

## SSWiS Tutorial: Reviewing a SSWiS form (for Field Personnel)

This tutorial will show you how to access, review and sign the following SSWiS forms:

- Monthly Reports
- Advanced Standing Pre-Concentration Learning Agreements (*not for Full-Time or Distance Education students*)
- Advanced Standing Pre-Concentration Performance Evaluation (*not for Full-Time or Distance Education students*)

For the Learning Agreement and Competence Evaluations (LACE) forms, please see the tutorial *specific to them*.

### To Begin ...

#### Step 1

Go to **SSWiS** at <http://sww.unc.edu/swwis>. On the right-hand side of the page, under “Field Personnel,” click on the blue “login” button.

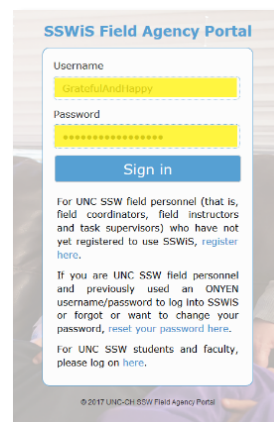


#### Step 2

Log into SSWiS using your username and password.

If you are a current field instructor or task supervisor and do *not* have a SSWiS username and password, **register** at <https://swwis.unc.edu/affiliateportal/Account/Register> .

If you forgot your password, **reset** it at <https://swwis.unc.edu/affiliateportal/Account/ForgotPassword> .



#### Step 3

Use the left-hand navigation menu to access all of your SSWiS resources. This menu is identified by the red arrow in the screen capture to the right. Your main menu items are:

- My Information
- Field Education
- Help



# Accessing a SSWiS Form

## Step 4

Using the left-hand navigation menu, click on **“Field Education.”**

As a result, on the navigation bar, this will display a submenu (see the red box in the screen capture to the right) with the following:

- “Assignments”
- “Documents”

Please also review on this page the **“Announcements”** section.

UNC SCHOOL OF SOCIAL WORK

Welcome Frida\_Test-Instructor! Logout

My Information Home - Field Education

Field Education

Assignments

Documents

Help

**Field Education submenu**

**Field Instructor / Task Supervisor Announcements**

**Welcome!**

Total hours in field placement for academic year 2016-2017 are as follows:

CONCENTRATION STUDENTS - 680  
 FOUNDATION STUDENTS - 448  
 ADVANCED STANDING STUDENTS - complete an *additional* 184 hours during the Summer 2016

Please see the Field Education website for access to additional information regarding Field Education:  
<http://ssw.unc.edu/programs/masters/fieldeducation>

\*\* To experience optimal database functionality, users should access this database using the latest version of the [Firefox browser](#). \*\*

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## Step 5

Using the left-hand navigation menu, click on **“Documents.”** This will display the field-related documents of your assigned students. You can locate a specific document by using one or more of the following methods:

1. **FILTERS:** Use the search filters (such as “Student Last Name,” “Agency Name” and “Academic Year”) at the top of the screen.
2. **SCROLLING:** Scroll through the listed documents using the right-hand vertical scrollbar.
3. **SORTING:** Sort the listed documents by clicking on the column headers (such as “Full Name,” “Academic Year” and “Placement Type”).
4. **PAGING:** If you have *more than 20 documents*, you can use the “First,” “Previous,” “Next” and “Last” buttons at the bottom of the screen to page through your document list.

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Welcome Frida\_Test-Instructor! Logout

My Information Home - Field Education - Documents

Field Education

Assignments

Documents

Help

General

Student Last Name:

Student First Name:

Agency Name:

Unit: All

Placement Type: All Academic Years: 2016-2017

Enrollment Status: Active

Form: All

Form Status: All

Page size: 20

Enrollment Status: Active

Search | Reset

| Full Name                              | Academic Year     | Placement Type | Agency                   | Unit                        | Form Name                              | Due Date   | Status        |
|--|-------------------|----------------|--------------------------|-----------------------------|--|------------|---------------|
| Test-Student, 2016-2017<br>George Gary | Pre-Concentration | 123 Test       | Agency for Demonstration | Test Unit for Demonstration | Learning Agreement - Advanced Standing | 07/02/2016 | Unopened Open |
| Test-Student, 2016-2017<br>George Gary | Concentration     | 123 Test       | Agency for Demonstration | Test Unit for Demonstration | Learning Agreement - Advanced Standing | 07/26/2016 | Unopened Open |
| Test-Student, 2016-2017<br>George Gary | Pre-Concentration | 123 Test       | Agency for Demonstration | Test Unit for Demonstration | Performance Evaluation - Advanced      | 07/28/2016 | Unopened Open |

**1. SEARCH FILTERS**

**2. SCROLLBAR**

**3. COLUMN HEADERS**

## Step 6

Once you have identified the document with which you would like to work, click the **“Open”** button (see red arrow in the screen capture to the right) associated with this document.

My Student Information Home - Field Education - My Field Documents

My Plan Of Study Total: 5

Field Education

My Field Placements

Search for Field Placements

Help

| Academic Year | Placement Type    | Agency   | Unit                                     | Form Name   | Due Date   | Status        |
|---------------|-------------------|--|--|---|------------|---------------|
| 2016-2017     | Pre-Concentration | UNC School of Social and Practice Work Network | Fatherhood Research and Practice Network | Advanced Standing Planning Guide Learning Agreement - Advanced Standing | 06/20/2016 | Unopened Open |
| 2016-2017     | Pre-Concentration | UNC School of Social and Practice Work Network | Fatherhood Research and Practice Network | Performance Evaluation - Advanced Standing                              | 07/26/2016 | Unopened Open |
| 2016-2017     | Pre-Concentration | UNC School of Social and Practice Work Network | Fatherhood Research and Practice Network | Concentration Monthly Report 1 (July)                                   |            | Unopened Open |
| 2016-2017     | Pre-Concentration | UNC School of Social and Practice Work Network | Fatherhood Research and Practice Network | Concentration Monthly Report 1 (July)                                   | 07/31/2016 | Unopened Open |

**Open**

# Reviewing and Signing a SSWiS Form

## Step 7

Once you have opened the desired form (Steps 1 - 6 above), you will be able to use **review** your student's submitted form.

If you have any **feedback** for your student and/or the assigned field faculty member, you can send them an email using their email addresses identified at the top of the form.

If you require any **changes** to your student's answers in the form, please email your field faculty member at the identified email address. Field faculty members can return forms to their "draft" (unlocked) state so that, after further communication, the student can modify their answers.

Home > Field Education > Documents > Concentration Monthly Report I (June)

### Concentration Monthly Report I (June)

|   |            |   |
|---|------------|---|
| Date: June                                | Year: 2016 | Hours In Placement: 106   |
|   |            | Hours of Leave: 6   |
| Student: Test-Student, George Gary        |            | Email: <a href="mailto:lrb@unc.edu">lrb@unc.edu</a>             |
| Field Instructor: Test-Instructor, Frida  |            | Email: <a href="mailto:sswis-mis@unc.edu">sswis-mis@unc.edu</a> |
| Agency: 123 Test Agency for Demonstration |            | Unit: Test Unit for Demonstration                               |
| City: Chapel Hill                         | State: NC  | Zip Code: 27599 3550  |
| Field Faculty: Lovinc, Amy                |            | Email: <a href="mailto:amylovino@unc.edu">amylovino@unc.edu</a> |

The monthly report is intended to provide the student with an opportunity for self-reflection, and to be useful in guiding during supervision. In addition it provides the student, field instructor/task supervisor and field faculty with documented learning experiences and hours in field. It is expected that the monthly report be well written, specific and detailed.

## Step 8

After you have completed your review of the form, go to the *very bottom* of the screen and **click the "Sign" button** (see the red arrow in the screen capture to the right).

Save

| Signed by   | Signature Date |
|---|----------------|
| Brigham, Rebecca<br>Burgess<br><a href="mailto:lrb@unc.edu">lrb@unc.edu</a><br>Primary Work: (919) 962-6532   |                |
| Lanier III, Paul Jetter<br><a href="mailto:planier@unc.edu">planier@unc.edu</a><br>Local Mobile: 336-392-5123 |                |
| Test-Student, Alice<br>Delores<br><a href="mailto:anurakke@gmail.com">anurakke@gmail.com</a>                  |                |

Click "Sign" to submit your form

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## Step 9

After you sign the form, a green-lettered message will display stating: **"Form has been signed"** (see the green arrow in the screen capture to the right). In addition, a **date and time stamp** will display to the right of your name (see yellow arrow) indicating when your form was signed.

*You're done! Congratulations!*

Describe an experience in **THIS** month when you were able to apply what you've learned in the classroom **THIS** year. How did this experience align with your classroom learning? If so, in what way(s)?

Form has been signed.

This form has been locked and no new changes can be made.

| Signed by   | Signature Date       |
|---|----------------------|
| Brigham, Rebecca<br>Burgess<br><a href="mailto:lrb@unc.edu">lrb@unc.edu</a><br>Primary Work: (919) 962-6532   |                      |
| Lanier III, Paul Jetter<br><a href="mailto:planier@unc.edu">planier@unc.edu</a><br>Local Mobile: 336-392-5123 |                      |
| Test-Student, Alice<br>Delores<br><a href="mailto:anurakke@gmail.com">anurakke@gmail.com</a>                  | 6/17/2016 5:03:41 PM |

**Questions? Errors?** If you have any questions about or find errors in this document, please contact Larry Rosenfeld at [ljr@unc.edu](mailto:ljr@unc.edu). Thank you!