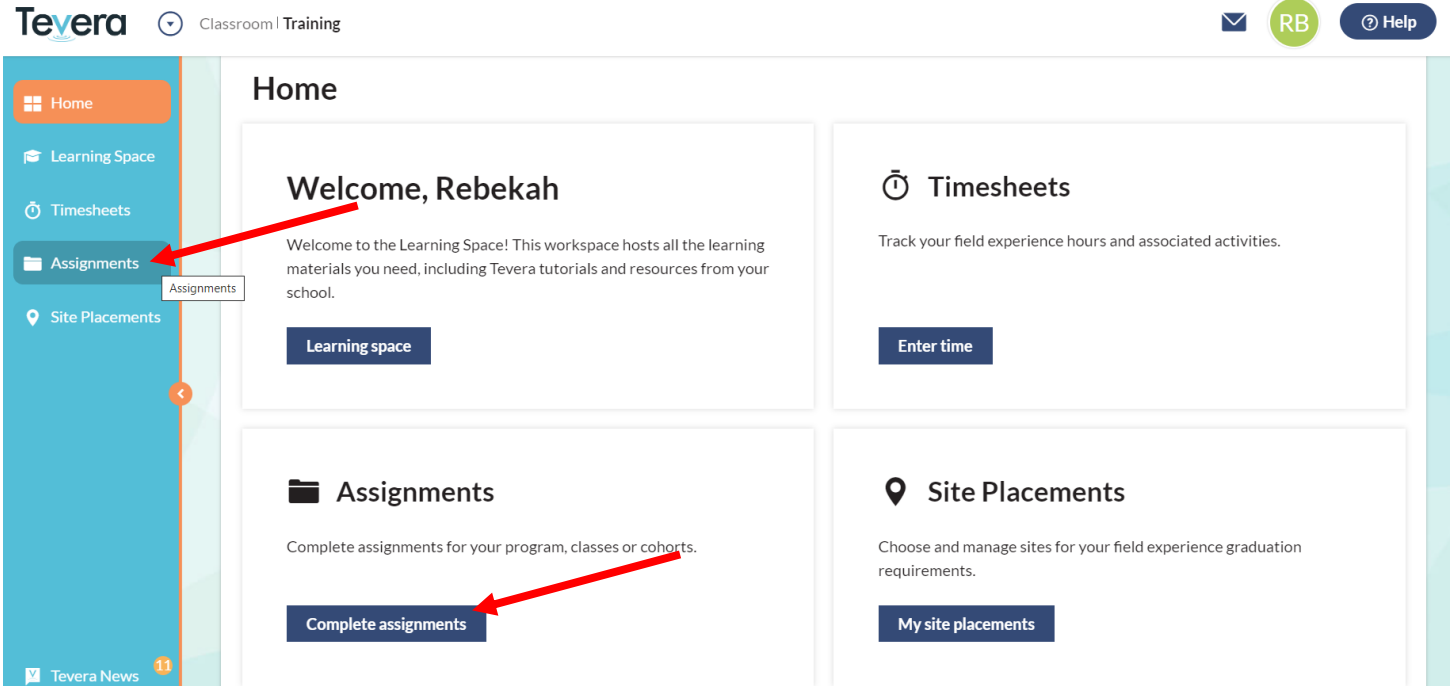
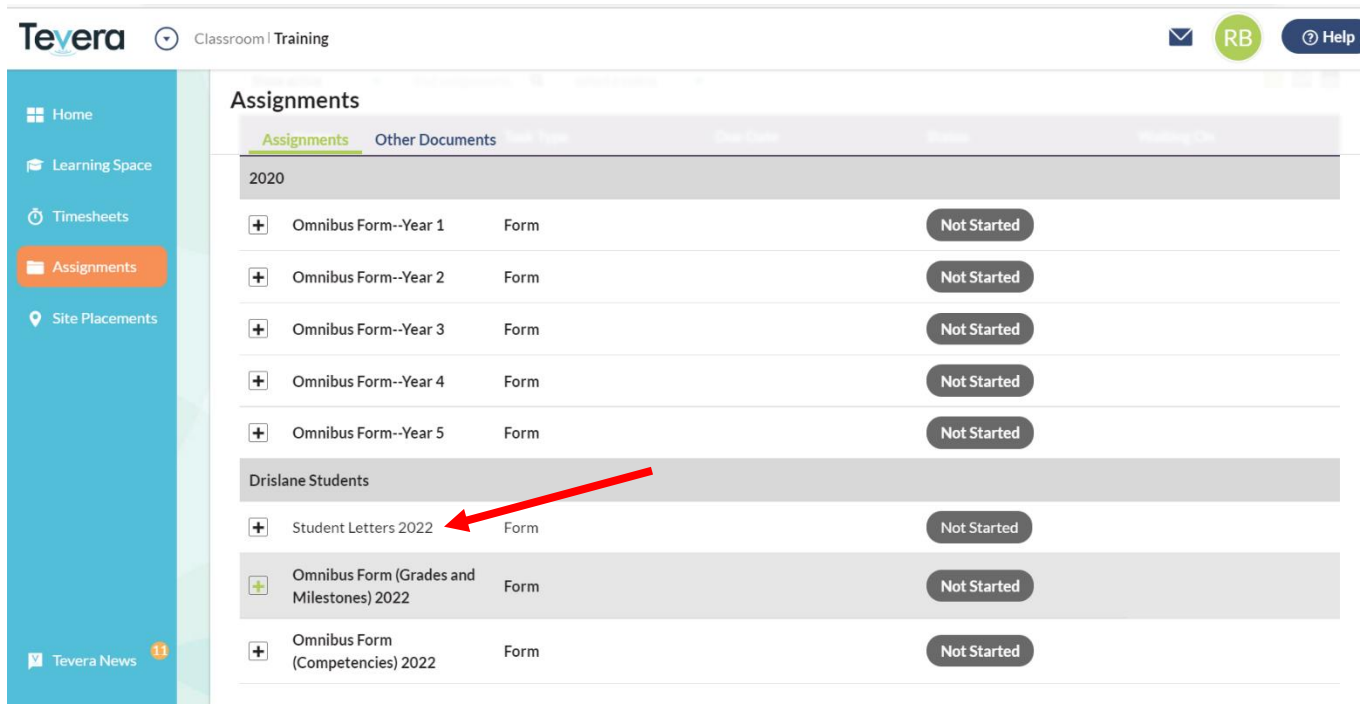


Tevera Guide

1. Go to <https://shsu.tevera.app/> to enter your username and password
 - It is likely you set this up last fall when Jorge sent out the original call for accounts
2. On the side bar, click Assignments. Or do so on the home screen option.



3. Under menu item “*Insert Mentor Last Name* Students”, find the option for Student Letter 2022.



- Click the plus button next to Student Letters 2022, and click Start

The screenshot shows the Tevera Classroom Training interface. On the left is a navigation menu with options: Home, Learning Space, Timesheets, Assignments (highlighted), and Site Placements. The main content area is titled 'Assignments' and has two tabs: 'Assignments' and 'Other Documents'. Below the tabs is a table of assignments:

Assignment	Type	Status
+ Omnibus Form--Year 3	Form	Not Started
+ Omnibus Form--Year 4	Form	Not Started
+ Omnibus Form--Year 5	Form	Not Started
Drislane Students		
- Student Letters 2022	Form	Not Started
The assignment is a(n) online form: Ph.D. Student Annual Letter (SHSU-1017). It can be started at any time. It is required for all assignees.		
+ Omnibus Form (Grades and Milestones) 2022	Form	Not Started
+ Omnibus Form (Competencies) 2022	Form	Not Started

Below the 'Student Letters 2022' assignment, there are two buttons: 'Not Started' and 'Start'. A red arrow points to the 'Start' button.

- Fill out each field at the top that applies to you. (I.e., if you have proposed or defended your thesis at SHSU, please complete that information. If you have proposed or defended your dissertation please complete. Please complete when/who passed you for capstone and comps).
- Fill out each section of the student letter. It will be easier to do this by typing in Word and copying/pasting into the textbox provided when you click on the pencil. Click OK when done.

The screenshot shows the 'Ph.D. Student Annual Letter' form. At the top, there is a navigation bar with a back arrow, the title 'Ph.D. Student Annual Letter', and icons for search, refresh, list, share, and print. Below the navigation bar is the 'Outcome' section with radio buttons for 'Pass' and 'Fail'. The 'Annual Self-Evaluation' section is titled 'Annual Self-Evaluation' and has a green arrow pointing up. Below this is a text prompt: 'Please describe your progress, success, and challenges in the following areas over the past academic year.' The form is divided into several sections, each with a pencil icon for editing:

- Coursework:** A text box with a pencil icon and an 'OK' button.
- Faculty Comments:** A text box.
- Clinical Training:** A text box with a pencil icon.
- Faculty Comments:** A text box.
- Research:** A text box with a pencil icon.
- Faculty Comments:** A text box.

A red arrow points to the pencil icon in the 'Coursework' section.

7. When completed, you will need to sign and choose to send the document to your personal mentor and the DCT (Craig). This should be available to you in a drop down menu upon signing. ALWAYS SAVE WHEN LEAVING THE PAGE AFTER YOU DO ANYTHING.

Ph.D. Student Annual Letter


Department/Program Involvement:
[Link]

Faculty Comments:

Additional Student Comments:
[Link]

Faculty Comments:

Signatures

Student Signature: Sign here 

Faculty Mentor Signature:

Director of Clinical Training Signature:

Finish later