



LiveText Instructions for Mentor Teachers

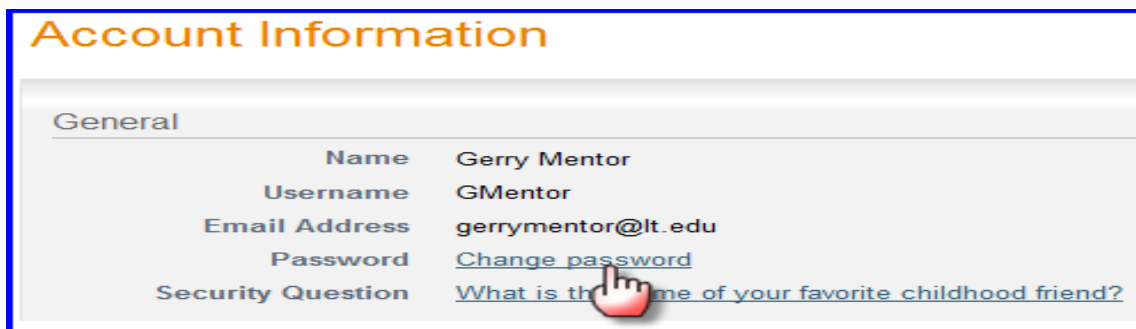
What are my responsibilities as a mentor teacher?

Mentor teachers are responsible for approving the candidate's time log and completing the final assessment of their field experience (some courses may require completion of more than one evaluation.)

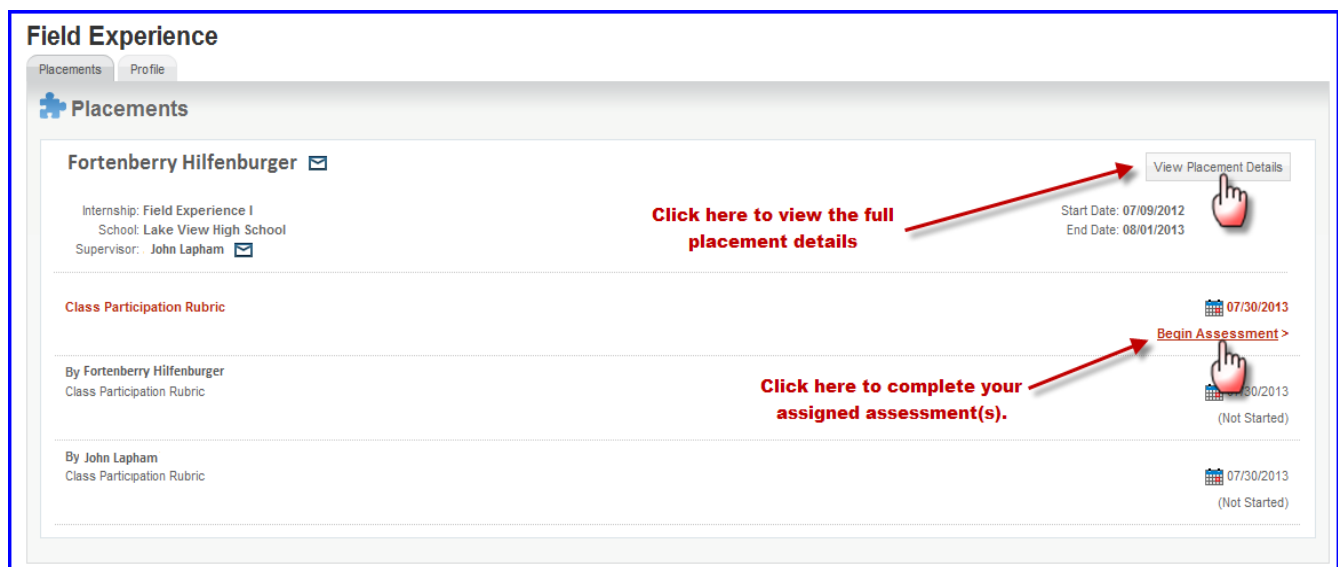
Do I complete my responsibilities through LiveText?

YES

- I) To access your Field Experience activities in LiveText, you will first need to retrieve the message sent to your school/district email address, which contains your username and password. **(If you do not receive the message, please go to www.livetext.com and select the link entitled *Forgot?*, which is located beside the Login button. Enter your school email address and click *Continue*.)**
- II) Visit the website www.livetext.com and log in with the username and password provided to you.
- III) 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.



- IV) 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.



- V) 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.

Field Experience

Placements | Completed

Basics Demo Fourteen

Placement Details

1 Student: Basics Demo Fourteen
Mentor: UMKC Test Mentor
Start date: 12/31/2011
End date: 12/31/2012

2 Internship Site
123 Nowhere Man , Nowhere Land, AK-XXXXX
View Demographics

Academic Details
Course: Basics Demonstration
Course #: LiveText Basics
Course Desc:
Term: LTCAC11
Teaching Field: World History
Grade Level: 12th

Assessments 4

Community Knowledge and Engagement Rubric 12/30/2012
View Completed >

By Basics Demo Fourteen
Community Knowledge and Engagement Rubric 12/30/2012
View Completed >

By UMKC Test Mentor
Community Knowledge and Engagement Rubric 12/30/2012
In Progress

Attachments 5
Developmental_Rubric.png

Time Log 6
Required Hours: 80

Date	Class Info	Activity	Hrs:Mn	Apprv
03/29/12	10th Grade	Science lab	03:00	<input checked="" type="checkbox"/>
04/02/12	Working with students	lab	03:00	<input checked="" type="checkbox"/>
04/12/12	Chemistry	Lesson Planning	08:00	<input checked="" type="checkbox"/>
04/13/12	11th Grade	Study Session	04:00	<input type="checkbox"/>
04/17/12	Physics	Teaching	03:00	<input type="checkbox"/>
04/19/12	Chemistry	Teaching	03:00	<input type="checkbox"/>
04/23/12	After School Program	Science Olympiad meeting	04:00	<input type="checkbox"/>
TOTAL:			28:0	<input type="checkbox"/>

Approve Hours

- 1) Basic details about the placement will display to the left.
- 2) **Optional** - to view and enter demographic information about the school and classroom, click View Demographics.
 - 1) School Demographics may already have been added by the college or university.
 - 2) Click in the boxes next to each category in "Classroom Demographics" and type in a number.

Classroom Demographics

Total Students	0
Ethnic Distribution	#
American Indian	
Asian	
Hispanic	
Pacific Islander	
White	
Special Programs	#
English Language Learners	
Free Lunch Program	
Students with Disabilities	
Students in Accelerated Programs	

Click and type in numbers

- 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.
 - 1) Click the cells to highlight the level of performance achieved in each area.
 - 2) Add comments to any row of the rubric by clicking the Add Comment icon and typing in the text box.
 - 3) Add comments for the *entire* assessment using the text box at the top of the rubric.
 - 4) You may begin the assessment and save your work by clicking Save. This will allow you to return to the assessment and edit it. Once you have completed the assessment, click Submit. Once you have submitted the assessment, you may not return to edit it.

Comments And Feedback: 3

Provide any final comments and feedback on the internship experience.

Civic Knowledge and Engagement [Show/Hide Rubric Descriptions](#)

	4 Capstone (4 pts)	3 Milestones (3 pts)	2 Milestones (2 pts)	1 Benchmark (1 pts)
Diversity of Communities and Cultures NCATE-2007.4d, NY-LEMOYNE-TEAC.4	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.
Analysis of Knowledge NCATE-2007.4d, NY-LEMOYNE-TEAC.6	Demonstrates evidence of adjustment in own work of co other	Demonstrates evidence of adjustment in own work of co other	Demonstrates evidence of adjustment in own work of co other	Demonstrates evidence of adjustment in own work of co other
Civic-Identity and Commitment NCATE-2007.4c	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.
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Comment

Type comments here...

Submit Cancel

- 5) To confirm the candidate's field experience hours, click View Placement Details, and the Time Log is located 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.