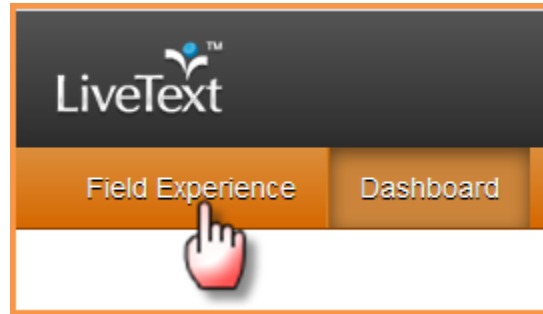


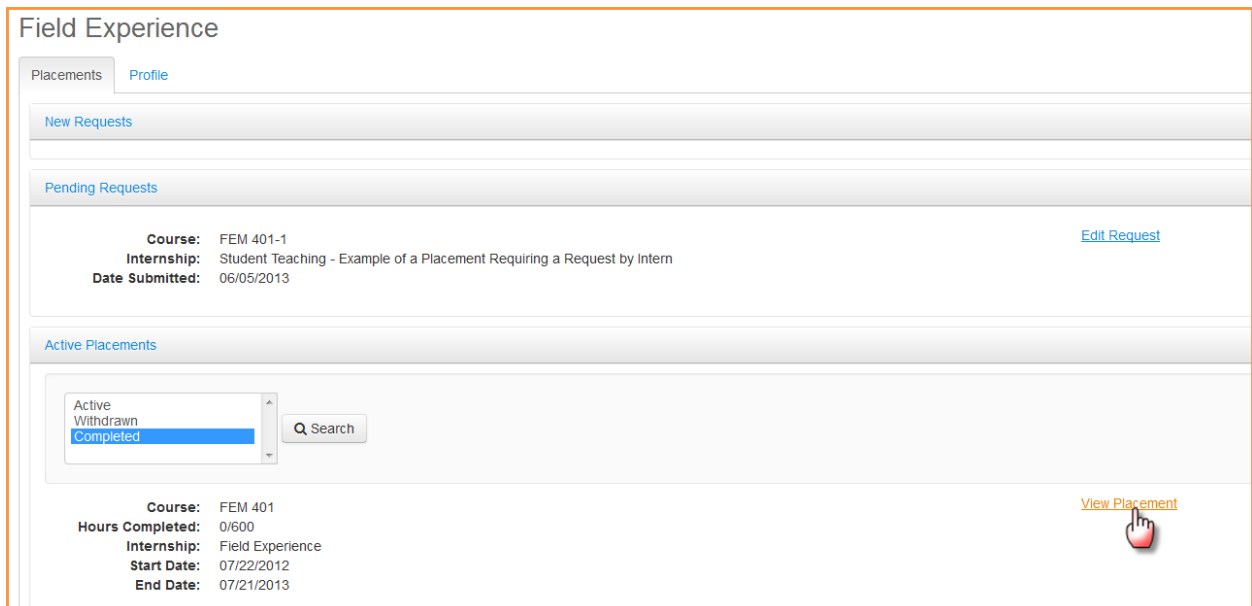
TRAINING **MANUAL:**
FEM Student Interns

FEM Student Interns

When you have logged in, you will see a new **Field Experience** tab at the top of your account (to the left of **Dashboard**). Click this tab.



You will see all your active placements. Click the **View Placement** link to access all activities associated with a placement.



You will be directed to a page called **View Placement**. This page is a shared workspace, accessible to your supervisor and mentor as well, which is used to manage all the key activities for your Field Experience Placement.

1. Basic details about the placement will display to the left.

Academic Details

Course-Section: FEM 401-1
Course Name: Student Teaching Seminar
Course Desc: This hands-on training focuses on LiveText's Field Experience Module. In this exercise you will explore the specific features available to supervisors, students, and cooperating teachers.
Term: Summer 2013 &
Field: Educational Leadership
Grade Level: 12th

2. To view demographic information about the school and classroom, click **View Demographics**.

Demographics

Site: LiveText Academy
District: LTCAC12

Site Demographics

Total Students	100	Special Programs	#
Ethnic Distribution	#	English Language Learners	14
African American	13	Bilingual Education and ESL	10
American Indian	2	Compensatory Education	5
Asian	10	Extended Day Kindergarten	4
Hispanic	25	Free Lunch Program	5
Pacific Islander	1	Students with Disabilities	3
White	4	Special Education	12

Close

3. To write an email to your mentor, supervisor, or both click the corresponding email icon or link.

Placement Details

Status: Active

Mentor: Mentor 1LiveText [email](#)

Supervisor: LiveText Supervisor01 [email](#)

Start date: 07/21/2013

End date: 08/10/2013

4. To fill out your assessment rubric(s), click on the **Begin Assessment** or **Continue Assessment** link. NOTE: If you missed the deadline for this assessment, you must first request an extension
 - 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.

Comments And Feedback: 3 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 checked="" 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 2	<input type="radio"/> Completes required work, generates and pursues...	<input checked="" 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 checked="" type="radio"/> Beyond classroom requirements, pursues...	<input type="radio"/> Beyond classroom requirements, pursues additional...	<input checked="" type="radio"/> Begins to look beyond classroom requirements,...
Transfer Edit	<input checked="" type="radio"/> Makes explicit references to previous learning... 1	<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

- To upload attachments for your mentor or supervisor to access, click **Add Attachments**. Attachments can be LiveText documents or files.

Add Attachment

LiveText Documents Add Attachments

Uncategorized + Upload New File

Showing 1-1 of 1 1

Search

	File Type	Size	Date Uploaded	Actions
in_0530_2013.pptx	application/vnd.openxmlformats-officedocument.presentationml.pre	329357	7:01 PM	+ Add Download

Showing 1-1 of 1 1

- To add an entry to your **Time Log** click **Add hours**. Select the date of the entry, the number of hours spent, and a description of the class and activity.

Add Hours

Date:

Number of Hours:

Class Information:

Activity:

August 2013						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

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

