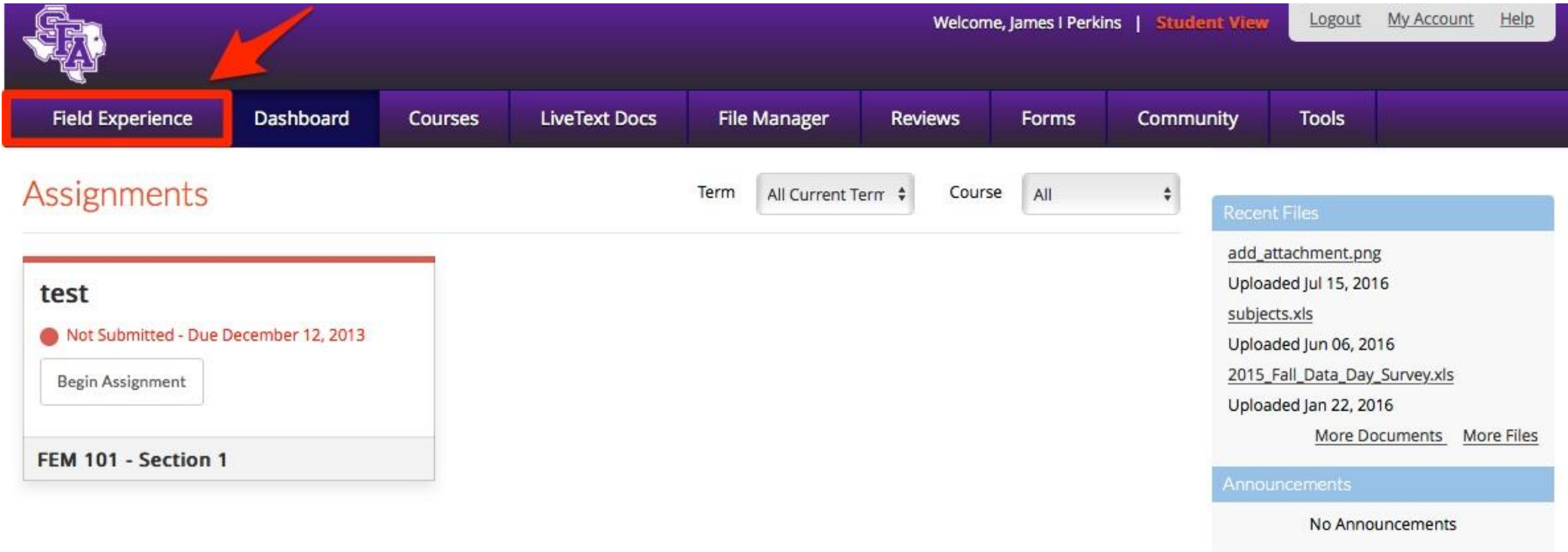


LiveText – Student Teachers – Field Experience Management Module

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 (email livetext@sfasu.edu for instructions).*



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

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

Assignments

Term: All Current Terr | Course: All

test

● Not Submitted - Due December 12, 2013

Begin Assignment

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

3. You will see a new page containing some of your placement information. **Note: Your placement information will be different, but the process is the same.*

4. Click on “View Placement” on the far right of your screen.

Course: EC-6 - Placement A-001
Hours Completed: 0/0
Internship: 2016 Fall EC-6 (Placement A)
Start Date: 08/01/2016
End Date: 12/31/2016

First < 1 > Last

Page 1 of 1

[View Placement](#)



5. 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. You will need to complete the “EDU Final Candidate Dispositions” before completing your student teaching. Your mentor (cooperating) teacher will need to complete “EDU Candidate Dispositions by Mentor Teacher” and “EDU Program Evaluation by Cooperating Teacher”. Your Supervisor will be assessing you against “EDU Professionalism Assessment Instrument”, “EDU Field Experience/Clinical Evaluation”, and an Addendum (depending on your program).

Placement(s) Profile

James Perkins (Intern) ✉

Placement Details 1.

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

[✉ Email All](#)

Internship Site

SFASU High School
000 Main Street
Nacogdoches TX 75962

[👁 View Demographics](#)

Academic Details

Course-Section: EC-6 - Placement A-001
Course Name: EC-6 - Placement A
Course Desc:
Term: Fall 2016
Content Area(s): Art (EC-12)
Grade Level(s): 9th

Assessments 2.

EDU Final Candidate Dispositions (Official) **Begin Assessment** 📅 12/31/2016

[Request for extension](#)

By Stephen F Austin

EDU Program Evaluation by Cooperating Teacher (Official) **Assessment Assigned** 📅 12/31/2016

By Stephen F Austin

EDU Candidate Dispositions by Mentor Teacher (Official) **Assessment Assigned** 📅 12/31/2016

By Joseph Strahl

EDU Field Experience/Clinical Evaluation - FORMAL 1 (Official) **Assessment Assigned** 📅 12/31/2016

By Joseph Strahl

EDU Field Experience/Clinical Evaluation - INFORMAL 1 (Official) **Assessment Assigned** 📅 12/31/2016

By Joseph Strahl

EDU Field Experience/Clinical Evaluation - Addendum (Official) **Assessment Assigned** 📅 12/31/2016

Time Log

Required Hours: 0

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

[+ Add Hours](#)

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

-Box 3: Contains a time log where you will need to log all your absences / tardiness, SFA orientation, first day on campus(site), interactive conference with supervisor, observed visits, & last day on campus.

These entries will need to be approved within FEM by your Field Supervisor.

Click on “+Add Hours” to enter the date and number of hours of the log entry. Under “Activity” enter the time frame it occurred (1:00-2:00). Under “Category” select which activity from the dropdown you are entering (absence, first day on campus, etc.).

-Box 4: Contains a “+ Add Attachments” option. This is where you will need to attach all of your lesson plans for the observed lessons and a certificate of completion for your “Mental Health Training”.

7. 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

8. You will see a pop-up window stating “Add Attachment”. You have 2 options for attaching a file:
- LiveText Documents: you would use this option if you created your lesson plans in LiveText.
 - Add Attachments: you would use this option if you are uploading your lesson plans from another source (your computer, usb, etc.)

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

Add Attachment ×

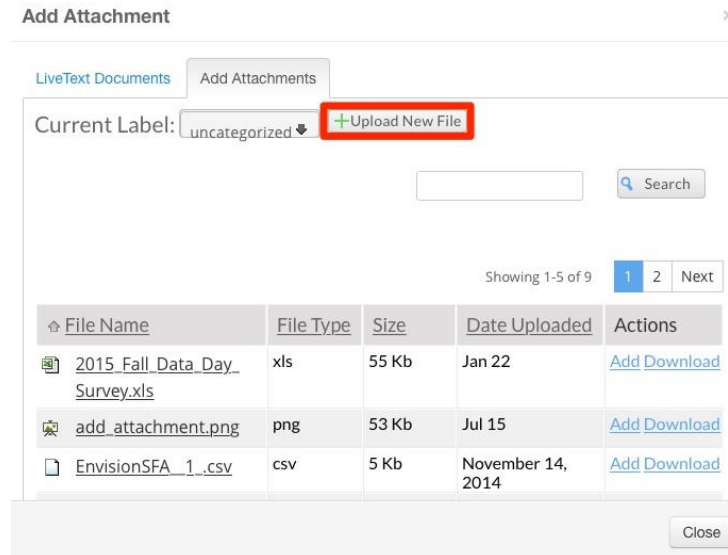
LiveText Documents **Add Attachments**

Current Label: My Work Search

Title	Type	Date Created	Date Modified	Action
Currently, there are no documents on this list.				

Close

10. Click on “+ Upload New File”.

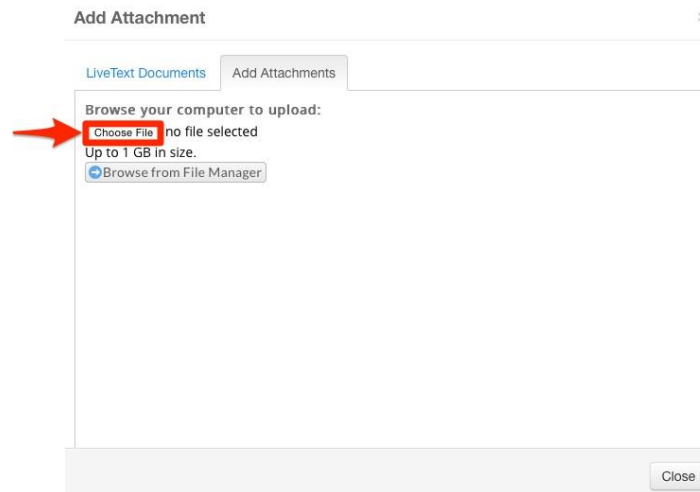


The screenshot shows the 'Add Attachment' dialog box. At the top, there are tabs for 'LiveText Documents' and 'Add Attachments'. Below the tabs, the 'Current Label:' is set to 'Uncategorized'. A red box highlights the '+ Upload New File' button. Below this, there is a search bar and a 'Search' button. A pagination control shows 'Showing 1-5 of 9' with buttons for '1', '2', and 'Next'. A table lists the following files:

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

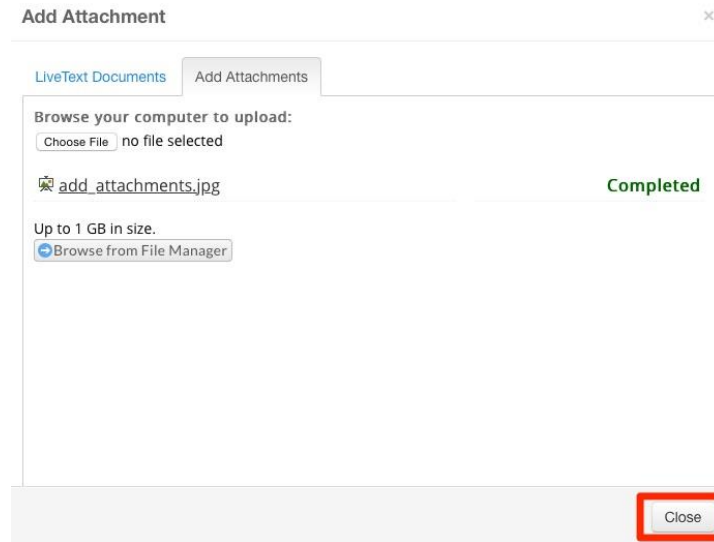
A 'Close' button is located at the bottom right of the dialog.

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

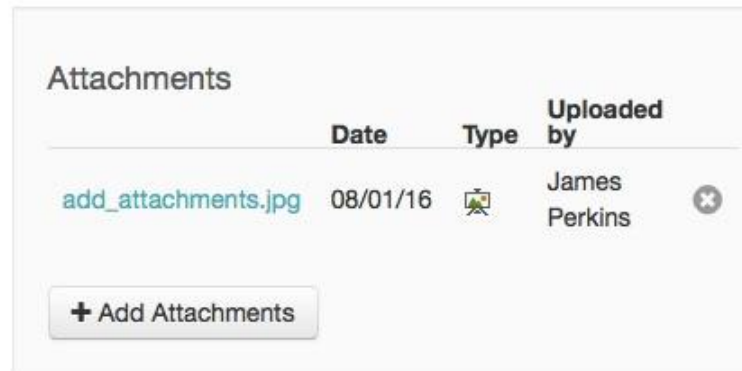


The screenshot shows the 'Add Attachment' dialog box. At the top, there are tabs for 'LiveText Documents' and 'Add Attachments'. Below the tabs, the text reads 'Browse your computer to upload:'. A red arrow points to the 'Choose File' button, which is highlighted with a red box. Below this, it says 'no file selected' and 'Up to 1 GB in size.'. There is also a 'Browse from File Manager' button. A 'Close' button is located at the bottom right of the dialog.

12. Once LiveText has successfully uploaded your file it will state “Completed” to the right of your file name.
13. Click “Close” in the bottom right corner of the pop-up window.



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



LiveText – Stephen F. Austin State University – Contact Information

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