Agenda

• Drop-In

• Learn what the Field Experience Module does

• Add/Purchase Field Experience Module key code

• Identify how FEM will be beneficial to you

• Practice navigating FEM

• Question & Answer
Field Experience Module (FEM)

Objectives
• Define FEM
• Explain what functions FEM provides
• Demonstrate how FEM operates
• Practice
• Encourage/Inform candidates to attend orientation training sessions
• Ask questions / Ensure clarity

Agenda
• Explain the functions FEM encompasses
• Identify how FEM will be beneficial to you
• Practice navigating FEM
• Locate placements/assessments
• Distinguish between course based and FEM assessments
• Discuss candidate orientation schedule
• Question & Answer

Key codes were purchased for candidates enrolled during Fall 2014 semester. Any candidates beginning Spring 2015 are responsible for purchasing FE membership edition. Effective Spring 2014/Implemented Fall 2015.
What is FEM?

- Easily document, monitor, and manage placements
- Tracking/Monitoring grade bands
- Create/Import customized profiles for schools/mentors
- Centralized collaborative work space
- Integrate communication capabilities
- Extensive data collection with exportable reports to document:
  - Diversity of field placements
  - Assessments collected from entire placement team --- including candidate self-assessment and mentor
  - K12 school demographic information
  - Candidate impact on K12 student learning

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Adding/Purchasing your FEM Key Code

Please complete the steps below to activate your key code:

• Open/Power on your Internet enabled device (e.g. smartphone, tablet, laptop, etc.)
• Click on web browser application
• Enter www.LiveText.com in the web address (URL)
• Log in using your established LiveText credentials
• Select in the upper right corner My Account link

Please keep in mind this key code is individual to you. Should you misplace this form before activating your key code and the key code is activated, you will be liable for purchasing a new key code.
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Adding/Purchasing your FEM Key Code

• Select in the upper right corner My Account link
• Under the Membership Information section (1/4 down the page)
• Click Add to the right of Field Experience Edition
• Enter provided key code (individual to you)

![Image showing purchase/registration add-on]

• Log out of account
• Log back in to verify activation (Field Experience tab upper left corner)
Adding/Purchasing your FEM Key Code

If you were admitted to the program Fall 2014 or later, you should have been advised to purchase the Field Experience Edition of LiveText.

If you do not have the Field Experience Edition, please follow the preceding steps (instead of registering the provided key code) you would purchase the add-on.
Field Experience Module

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.

Collaborative space for dialogue between candidate, mentor, and university supervisor
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Field Experience Module

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.
Navigating the Shared Workspace

You will be directed to a page called **View Placement**. This page is a shared workspace, accessible to the student and Mentor as well, that is used to manage all the key activities for your Field Experience Placement.
Viewing Assessments

5. Attachments
6. Time Log

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Time Log - Candidate View

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.

![Add Hours Form]

- **Date:** MM/DD/YYYY
- **Number of Hours:** HH:MM
- **Activity:** Brief description of activity
- **Category:** Select Category
- **Additional Information:** other necessary information

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Candidates enter their time daily.

Cooperating Teachers approve the time weekly.
Cooperating Teacher:
Please enter your respective site demographics.

1. Click in the boxes next to each category
2. Type in a number
Classroom Demographics & Special Programs

Candidates can only enter the classroom demographics and special program information (edTPA Context for Learning). As verified by the mentor teacher.
With LiveText's digital workspace, you can author unlimited customized projects – assignments, journals, evaluations, artifact collection, standard integration, and extensive e-Portfolios – and prepare, submit, manage, and log the hours associated with your fieldwork, clinical practice, or internship experiences. Collaborate with professors, mentors, supervisors, and your peers, and receive the feedback needed for continuous improvement.

Outside submitting program-related assessments you can create and manage your own:

• File Manager. Unlimited cloud file storage made easy!
• Academic Social Networking
  o Connect to instructors, peers, and assessors for immediate feedback, coaching, and mentoring on improvement processes.
  o Collaborate and communicate with groups for team-based work.
  o Share work samples and e-Portfolios with potential employers.
• Visitor Passes: Allow others to view your LiveText documents
• Multimedia integration, e.g. embed streaming videos into assessments
• Website or blog
File Manager/Cloud Storage

- Unlimited - Secure
- No file type limitation (.doc, .pdf, .mp4, etc.)
- Only size limitation (maximum 1 GB)
- Users manage, rename, and delete files
- Users can create and manage labels (drawers)
Visitor Pass

- Share documents with members outside of the LiveText community (e.g. prospective employers)
- Documents you select are added to the pass
- Multiple passes can be created (e.g. multiple job vacancies)
- Track visits (date and time when that each document was viewed via the pass code)
Fall Training Schedule

August 05 12:00 – 1:00 pm
September 01 2:00 – 3:00 pm
October 08 12:00 – 1:00 pm

Duration: 15 minutes  [Drop In’s Welcome]
Location for all sessions: University Hall 202  * BYOD *
On-Campus Support

Megan Morris, LiveText Administrator
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www.Armstrong.edu/LiveText

Technical Support Hours
Monday - Thursday  7:00am to 9:00pm (CT)
Friday  7:00am to 6:00pm (CT)
Saturday  Closed
Sunday  12:00pm to 9:00pm (CT)

By Phone
1-866-LiveText (1-866-548-3839)