

Completing the Time Log in LiveText (Students)

1. Log onto your LiveText account at www.livetext.com
2. Select the **Field Experience** Tab.
3. Click on the “**View Placement**” link.
4. Scroll down to the bottom of the assessment page to view the Time Log.
5. Click on the “**Add Hours**” button.

Time Log

Required Hours:0

Date	Category	HH:MM	Apprv
Total Hours (Approved Hours / Total Hours):			00:00 / 00:00

+ Add Hours

6. Complete the **Date**, **Number of Hours** (HOURS: MINUTES), **Activity**, **Category** (select from a dropdown menu, this is required) and **Additional Information** you would like to add concerning the Activity. Click the “**Save**” button when complete.

Add Hours [x]

Date: MONTH/DAY/YEAR

Number of Hours: HOURS:MINUTES

Activity: Brief description of activity

Category: Select Category ▼

Additional Information: other necessary information

Save Cancel

H:MM Apprv

7. Continue to add your hours and activities to the Time Sheet. The total hours will be calculated at the bottom of the sheet. The time sheet below is an example.
8. You may also export a copy of your hours by selecting the “**Export Time Log to CSV**”.

Time Log

Required Hours:0 Export Time Log to CSV

Date	Category	HH:MM		Apprv
03/23/20	ISTE Portfolio	02:45	Edit Delete	
Activity: Uploaded all documents to my ISTE Porfolio and submitted to Livetext				
Add'l Info: All documents were upload to Livetext and submitted for scoring				
04/30/20	PD Plan	01:00	Edit Delete	
Activity: Completed Strengths and Areas of Improvement				
Add'l Info: Wrote my strengths and areas of improvement into the document.				
Total Hours (Approved Hours / Total Hours):		00:00 / 03:45		

+ Add Hours

NOTE:

Candidates, Supervisors and Mentors can add documents to support their activities by using the “**Add Attachments**” button. This is located above the time log.

Attachments

+ Add Attachments

You may upload documents from your LiveText Documents tab or add documents from the File Manager by clicking the “**Add**” under the Actions column. Additionally, documents can be uploaded from your computer by selecting the “**Upload New File**” button.

Add Attachment ×

LiveText Documents Add Attachments

Current Label: uncategorized ▾ + Upload New File

Showing 1-5 of 52 1 2 3 4 5 6 7 8 9 10 Next

File Name	File Type	Size	↕ Date Uploaded	Actions
SampleCertificate.gif	gif	31 Kb	September 2, 2011	Add Download

If you have any questions, please contact the Assessment Office at dnorth@umd.edu.