Field Experience (For Mentors)

The Field Experience Module offers an online process for saving and monitoring placements.

If you are a mentor this semester, you have received an automated email from the College of Education and Human Services (see below)

Dear [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 http://www.livetext.com, and enter the following username and password:

User name: [UNIQUE USERNAME]

Password: [SECURE PASSWORD]

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

You may reset the account password to something you will easily remember by:

- Clicking **My Account** in the upper right corner
- Clicking **Change Password**
- Entering the old password, then entering and confirming a new password

To view placements

- To the left, the placement details are displayed (the internship title, the associated course information, site location, grade, and subject).

- The **View Demographics** button will display the demographic information for both the site and the classroom. The Mentor is the only member of the team who is able to edit the demographics in this area.

- The names of the Intern and Supervisor appear as links. Clicking one of these links will open an email window.

Completing Rubric Assessments

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

- 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 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.

- 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.
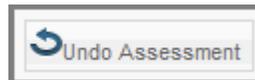
Reference
LiveText Inc. (2014). Training Resources