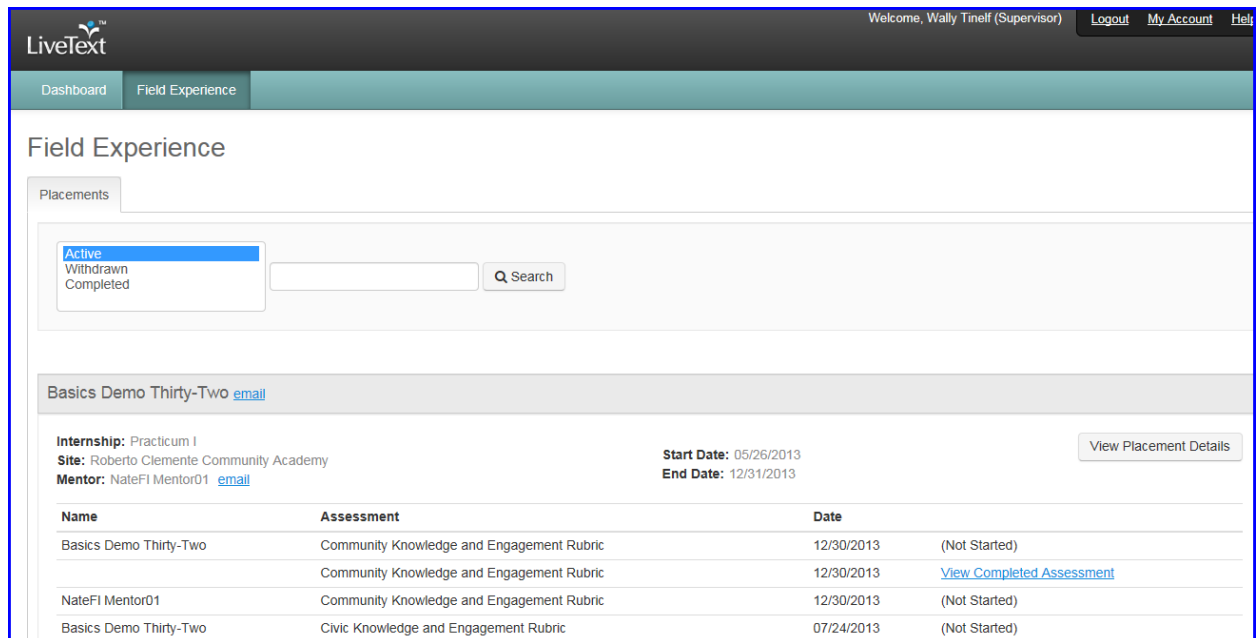


TRAINING **MANUAL:**
**FEM College/University
Supervisors**

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.



Field Experience

Placements

Active
Withdrawn
Completed

Q Search

Basics Demo Thirty-Two [email](#)

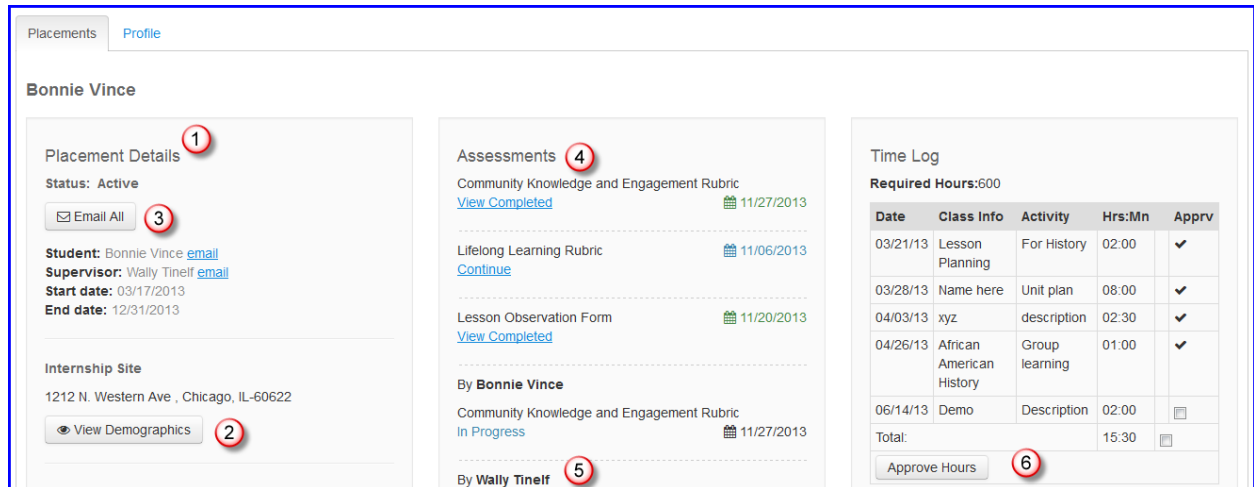
Internship: Practicum I
Site: Roberto Clemente Community Academy
Mentor: NateFI Mentor01 [email](#)

Start Date: 05/26/2013
End Date: 12/31/2013

[View Placement Details](#)

Name	Assessment	Date	
Basics Demo Thirty-Two	Community Knowledge and Engagement Rubric	12/30/2013	(Not Started)
	Community Knowledge and Engagement Rubric	12/30/2013	View Completed Assessment
NateFI Mentor01	Community Knowledge and Engagement Rubric	12/30/2013	(Not Started)
Basics Demo Thirty-Two	Civic Knowledge and Engagement Rubric	07/24/2013	(Not Started)

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.



Bonnie Vince

Placement Details 1
 Status: Active
 Email All 3
 Student: Bonnie Vince [email](#)
 Supervisor: Wally Tinfel [email](#)
 Start date: 03/17/2013
 End date: 12/31/2013

Assessments 4
 Community Knowledge and Engagement Rubric [View Completed](#) 11/27/2013
 Lifelong Learning Rubric [Continue](#) 11/06/2013
 Lesson Observation Form [View Completed](#) 11/20/2013
 By **Bonnie Vince**
 Community Knowledge and Engagement Rubric [In Progress](#) 11/27/2013
 By **Wally Tinfel** 5

Time Log
 Required Hours:600

Date	Class Info	Activity	Hrs:Mn	Apprv
03/21/13	Lesson Planning	For History	02:00	✓
03/28/13	Name here	Unit plan	08:00	✓
04/03/13	xyz	description	02:30	✓
04/26/13	African American History	Group learning	01:00	✓
06/14/13	Demo	Description	02:00	□
Total:			15:30	□

Approve Hours 6

Internship Site
 1212 N. Western Ave , Chicago, IL-60622
 View Demographics 2

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 the student, the mentor, or both click the corresponding email icon or link.
4. To fill out your assessment rubric(s), click on the **Begin Assessment** or **Continue Assessment** link.

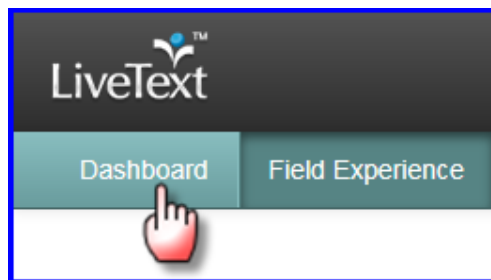
Comments And Feedback Overall comments...

Foundations and Skills [Show/Hide Rubric Descriptions](#)

	4 Capstone (4 pts)	3 Milestones (3 pts)	2 Milestones (2 pts)	1 Benchmark (1 pts)
Curiosity Edit	<input type="radio"/> Explores a topic in depth yielding a rich...	<input type="radio"/> Explores a topic in depth, yielding insight...	<input type="radio"/> Explores a topic with some evidence of depth...	<input type="radio"/> Explores a topic at a surface level, providing...
Initiative Edit	<input type="radio"/> Completes required work, generates and pursues...	<input type="radio"/> Completes required work, identifies and pursues...	<input type="radio"/> Completes required work and identifies...	<input type="radio"/> Completes required work.
Independence Edit	<input type="radio"/> Educational interests and pursuits exist and...	<input type="radio"/> Beyond classroom requirements, pursues...	<input type="radio"/> Beyond classroom requirements, pursues additional...	<input type="radio"/> Begins to look beyond classroom requirements...
Transfer Edit	<input type="radio"/> Makes explicit references to previous learning...	<input type="radio"/> Makes references to previous learning and shows...	<input type="radio"/> Makes references to previous learning and...	<input type="radio"/> Makes vague references to previous learning but...
Reflection Add	<input type="radio"/> Reviews prior learning (past experiences inside...	<input type="radio"/> Reviews prior learning (past experiences inside...	<input type="radio"/> Reviews prior learning (past experiences inside...	<input type="radio"/> Reviews prior learning (past experiences inside...

Submit Save Cancel

- a. Click the cells to highlight the level of performance achieved in each area.
 - b. Add comments to any row of the rubric by clicking the **Add Comment** icon and typing in the text box.
 - c. Add comments for the *entire* assessment using the text box at the top of the rubric.
5. To open any attachment uploaded by the student, click its title in the **Attachments** area.
 6. You may view the student's **Time Log** on the right side of the screen. Hours are entered by the student and approved by the mentor.



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