

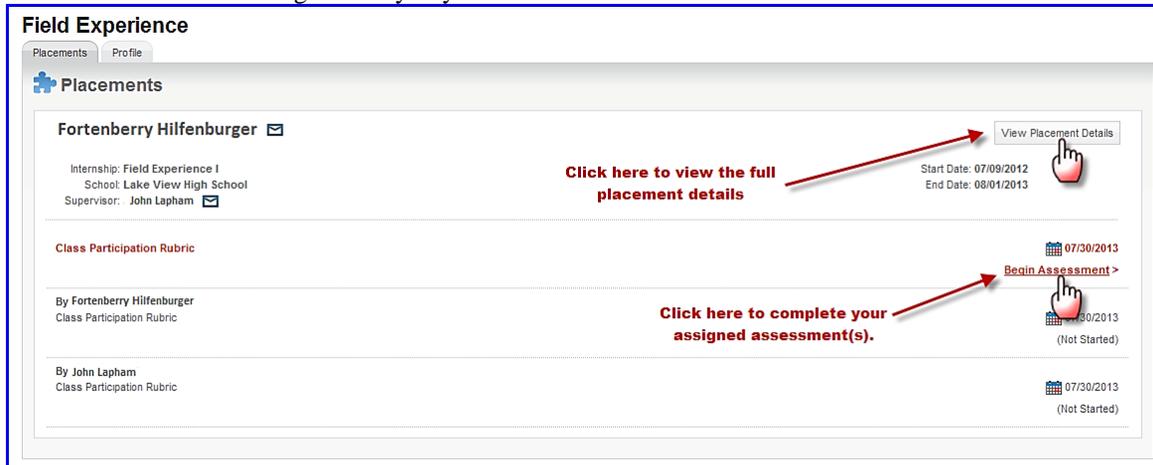
# LiveText Field Experience Module

## Instructions for University Supervisors

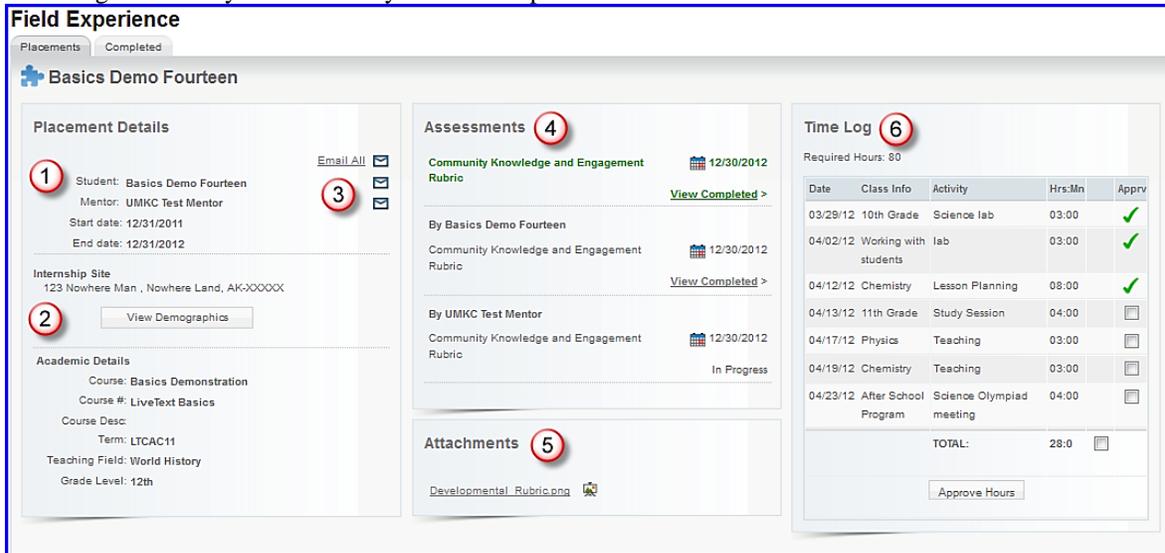
- When you have been assigned the role of a Field Experience supervisor by an administrator, you will see a new **Field Experience** tab at the top of your account (to the left of **Dashboard**) the next time you log in to LiveText. Click this tab.



- 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.



- 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.



- Basic details about the placement will display to the left.
- To view demographic information about the school and classroom, click **View Demographics**.
- To write an email to the student, the mentor, or both click the corresponding email icon or link.
- To fill out your assessment rubric(s), click on the **Begin Assessment** or **Continue Assessment** link.
  - Click the cells to highlight the level of performance achieved in each area.
  - Add comments to any row of the rubric by clicking the **Add Comment** icon and typing in the text box.
- Add comments for the *entire* assessment using the text box at the top of the rubric.
- To open any attachment uploaded by the student, click its title in the **Attachments** area.
- You may view the student's **Time Log** on the right of the screen. Hours are entered by the student & approved by the mentor.

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