

# SW Educator - Printing Evaluation Guide

Student Business Systems Team

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# Educator - Printing Evaluation Feedback Forms

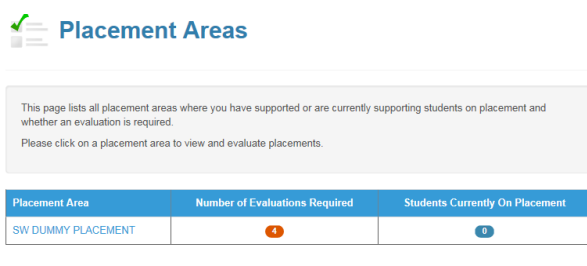
This document explains how you can print off your student evaluation forms from social work portal.

1) Log in to [Social work portal](#)

**Note\*** If you are having issues logging into the social work portal or have forgotten your username and/or password please email [arc.systems@uwe.ac.uk](mailto:arc.systems@uwe.ac.uk) or call 011732 84018.

2) Click on  which is on the banner at the top of your screen.

3) The below screen will appear, with a list of all placements where you have supported.



Placement Area	Number of Evaluations Required	Students Currently On Placement
SW DUMMY PLACEMENT	4	8

4) Click on the placement area that you would like to print an evaluation from for.

5) You will now be presented with all the students you have been required to do evaluations for, for this placement. Go to the student you wish to print the evaluation for and click view evaluation.

## Students you supported on this Placement

Student	Placement Level	Date From	Date To	Your role on this placement	Have I Evaluated?	
Student, Tweety		01/10/2018	20/01/2019	ON SITE SUPERVISOR	✗	<a href="#">Evaluate this placement...</a>
Student, Sylvester		01/10/2018	20/01/2019	ON SITE SUPERVISOR	✗	<a href="#">Evaluate this placement...</a>
Student, Daffy		01/10/2018	20/01/2019	ON SITE PRACTICE EDUCATOR	✓	<a href="#">View evaluation</a>
Social, Sam, Ms		01/10/2018	20/01/2019	PRACTICE EDUCATOR	✗	<a href="#">Evaluate this placement...</a>
Student, Bugs		01/10/2018	20/01/2019	PRACTICE EDUCATOR	✗	<a href="#">Evaluate this placement...</a>

Click to view evaluation

Required

6) Your completed evaluation for this student will then appear.

7) To print right click a box will come up click on Print.

Then follow your standard process for printing.