Tevera HOW TO… Run a Track Hours Log

> **Note: The Track Hours Log, signed by all parties, is the official record of your time in practicum or internship. The running total of hours in Tevera does not serve that purpose.**

1. Log into Tevera (https://regent.tevera.app).
2. Click on the blue "Complete Assignments" button on the bottom left side of the screen.
3. Look for the heading related to your practicum/internship class.
4. Click on the appropriate track hours log assignment (either midterm or final), and note the directions which tell you the date range (always starts the first day of the semester, professor will provide ending date for the midterm report, the final report MUST encompass the true dates of the semester).
5. Click "Start" … a box for the track hours log will pop up, enter the date range that is needed for this log. Make sure the radio button next to "Calculate Cumulative Hours as of the end date selected above" is selected.
6. In the Select User section, your name should already be populated as the Clinical Trainee. Click on the drop down menu for program and choose yours.
7. In the Time Track section, click on the drop down menu and choose the placement you are running this hours log for (I.e., Practicum, CMHC Internship, MCF Internship, School Counseling Internship, etc.)
8. In the Signatures section, click the drop down menu next to Site Supervisor and choose the person who is your supervisor on site.
9. Still in the Signatures section, click on the drop down menu next to Program/Faculty Staff and choose your faculty supervisor (do **NOT** choose the Field Placement Liaison or a Teaching Assistant, **ONLY** your faculty supervisor).
10. Click on "Send for Signatures" and wait for a new box to pop up. You now have the choice of using your login password or clicking the pen button and using your mouse to draw your signature. Click "Sign and send" once you have completed this task.
11. A new window will pop up and you now have the choice of using your login password to sign this hours log or clicking on the pen button and using your mouse to draw your signature. Click "Sign" once you have completed this task.
12. Let your site supervisor know to log into Tevera and he/she will have a message indicator in the upper right corner. Your supervisor should open that message and click on the link for the Track Hours Log underneath "Related Records/Documents." The hours log will pop up and your supervisor can then review your hours before using either their login password or mouse to sign this report.
13. Finally, Tevera will notify your professor to sign the Track Hours Log as well, and he/she will follow the same process as the site supervisor.
14. Once your professor has signed this Track Hours Log, the assignment will automatically be marked as complete.

> **NOTE**: Once you have generated a Track Hours Log, signed and sent it for signature, you can always click on the arrow on the right hand side of the screen, then on the first icon (2 pieces of "paper" on top of each other). That side window will expand and you can choose the Track Hours Log to open it and view who has signed it. **Signatures will not appear at the bottom of the Track Hours Log until ALL 3 parties have signed the document, however, there is a progress section at the top of the window you just opened.**