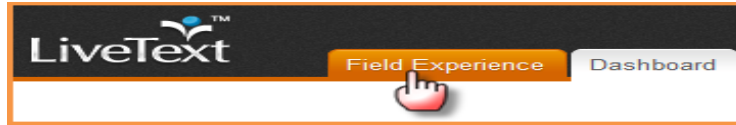


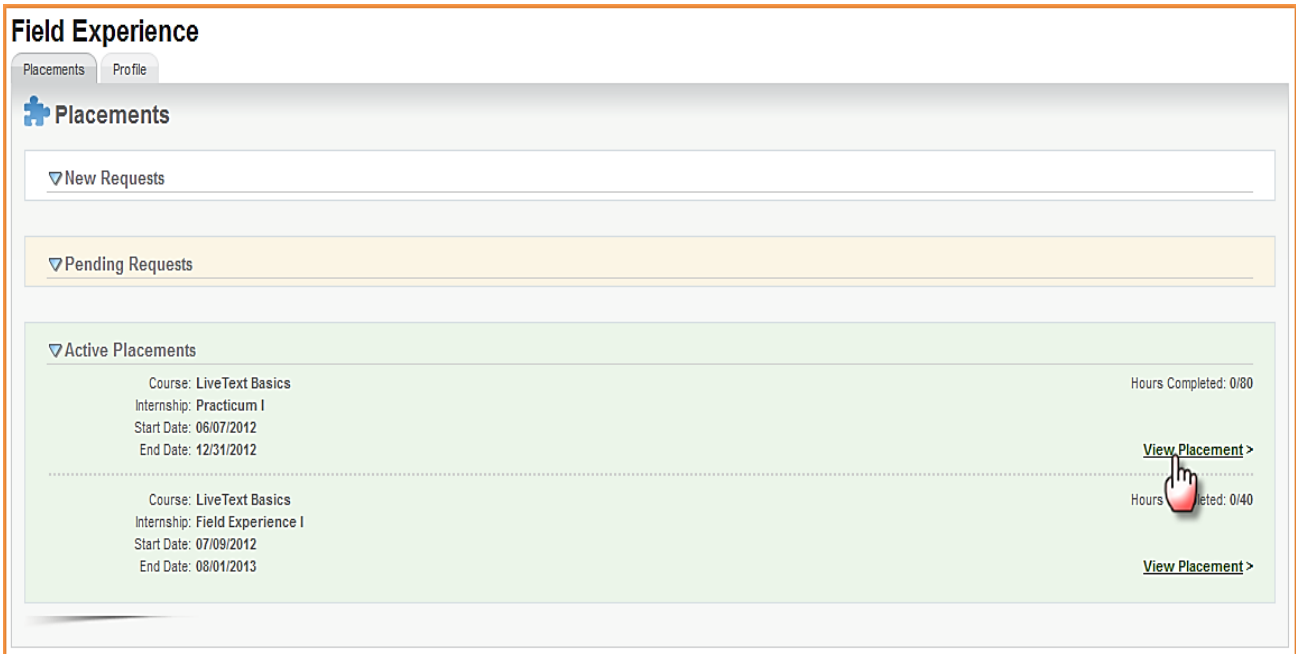
# LiveText Field Experience Module

## Instructions for Students

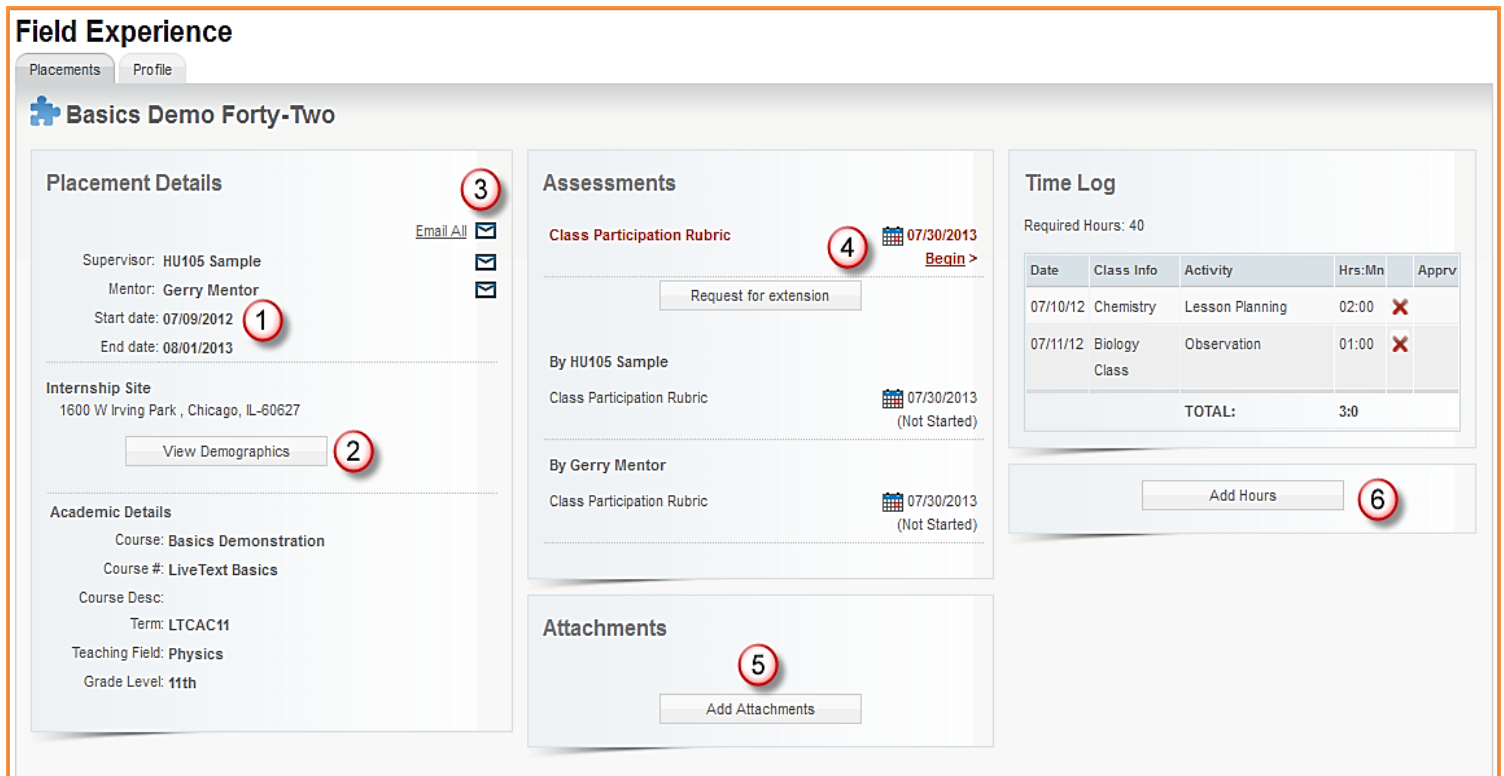
1. When you have logged in, you will see a **Field Experience** tab at the top of your account (to the left of **Dashboard**). Click this tab.



2. You will see all your active placements. Click the **View Placement** link to access all activities associated with a placement.



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



- 1) Basic details about the placement will display to the left.
- 2) To view demographic information about the school and classroom, click **View Demographics**.
- 3) To write an email to your mentor, supervisor, or both click the corresponding email icon or link.
- 4) To fill out your assessment rubric(s) (if one has been assigned to you instead of your mentor or supervisor), click on the **Begin Assessment** or **Continue Assessment** link. NOTE: If you missed the deadline for this assessment, you must request an extension from the Department of Education Office.
  - 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.

Comments And Feedback: 3

Provide any final comments and feedback on the internship experience.

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▼ **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-2007.44, 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-2007.44, NY-LEMOYNE-TEAC 6	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.

- 5) To upload attachments for your mentor or supervisor to access, click **Add Attachments**. Attachments can be LiveText documents or files.

**Add Attachment**

[LiveText Document](#) **Select attachment type** [Add Attachments](#)

Browse your computer to upload:

**Choose your attachment**

(\* we allow up to 1 GB in size)

- 6) To add an entry to your **Time Log** click **Add hours**. Select the date of the entry, the number of hours spent, and a description of the class and activity. **ALL TIME LOG ENTRIES MUST HAVE A DESCRIPTION.**

**Add Hour**

Date:

Number of Hours:

Class Information:

Activity:

4. To return to your LiveText **Dashboard**, click the tab at the top of the screen.

