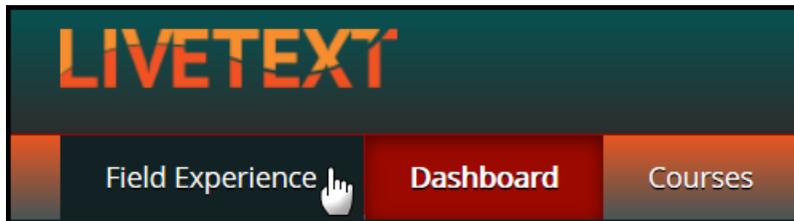




Training Manual:
FEM College /
University Supervisors



When you have been assigned the role of a Field Experience Supervisor by an administrator, you will see a new **Field Experience** tab at the top of your account (to the left of **Dashboard**) the next time you log in to LiveText. Click this tab.



Under the **Placements** tab you will see all students assigned to you. Basic details about the placement will appear below the student's name. Click the "View Placement Details" button to see all activities associated with this placement. You may also click **Begin Assessment** or **Continue Assessment** to go directly to your assessment.

 A screenshot of the LiveText 'Field Experience' page. The page title is 'Field Experience'. Below the title, there are filters for 'Placement(s)' with dropdown menus for 'Active', 'Withdrawn', 'Completed', and 'All'. There is also a search box for 'First and/or Last Name'. Below the filters, a student profile for 'Andre Dawson' is shown with a profile picture and an 'Email' link. Under the profile, there are fields for 'Internship: JSU Spring 2016', 'Site: Hinsdale Central High School', 'Mentor(s): FEM Mentor3', 'Start Date: 01/15/2016', and 'End Date: 06/30/2016'. A 'View Placement Details' button is highlighted with a red box. Below this is a table of assessments.

Name	Assessment	Due Date	
FEM Mentor3	AAC&U 2012 VALUE Rubric: Oral Communication (BWH)	04/22/2016	(Not Started)
FEM Mentor3	AAC&U 2012 VALUE Rubric: Oral Communication (BWH)	04/22/2016	Begin Assessment
Andre Dawson	AAC&U 2012 VALUE Rubric: Oral Communication (BWH)	04/22/2016	View Completed
Andre Dawson	Student Teaching Philosophy Self Assessment	02/26/2016	View Completed

You will be directed to a page called **View Placement**. This page is a shared workspace, accessible to the student and Mentor as well, that is used to manage all the key activities for your Field Experience Placement.

Placement(s)

Andre Dawson Intern

Placement Details

Intern: Andre Dawson
 Supervisor(s): Shane Colley
 Mentor(s): FEM Mentor
 Start Date: 01/15/2016
 End Date: 05/30/2016
 Status: Active

[Email All](#)

Internship Site

Hinsdale Central High School
 1500 Grant Ave
 Hinsdale IL, 60526

[View Demographics](#)

Academic Details

Course-Section: EDU 372-5
 Course Name: Educational Psychology
 Course Desc: LiveText Course Spring 2016
 Term: Spring 2016
 Subject(s): History, Math
 Grade Level(s): 11th

Assessments

AACAU 2012 VALUE Rubric: Oral Communication (BWH)
 Begin Assessment

By FEM Mentor
 AACAU 2012 VALUE Rubric: Oral Communication (BWH)
 Assessment Assigned

By Andre Dawson
 Student Teaching Philosophy Self Assessment
 Assessment Completed

By Andre Dawson
 AACAU 2012 VALUE Rubric: Oral Communication (BWH)
 Assessment Completed

Attachments

Attachment	Date	Type	Uploaded by
Best_Practices_7.27.11.pdf	02/18/16	PDF	Andre Dawson

[Add Attachments](#)

Time Log

Required Hours: 60

Date	Category	Activity	Add'l Info	HHMM	Apprv
01/15/16	Classroom Management	CLASSROOM		02:00	
01/15/16	Presenting	PRESENTING		01:00	
02/01/16	Classroom Management	work		02:00	
02/18/16	Classroom Management	training		05:00	
Total:				10:0	

[Approve Hours](#)

1. Basic details about the placement will display to the left.
2. To write an email to the student, the Mentor, or both click the corresponding email icon or link.
3. To view demographic information about the school and classroom, click **View Demographics**.

4. To fill out your assessment rubric(s), click on the **Begin Assessment** or **Continue Assessment** link.

Comments And Feedback

Overall comments...

[Foundations and Skills for Lifelong Learning](#) [Show/Hide Rubric Descriptions](#)

	4 Capstone (4,000 pts)	3 Milestones (3,000 pts)	2 Milestones (2,000 pts)	1 Benchmark (1,000 pts)	N/A
Curiosity Add	<input type="radio"/> Explores a topic in depth, yielding a rich...	<input type="radio"/> Explores a topic in depth, yielding insight...	<input type="radio"/> Explores a topic with some evidence of depth...	<input type="radio"/> Explores a topic at a surface level, providing...	<input type="radio"/>
Initiative Add Edit	<input type="radio"/> Completes required work, generates and pursues...	<input type="radio"/> Completes required work, identifies and pursues...	<input type="radio"/> Completes required work and identifies...	<input type="radio"/> Completes required work.	<input type="radio"/>
Independence Add	<input type="radio"/> Educational interests and pursuits exist and...	<input type="radio"/> Beyond classroom requirements, pursues...	<input type="radio"/> Beyond classroom requirements, pursues additional...	<input type="radio"/> Begins to look beyond classroom requirements...	<input type="radio"/>
Transfer Add	<input type="radio"/> Makes explicit references to previous learning...	<input type="radio"/> Makes references to previous learning and shows...	<input type="radio"/> Makes references to previous learning and...	<input type="radio"/> Makes vague references to previous learning but...	<input type="radio"/>
Reflection Add	<input type="radio"/> Reviews prior learning (past experiences inside...	<input type="radio"/> Reviews prior learning (past experiences inside...	<input type="radio"/> Reviews prior learning (past experiences inside...	<input type="radio"/> Reviews prior learning (past experiences inside...	<input type="radio"/>

16 pts 80 %

Submit Assessment
Save
Cancel

- a. Click the cells to highlight the level of performance achieved in each area.
 - b. Add comments to any row of the rubric by clicking the **Add Comment** icon and typing in the text box.
 - c. Add comments for the entire assessment using the text box at the top of the rubric.
5. To upload attachments to the shared workspace, click **Add Attachments**. Attachments can be LiveText documents or files.
6. You may view the student's **Time Log** on the right side of the screen. Hours are entered by the student. To approve the student's entries, check the box next to the entry and click **Approve Hours**.