Training Manual:
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. To view demographic information about the school and classroom, click View Demographics.

2. To write an email to your Mentor, Supervisor, or both click the corresponding email icon or link.
3. 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.

4. To upload attachments to the shared workspace, click **Add Attachments**. Attachments can be LiveText documents or external files.
5. To add an entry to your Time Log click Add hours. Select the date of the entry, the number of hours logged, a description of the activity, the time log category, and any additional information. Once completed click Save.

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