Field Experience (For Interns)

The intern is the name of the role that corresponds to a student user in LiveText. To access the field experience module,

- Go to <u>www.LiveText.com</u>
- Log into your LiveText account

Click on the "Field Experience" tab (see below)

LiveText								Welcome, COE	Student <u>Logout</u>	My Account
Field Experience	Dashboard	Courses	Documents	Reviews	Forms	Community	Tools			
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Click on "View Placement" to see all activities associated with your placement

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Course: COE 1000-A Hours Completed: 0/0 Internship: Test Internship Start Date: 08/19/2014 End Date: 04/10/2015		View Placement	
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Start Date: 08/18/2014 End Date: 04/10/2015	Prot a t a Lont. Page 1 of t		

The placement page is accessible to your mentors and supervisors.

Use this page to manage all key activities associated with your placement. From this page, interns can send emails to mentors, supervisors or complete assessment rubrics etc.)



Completing Rubric Assessments

• From the View Placement page, click **Begin Assessment** (or **Continue Assessment** if returning to an earlier saved assessment. See Blue Arrow).



- The rubric will open. To select a performance level for each element (row of the rubric), click the corresponding cell beneath the level (column of the rubric).
- To leave a text comment pertaining to a specific element, click the Add Comment link for that row (See Orange Arrows) and type the comment in the hovering window. Click Save.

• To add an overall comment pertaining to the entire assessment, click inside the large text box at the top of the page and type the comment (See Black Arrow)

omments And Feedb	ack: Provide any final comments and feedback	on the internship experience.				
Civic Knowled	lge and Engagement				Show/Hide Rubric Description	
	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 adjustmen 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 outures. Promotes others' engagement with diversity:	Demonstrates evidence of adjustment in own attitudes and beliefs because of working withi and learning from diversity of communities ar cultures. Promotes others' engagement with diversity.	
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• At the bottom of the page, click **Submit** to complete the assessment, **Save** to return the assessment later, or **Cancel**.



Undoing Assessments

Any user who makes an error when submitting an assessment or wishes to revise an assessment after it has already been submitted can **Undo** their assessment. This will move the assessment from **Completed** status back to **Pending** status. All of the comments and scores will be retained, but the user can make changes and resubmit

- Click on the green View Completed link corresponding to the assessment.
- At the bottom right corner of the screen, click on the Undo Assessment button.

