



Training Manual:
FEM Mentors /
Cooperating Teachers



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Introduction

To access your Field Experience activities in LiveText, you will first need to retrieve the message sent to your school/district email address. The message should read like this:

“Dear YOUR NAME,

Thank you for agreeing to be a field experience mentor. You have been added to a list of available mentors and will be notified when a placement is made. During this placement, assessments and other activities will be managed through an online application called LiveText.

To log in, go to www.livetext.com and enter the following username and password:

User name: [YOUR USERNAME]

Password: [YOUR PASSWORD]

Thank you for the contributions you will make to your mentee’s professional development.”

Visit the website www.livetext.com and log in with the username and password provided to you.

You will be asked to select a security question. This is in case you ever forget your username and/or password and need help logging in. Your LiveText username will never change, but you have the **OPTION** to change the password by:

1. Clicking **My Account** in the upper right corner
2. Clicking **Change Password**. You will be asked to enter the old password first, then to enter and confirm the new password.

Account Information

General

Name	Gerry Mentor
Username	GMentor
Email Address	gerrymentor@lt.edu
Password	Change password
Security Question	What is the name of your favorite childhood friend?

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.

Field Experience

Field Experience

Placements
Profile

Bonnie Vince [email](#)

Internship: Co-Teaching Full Semester
Site: Roberto Clemente Community Academy
Supervisors: Wally Tineif [email](#)

Start Date: 03/17/2013
End Date: 12/31/2013

Name	Assessment	Date	
Bonnie Vince	Community Knowledge and Engagement Rubric	11/27/2013	In Progress
Wally Tineif	Community Knowledge and Engagement Rubric	11/27/2013	(Not Started)
	Community Knowledge and Engagement Rubric	11/27/2013	View Completed Assessment
Bonnie Vince	Lifelong Learning Rubric	11/06/2013	View Completed Assessment
Wally Tineif	Lifelong Learning Rubric	11/06/2013	(Not Started)
	Lifelong Learning Rubric	11/06/2013	Continue Assessment

You will be directed to a page called **View Placement**. From this page, you can access all the key activities for your Field Experience Placement.

Placements **Profile**

Bonnie Vince

Placement Details 1
 Status: Active
 Email All 3
 Student: Bonnie Vince [email](#)
 Supervisor: Wally Tineff [email](#)
 Start date: 03/17/2013
 End date: 12/31/2013

Assessments 4
 Community Knowledge and Engagement Rubric [View Completed](#) 11/27/2013
 Lifelong Learning Rubric [Continue](#) 11/06/2013
 Lesson Observation Form [View Completed](#) 11/20/2013

By Bonnie Vince
 Community Knowledge and Engagement Rubric In Progress 11/27/2013

By Wally Tineff 5

Time Log
 Required Hours:600

Date	Class Info	Activity	Hrs:Mn	Apprv
03/21/13	Lesson Planning	For History	02:00	✓
03/28/13	Name here	Unit plan	08:00	✓
04/03/13	xyz	description	02:30	✓
04/26/13	African American History	Group learning	01:00	✓
06/14/13	Demo	Description	02:00	<input type="checkbox"/>
Total:			15:30	<input type="checkbox"/>

Approve Hours 6

Internship Site
 1212 N. Western Ave , Chicago, IL-60622
 View Demographics 2

1. Basic details about the placement will display to the left.
2. To view and enter demographic information about the site, click **View Demographics**.
 - a. **Site Demographics** may already have been added by the college or university.
 - b. Click in the boxes next to each category in “Classroom Demographics” and “Staff Demographics” and type in a number.

Demographics

Site: Roberto Clemente Community Academy
 District: CPS 299

Site Demographics

Total Students	0	Special Programs	#
Ethnic Distribution	#	English Language Learners	<input type="checkbox"/>
African American	<input type="checkbox"/>	Bilingual Education and ESL	<input type="checkbox"/>
American Indian	<input type="checkbox"/>	Compensatory Education	<input type="checkbox"/>
Asian	<input type="checkbox"/>	Extended Day Kindergarten	<input type="checkbox"/>

Close Save

3. To write an email to the student, Supervisor, or both click the corresponding email icon or link.
4. To fill out your assessment rubric(s), click on the Begin Assessment or Continue Assessment link.
 - 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.

Comments And Feedback: (c)

[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 (b) Add	<input checked="" 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 (b) Edit	<input type="radio"/> Completes required work, generates and pursues...	<input checked="" 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 checked="" 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 checked="" type="radio"/> Makes explicit references to previous learning... (a)	<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 checked="" type="radio"/> Reviews prior learning (past experiences inside...	<input type="radio"/> Reviews prior learning (past experiences inside...	<input type="radio"/>

16 pts 80 %

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**.