

## ONLINE EVALUATION - Frequent Asked Questions ([for students](#))

**Q1: How to log in?**

A1: <http://sowk.laps.yorku.ca/>

- click **SOWK Database Online** on the **right hand side (in red)** under Quick Link
- click **Student** on the **top**
- put in 'Student Number' & 'Password'; select 'BSW' or 'MSW'; click 'Submit'
- select Learning Contract (please check the placement information)
- complete the Plans for Goals column & Submit at the bottom.

**Q2: Can't open the Learning Contract form or nothing to select when I'm at the screen of Learning Contract/Mid-Point**

A2: Please log onto the database through **Firefox** instead of Internet Explorer or Google Chrome, because Firefox performs better than Internet Explorer.  
Refresh you computer, switch to another computer, or try at different sites (home or laptop) may help too.

**Q3: Student can't save or only partially saved for the Learning Goal or Plans for Goal?**

A3: Need to keep saving the content every 10 minutes, system can't save data after 15 minutes though you see the data on the screen. There is limitation on the number of characters (approx 500 characters) in each field, try to make it short.

*(Suggestion: after discussion with field instructor, do up a draft in word document & copy it onto the online evaluation form)*

**Q4: How do I make sure the Learning Contract is sent?**

A4: There is a 'Submit' button at the bottom, after you submitted the Learning Contract, the button will become in-active and you will receive an email generated by the system (only to yorku email account) saying that you have submitted the Learning Contract.

**Q5: Can I make change after I submitted the Learning Contract?**

A5: No change can be made after the evaluation is submitted, student may update the Learning Goals or Plan for Goals during the Mid-Point Evaluation.

**Q6: I hit the 'Submit' button by mistake, what can I do?**

A6: Email Esther Ng (estherng@yorku.ca) or call Esther at 416-736-2100 x 20662, we will need to ask tech support team to reverse on this. Esther Ng is the contact for all online evaluation related questions.

**Q7: How come there is no Learning Goals, Plans for Goals when I open the Midpoint/Final Evaluation?**

A7: Usually, it is because your Field Instructor hasn't submitted your Mid-Point Evaluation yet.

**Q8: How come I can't type at the Student Reflection field on the Midpoint/Final Evaluation?**

A8: Click on the checkbox:  **Do you want to change data from Learning Contract?** Below the RATING SCALE

**Q9: How do I print the Final Evaluation?**

A9: There is a 'Print' button at the bottom. Make sure the print setting is 'Landscape', 'shrink to fit'.

**Q10: Cannot submit Final Log of Hours (button is not active)?**

A10: Field Instructor needs to approve student's Midpoint Log of Hours before student can submit the Final Log of Hours.