

[How to Create a PDF of your ED101 Intro to Education Evaluation](#)

Step one: Login to LiveText

The screenshot shows a web browser window with the URL <https://www.livetext.com/purchase-register-membership/>. The page features the LiveText by Watermark logo and navigation links for Demo, Visitor Pass, Login, Register, and Buy. The main content area is divided into three sections: a purple 'Sign In' box with input fields for email and password, a 'Request for Services' section with three options (Institutional Purchase Request, Purchase Membership, and Register Membership), and a 'Need Help?' section at the bottom.

LIVETEXT by Watermark™

Demo Visitor Pass Login Register Buy

Sign In

Sign In

[Forgot Your Password?](#)

Request for Services

Institutional Purchase Request If you're an institutional representative who needs to request services, please complete the following form. Request	Purchase Membership Purchase your LiveText membership directly, online. Purchase	Register Membership If you have a key code, found in the membership package Register
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Need Help?
Not sure if you need to purchase or register? We're here to help.

Step two: Click on "Field Experience"

The screenshot shows a web browser window with the URL <https://www.livetext.com/misk5/c1/welcome>. The page header includes the Southwest Minnesota State University logo and navigation links: [Student View](#), [Logout](#), [My Account](#), and [Help](#). A main navigation bar contains: [Field Experience](#) (circled in red), [Dashboard](#), [Courses](#), [LiveText Docs](#), [File Manager](#), [Reviews](#), [Forms](#), [Community](#), and [Tools](#). Below this is a section titled 'Assignments' with filters for 'Term' (All Current Terms) and 'Course' (All). There are four assignment cards, each with a 'Not submitted' status and a 'Begin Assignment' button:

- Intro to Ed Philosophy Paper** (ED 101 - Section 3 - 2017 Fall) with a 'Continue Assignment' button.
- Native American Project and Text Analysis** (SOCI 212 - Section 1 - 2017 Fall) with a 'Begin Assignment' button.
- Portfolio ED220** (ED 220 - Section 1 - 2018 Spring) with a 'Begin Assignment' button.
- The Curriculum Assignment** (ART 270 - Section 1 - 2018 Spring) with a 'Begin Assignment' button.

On the right side, there is a 'Recent Files' sidebar showing a 'TEP Application' file with links for 'EducationReference', 'BiographicalDataform', and 'More Documents'. Below that is an 'Announcements' section with the text 'No Announcements'.

Step three: Click "Placement(s)" and then Click "Completed"

The screenshot shows a web browser window with the URL <https://www.livetext.com/fem/placement-request/list-placements>. The page header includes the SouthWest Minnesota State University logo and navigation links for "Logout", "My Account", and "Help". The main content area is titled "Field Experience" and contains several sections: "New Requests", "Pending Requests", and "Active Placement(s)". In the "Active Placement(s)" section, there is a filter menu with options "Active", "Withdrawn", and "Completed". The "Completed" option is highlighted with a red circle. To the right of the filter menu is a dropdown menu with "All" and "2017 Fall" options, and a "Search" button. A yellow message box at the bottom of the section states "No Placement(s) Found." with a close button (X). A blue arrow points from the top text to the "Placement(s)" tab, and another blue arrow points from the "Completed" filter option to the "Completed" text in the top text.

Step four: Click "View Placement" for the ED 101 course

The screenshot shows a web browser window with the URL <https://www.livetext.com/fem/placement-request/list-placements/status/Completed/>. The page has a navigation bar with "Dashboard" and "Field Experience" tabs. Below the navigation, there are sections for "Pending Requests" and "Active Placement(s)".

Under "Active Placement(s)", there is a search filter area with a dropdown menu set to "All" and "2017 Fall", and a "Search" button. Below this, two placement entries are listed:

- Course:** ED 101-3
Hours Completed: 16.8/15
Internship: ED 101 - 03
Start Date: 10/23/2017
End Date: 01/27/2018
[View Placement](#)
- Course:** SPED 290-2
Hours Completed: 15/15
Internship: SPED 290 - 02
Start Date: 10/30/2017
End Date: 01/27/2018
[View Placement](#)

At the bottom of the page, there is a pagination control showing "Page 1 of 1" and a footer with the text "Powered by LIVETEXT. © 1997-2018 All rights reserved. support@livetext.com" and the URL <https://www.livetext.com/fem/display-placement/index/placement/210006>.

Step Five: Click "Assessment Completed"

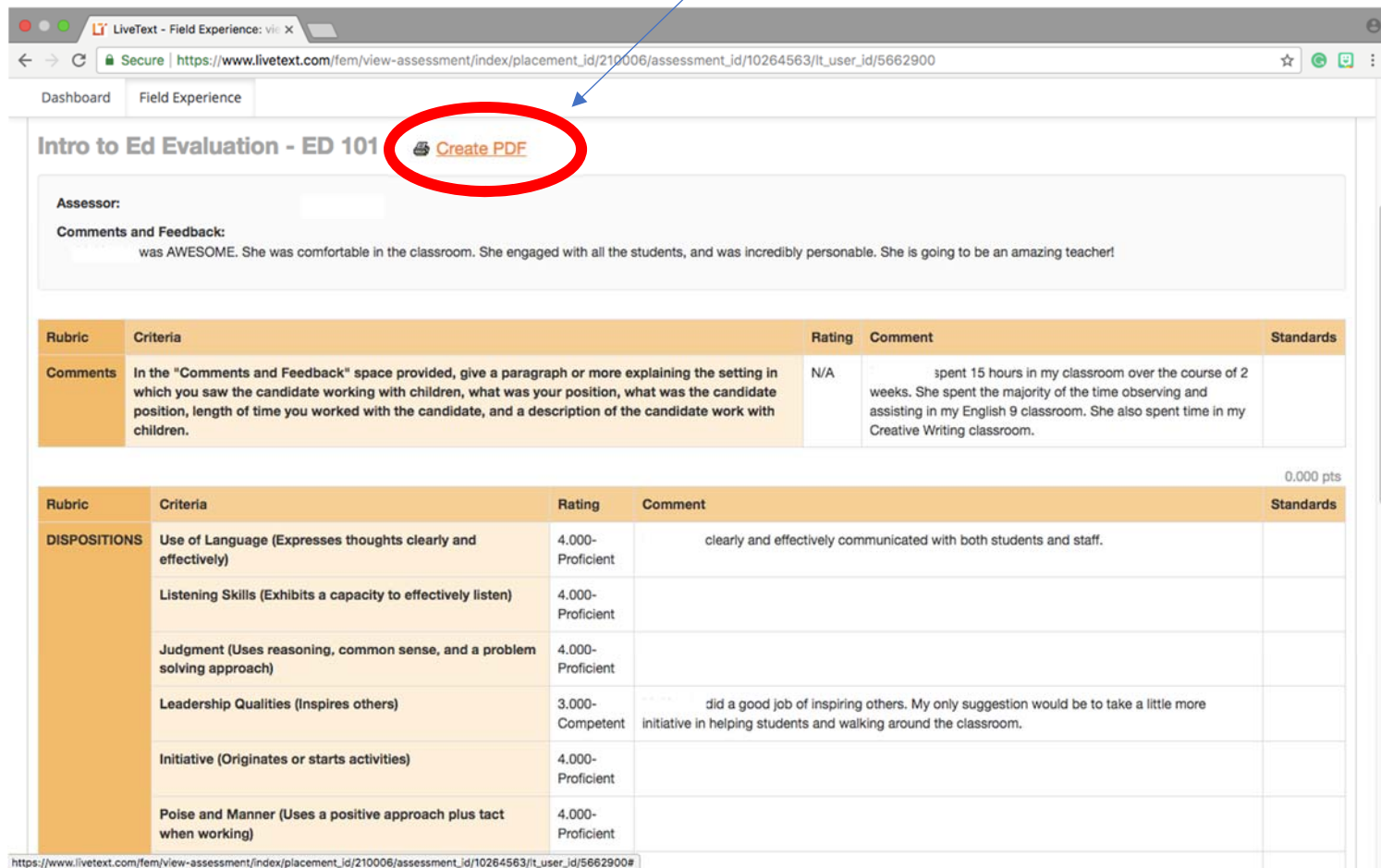
The screenshot shows a web browser window with the URL <https://www.livetext.com/fem/display-placement/index/placement/210006>. The page header includes the SouthWest Minnesota State University logo and navigation links for 'Logout', 'My Account', and 'Help'. The main content area is titled 'Field Experience' and contains several sections:

- Placement Details:** Intern: [redacted], Supervisor(s): [redacted], Mentor(s): [redacted], Start Date: 10/23/2017, End Date: 01/27/2018, Status: Completed.
- Assessments:** By [redacted], Intro to Ed Evaluation - ED 101-3, Assessment Completed 01/06/2018. This text is circled in red.
- Time Log:** Required Hours: 15. A table with columns: Date, Category, Activity, Add'l Info, HH:MM, and Apprv.
- Attachments:** A section for uploading files.

Date	Category	Activity	Add'l Info	HH:MM	Apprv
10/30/17	Observation	Observed in three class periods.	Arrived at 12:40 pm in school office. Left classroom at 3:18 pm.	02:38	<input checked="" type="checkbox"/>
11/01/17		Observed in three class periods.	Arrived at 12:45 and left at 2:30.	01:45	<input checked="" type="checkbox"/>
11/03/17		Observed	Arrived at 7:55 am and	03:00	<input type="checkbox"/>

URL at the bottom: https://www.livetext.com/fem/view-assessment/index/placement_id/210006/assessment_id/10264563/lt_user_id/5662900


Step six: Click "Create PDF"



The screenshot shows a web browser window with the URL https://www.livetext.com/fem/view-assessment/index/placement_id/210006/assessment_id/10264563/lt_user_id/5662900. The page title is "Intro to Ed Evaluation - ED 101". A red circle highlights the "Create PDF" button, which is accompanied by a printer icon. A blue arrow points from the text "Step six: Click 'Create PDF'" to this button.

Dashboard | Field Experience

Intro to Ed Evaluation - ED 101

 [Create PDF](#)

Assessor: [Redacted]

Comments and Feedback:
[Redacted] was AWESOME. She was comfortable in the classroom. She engaged with all the students, and was incredibly personable. She is going to be an amazing teacher!

Rubric	Criteria	Rating	Comment	Standards
Comments	In the "Comments and Feedback" space provided, give a paragraph or more explaining the setting in which you saw the candidate working with children, what was your position, what was the candidate position, length of time you worked with the candidate, and a description of the candidate work with children.	N/A	[Redacted] spent 15 hours in my classroom over the course of 2 weeks. She spent the majority of the time observing and assisting in my English 9 classroom. She also spent time in my Creative Writing classroom.	

0.000 pts

Rubric	Criteria	Rating	Comment	Standards
DISPOSITIONS	Use of Language (Expresses thoughts clearly and effectively)	4.000-Proficient	clearly and effectively communicated with both students and staff.	
	Listening Skills (Exhibits a capacity to effectively listen)	4.000-Proficient		
	Judgment (Uses reasoning, common sense, and a problem solving approach)	4.000-Proficient		
	Leadership Qualities (Inspires others)	3.000-Competent	[Redacted] did a good job of inspiring others. My only suggestion would be to take a little more initiative in helping students and walking around the classroom.	
	Initiative (Originates or starts activities)	4.000-Proficient		
	Poise and Manner (Uses a positive approach plus tact when working)	4.000-Proficient		

https://www.livetext.com/fem/view-assessment/index/placement_id/210006/assessment_id/10264563/lt_user_id/5662900#

Step seven: Save evaluation as a PDF and upload to your TEP Application

LiveText - Field Experience: vii x Field Experience

file:///Users/mckenzieprez/Downloads/Intro%20to%20Ed%20Evaluation%20-%20ED%20101%20(1).pdf

Field Experience 1 / 3

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Intern Name:

Internship: ED 101 - 03

Submitted: Nov 8, 2017

Course/Term: ED 101 - 3 : Introduction to Education and Lab (2017 Fall)

Assessor:

Supervisor(s):

Mentor(s):

Site: Marshall High School, 400 Tiger Drive, Marshall MN 56258

Comments: was AWESOME. She was comfortable in the classroom. She engaged with all the students, and was incredibly personable. She is going to be an amazing teacher!

Subject(s): Ag, Art, Band, Biology, Chemistry, Comm Arts, ELL, Math, Music, PE, Reading, Science, Social, SPED

Grade(s): 9th, 10th, 11th, 12th

Comments

N/A

In the "Comments and Feedback" space provided, give a paragraph or more explaining the setting in which you saw the candidate working with children, what was your position, what was the candidate position, length of time you worked with the candidate, and a description of the candidate work with children. (100%)

Comments: spent 15 hours in my classroom over the course of 2 weeks. She spent the majority of the time observing and assisting in my English 9 classroom. She also spent time in my Creative Writing classroom.

0.000 pts

DISPOSITIONS

Not Known	Aware (1.000 pts)	Developing (2.000 pts)	Competent (3.000 pts)	Proficient (4.000 pts)	N/A
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