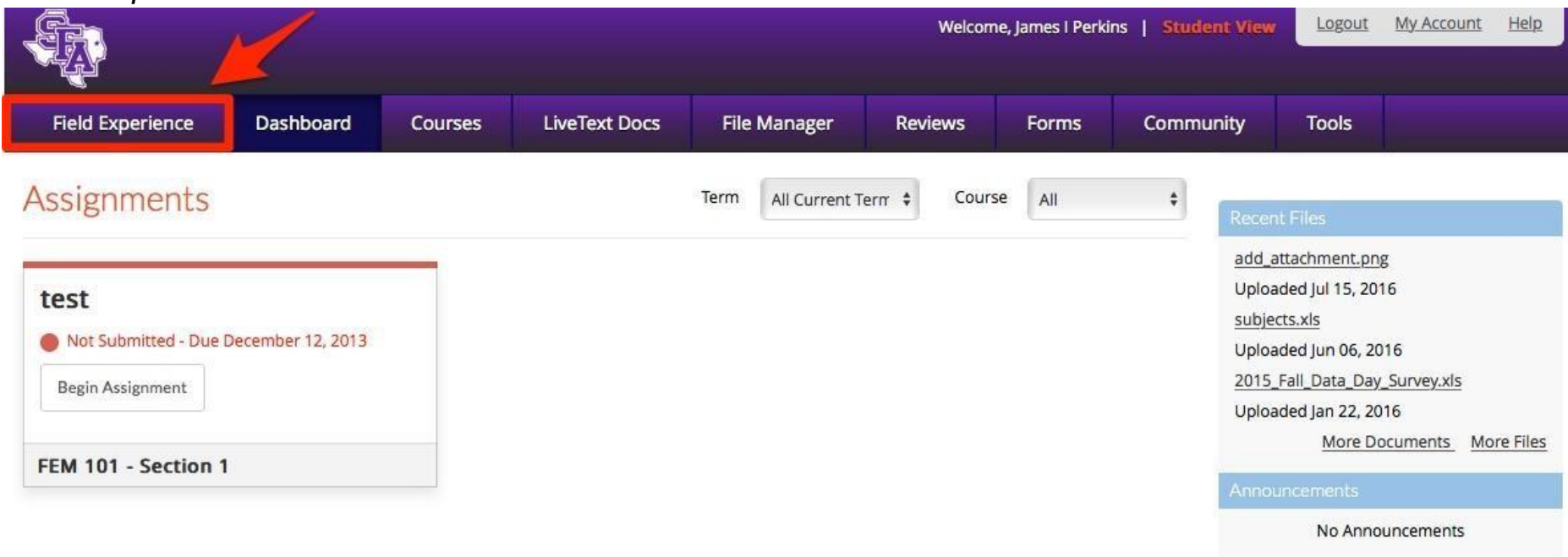


LiveText – Principal Candidates – Field Experience Management Module

1. Login to LiveText (<https://www.livetext.com>)
2. Click on the “Field Experience” tab in the top left corner of your screen. **Note: If you do not see the “Field Experience” tab - you will need to purchase it for \$20 (see <http://coe.sfasu.edu/livetext/support> for instructions).*
3. *Please note that all of your LiveText submissions will be in the FEM section, ALWAYS select “Field Experience”*



Welcome, James I Perkins | [Student View](#) [Logout](#) [My Account](#) [Help](#)

Field Experience | Dashboard | Courses | LiveText Docs | File Manager | Reviews | Forms | Community | Tools

Assignments

Term: Course:

test

● Not Submitted - Due December 12, 2013

FEM 101 - Section 1

Recent Files

- [add_attachment.png](#)
Uploaded Jul 15, 2016
- [subjects.xls](#)
Uploaded Jun 06, 2016
- [2015_Fall_Data_Day_Survey.xls](#)
Uploaded Jan 22, 2016

[More Documents](#) [More Files](#)

Announcements

No Announcements

6. You will see a series of boxes:

-Box 1: Contains your placement details (Supervisor, Mentor, Site, etc.)

-Box 2: Contains all assessments associated with your placement.

Placement(s) Profile

James Perkins (Intern)

1.

Placement Details

Intern: James Perkins

Field Supervisor(s): Joseph Strahl

Mentor/Cooperating(s): Stephen F Austin

Start Date: 08/01/2016

End Date: 12/31/2016

Status: Active

Internship Site

SFASU High School
000 Main Street
Nacogdoches TX 75962

Academic Details

Course-Section: [REDACTED]

Course Name: [REDACTED]

Course Desc: [REDACTED]

Term: [REDACTED]

Content Area(s): [REDACTED]

Grade Level(s): [REDACTED]

2.

Assessments

[REDACTED] **Begin Assessment** 12/31/2016

By Stephen F Austin

[REDACTED] **Assessment Assigned** 12/31/2016

[REDACTED]

By Stephen F Austin

[REDACTED] **Assessment Assigned** 12/31/2016

[REDACTED]

By Joseph Strahl

[REDACTED] **Assessment Assigned** 12/31/2016

[REDACTED]

By Joseph Strahl

[REDACTED] **Assessment Assigned** 12/31/2016

[REDACTED]

By Joseph Strahl

[REDACTED]

Time Log

Required Hours:0

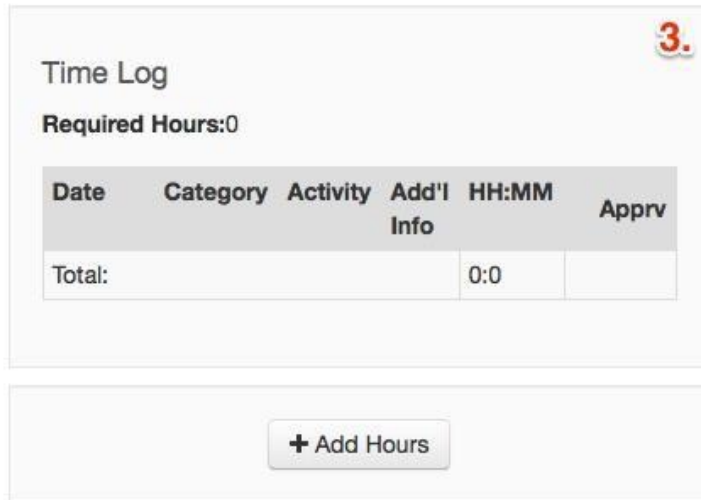
Date	Category	Activity	Add'l Info	HH-MM	Apprv
Total:				0:0	

7. You will see a series of boxes: (continued)

-Box 3: Contains a time log where you will need to log all your required Practicum Hours.

-Box 4: Contains a “+ Add Attachments” option. This is where you will need to attach any FEM assignments required for your course(s). Not all courses will have assignments associated with FEM. Check your course syllabus as well as the Dropbox instructions.

8. Click on “+ Add Attachments” in Box 4.

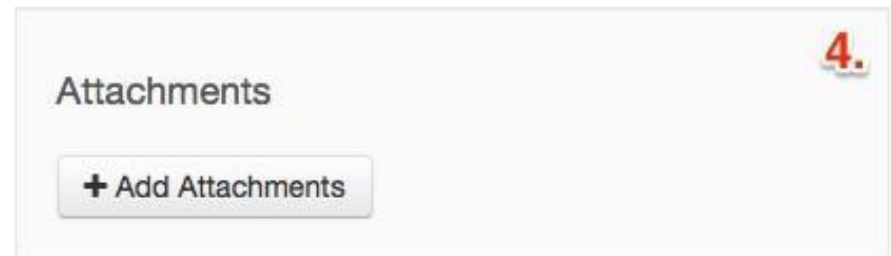


Time Log 3.

Required Hours:0

Date	Category	Activity	Add'l Info	HH:MM	Apprv
Total:				0:0	

+ Add Hours



Attachments 4.

+ Add Attachments

9. You will see a pop-up window stating “Add Attachment”. Upload the assignment required

10. For the purposes of this demonstration we are going to use the “Add Attachments” option. Click on “Add

Attachments”

Add Attachment



LiveText Documents

Add Attachments

Current Label:

My Work

Search

Title

Type

Date Created

Date Modified

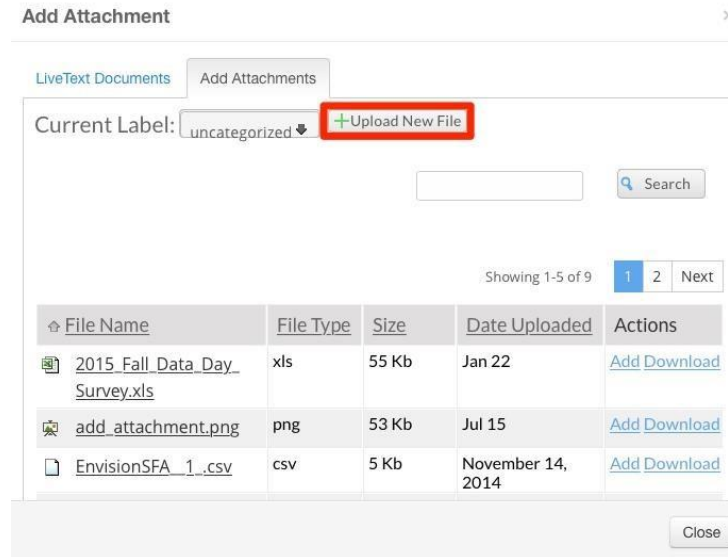
Action



Currently, there are no documents on this list.

Close

11. Click on “+ Upload New File”.



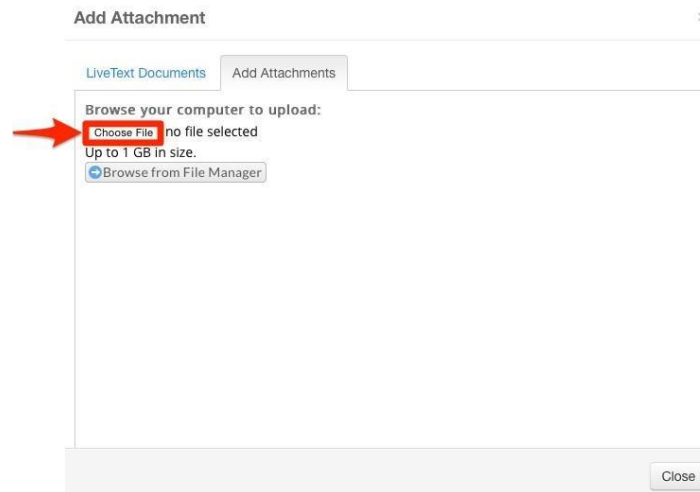
The screenshot shows the 'Add Attachment' dialog box. At the top, there are tabs for 'LiveText Documents' and 'Add Attachments'. Below the tabs, there is a 'Current Label:' dropdown menu set to 'Uncategorized'. To the right of the dropdown is a red-bordered button labeled '+ Upload New File'. Below this is a search bar with a magnifying glass icon and the word 'Search'. A pagination control shows 'Showing 1-5 of 9' with buttons for '1', '2', and 'Next'. A table lists three files with columns for File Name, File Type, Size, Date Uploaded, and Actions.

File Name	File Type	Size	Date Uploaded	Actions
2015_Fall_Data_Day_Survey.xls	xls	55 Kb	Jan 22	Add Download
add_attachment.png	png	53 Kb	Jul 15	Add Download
EnvisionSFA_1...csv	csv	5 Kb	November 14, 2014	Add Download

At the bottom right of the dialog is a 'Close' button.

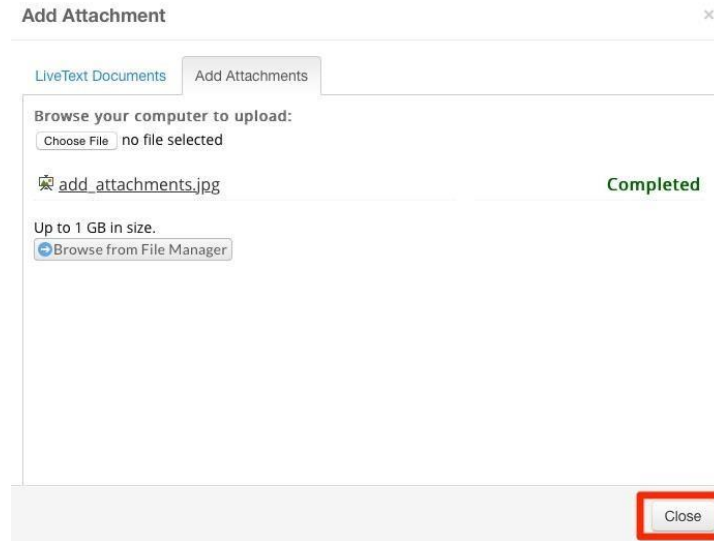
12. Click on “Choose File”. Find the file(s) that you wish to upload and select “Choose”.

13. Once LiveText has successfully uploaded your file it will state “Completed” to the right of your file name.



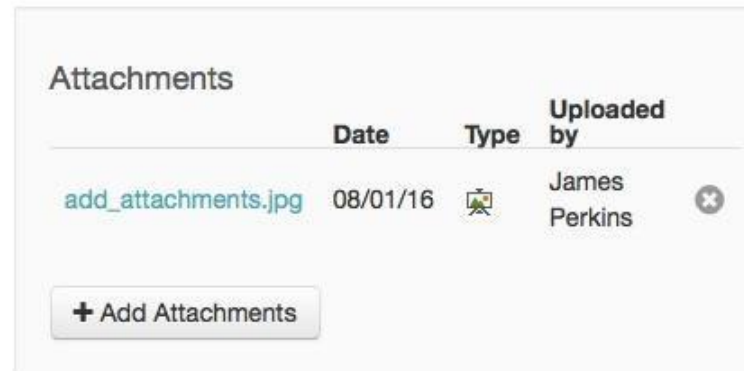
The screenshot shows the 'Add Attachment' dialog box. At the top, there are tabs for 'LiveText Documents' and 'Add Attachments'. Below the tabs, there is a section titled 'Browse your computer to upload:'. Inside this section, there is a red-bordered button labeled 'Choose File' with a red arrow pointing to it. To the right of the button is the text 'no file selected'. Below this is the text 'Up to 1 GB in size.' and a button labeled 'Browse from File Manager'. At the bottom right of the dialog is a 'Close' button.

14. Click “Close” in the bottom right corner of the pop-up window.



15. You will now see your attached item listed under “Attachments”.

LiveText – Stephen F. Austin State University – Contact Information



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3825
