

Table of Contents

Introduction	3
<i>Resources Available on the Conference Visitors Pass</i>	3
Overview	4
<i>Core Functionality</i>	4
<i>Enhanced Features</i>	4
<i>Field Experience Module Vocabulary</i>	5
Basic Definitions	5
User Roles	5
FEM Administrator	7
<i>Imports</i>	7
Import Subjects	8
Import Sites	8
Import Mentors	9
Import Placements	9
Assign Placement Coordinator and Supervisor Roles	10
<i>Reports</i>	10
Assessment Frequency Report	10
Assessment Progress Summary Report	10
Site Placement Summary Report	11
Supervisor Report	11
Unit Wide Intern Assessment Report	11
Placement Coordinator	12
<i>Adding Assessments</i>	12
Assessments	13
<i>Internships</i>	13
<i>Making Placements & Managing Active Placements</i>	15
Placing Interns	15
<i>Managing Placements</i>	18
<i>Withdrawing a Placement</i>	19
<i>Reports</i>	20
Supervisor	21
<i>Placements</i>	22
View Placement	22
Mentor	24
<i>Accessing LiveText</i>	24
<i>Placements</i>	26
View Placement	26
Past Placements	27
<i>Profile</i>	28
Intern	29
<i>Student Access to the Field Experience Module</i>	29
<i>Placements</i>	30
Placement Requests	30
View Placement	30
Past Placements	32
Assessments	33
<i>Completing Assessments</i>	33

<i>Assessment Status</i>	34
<i>Undoing Assessments</i>	34
<i>Viewing Assessments</i>	34
Implementing the Field Experience Module	35
<i>Price Structure</i>	35
<i>Implementation Recommendations</i>	35

Introduction

This guide provides an overview of LiveText's Field Experience Module. This manual is aligned to the FEM: Vital Skills & Enhancements training session at our 2013 Assessment Conference.

Resources Available

Visitors Pass: _____

- Field Experience Module Introductory Video
- Sample Training Agendas for Field Experience Module on-site training
- Customizable Field Experience Module training guides for:
 - Students/Interns
 - Mentors/Cooperating Teachers
 - Supervisors/ Clinical Faculty
- Sample Files and Specifications for Field Experience Imports

Overview

LiveText's Field Experience Module allows students, faculty, and administrators to see a complete picture of learning progress both inside and outside the classroom. This session will focus on the strategies for successfully transitioning to a digital field experience management process, and review the newest enhancements available in the module.

Core Functionality

The core capabilities of the Field Experience Module are:

Mentor assessment	The Field Experience Module offers an easy to use platform for cooperating school professionals to perform rubric assessments in LiveText.
Collection and reporting of site demographic data	The Field Experience Module can be used to collect demographic data about placement locations at both the site and classroom levels so that institutions can document students' exposure to diverse environments.
Manage student placements	The Field Experience Module offers an online process for saving and monitoring placements, creating a secure, online, paperless archive of the institutions placement data.

Enhanced Features

Since the entire module has been built from the ground up, the development process offered an excellent opportunity to include some additional features that users have requested from LiveText. These enhancements range from minor add-ons that are “nice to have” to features that will be critical for some institutions' assessment systems.

- Interns (students) can self-assess
- Ability to create an assessment “team” with customized access/responsibility for assessments
- Automated and manual emails sent from the application
- Add individual mentors, sites, subjects, and placements manually (no import required)
- Reports can be exported in .pdf format as well as .csv

Field Experience Module Vocabulary

Because of the variation in vocabulary between institutions and states, the terminology used in the software is often somewhat general. Below are some of the important terms you will see in the application. Understanding these terms will help administrators determine the best way to adapt the tools to meet their institution's needs.

Basic Definitions

Field Experience	Any activity in which students work directly in a K-12 environment with a cooperating professional (mentor) and a clinical faculty member (supervisor). This includes classroom observations, practicum placements, student teaching, and other pre-service teaching experiences.
Internship	A specific field experience requirement which is associated with a course and has certain common attributes for all participating students, such as the required number of hours and assessments to be completed.
Placement	A unique assignment for an individual student participating in an internship. The details that make each placement unique include the site, the mentor and supervisor assigned to work with the student, and the grade level and subject of the classroom.
Placement Request	A placement request is an optional step in the placement process. Students can be required to complete a form in which they provide preferences for sites, grade levels, and provide other qualitative information that can be considered when locating an ideal placement. If the internship does not require a Placement Request, then the Placement Coordinator will simply assign the student to a placement.
Assessment	A rubric that is completed by the intern, mentor, and/or supervisor during the field experience. Rubrics should be built as LiveText documents, just like the ones used to assess course assignments or document reviews.

User Roles

A user's **role** determines when they will see the **Field Experience** tab in their LiveText account, and also the activities they are able to complete within the module. If you are familiar with the course-based features of LiveText, you may be used to thinking of a user as having one of three roles: Administrator, Faculty, or Student.

In the Field Experience Module, there are five different roles that users might have. With rare exceptions, two of these roles (FEM Admin and Placement Coordinator) are administrative in nature and are applied to a Course Admin account. The Supervisor role is applied primarily to existing Faculty users. The Intern role is applied to student

accounts. The final role (Mentor) is a special type of LiveText account that has access only to the Field Experience Module and is created when the mentor's name and email address are imported by the FEM Admin.

Role	Description	Can be assigned to:
Field Experience Administrator	An administrative role which populates an institution's Subjects, Sites, Mentors, and Placements, assigns the Placement Coordinator and Supervisor roles to faculty accounts, and can generate reports of all data collected in the module.	An Administrative or Faculty member's account
Placement Coordinator	An administrative role which defines the activities to be completed by creating Internships linked to course-sections, assigns students to Placements, and can generate reports of all data collected in the module.	An Administrative or Faculty member's account
Supervisor	One of three roles assigned to Placements as part of the placement team, the Supervisor represents the institution.	A Faculty member's account
Mentor	One of three roles assigned to Placements as part of the placement team, the Mentor represents the hosting site. The mentor is the only role that is not assigned to an already existing LiveText account. Instead, they receive their username and password when they are uploaded by the Field Experience Administrator, and can access <i>only</i> the Field Experience Module.	---
Intern	One of three roles assigned to Placements as part of the placement team, the Intern is applied to students' accounts when they purchase their access to the Field Experience Module or activate it with a key code.	A Student's account

Until a LiveText user is assigned to a Field Experience role, they will not even see the Field Experience tab at the top of their account. This means that when your institution adopts the Field Experience Module, students and faculty can be introduced to it only when they will be using it.

FEM Administrator

This is one of two administrative roles in the Field Experience Module. A member of LiveText's implementation team must provision a LiveText user account with the FEM Administrator role after the institution has decided to implement the Field Experience Module. When a LiveText user is provisioned with the role of FEM Administrator, a **Field Experience** tab will appear at the top of the account.



The privileges and responsibilities that come with this role include:

- Importing information into the Field Experience database - Subjects, Sites, Mentors, and Placements
- Provisioning other user(s) with the Placement Coordinator and Supervisor roles
- Creating LiveText accounts for mentor or cooperating teachers (this is done via the Mentor import)
- Generating reports of field experience activities

NOTE: The FEM Administrator is the only role that needs to be assigned directly by LiveText Implementation. Once this user is identified, the institution will control which users gain access to the Field Experience module and when.

NOTE: Any imports in the module can be performed as a batch by uploading a spreadsheet file, or added through the on-screen interface one record at a time.

Imports

Under the Field Experience tab, the FEM administrator has two sub-tabs: **Imports** and **Reports**. This section will describe the activities that are performed under the first of these tabs.

 A screenshot of the 'Field Experience' interface, specifically the 'Imports' sub-tab. On the left is a sidebar menu with options: Subjects (selected), Sites, Mentors, Placements, and Faculty. The main content area has a header 'Imports' with a green arrow icon. Below this is a form for 'Import Subjects' with a text input field, a 'Browse...' button, and an 'Upload File' button. A note below the form states: 'File formats that can be uploaded includes .xls, .xlsx, .csv Sample Import file Import 500 subjects or less at one time for optimal uploads.' At the bottom, there is a table with two columns: 'Subject ID' and 'Subject Name'.

Subject ID	Subject Name
3635	Agriculture Education
64	Biology

In total, there are four different types of records that need to be imported in order to begin using the Field Experience Module.

For each of these four import categories, there are two ways to add the records to LiveText. One way is to prepare a spreadsheet file that lists one record on each row and includes appropriate column headers for the data points that comprise that record. This is the most efficient method if you are adding multiple records at one time, particularly if you already have the records in a spreadsheet format. The other way is to add a single record at a time. Do this by clicking the “Add” link on the corresponding import page. The fields that need to be populated will then display on-screen and can be keyed in and saved.

Import Subjects

BEST PRACTICE: When importing Subjects, consider the designations that your state uses to license or certify educators. Subjects will be used as one method of searching for Mentors while placing students.

The first import defines the subjects that a student may potentially teach or observe in the field. Values may include: Art, Biology, Chemistry, French, History, Self-Contained, Social Studies, etc. Often, program or licensure areas (e.g. Elementary Literacy, Special Education, or Ed Leadership) are uploaded here as well as traditional secondary subjects.

Later in the Field Experience process, when interns are placed at a site location, one of these subjects will be associated with the placement.

Subjects that are in the system can be marked as Active or Inactive, and only active subjects will be available in subsequent steps.

Import Sites

Sites are the locations that host interns during their placements. Along with the basic identifying information about the site, such as its name, address, and district, LiveText is able to accept a number of demographic data points associated with that site, such as ethnic and gender distributions of the student population, average daily attendance, the number of students who have IEPs or 504 plans, qualify for free or reduced lunch, and/or receive special services.

Sites that are imported are also marked with an Active or Inactive status, and only active sites will be available when browsing for locations to place students.

Import Mentors

Mentors are the cooperating K-12 professionals who work at the site and host students during their placements. Uploading or adding a mentor triggers several automated actions by the system.

1. When a mentor is uploaded, LiveText automatically creates a mentor account. This is a special type of LiveText account, which will be discussed in a later section of this manual.
2. The username for this account, along with a randomly generated password, are emailed to the primary email address that was identified for the mentor.

School

Email ^ :

Please provide the mentor's school email address so that account-related information and notifications can be sent.

Personal

Email ^ :

Please provide secondary email address. If a secondary email address is not available, enter the School Email Address again.

NOTE: When assigning a LiveText username to a mentor, the system will attempt to follow the convention of first initial of first name and the entire last name (e.g. Alex Brown = abrown) If this username already exists, then the username will be composed of the first three letters of the mentor's first name followed by the first three letters of their last name followed by a randomly generated four digit number). Alphanumeric passwords are automatically generated at random.

Import Placements

John	Faculty	johnfaculty@livedtext.com	<input type="radio"/> Placement Coordinator	<input type="radio"/> Supervisor
Katie	Kalmus	katie@livedtext.com	<input type="radio"/> Placement Coordinator	<input type="radio"/> Supervisor
Carter	Lamb	carter@livedtext.com	<input type="radio"/> Placement Coordinator	<input type="radio"/> Supervisor
David	Minor	david.minor@livedtext.com	<input type="radio"/> Placement Coordinator	<input type="radio"/> Supervisor

Placements represent the “openings” available at a given site. A Placement is represented by a combination of a Site, Grade, and Subject. For example, if you have imported Site A, which is K-8 school, but only one third grade elementary teacher at this site ever volunteers as a mentor, then you might only create one Placement for Site A, with a Grade level of 3rd and a Subject of Elementary Education. Placements can also be flagged as active or inactive, and only active placements will be available when browsing for locations to place a student.

Assign Placement Coordinator and Supervisor Roles

The Faculty page under the Imports sub-tab is where the FEM Admin assigns the roles of Placement Coordinator and Supervisor to other users. This page displays a list of all faculty users at the institution. Selecting the Placement Coordinator or Supervisor radio button for any user will assign the corresponding role to that account and cause the Field Experience tab to appear.

Reports

The FEM Admin also has the ability to run reports on all data collected from field experiences. The Field Experience Module includes its own reporting capability that is separate from the reports you may be familiar with in LiveText.

Assessment Frequency Report

Assessment Frequency Report												
Course: LiveText Basics												
Internship: Practicum I												
Community Knowledge and Engagement Rubric	4-4 Capstone						3-3 Milestones					
	#			%			#			%		
Civic Knowledge and Engagement	Intern	Mentor	Super-visor	Intern	Mentor	Super-visor	Intern	Mentor	Super-visor	Intern	Mentor	Super-visor
Diversity of Communities and Cultures	2	3	1	100%	75%	50%	--	1	1	--	25%	50%
Analysis of Knowledge	--	--	--	--	--	--	1	2	1	50%	50%	50%
Civic Identity and Commitment	--	1	1	--	25%	50%	1	1	--	50%	25%	--
Civic Communication	1	2	--	50%	50%	--	1	2	2	50%	50%	100%
Civic Action and Reflection	1	1	--	50%	25%	--	1	1	2	50%	25%	100%
Civic Contexts/ Structures	1	2	2	50%	50%	100%	1	2	--	50%	50%	--

This report provides a summary of assessment results gathered with a common assessment rubric for a given internship. For each element (row) of an assessment rubric, the frequencies of assessments at each performance level are provided as both raw numbers and percentages. If applicable, the report also disaggregates these figures by the role of the person completing the rubric (mentor, supervisor, and intern).

Assessment Progress Summary Report

Numeric Breakdown of Results					
Intern Results		Mentor Results		University Supervisor Results	
Not Started	12	Not Started	11	Not Started	12
Started	0	Started	0	Started	0
Submitted	0	Submitted	1	Submitted	0
Overdue	0	Overdue	0	Overdue	0

This report is best used to monitor internships that are in progress, to ensure that mentors, supervisors, and interns are completing their assigned assessments. For a given internship, this report summarizes all assessments that have been assigned, and

NOTE: If you do not find a particular user on the Faculty page, but you know that they have registered for LiveText, most likely the individual is not listed as an instructor for any courses. LiveText Implementation can help you import a training course for any individuals who require a FEM role but do not teach courses.

indicates a color-coded status for each assessment: Submitted (or complete), Started (or in progress), Not Started, or Overdue.

Site Placement Summary Report

Site	Gender Demographics			Ethnicity Demographics								Total No	
	Male	Female	Unk/ Other	Asian	African American	Pacific Islander	Hisp.	Amer Ind/ Alask Nat.	White	Mult/ No Resp	Other		
Burleigh Manor Middle School	323	299	0	196	48	0	25	0	314	3	36	1244	
Bonnie Branch Middle School	356	310	0	60	147	0	36	0	349	3	71	1332	
Eleanor Roosevelt High School	1287	1382	0	0	1644	0	281	10	436	281	17	5338	
Southern High School	584	550	0	12	170	0	38	0	872	3	39	2268	
Benjamin Foulois Creative and Performing Arts Academy	204	338	0	0	499	0	14	0	0	8	21	1084	
Banneker Middle School	421	387	0	117	493	0	97	0	74	1	26	1616	
Wheaton High School	688	487	0	117	266	0	685	0	95	1	11	2350	
Westland Middle School	540	503	0	66	127	0	162	0	628	1	59	2086	

This report summarizes the ethnic and gender diversity of site demographics for a given internship. Only those sites that had active placements during the selected internship will be included in the report, so in addition to the specific diversity numbers about each partnering site, the report can be used to paint a general picture of the level of diversity found within the network of sites that the college or university draws from when placing students for a particular experience, such as a specific cohort's student teaching.

Supervisor Report

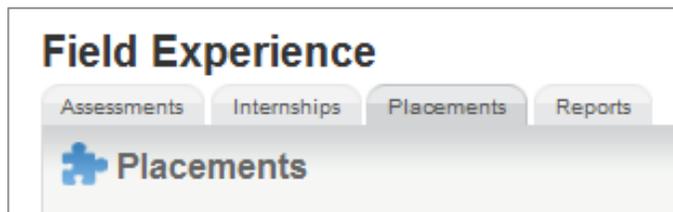
This report provides a summary of every placement that has been monitored by a particular supervisor within a specified date range. It includes a list of the sites in which the supervisor has monitored placements, as well as the names of the associated sites and mentors and the start and end dates of the placement.

Unit-Wide Intern Assessment Report

This report is used to compare assessment results over time. Whereas the Assessment Frequency Report provides a summary of rubric results for a given internship, which by definition takes place within a single academic term, the Unit-Wide Intern Assessment Report summarizes assessment results by term. This report can be used to monitor progress in improving learning outcomes across multiple cycles of data collection.

Placement Coordinator

The Placement Coordinator is the second of the two administrative users in the Field Experience Module. This role is ideal for those who work in the institution's field placement office, manage relationships with cooperating K-12 professionals and sites, review applications from students prior to a field experience placement, and monitor students remotely along the way to ensure that they are completing their required hours and assessments. The Placement Coordinator is also able to create a *single*, final assessment for a Placement called the **Document of Record**. This is typically done at the end of the placement as a way to reconcile discrepancies between the other final assessments performed during the placement.



The primary tasks performed by this role include:

- Selecting the assessment rubrics that will be used in a field experiences
- Creating **Internships** (the activities and assessments common to all students in requirement particular course)
- Assigning students to **Placements** (the unique assignment of a site, mentor, grade, and subject that each student in an internship receives)
- Monitoring ongoing placements
- Completing the **Document of Record**
- Generating reports on field experience activities

Adding Assessments

Adding assessments to the Field Experience Module is a critical set-up step that the Placement Coordinator must complete early on in the implementation process.

Assessments

Add Assessment

Showing 1-4 of 4 1

Current Label: My Work ▾ Search ▾

Title	Type	Date Created	Date Modified	Action
Critical Thinking Rubric	Assessment	11/29/11	Feb 22	+ Add
EDUC 222	Assessment	11/29/11	11/29/11	+ Add
Information Literacy Rubric	Assessment	11/29/11	11/29/11	+ Add
Lifelong Learning Rubric	Assessment	11/29/11	11/29/11	+ Add

Showing 1-4 of 4 1

Close

Under the **Assessments** sub-tab, the Placement Coordinator selects the assessment rubric(s) that will be used for field experience assessments. When the Placement Coordinator clicks **Add Assessment**, a document chooser will appear, and any rubrics can be made available in the Field Experience Module with the corresponding **Add** button.

Assessments only need to be added in this way one time, even if they are used in multiple internships or over multiple academic terms.

NOTE: If the Placement Coordinator is not the owner of the assessment rubrics needed for field experience assessments, the owner can Share these documents with the Placement Coordinator

Internships

Create/Edit Internships

The **Internships** sub-tab is where the Placement Coordinator creates the field experience activities that form the requirement for courses. If you have ever acted as an administrator in LiveText, this process is analogous to setting up a course assignment.

To create an internship, the Placement Coordinator clicks **Create New Internship** and fills out the form that opens, including:

1. A name and description (optional) for the internship. The name will identify the internship for interns, mentors, and supervisors.
2. The course-section that this internship belongs to. Select term and department first.
3. Optionally, a minimum GPA for the student to participate in the internship.

NOTE: Specifying the course that the internship is associated with will also associate that roster with the internship. All students enrolled in the course will be available for placements within this internship, and (if applicable) will be prompted to complete Placement Requests.

4. The required number of hours that the Intern is expected to spend in the Placement. The Intern can use the Time Log to record that this requirement is met.
5. A completion date for the internship. This is the date by which all students are expected to complete their placements.
6. A status of **Active** or **Inactive** can be applied to the internship. Only active internships will appear by default on the Placement Coordinator's list of internships.
7. If the student is required to complete a **Placement Request** before they can be placed, select "Yes." If interns will simply be assigned to a placement, or if you will maintain a separate application process outside of LiveText, then select "No." The process for interns to complete Placement Requests will be described in greater detail in the Intern section of this manual.
8. Finally, all assessments that are to be completed during the internship are identified. Click **Insert Assessments** to open a rubric selection window. When an assessment is added, select a due date for the assessment. The "Applicable to" drop-down menu identifies who is responsible for filling out the rubric (mentor, supervisor, or intern or all). The "Publish Assessment" dropdown menus determine when the completed assessment will be released to the other members of the three-person team comprising the placement.

NOTE: Only rubrics that have been added to the Field Experience Module on the Assessments tab will be available.

Assessment	Description	Due Date	Applicable To	Publish Assessment
1 ACPE Pharmacy Rubric		07/13/2011	Intern	Supervisor: Upon Submission Mentor: End of Placement Intern: Upon Submission

9. Click **Save** to finish creating the internship.

Saving the internship will cause the Field Experience tab to appear in the accounts of all students on the roster of the course section identified in Step 2.

When an internship has been created, a red status bar will appear under the internships tab. This status bar, which looks like the **Student Progress Bar** for course assignments in LiveText, will track the progress towards assigning each student to a placement.



Red	The student has not submitted a Placement Request and the Placement Coordinator has not begun placing them.
Yellow	The student has submitted a Placement Request OR the Placement Coordinator has already begun searching for a placement for them.
Green	The student has been assigned to a Placement for this internship.

To edit an existing internship, click the **Edit** button to the right of the **Intern Progress Bar**.

Making Placements & Managing Active Placements

Placing Interns

The Placement Coordinator can assign interns to **Placements** from two locations.

Internships tab

The Placement Coordinator is able to place students directly from the Internships page. If interns are *not* required to fill out placement requests in order to be assigned a placement, this is the only method for a beginning a placement:

1. Click the **Intern Progress Bar**. The roster for the course associated with the internship will display.
2. Click the green  next to the name of any intern.
3. If applicable, review the placement request.
4. Click **Find Placement**.

Placements tab

The Placement Coordinator is also able to assign students to cooperating sites and mentors from the Placements tab. This tab is organized into two sections, and the first is New Placement Requests. When students complete and submit their placement requests, they will appear on this page, organized by course. To review the student's request and begin searching for a suitable placement:

NOTE: To send an email message to the intern while searching available placements, click directly on his or her name.

The screenshot shows the 'Placements' interface. On the left, there are filters for 'First and/or Last Name', 'Department', 'Course-Section', 'Status' (Active, Withdrawn, Completed), 'Grade' (All, K, 1st, 2nd), and 'Subject' (Agriculture Education, Biology, Chemistry). The main area is divided into 'New Placement Requests (70)' and 'Student Placements (40)'. The 'Student Placements' section lists three entries with details like Student ID, Subject, Grade, Course-Section, Supervisor, Start/End Dates, Site, and Mentor. Each entry has 'Edit Placement' and 'Manage Placement' buttons.

1. Click **Create Placement**.
2. Review the placement request. Before searching through available placements, the Placement Coordinator has the option to review the intern’s field experience history – such as, the sites where they have been previously placed, the mentors and supervisors they worked with, and the number of hours completed - by clicking **View Past Placements**.
3. To place the student for this internship, click **Find Placement**.



Assigning a Placement

Once the Placement Coordinator navigates to this point – whether through the Internships tab or the Placements tab – the process for browsing through available placements and matching the intern with a site, mentor, and supervisor is the same.

The **Search Placements** screen will list all the available placements. Remember from the previous section, a **Placement** is a “slot” or an “opening” at a cooperating K-12 site. If this page is empty, or if none of the placements listed on the page is appropriate for the intern you are attempting to place, then additional **Placements** need to be imported by the FEM Admin.

When an appropriate placement is found, click the corresponding **Place** button.

The screenshot shows the 'Search Placements' interface. At the top is a search bar with the text 'Search by entering key words associated with a potential placement' and a 'Search' button. Below is a placement card for 'ABC School' at '1 Street Name, LaGrange, IL 12345'. The card also shows 'Subject: Art' and 'Grade Choices: 1st'. A green plus sign button labeled 'Place' is located on the right side of the card.

In the dropdown menus to the right, select the mentor and a supervisor who will be assigned to work with this intern. The mentor dropdown menu will include only mentors who work at this site and teach the subject. The number of active placements which a mentor or supervisor is assigned to will appear next to his or her name in parentheses. While the system will not impose a limit on the number of placements a mentor or supervisor may have at any given time, this will act as a simple indicator that the Placement Coordinator can monitor to make sure mentors and supervisors are not overcommitted.

The screenshot shows a form with the following fields:

- Mentor(s):** A dropdown menu with the text "Select Mentor" and a downward arrow.
- Supervisor:** A dropdown menu with the text "Select Supervisor" and a downward arrow. The menu is open, showing a list of names with the number of active placements in parentheses:
 - Select Supervisor
 - Aye-mon Myo (7)
 - Carter Lamb (5)
 - Fiona Faculty (6)
 - Fred Faculty (27)
 - Monica Defendorf (5)
 - qa_test1 (72)
- Minimum GPA:** An empty input field.
- Required Hours:** An empty input field with "ZZ" written below it.

When placing an intern, it is possible to customize some of the settings that were made when the Internship was created. For example, an internship has a completion date, but if a particular intern specifies at the outset that they need to complete their required hours over a longer period of time, the start and end date for their placement can be changed at the time that particular student is placed.

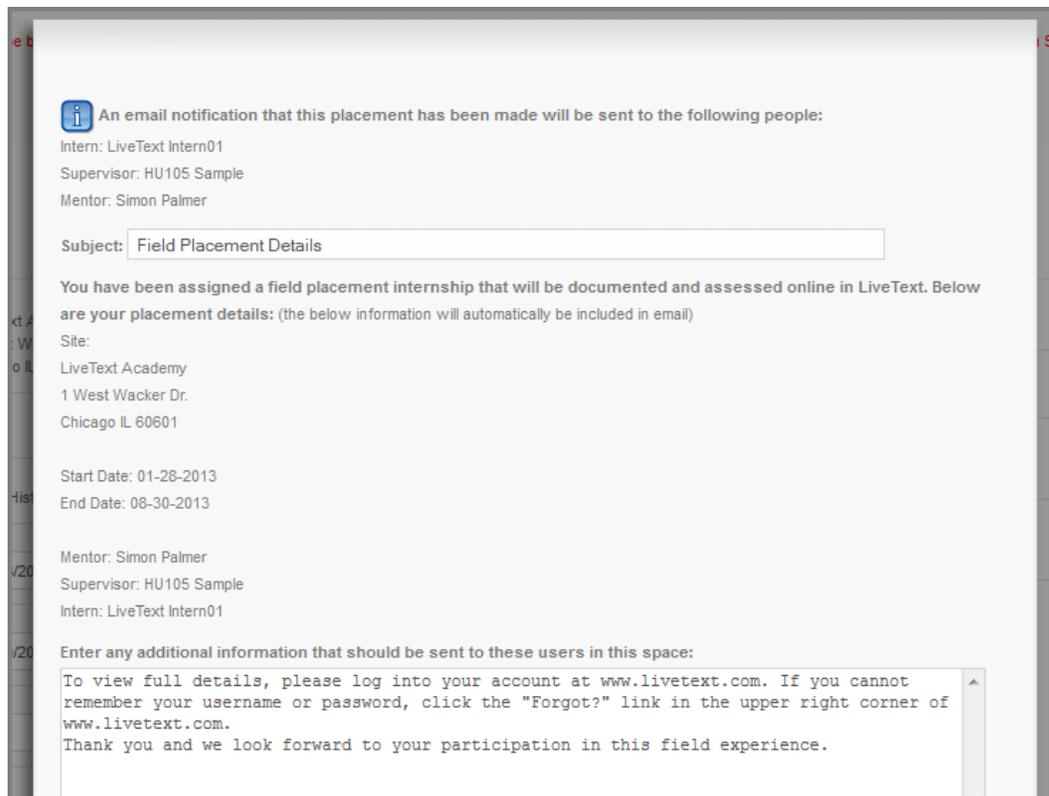
The screenshot shows a calendar interface for June 2011. The calendar grid is as follows:

	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	4
Grade:	5	6	7	8	9	10	11
Subject:	12	13	14	15	16	17	18
Start Date:	19	20	21	22	23	24	25
End Date:	26	27	28	29	30		

Below the calendar is an input field for the End Date, which is currently empty. To the right of the input field is a small calendar icon.

Click **Save** to complete the placement. The final step in the placement process is to notify the intern, mentor, and supervisor about this placement. A window will appear which contains a message that will be sent via email to the members of the placement team. The first portion of the message includes the details of the placement, such as the site, grade level, and subject of the placement. The second portion can be customized with any additional information the Placement Coordinator wishes to provide.

NOTE: The customized portion of this email notification can include hyperlinks to LiveText Documents, LiveText Forms, or other web addresses. Placing links to resources in the customized portion of the message can serve as a means to notify mentors of pre-placement activities, such as reading documentation or taking a survey.



Managing Placements

After an intern has been assigned to their unique placement, the intern is removed from the **New Placement Requests** list under the Placements tab, and they instead appear in the second section of the page, called **Student Placements**. All active placements are listed in this section, and the Placement Coordinator is able to:

Edit Placement	This re-opens the placement and allows for changes to be made (e.g. due dates for assessments, visibility rules for assessments, and the end date of the placement).
Manage Placement	This gives the Placement Coordinator continuous, view-only access to all activities of the supervisor, mentors, and intern. While the placement is in progress, these three roles have a shared workspace, which will be described in detail in the supervisor, mentor, and intern sections of this manual. Throughout the placement, the Placement Coordinator can access this workspace to monitor whether assessments and other required activities are being completed.



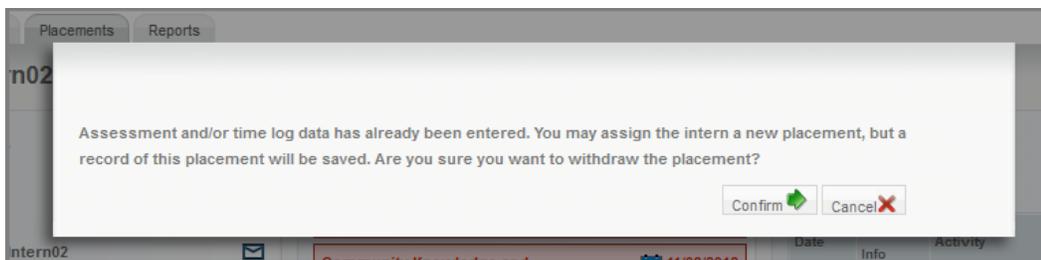
From the **View Placement** page, the Placement Coordinator also has the option to create a **Document of Record** for the placement. The **Document of Record** is an assessment entered by the Placement Coordinator to reconcile any discrepancies between assessments performed by the mentor, supervisor, and intern. For example, if all three of these roles complete the same assessment rubric pertaining to the intern's performance and professional development, but their evaluations differ significantly, the authoritative version of the assessment is entered as the **Document of Record**.

Withdrawing a Placement

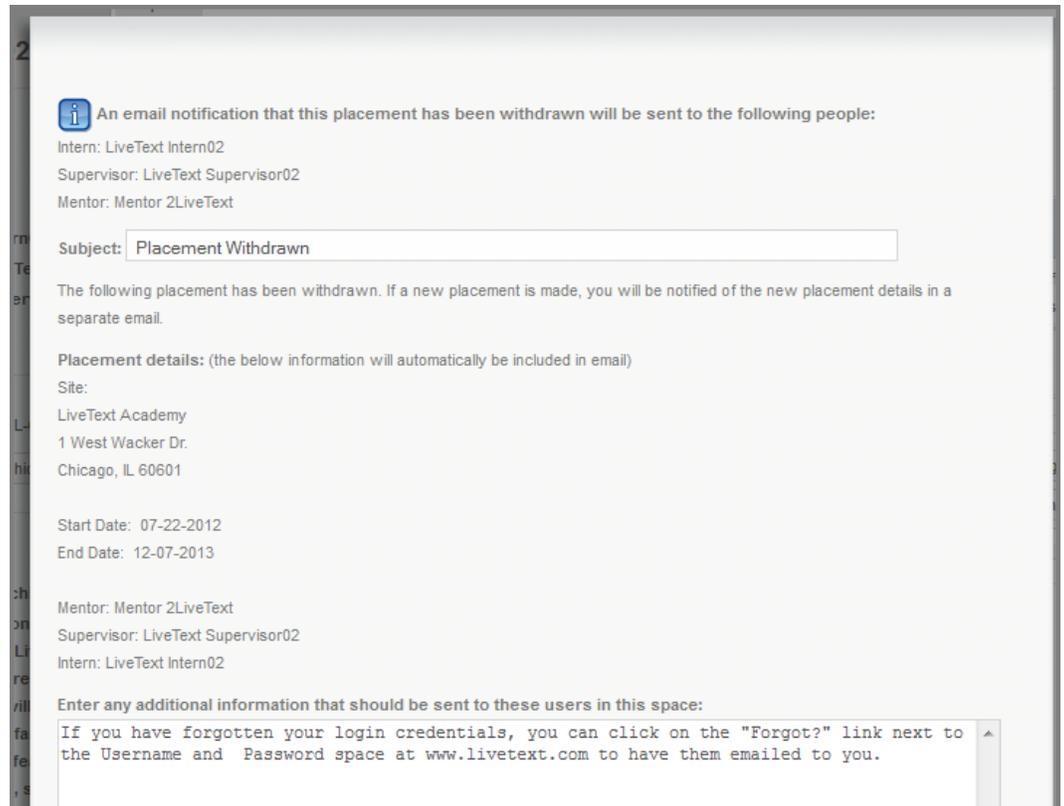
In the event that an intern needs to be removed from a placement, or re-assigned to a different mentor, supervisor, or site after they have already been placed, then the intern can be removed from the placement. The Placement Coordinator will then be able to place the student in this internship again. Whether or not a record is kept of the withdrawn placement will depend on whether any data was collected.

To withdraw a placement:

1. Click **Manage Placement**.
2. Click the **Withdraw from Placement** button.
3. A notification message will appear, indicating whether or not a record of the withdrawn placement will be kept. The withdrawn placement will only be permanently deleted if all of the following conditions are met:
 - a. No time log entries have been made by the intern.
 - b. No assessments have been started by any member of the placement team.
 - c. No classroom demographic data has been entered by the mentor.



4. An email message will be sent to the placement team notifying them that this placement has been withdrawn. As with the message that was sent when the intern was first placed, this notification includes a section that can be customized by the Placement Coordinator.



Reports

The Placement Coordinator has the same access to the reports inside the Field Experience Module as the FEM Admin.

Supervisor

The Supervisor is one of two roles in the Field Experience Module that corresponds to the responsibilities usually associated with a Faculty user - mainly assessing students. This role is ideal for any college or university personnel who also act as advisors, observers, or assessors of the activities of interns in the field. An individual must already have a LiveText faculty account in order to be provisioned by the FEM Admin as a Supervisor, and a Supervisor can simultaneously be an instructor of courses in LiveText, including the course associated with the internship.

The primary responsibilities of the Supervisor include:

- Assessing Interns during the field experience placement
- Monitoring the activities of his or her assigned interns in the field through the shared workspace to which each intern-mentor-supervisor team has access

When a Supervisor clicks the Field Experience tab, they will have access to only one sub-tab, called Placements.

Field Experience

Placements

Placements

Active
Withdrawn
Completed

First and/or Last Name

LiveText Intern17

Internship: Field Experience
Site: LiveText Academy
Mentor: Mentor 17LiveText

Start Date: 07/22/2012
End Date: 12/07/2013

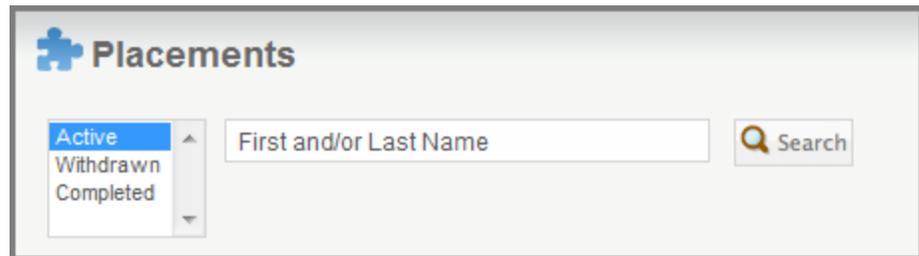
062410 Subject Area Unit Plan Rubric

Lifelong Learning Rubric

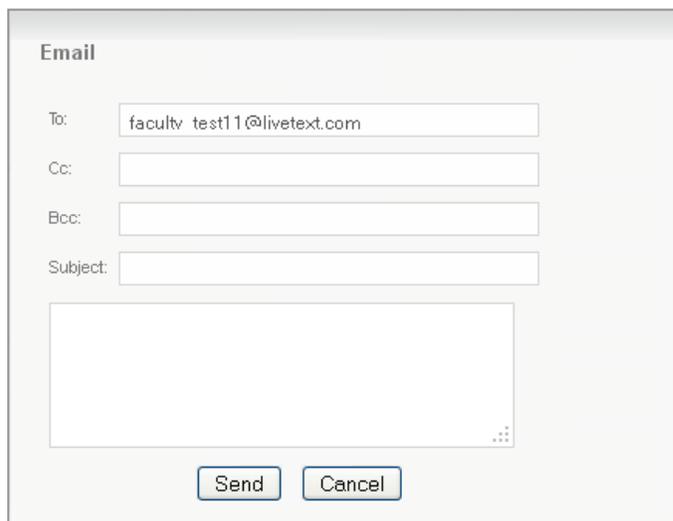
By Mentor 17LiveText
Community Knowledge and Engagement Rubric

Placements

The Supervisor can access any assigned placement from this tab. By default, only active placements will display, but the Supervisor can use a status filter to retrieve Withdrawn and/or Completed placements as well.



Each placement is listed individually, and includes important identifying information such as the site, the start and end dates, and the internship title. The assessments for each placement are also listed, and those assigned to the Supervisor appear as links, so that he or she can begin one with a single click. The names of the Intern and Mentor associated with each placement appear with email icons next to them. Clicking on any one of these icons will open a hovering window in which the supervisor can compose an email.



View Placement

At the top right corner of each placement listed on this page, the Supervisor will also find a button labeled **View Placement Details**. Clicking on this button will direct the supervisor to a screen containing the full details of this placement. This page is the aforementioned “shared workspace” that is accessible to all three members of the assessment team for this placement. (Supervisor, Mentor, and Intern)

1. Placement details are displayed on the left (i.e., the internship title, the associated course information, site location, grade, subject).

2. The **View Demographics** button will display the demographic information for both the site and the classroom. The Supervisor is only able to view demographics.
3. The names of the Intern and Mentor again appear next to email icons. Clicking one of these icons will open an email window.
4. All assessments for the internship are listed in the center of the page. Assessments will be linked if they are assigned to the Supervisor, or if they have been completed and published for viewing by the Supervisor. Remember, each user's permission to see a completed assessment is determined by the publishing rules set by the Placement Coordinator.
5. In the Attachments area, work samples that have been posted by the Intern are linked and may be viewed. Attachments can be either LiveText documents or files.
6. The **Time Log** for this placement will display to the right. Hours are entered by the Intern and the Supervisor is able to **Approve** hours.

Mentor

The Mentor is the second of two roles in the Field Experience Module that corresponds roughly to a Faculty user in LiveText. This role is ideal for the cooperating K-12 professional who hosts an Intern at their site and works with the Intern on a day-to-day basis during the placement. Mentors receive a special type of LiveText account, and have access *only* to the Field Experience Module. Their username and initial password are also created automatically and emailed to them when the FEM Admin imports them.

These two attributes of a mentor account (i.e., limited access and the automated generation of the username and password) were designed to ensure that mentors – who, unlike faculty are likely to have never heard of or used LiveText before – can access the site and perform their assigned assessments quickly and easily, and with virtually no end user training. This ease-of-use for mentors is one of the two core requirements that guided the development of this module.

The primary responsibilities of the Mentor include:

- Assessing Interns during the field experience placement
- Approving the entries in the Intern's **Time Log** for the placement
- Entering the Site and/or classroom demographics for the placement

Accessing LiveText

When a Mentor is added to the Field Experience Module by the FEM Admin, an automated email address is sent to the **Primary Email** address listed for that mentor. The message reads this way:

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.

As soon as a Mentor receives their account information, they can access LiveText. An additional message is sent when an Intern has been assigned to them.

After logging into LiveText, a Mentor will see *only* a Field Experience tab at the top of the account. This means that they will not be able to perform other activities inside LiveText such as authoring documents or viewing courses.

The screenshot displays the 'Field Experience' section of a user's account. At the top, there are tabs for 'Placements' and 'Profile'. Below the 'Placements' tab, the user's name 'Tom Currie' is shown with an email icon and a 'View Placement Details' button. The placement information includes: Internship: Practicum I, School: _The Hypothetical Academy, and Supervisor: John Doughnuts. Dates are listed as Start Date: 05/07/2012 and End Date: 05/31/2012. A red banner indicates a 'Community Knowledge and Engagement Rubric' assessment is overdue as of 05/09/2012, with a 'Begin Assessment >' link. Below this, two rows show the rubric status for 'By Tom Currie' and 'By John Doughnuts', both marked as '(Not Started)' with a date of 05/09/2012.

A Mentor does have access to the **My Account** area, however. Just like other users, they can change their password in this area. Since the initial password is generated automatically by the system, the Mentor may want to reset the account password to something they will more easily remember by:

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

The screenshot shows a 'Change your password' form. It contains three input fields: 'Enter your old password', 'Choose a new password', and 'Confirm your new password'. Below the 'Choose a new password' field, there is a note: 'Case sensitive, 6 character minimum. Must contain a good mix of character types from at least 2 of the following categories: Uppercase letters, lowercase letters, numeral, symbols.' A 'Save' button is located at the bottom right of the form.

Placements

The Mentor sees all currently assigned placements organized in this area. Each placement is listed individually, and includes important identifying information such as the site, the start and end dates, and the internship title. The assessments for each placement are also listed, and those assigned to the Mentor appear as color-coded links, enabling the Mentor to begin working on an assigned assessment with a single click. The names of the Intern and Supervisor associated with each placement appear with email icons next to them. Clicking on any one of these icons will open a hovering window in which the mentor can compose an email.

View Placement

At the top right corner of each placement listed on this page, the Supervisor will also find a button that says **View Placement Details**. Clicking on this button will direct the supervisor to the full placement details page. This page is the aforementioned “shared workspace” that is accessible to all three members of the assessment team for this placement (Supervisor, Mentor, and Intern).

Field Experience

Placements Profile

Basics Demo Fourteen

Placement Details

1 Student: Basics Demo Fourteen
Supervisor: HU105 Sample
Start date: 12/31/2011
End date: 12/31/2012

3 [Email All](#)

Internship Site
123 Nowhere Man , Nowhere Land, AK-XXXXXX

2 [View Demographics](#)

Assessments 4

Community Knowledge and Engagement 12/30/2012
Rubric [Continue >](#)

By Basics Demo Fourteen
Community Knowledge and Engagement 12/30/2012
Rubric [View Completed >](#)

By HU105 Sample
Community Knowledge and Engagement 12/30/2012
Rubric [View Completed >](#)

Attachments 5

[Developmental Rubric.png](#)

Time Log

Required Hours: 80

Date	Class Info	Activity	Hrs-Mn	Apprv
03/29/12	10th Grade	Science lab	03:00	✓
04/02/12	Workinglab with students		03:00	✓
04/12/12	Chemistrysson Planning		08:00	✓
04/13/12	11th Grade	Study Session	04:00	☐
04/17/12	Physics	Teaching	03:00	☐
04/19/12	Chemistry	Teaching	03:00	☐
04/23/12	After School Olympiad	Science Programmeeting	04:00	☐
TOTAL:			28:0	6

[Approve Hours](#)

1. To the left, the placement details are displayed (the internship title, the associated course information, site location, grade, subject).
2. 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.
3. The names of the Intern and Supervisor appear as links. Clicking one of these links will open an email window.

4. All assessments for the internship are listed in the center of the page. Assessments will be linked if they are assigned to the Mentor, or if the Mentor has published them for viewing.
5. In the Attachments area, work samples that have been posted by the Intern are linked and may be viewed. Attachments can be either LiveText documents or files.
6. The **Time Log** for this placement will display to the right. The Intern enters hours, but the Mentor is able to Approve entries. To approve an entry, the Mentor checks the box to the right of the entry and clicks **Approve Hours**.

To approve all entries or multiple entries at the same time, check the box at the bottom of the **Time Log** to highlight all unapproved entries and click **Approve Hours**.

Demographic data about a placement can be entered at two levels: site and classroom. The FEM Admin may have already populated the Site demographic data when the site was added. The Mentor can only enter classroom level demographics from this page. It is up to the college or university to determine whether the mentor is required to enter this data. If classroom demographic data is not entered, it will not prevent any other activities related to the placement, but certain report formats that use classroom demographic data will not be populated.

Classroom Demographics	
Total Students	0
Ethnic Distribution	#
American Indian	
Asian	
Hispanic	
Pacific Islander	
White	
Special Programs	#
English Language Learners	
Free Lunch Program	
Students with Disabilities	
Students in Accelerated Programs	

Past Placements

In contrast to both Supervisors and Interns, Mentors have no access to past placements. Once the end date for the placements has elapsed, the placement will no longer be accessible through a Mentor's account. Consequently, as the end date of the placement approaches, it is important that due dates for assessments and other required activities in LiveText are communicated clearly and often to mentors.

Profile

A Mentor account also contains a Profile tab. In this area, the Mentor is able to update his or her own personal information. Recall that when a Mentor is added to the Field Experience Module, the FEM Admin can enter their:

- Phone Number
- Email Address(es)
- Gender
- Ethnicity
- Site, and
- Subject

In the event that a Mentor maintains their relationship with the institution, but either transfers to a different site, or begins teaching different grades or subjects, the mentor can update this information directly, so that the FEM Admin does not have to continually update existing records with mentors' current site(s), grade(s), and subject(s).

_The Hypothetical Academy
Remove

<p>School :</p> <p><input type="text" value="_The Hypothetical Academy"/></p>	<p>Role :</p> <p><input type="checkbox"/> Principal</p> <p><input checked="" type="checkbox"/> Cooperating Teacher</p> <p><input type="checkbox"/> Onsite Coordinator</p> <p><input type="checkbox"/> Other <input type="text"/></p>	<p>Grade * :</p> <p><input type="text" value="K"/></p> <p><input type="text" value="1st"/></p> <p><input type="text" value="2nd"/></p> <p><input type="text" value="3rd"/></p> <p><input type="text" value="4th"/></p> <p><input type="text" value="5th"/></p>	<p>Subject * :</p> <p><input type="text" value="Biology"/></p> <p><input type="text" value="Chemistry"/></p> <p><input type="text" value="Early Childhood"/></p> <p><input type="text" value="Economics"/></p> <p><input type="text" value="Elementary All levels"/></p> <p><input type="text" value="History"/></p> <p><input type="text" value="Mathematics"/></p>
<p>Address :</p> <p>123 Nowhere Man Nowhere Land, AK XXXXX</p>	<p>Mentor ID : <input type="text"/></p> <p>Special Education Program : <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Specialization : <input type="text"/></p>		

Add More Schools
 Save
 Cancel

Intern

The Intern is the name of the role that corresponds to a Student user in LiveText. There are two requirements for existing student users to gain full access to the Field Experience Module. First, the student must purchase or activate the add-on service. Second, a Placement Coordinator must create an Internship in a course for which the student is registered. The primary responsibilities of the Intern include:

- Completing **Placement Requests** (when they are required for an internship)
- Performing self-assessments (if required during a placement)
- Submitting any required artifacts or work samples to his/her Mentor and Supervisor
- Keeping a **Time Log** for each placement to document required hours

Student Access to the Field Experience Module

Because it is assumed that not *all* student users in LiveText will be required to complete activities using the Field Experience Module, the tab only appears in student accounts if certain conditions are met.

One condition that can cause the student to see the Field Experience tab in their LiveText account is that student pays for the module. This can either be done at the time of purchase, or after their initial registration by navigating to “My Account” and following the steps under “Membership Information.”

The second condition that can cause the Field Experience tab to appear in a student’s account is if a Placement Coordinator creates an internship that is associated with a course in which the student is enrolled.

		Student has Purchased the FEM Module	Student has NOT purchased the FEM Module
Has the Placement Coordinator created an internship in a course the student is enrolled in?	Yes		
	No		

If only one of these two conditions is met, the student will see a Field Experience tab to the left of the **Dashboard** in their LiveText account, but it will be gray in color. If the student attempts to click it, he or she will be notified why the functionality is limited at the moment. If both conditions are met, then the tab will be orange in color and the student can navigate to the Field Experience tab and access the following features:

Placements

Placement Requests

Recall that when the Placement Coordinator creates an Internship, one of the optional settings is whether or not Interns are allowed to submit a **Placement Request**. If the Placement Coordinator selects **Yes** and the intern belongs to the associated course, then the first step for the Intern is to complete this request.

Under the Placements tab in the Field Experience Module, the first section lists any outstanding **Placement Requests**. To begin, the Intern clicks **Create Placement Request**.

The **Placement Request** form will open, and the Intern enters the following information:

- Current GPA
- Subject in which he wishes to be placed
- Grade level in which he wishes to be placed (the Intern is allowed a first, second, and third choice)
- Expectations, Strengths, and Growth. These are all long-text fields in which the Intern can provide qualitative information about what he is seeking in a placement
- Willing to Drive (Yes/No)
- Site Preference (one option)
- Additional Comments. This is another long-text field which can be used flexibly by the college or university (e.g. for second and third choices of site locations)

When the Intern clicks **Submit**, the Placement Request will be accessible to the Placement Coordinator, who can consider these factors when searching for an appropriate placement for this Intern. The Intern will still be able to edit the request until he is assigned to a placement.

View Placement

After the Placement Coordinator assigns the Intern to a placement, the active placement is accessible to the Intern on the lower portion of the **Placements** tab.

When an Intern clicks on the link to view a particular placement (e.g. Placement 1) he will be directed to the **View Placement** page. This is the same shared workspace that is accessed by the Supervisor and Mentor. The Intern has the ability to edit certain sections that can only be viewed by the other members of the team.

1. Placement details are displayed on the left (i.e., the internship title, the associated course information, site location, grade, subject).
2. The names of the Mentor and Supervisor appear next to email icons. Clicking one of these icons will open an email window.
3. 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.

4. All assessments for the internship are listed in the center of the page. Assessments will be linked if they are assigned to the Intern, or if the Intern has published them for viewing.
5. In the Attachments area, the Intern is able to post work samples or other artifacts that can be viewed by their Supervisor and Mentor.

The Intern clicks **Add Attachment**. A hovering window will appear, with two links at the top: LiveText Document and File Attachment.

Selecting LiveText Document will open a Document Chooser, and the Intern can select the LiveText Document(s) they want to attach.

Selecting File Attachment will open the Interns File Manager, and the Intern can either add files already stored in their LiveText account, or upload new files from their computer.

Field Experience

Placements Profile

Basics Demo Twelve

1 Placement Details

Supervisor: Wally Tinelf **3** Email All

Mentor: Pace University Mentor

Start date: 01/16/2012

End date: 06/30/2012

2 Internship Site

123 Nowhere Man , Nowhere Land, AK-XXXX

View Demographics

Academic Details

Course: Basics Demonstration

Course #: LiveText Basics

Course Desc:

Term: LTCAC11

Teaching Field: World History

Grade Level: 11th

4 Assessments

Community Knowledge and Engagement Rubric 12/30/2012 Placement Withdrawn

Civic Knowledge and Engagement Rubric 05/04/2012 View Completed >

By Wally Tinelf

Community Knowledge and Engagement Rubric 12/30/2012 (Not Started)

By Pace University Mentor

Community Knowledge and Engagement Rubric 12/30/2012 View Completed >

5 Attachments

LiveText Basics_06.27.11.docx

E_Portfolio_06.27.2011.docx

04.11 Sample Student Portfolio

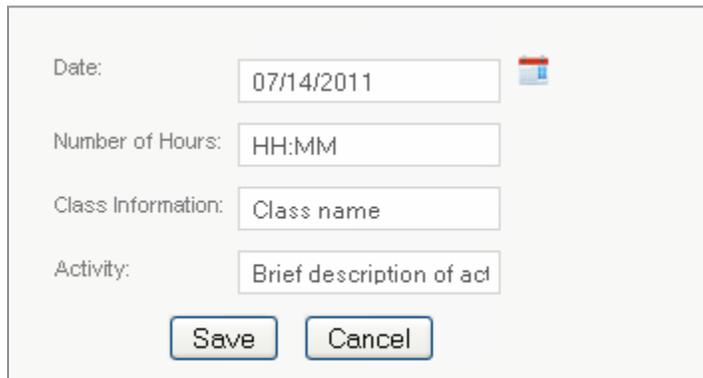
Add Attachments

6 Time Log

Required Hours: 00

Date	Class Info	Activity	Hrs:Min	Apprv
03/29/12	Making test account	for Pace University	01:00	✓
03/30/12	Teaching	Think-Pair-Share	02:00	✓
04/02/12	300 reading	World Studies	03:00	✓
04/03/12	Science	Lab Work	03:00	✓
04/04/12	Science	Lab clean-up	01:00	✓
05/02/12	History	Constitution Test	02:00	✓
TOTAL:			12:0	✓

- The **Time Log** for this placement will display to the right. To add entries, the Intern clicks **Add Hours** and enters the date, the number of hours logged that day, and a description of the entry.



The screenshot shows a form for adding time log entries. It has the following fields and values:

- Date: 07/14/2011 (with a calendar icon)
- Number of Hours: HH:MM
- Class Information: Class name
- Activity: Brief description of act

Buttons: Save, Cancel

Any entry can be edited until the Mentor approves it, at which time the entry is locked.

Past Placements

The Intern always maintains the ability to view placements, even after they are completed. By default, only Active placements will appear under the **Placements** tab, but the Intern can use the status filter to retrieve Withdrawn and/or Completed placements. Withdrawn placements will be locked for further editing by the Intern.

Assessments

Completing Assessments

Any of the three roles that comprise the “assessment team” for any placement can complete rubric assessments. The member of the team responsible for completing each assessment is determined by the Placement Coordinator at the time that the Internship is created. However, the act of completing an assessment is identical for each of these three roles.

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



2. 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).
3. 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**.
4. 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.

Comments And Feedback: 3

Provide any final comments and feedback on the internship experience.

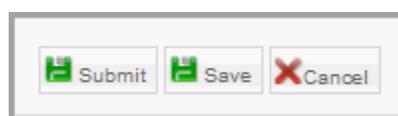
▼ Civic Knowledge and Engagement Show/Hide Rubric Descriptions

	4 Capstone (4 pts)	3 Milestones (3 pts)	2 Milestones (2 pts)	1 Benchmark (1 pts)
Diversity of Communities and Cultures NCATE-2007.4b, NY-LEMOYNE-TEAC 6	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 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 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 adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.
Analysis of Knowledge NCATE-2007.4a, NY-LEMOYNE-TEAC 6	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 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 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 adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.
Civic-Identity and Commitment NCATE-2007.4c	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 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 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 adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.
Civic	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 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 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 adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.

Comment: Type comments here... 1

Submit Cancel

5. At the bottom of the page, click **Submit** to complete the assessment, **Save** to return the assessment later, or **Cancel**.



Assessment Status

A due date is displayed next to each assessment on the **View Placement** page, along with a **Status**. An assessment will have one of three possible **Status** indicators at any given time.

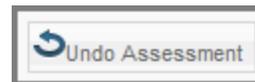
Not Started	The responsible individual has not started the assessment yet, but the due date has not yet passed.
Pending	The responsible individual has started the assessment, but the due date has not yet passed.
Completed	The assessment has been completed and submitted.

Any assessment that is not already completed may also be highlighted in **RED** if it is overdue. Any role can still complete and submit the assessment after the due date. Interns have the ability to **Request an Extension** of that due date if they anticipate not being able to complete the assessment on time. Either the Mentor or the Supervisor for the placement can approve this request.

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.

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



Viewing Assessments

The status and due date of an assessment will be visible to any user with access to the **View Placement** page. However, whether or not the user is able to view the full completed assessment is determined by the Placement Coordinator at the time the Internship is created. Refer to the **Create Internships** section of this manual for information about how to set and modify the rules for publishing assessments.

Implementing the Field Experience Module

Price Structure

Unlike previous upgrades and features that have been released in LiveText over the years, access to the module is being offered at an additional charge. The reason is that this module is an optional add-on to LiveText, which serves a different fundamental need for our members.

STEP 1 Select Your Student Membership

Membership Edition	Price	Features
Student Membership Standard Edition	\$98	Basic LiveText Membership Submit course assignments and prepare e-Portfolios
Student Membership Field Experience Edition	\$113	Standard Edition features plus, Manage all Field Experience course requirements
Student Membership Learn360® Edition	\$128	Standard Edition features plus, Access to streaming multimedia content

[View a description of the Membership Packages](#)

NOTE: Students who are purchasing LiveText online for the first time can select the Field Experience Edition at the outset. The additional \$15 covers unlimited use of the module for the duration of the membership.

As with standard LiveText, the price structure for access to the Field Experience Module is based on a systematic requirement that students purchase this one-time add-on to their LiveText accounts. When the institution adopts this requirement, access for all college and university personnel, whether they are faculty members, supervisors, or administrative users, is complimentary. The cost of the Field Experience Module for students is a one-time \$15 add-on to their LiveText memberships. Once activated, the Field Experience Module can be used for an unlimited number of placements, and will be available for as long as the student's account is active.

Implementation Recommendations

The first step involved in an implementation of the Field Experience Module is to provision a Field Experience Administrator for your institution. Depending on the circumstances and who will primarily be responsible for managing this account, this permission can be given to an existing user, or a new account can be created specifically to serve as the Field Experience Administrator. From that point forward, access for other users is controlled entirely by the institution, both by provisioning access for other users directly, and by enforcing requirements that students purchase or register the add-on.

Successful training for the Field Experience Module should include a minimum of several hour-long sessions with the individuals who will manage the Field Experience Administrator and Placement Coordinator roles. Supervisors could also benefit from a face-to-face or webinar training, conducted either by a LiveText Coordinator on campus or a LiveText Implementation representative. Mentors can generally complete their required tasks with good communication and tutorial resources. A recommended agenda for onsite training on the Field Experience Module is included in the conference

resources. In many cases, the training sessions focused on the Field Experience Module can be accomplished in half day, leaving additional time for a review and optimization of the use of LiveText's other features.

If you have additional questions about the next steps for moving forward with the Field Experience Module, contact your LiveText Implementation Coordinator or Educational Consultant.