

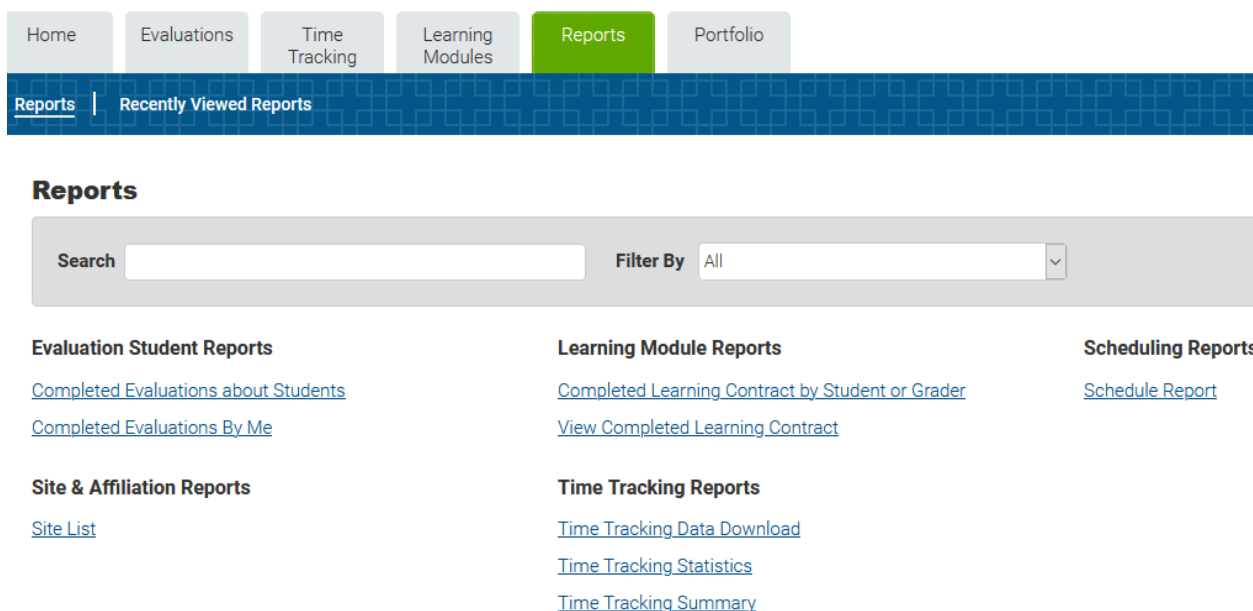
Field Student Pre-Placement Activities

eValue Student Users

How to Locate Practicum Sites?

Navigation: Reports > Site & Affiliation Reports > Click Site List

- **Step One:** Click on “Reports” tab on E-Value home page



The screenshot shows the 'Reports' section of the eValue Student Users interface. At the top, there is a navigation bar with tabs for Home, Evaluations, Time Tracking, Learning Modules, Reports (highlighted in green), and Portfolio. Below this is a sub-navigation bar with 'Reports' and 'Recently Viewed Reports'. The main content area is titled 'Reports' and features a search bar and a 'Filter By' dropdown menu set to 'All'. Below the search bar, there are three columns of report links:

- Evaluation Student Reports**
 - [Completed Evaluations about Students](#)
 - [Completed Evaluations By Me](#)
- Learning Module Reports**
 - [Completed Learning Contract by Student or Grader](#)
 - [View Completed Learning Contract](#)
- Scheduling Reports**
 - [Schedule Report](#)
- Site & Affiliation Reports**
 - [Site List](#)
- Time Tracking Reports**
 - [Time Tracking Data Download](#)
 - [Time Tracking Statistics](#)
 - [Time Tracking Summary](#)

The Site List filter appears.

Home | Evaluations | Time Tracking | Learning Modules | **Reports** | Portfolio

Reports | Recently Viewed Reports

Site List

Filter Template: (Select a Template)

Site Group: (All Site Groups)

Site Filter: {Active Sites}

Site: (All Sites)

Custom Fields:

Available Fields: Agency Application - MSW, Internship Description - MSW, Internship Hours/Availability - MSW, Students Accepted at Site - MSW

Selected Fields:

Standard Fields:

Available Fields: Site Coordinator, Department Name, Address Information, Primary Contact Information, Secondary Contact Information

Selected Fields:

Format Option: HTML

- **Step Two:** However, do not use the filter and leave the filter items as is (don't add anything) and Click Next.

The Site Listing Report displays agencies in alpha order. To go back, Click the Blue Arrow.

Home | Evaluations | Time Tracking | Learning Modules | **Reports** | Portfolio

Reports | Recently Viewed Reports

Site ID	Site Name
1875204	
1879664	
1890641	
1890642	
1875224	
1875231	
1887957	
1887074	
1887958	
1887959	
1887075	
1877187	
1887960	
1881584	

Click on a site to find out more information about the agency. To toggle back and forth, scroll to the top of the page and Click the blue arrow.



How to Locate Sites Using the Custom and Standard Fields Feature?

For specific areas of interest, adjust the filters for the Custom and Standard Fields. For example, to view if the site accepts MSW students, in the Custom Fields filter select Students Accepted at Site, then Click the Green Add Button.

Note, Students Accepted at Site is now in the Selected Fields column. Now Click Next.

Site Filter: {Active Sites} ?

Site: {All Sites}

Custom Fields:

Available Fields:

- Agency Application - MSW
- Internship Description - MSW
- Internship Hours/Availability - MSW

Selected Fields:

- Students Accepted at Site - MSW

Standard Fields:

Available Fields:

- Site Coordinator
- Department Name
- Address Information
- Primary Contact Information
- Secondary Contact Information

Selected Fields:

-

Format Option: HTML

The output is a Site Listing Report customized to a list of **Students Accepted at Site – MSW**.

Site Listing Report

Enter filter text into column heading(s) and click here:

Site ID <input type="button" value="v"/>	Site Name <input type="button" value="v"/>
1875204	
1879664	
1890641	
1890642	
1875224	
1875231	
1887957	

The filter/s generate agencies based on your selection.

How to Initiate a Field Placement Application?

Navigation: Home > Tasks > Initiate Ad hoc Evaluations

- **Step One:** Click on “Initiate ad hoc evaluations” on your E-Value home page

Tasks

[Log Time](#)

[Initiate Ad hoc Evaluations](#)

[Initiate Ad hoc Learning Contract](#)

[View My Portfolio](#)

The Initiate Ad Hoc Evaluations filter appears.

Home
Evaluations
Time Tracking
Learning Modules
Reports
Portfolio

Home Page
Other Tasks

Initiate Ad hoc Evaluations

Select an evaluation type:

Who would you like to evaluate? Filter

Course:

Course:

Site: [Click for all Sites](#)

Time Frame: [Click for all Time Frames](#) Sort By Name

Next -->

- **Step Two:** Select the following....
 - Evaluation Type: Click BSW & MSW Placement Application (for BSW and MSW Foundation level students) or Advanced Placement Application (for Advanced Standing students)
 - Course: Select Pre-Placement Activities – Students
 - Site: Leave at default, Social Work Site
 - Time Frame: Select Pre-Placement Activities – 2023/2024 Student
 - Click “Next”

Initiate Ad hoc Evaluations

Select an evaluation type: BSW & MSW Placement Application

Who would you like to evaluate? Last Name Filter



Test, BSW

Course: Pre Placement Activities - Students

Site: [Redacted] Inc. [Click for all Sites](#)

Time Frame: Pre Placement Activities - Students: (11/18) [Click for all Time Frames](#)

Output of the desired Placement Application. Please note, example uses BSW & MSW Placement Application, Test BSW Student and Test Time Period.

Course:	Pre Placement Activities - Students	 
Site:	[Redacted] Chicago	
Period:	Pre Placement Activities - Students	
Time Period:	11/18/2020 - 09/01/2021	
Request Date:	10/08/2021	
Evaluation Type:	BSW & MSW Placement Application	
Evaluator:	BSW Test	Subject: BSW Test, BSW 1

Do you want to use auto-scrolling on this evaluation? Yes No

Click this link to change your selections: [Change Selections](#)

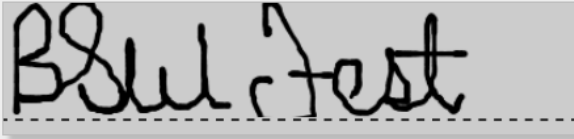
Please note: Be aware that you are required to complete a **criminal background check** before entering into a field placement as required by the College of Health and Human Services. If this may pose a problem, please contact the Field Director.

Also, be aware that some agencies may require a substance abuse screening.

- **Step Three:** Scroll down to view the entire Placement Application. Complete, Sign and Select “Save Signature”

Electronic Signature (Question 14 of 14 - Mandatory)

Please sign in the signature box using your mouse to draw the signature. Type your first name, middle initial and last name in the text box below the signature. Click save to save your signature.



Full name:

Save Signature Clear

If you are satisfied with the evaluation, click the **Submit** button. Once submitted, you will no longer be able to make changes to this evaluation.

Save For Later Submit

- **Step Four:** Upon completion, Click “Submit” or “Save for Later” if you need to add more data at a later time.