LiveText™

# TRAINING **MANUAL**:

## FEM Mentors / Cooperating Teachers

To access your Field Experience activities in LiveText, you will first need to retrieve the message sent to your school/district email address. The message should read like this:

> *"Dear **YOUR 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 [www.livetext.com](www.livetext.com)  and enter the following username and password:*
>
> > *User name: **[YOUR USERNAME]***
> > *Password: **[YOUR PASSWORD]***
>
> *Thank you for the contributions you will make to your mentee's professional development."*

Visit the website [www.livetext.com](www.livetext.com)  and log in with the username and password provided to you.

You will be asked to select a security question. This is in case you ever forget your username and/or password and need helping logging in. Your LiveText username will never change, but you have the **OPTION** to change the password by:

1. Clicking **My Account** in the upper right corner
2. Clicking **Change Password**. You will be asked to enter the old password first, then to enter and confirm the new password.

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.



You will be directed to a page called **View Placement**. From this page, you can access all the key activities for your Field Experience Placement.

1. Basic details about the placement will display to the left.
2. To view and enter demographic information about the school and classroom, click **View Demographics.**
   a. **School Demographics** may already have been added by the college or university.
   b. Click in the boxes next to each category in "Classroom Demographics" and type in a number.

3. To write an email to the student, supervisor, 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.

   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. To approve the student's entries, check the box next to the entry and click **Approve Hours**.