

Getting to Know Tevera: Students

Register for Tevera

- Go to lesley.tevera.app
- Click **Login with Lesley University SSO**. Do not use the login option below SSO.
 - Use the same username and password you use for your Lesley email.

Lesley University Login

If you have a Lesley University login, click here.

Login with Lesley University SSO

Connect your myLesley Blackboard course page to your personal Tevera account

- To view a listing of which courses utilize Tevera, go to the end of this guide.
- **Login** to myLesley at <https://my.lesley.edu>
- Click on **my courses** on the menu at the top of the page.
- Select the course name from your courses list.
- Select **Course Tools** in the course menu on the left-hand side under the header **Course Content**.
- Select **Tevera [your program name, ie. Counseling and Psychology, Expressive Therapies, Social Work]** from the list of tools.
- After you've completed this process once, you won't need to do it again. In the future, you can go directly the Tevera homepage to login and your course will be connected.

Course Content

Course Content & Assignments

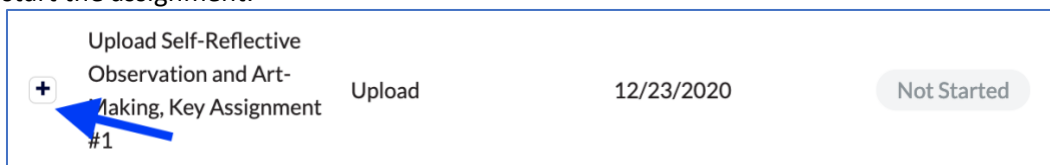
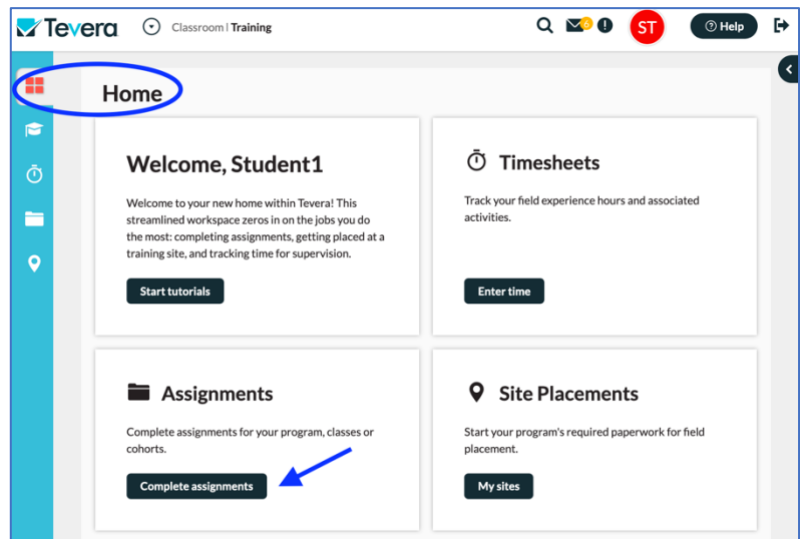
My Grades

Course Evaluations

Course Tools

Find your Tevera Assignments

- Log in to Tevera and navigate to the **Home** page.
- Click on **Complete Assignments** under the Assignments section.
- Scroll through the tasks and assignments are associated with each of your linked courses.
- Click the **+** to the left of the assignment to read any instructions and start the assignment.



Get Familiar with Tevera Assignments for Field Training Classes

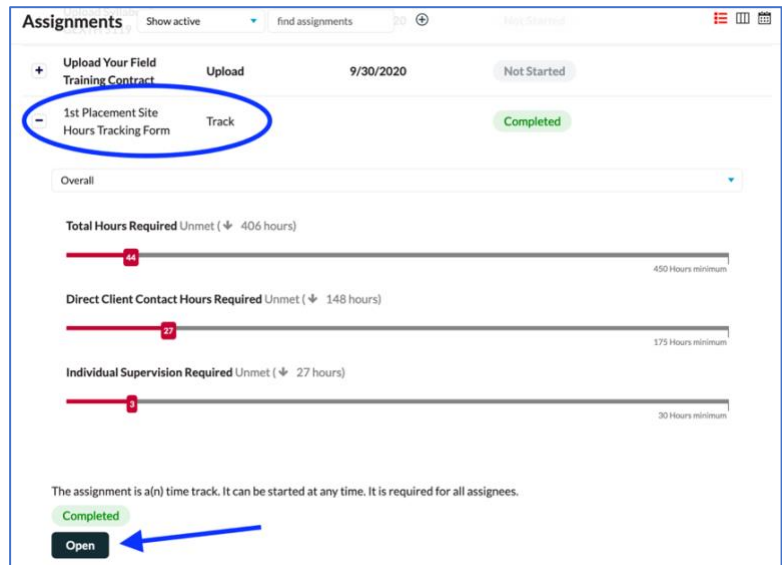
Common Tasks and Assignments for Field Training Classes

**Please note, the exact assignment names vary by program and by field placement year*

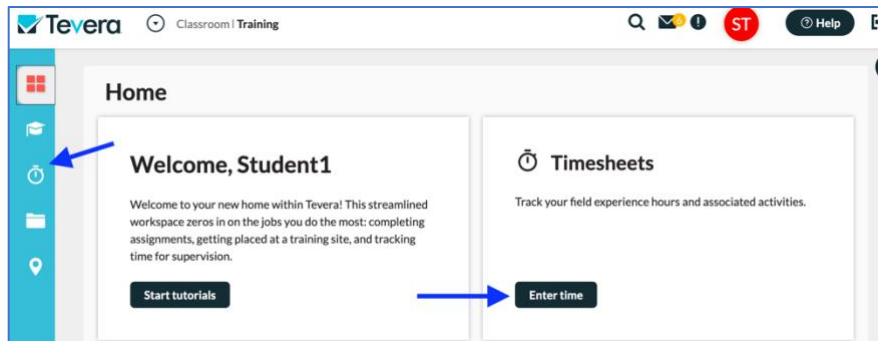
Name	Type	Things to Know
Upload Syllabus	Upload	<p>Upload a copy of your syllabus for your professional records—a state licensure board may request this when you apply.</p> <p style="text-align: right; color: green;"><i>initiated by:</i> student</p>
Site Hours Tracking Form	Track	<p>The first time you go to enter your hours, you'll need to open your "Track" to gain access to the particular set of hours requirements associated with your program and course. This area also provides a quick visual of your overall hours accruals for that track.</p> <p style="text-align: right; color: green;"><i>initiated by:</i> Student</p> <p style="text-align: right; color: green;"><i>*see below (Opening Your Hours Track for the First Time)</i></p>
Weekly Hours Log	Report	<p>Students run a weekly hours log to send a copy of their hours to their instructor to verify that there are no red flags in hours accruals.</p> <p>Please note: Site Supervisor signature is NOT required on weekly logs for the Counseling & Psychology and Expressive Therapies programs, but it is required for the Social Work program. Required signatures will be marked with a red box.</p> <p style="text-align: right; color: green;"><i>initiated by:</i> Student, then signed by Instructor (and for Social Work, also the Site Supervisor).</p> <p style="text-align: right; color: green;"><i>*see below (Weekly Hours Log)</i></p>
Hours Report	Report	<p>Hour Reports represent a milestone in your field training placement (ie. end of semester, end of placement, end of practicum, etc.), and they serve as the official Lesley documentation for grading and licensure verification.</p> <p style="text-align: right; color: green;"><i>initiated by:</i> Student, then signed by Site Supervisor and Instructor</p> <p style="text-align: right; color: green;"><i>*see below (Hours Report)</i></p>
Upload Key Assignment	Upload	<p>Key Assignments are used to gauge the effectiveness of our curriculum across the entire program. Your instructor may also collect a copy of your assignment via other methods (ie. myLesley, email), you are also required to upload key assignments to Tevera as part of your professional portfolio.</p> <p style="text-align: right; color: green;"><i>initiated by:</i> Student</p>
Rubric Key Assignment	Form	<p>Your instructor will provide you with a grade for your key assignment that is separate from Tevera, but they will also be asked to "assess" your key assignment using the rubric in Tevera. "Assessments" are separate from your course grade and are used to help Lesley measure program effectiveness.</p> <p style="text-align: right; color: green;"><i>initiated by:</i> Instructor</p>
		Instructor Evaluation of Student
		<i>initiated by:</i> Instructor
Evaluation	Form	<p style="text-align: center;">Site Supervisor Evaluation of Student</p> <p style="text-align: center; color: green;"><i>initiated by:</i> Student *Student must first open the evaluation assignment and SUBMIT it to their site supervisor to complete</p> <p style="text-align: center;">Student Evaluation of Site</p> <p style="text-align: right; color: green;"><i>initiated by:</i> Student</p>

Opening Your Hours Track for the First Time

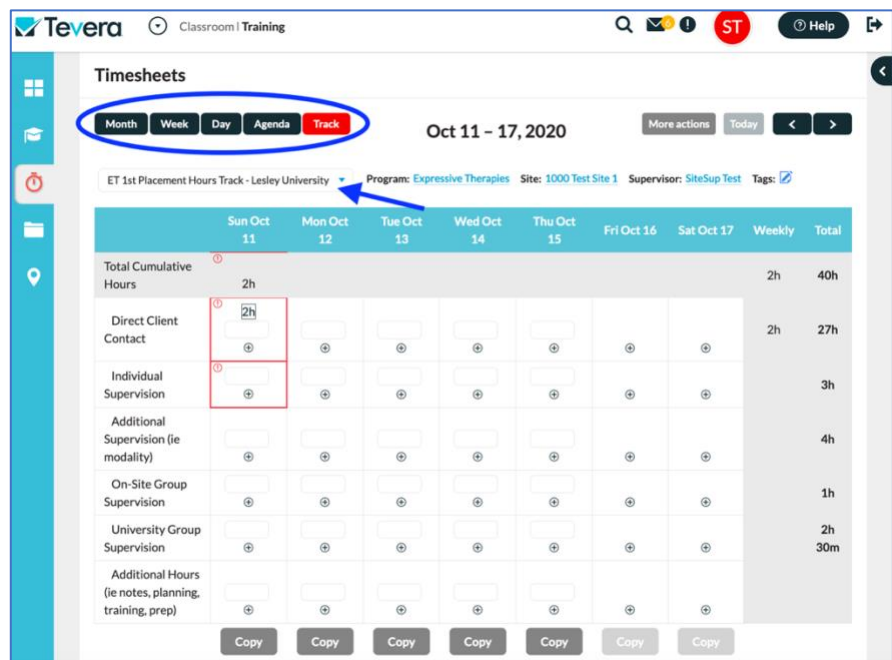
- The first time you enter your hours, you'll need to open the hours tracking form from your assignments area (see above). Scroll until you find your field training class, then click on the hours tracking form.
 - Note:** If your course involves multiple hours tracks (ie. LMHC Practicum and LMHC Internship) be sure to select the correct track in your assignments list based on the order of your hours requirements.



- After you've opened the track once, you will be able to access it moving forward from the **Timesheets** area on your Tevera **Home** page by clicking **Enter Time**, or selecting the **Timesheets** icon in the menu on the left.



- You can change how you view your Timesheets by clicking on **Month**, **Week**, **Day**, or **Agenda**, but the easiest way to enter hours is by selecting **Track**.
 - Note:** Before entering time, check that the correct track is selected from the dropdown list.



- You can type the number of hours directly into the field, or you can click the + in each hours box to add more specific information, like your start/end times, or notes about that hours entry.

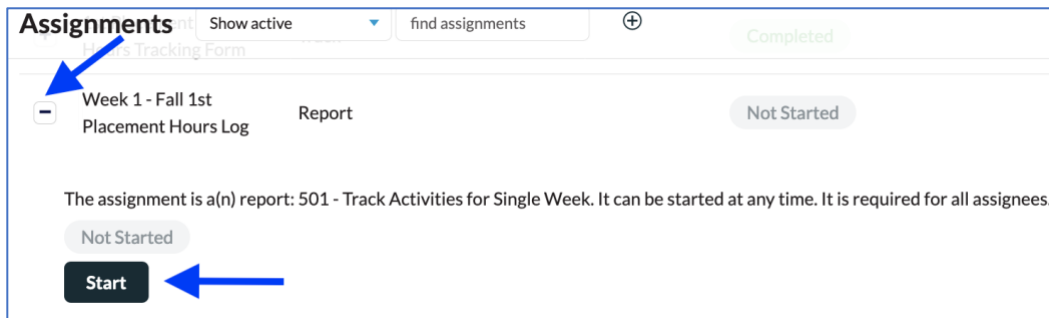
Weekly Hours Log

Weekly Hours Logs run from a Sunday to a Saturday, and they serve as a “check-in” to make sure you stay on track to meet the course requirements. The official Lesley hours verification is the Hours Report (see next section).

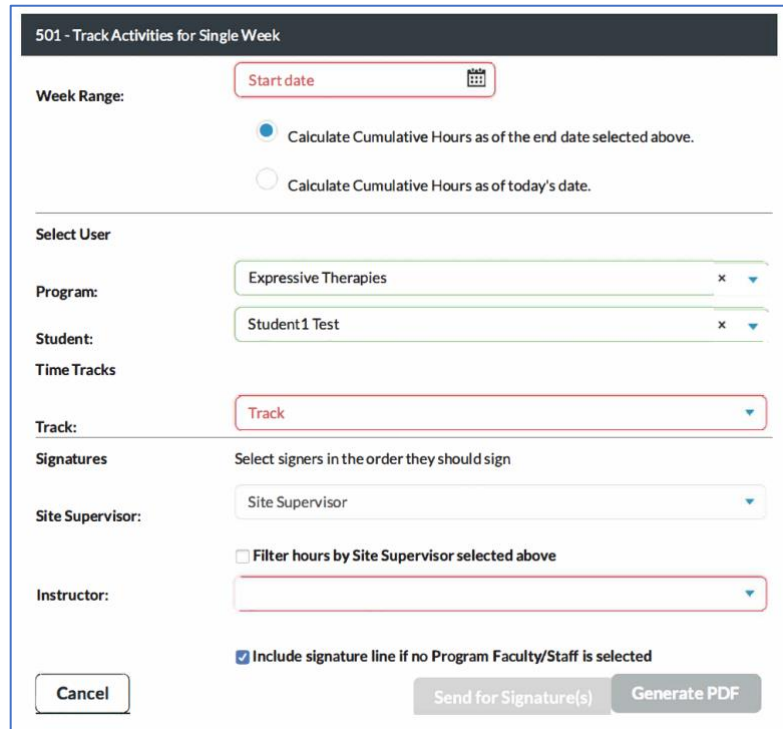
Please note: Site Supervisor signature is NOT required on weekly logs for the Counseling & Psychology and Expressive Therapies programs, but it is required for the Social Work program. Required signatures will be marked with a red box.

initiated by: Student, then signed by Instructor (and for Social Work, also the Site Supervisor)

- From the **Assignments** area, locate your class and scroll through the assignments. Once you’ve found the **Weekly Hours Log** for the week you’d like to submit, click the + to the left of that assignment, and then click **Start**.



- Next, you will be prompted to enter the parameters for your weekly hours log.
 - Week Range** (red = required): Choose the starting Sunday for this week’s report
 - Program and Student:** Your information will auto populate
 - Track** (red = required): Choose the track that you are reporting on. **Note:** If your course involves multiple hours tracks (ie. LMHC Practicum and LMHC Internship) be sure to select the correct track
 - Site Supervisor** (NOT required for Expressive Therapies and Counseling & Psychology, required for Social Work)
 - Instructor** (red = required, exact title of Instructor varies by program)



- Click **Send for Signatures** at the bottom of the window. You will then see a preview your report and be prompted to sign.

Hours Report

Hour Reports represent a milestone in your field training placement (ie. end of semester, end of placement, end of practicum, etc.), and they serve as the official Lesley documentation for grading and licensure verification. *initiated by:* Student, then signed by Site Supervisor and Instructor

- From your **Assignments** area, locate your class and scroll through the assignments. Once you've located the **Hours Report** for the track or timeframe you'd like to submit, click the **+** to the left of that assignment, and then click **Start**.

- Next, you will be asked to enter the parameters for your report.

- Week Range** (red = required): Choose the start and end dates for your report
 - Program and Student:** Your information will auto populate
 - Track** (red = required): Choose the track that you are reporting on. **Note:** If your course involves multiple hours tracks (ie. LMHC Practicum and LMHC Internship) be sure to select the correct track
 - Site Supervisor** (red = required)
 - Instructor** (red = required, exact title of Instructor varies by program)

- Click **Send for Signatures** at the bottom of the window. You will then see a preview your report and be prompted to sign.

Get Familiar with Tevera Assignments for Other (Non-Field Training) Classes

Common Tasks and Assignments for Other (Non-Field Training) Classes

**Please note, the exact assignment names vary by program*

Name	Type	Things to Know
Upload Syllabus	Upload	Upload a copy of your syllabus for your professional records—a state licensure board may request this when you apply. <i>initiated by: Student</i>
Upload Key Assignment	Upload	Key Assignments are used to gauge the effectiveness of our curriculum across the entire program. Your instructor may also collect a copy of your assignment via other methods (ie. myLesley, email), you are also required to upload key assignments to Tevera as part of your professional portfolio. <i>initiated by: Student</i>
Rubric Key Assignment	Form	Your instructor will provide you with a grade for your key assignment that is separate from Tevera, but they will also be asked to “assess” your key assignment using the rubric in Tevera. “Assessments” are separate from your course grade and are used to help Lesley measure program effectiveness. <i>initiated by: Instructor</i>

Tevera Course Listing

Locate your program to view the courses that utilize Tevera.

Counseling & Psychology

GCOUN 5007	Introduction to Family Therapy
GCOUN 6007	Psychopathology
GCOUN 6211	Professional Integrative Seminar
GCOUN 6026	Developmental Psychology Across the Lifespan
GCOUN 6027	Clinical Skills and the Counseling Process
GCOUN 6029	Vocational Development and Career Counseling
GCOUN 6030	Psychology of Culture and Identity: Power, Privilege and Oppression
GCOUN 6031	Counseling Young Children and Adolescents
GCOUN 6035	Psychological Trauma and Post-Trauma Therapy
GCOUN 6101	Quantitative and Qualitative Research Methods
GCOUN 6102	Child and Adolescent Psychopathology
GCOUN 6200	Orientation to Professional Counseling and Psychology
GCOUN 6201	Issues and Standards in Professional Counseling
GCOUN 6202	Theories of Counseling and Psychotherapy
GCOUN 6205	Assessments for Counseling and Psychology: Adults (template)
GCOUN 6255	Assessments for Counseling and Psychology: Children and Adolescents
GCOUN 6258	Consultation Skills for Counselors and Mental Health Professionals
GCOUN 6259	Issues in School Counseling for the School Adjustment Counselor
GCOUN 6260	Issues in School Counseling for School Guidance Counselors
GCOUN 6261	Psychoeducational Approaches to Counseling and Prevention
GCOUN 6300	Theories of Holistic Counseling and Psychotherapy I
GCOUN 6301	Theories of Holistic Counseling and Psychotherapy II
GCOUN 7100	Biological Bases of Behavior
GCOUN 7200	Disaster Mental Health and Community Crisis Intervention
GCOUN 7201	Trauma in the Lives of Children and Adolescents and Play Therapy
GCOUN 7710	Clinical Practice and Supervision I: Clinical Setting (1st Clin/LMHC)
GCOUN 7711	Clinical Practice and Supervision II: Clinical Setting
GCOUN 7712	Clinical Practice and Supervision I: School Setting (School Coun)
GCOUN 7713	Clinical Practice and Supervision II: School Setting
GCOUN 7714	Clinical Practice and Supervision III: Clinical Setting (2nd Clin/LMHC)
GCOUN 7715	Clinical Practice and Supervision IV: Clinical Setting
GCOUN 7718	Clinical Practice and Supervision III: School Setting (School Adj. Coun)
GCOUN 7719	Clinical Practice and Supervision IV: School Setting

Masters of Social Work

CSWRK 5000	Human Behavior in the Social Environment
CSWRK 5005	Fundamentals of Social Work Practice I
CSWRK 5010	Oppression
CSWRK 5015	Field Seminar I
CSWRK 5025	Social Work: Communities and Social Systems (Macro Practice)
CSWRK 5030	Research Evidence for the Helping Professions
CSWRK 5035	Policy
CSWRK 5040	Field Seminar II

Expressive Therapies

GEXTH 5032	Orientation to Expressive Therapies
GEXTH 5103	Group Counseling: Expressive Arts Therapy
GEXTH 5112	Theories in Art Therapy
GEXTH 5113	Group Counseling: Art Therapy
GEXTH 5118	Group Counseling: Music Therapy
GEXTH 5119	Clinical Skills and Applications
GEXTH 5909	Group Counseling: Drama Therapy
GEXTH 6015	Art Therapy Assessment
GEXTH 6032	Human Development Across the Lifespan
GEXTH 6102	Professional Counseling Orientation and Ethical Practice
GEXTH 6105	Examining Power Privilege & Oppression in Clinical Practice
GEXTH 6106	Research and Program Evaluation
GEXTH 6256	Group Counseling: Dance/Movement Therapy
GEXTH 6367	Art Therapy Studio
GEXTH 6415	Psychopathology and Clinical Practice
GEXTH 6416	Theories of Mental Health Counseling
GEXTH 6417	Assessment and Testing in Mental Health Counseling
GEXTH 6430	Art Therapy as Trauma-Informed Practice: Supervision I
GEXTH 6431	Dance Movement Therapy as Trauma-Informed Practice: Supervision I
GEXTH 6432	Drama Therapy as Trauma-Informed Practice: Supervision I
GEXTH 6433	Music Therapy as Trauma-Informed Practice: Supervision I
GEXTH 6434	Expressive Arts Therapy as Trauma-Informed Practice: Supervision I
GEXTH 7017	Thesis Seminar
GEXTH 7713	Supervision in Dance/Movement Therapy and Counseling II
GEXTH 7714	Supervision in Music Therapy and Counseling II
GEXTH 7716	Supervision in Art Therapy and Counseling II
GEXTH 7717	Supervision in Dance/Movement Therapy and Counseling III
GEXTH 7718	Supervision in Music Therapy and Counseling III
GEXTH 7719	Supervision in Expressive Arts Therapy and Counseling II
GEXTH 7720	Supervision in Art Therapy and Counseling III
GEXTH 7721	Supervision in Expressive Art Therapy and Counseling III