

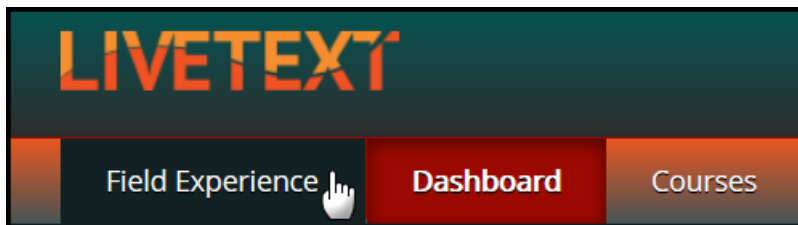


Training Manual:  
FEM Student Interns

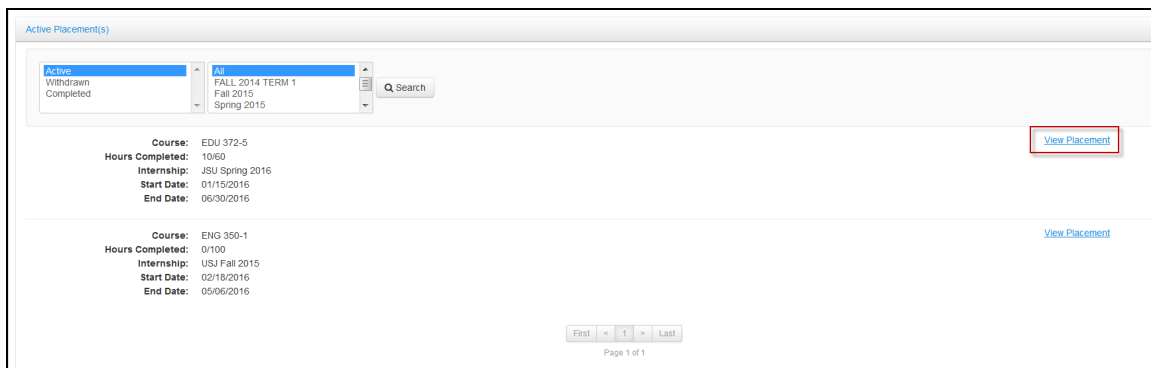


## FEM Student Interns

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.

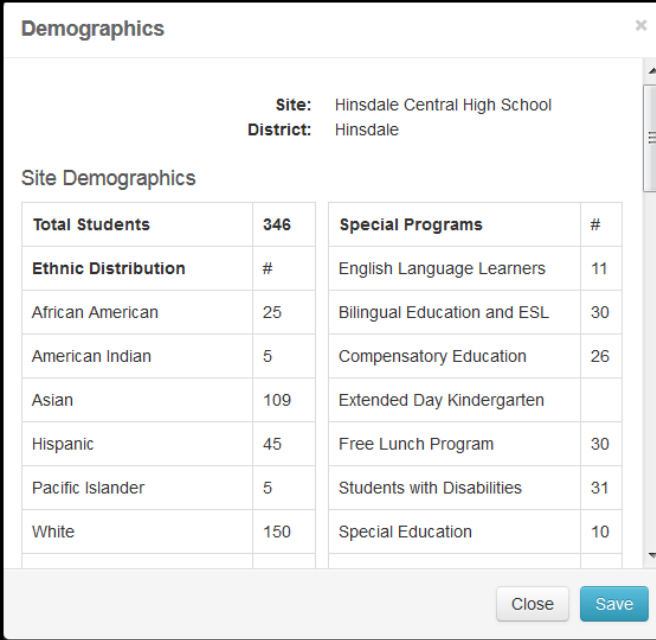


You will see all your active placements. Click the **View Placement** link to access all activities associated with a placement.



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



**Demographics** [Close]

**Site:** Hinsdale Central High School  
**District:** Hinsdale

**Site Demographics**

<b>Total Students</b>	<b>346</b>	<b>Special Programs</b>	<b>#</b>
<b>Ethnic Distribution</b>	<b>#</b>	English Language Learners	11
African American	25	Bilingual Education and ESL	30
American Indian	5	Compensatory Education	26
Asian	109	Extended Day Kindergarten	
Hispanic	45	Free Lunch Program	30
Pacific Islander	5	Students with Disabilities	31
White	150	Special Education	10

[Close] [Save]

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.

Comments And Feedback

[Foundations and Skills for Lifelong Learning](#) [Show/Hide Rubric Descriptions](#)

	4 Capstone (4,000 pts)	3 Milestones (3,000 pts)	2 Milestones (2,000 pts)	1 Benchmark (1,000 pts)	N/A
<b>Curiosity</b>	<input 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...	<input type="radio"/>
<b>Initiative</b>	<input type="radio"/> Completes required work, generates and pursues...	<input type="radio"/> Completes required work, identifies and pursues...	<input type="radio"/> Completes required work and identifies...	<input type="radio"/> Completes required work.	<input type="radio"/>
<b>Independence</b>	<input type="radio"/> Educational interests and pursuits exist and...	<input type="radio"/> Beyond classroom requirements, pursues...	<input type="radio"/> Beyond classroom requirements, pursues additional...	<input type="radio"/> Begins to look beyond classroom requirements,...	<input type="radio"/>
<b>Transfer</b>	<input type="radio"/> Makes explicit references to previous learning...	<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...	<input type="radio"/>
<b>Reflection</b>	<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...	<input type="radio"/>

16 pts 80 %

Submit Assessment
Save
Cancel

4. To upload attachments to the shared workspace, click **Add Attachments**. Attachments can be LiveText documents or external files.

**Add Attachment**

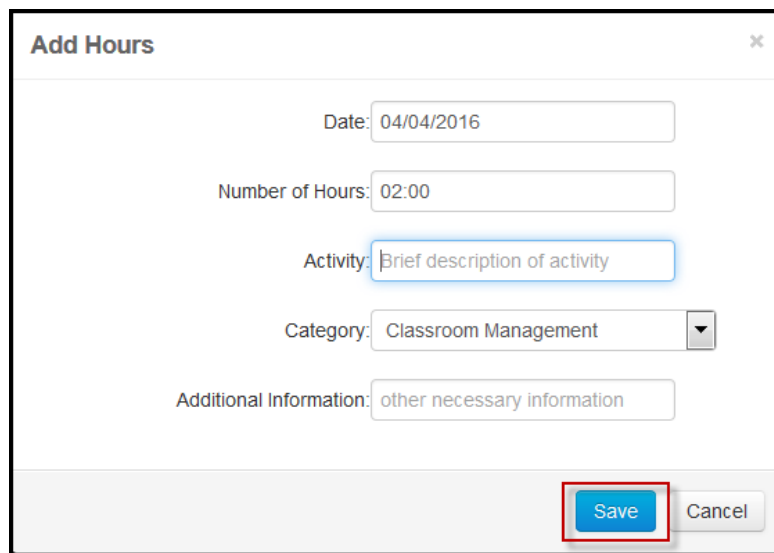
LiveText Documents Add Attachments

Showing 1-5 of 37 1 2 3 4 5 6 7 8 Next

File Name	File Type	Size	Date Uploaded	Actions
Analytics.mp4	mp4	6.35 Mb	September 29, 2015	<a href="#">Add</a> <a href="#">Download</a>
Analytics TrainingManual 7 30 14.pdf	pdf	2.37 Mb	January 12, 2015	<a href="#">Add</a> <a href="#">Download</a>
Analytics TrainingManual 7 30 14.pdf	pdf	2.37 Mb	February 3, 2015	<a href="#">Add</a> <a href="#">Download</a>
Baking and Pastrv.pdf	pdf	117 Kb	March 22, 2015	<a href="#">Add</a> <a href="#">Download</a>

Close

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**.



The screenshot shows a modal window titled "Add Hours" with a close button (X) in the top right corner. The form contains the following fields:

- Date: 04/04/2016
- Number of Hours: 02:00
- Activity: Brief description of activity
- Category: Classroom Management (dropdown menu)
- Additional Information: other necessary information

At the bottom right of the form, there are two buttons: "Save" (highlighted with a red box) and "Cancel".

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