LiveText Guide

Field Experience

This document guides both student and instructor through the field experience assignment submission process. It is recommended that field experience instructors/supervisors be familiar with both student and instructor portions.

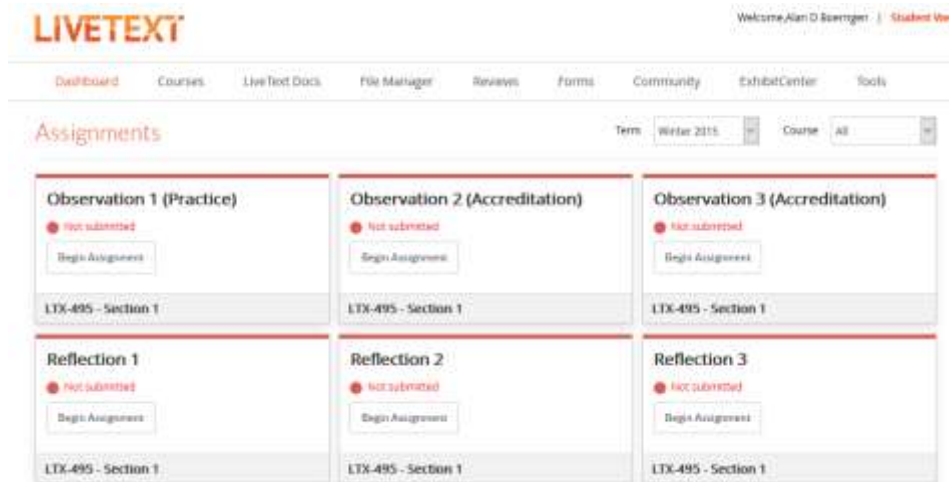## Table of Contents

Student

Introduction

Figure 1. LiveText Dashboard

Upon logging into LiveText, the Dashboard will appear (Figure 1). This provides a list of assignments to be completed for all of your courses. You can also access all LiveText course assignments and content in the Courses tab, where they actually reside (the Dashboard links to these course assignments). For field experience, the following assignments will be available after population by LiveText Coordinator (number of each type of assignment may vary):

- Disposition Assessment
- Lesson Plan Assessment
- Observation (Performance Assessment)
- Observation (Practice) (You may submit a Lesson Plan to your supervisor for feedback)
- Reflection

Make sure that you are conferring with your Field Experience Supervisor for information regarding assignments (e.g. due dates). Your supervisor has the ability to create additional assignments, adjust due dates, and otherwise edit assignments. The assignments populated in LiveText initially contain minimal generic information for the purposes of review and assessment.

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Submitting your work

Note: You will likely not submit any material for the Disposition Assessment and Performance Assessment assignments; your instructor will simply complete these assessments when needed.

Figure 2

For each assignment, you will have the option to "Begin Assignment" by clicking the aptly-named button. This option will appear for every assignment on the Dashboard/in the Course that has not been started. The example in Figure 2 shows examples of observations, but the process is the same for any assignment in which material must be submitted to your instructor.

1. Click **Begin Assignment**
2. You will be presented with a screen (Figure 3 below) that allows for you to review the assignment, attach materials, and leave a comment (if desired).
3. Attach Assignment Materials. In this example, "Observation 1 (Practice)", you would submit a relevant Lesson Plan document. You have the option to attach an existing document or create a new LiveText Document.
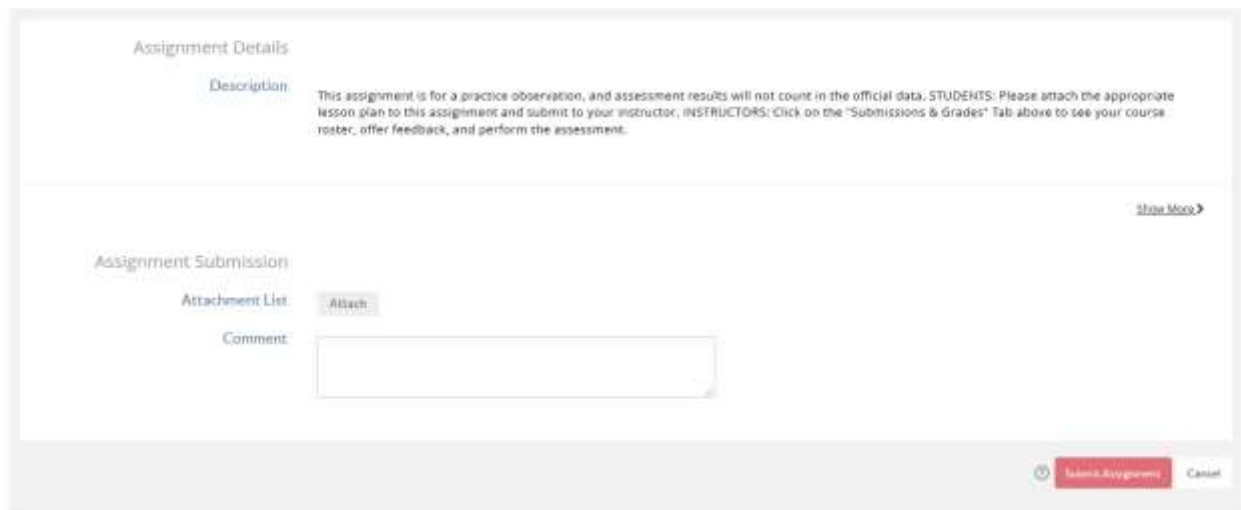

Figure 3

4. Click the "Submit Assignment" button (Figure 4) when desired materials are attached. This will send all materials to your instructor.
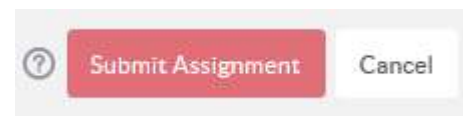

Figure 4

You will be notified of a successful assignment submission, and the assignment will appear in "Awaiting Assessment" status (Figure 5). At this point, the instructor can see in LiveText that an assignment has been submitted. There is an option to "View Assignment" should one like to review what materials were submitted.

After an instructor has assessed/reviewed the assignment, the student will see one of two Dashboard indications.

1. Continue Assignment (Instructor has requested that you resubmit this assignment). Click to review, make revisions, and to resubmit the assignment.
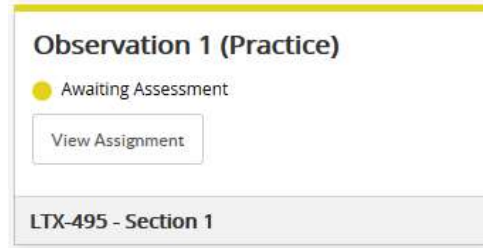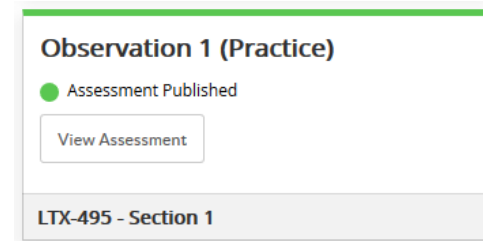2. View Assessment. Click to view the completed assessment.

Observation 1 (Practice)
🟡 Awaiting Assessment

[View Assignment]

LTX-495 - Section 1

Figure 5

Observation 1 (Practice)
🟢 Assessment Published

[View Assessment]

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Figure 6

About the "Observation 1 (Practice)" assignment

In field experience courses, the "Observation 1 (Practice)" assignment is intended to be where students can submit a lesson plan for supervisor feedback. Supervisors can offer feedback through LiveText and complete the Performance Assessment. Assessment data from this assessment is not included in the "official" data pool.

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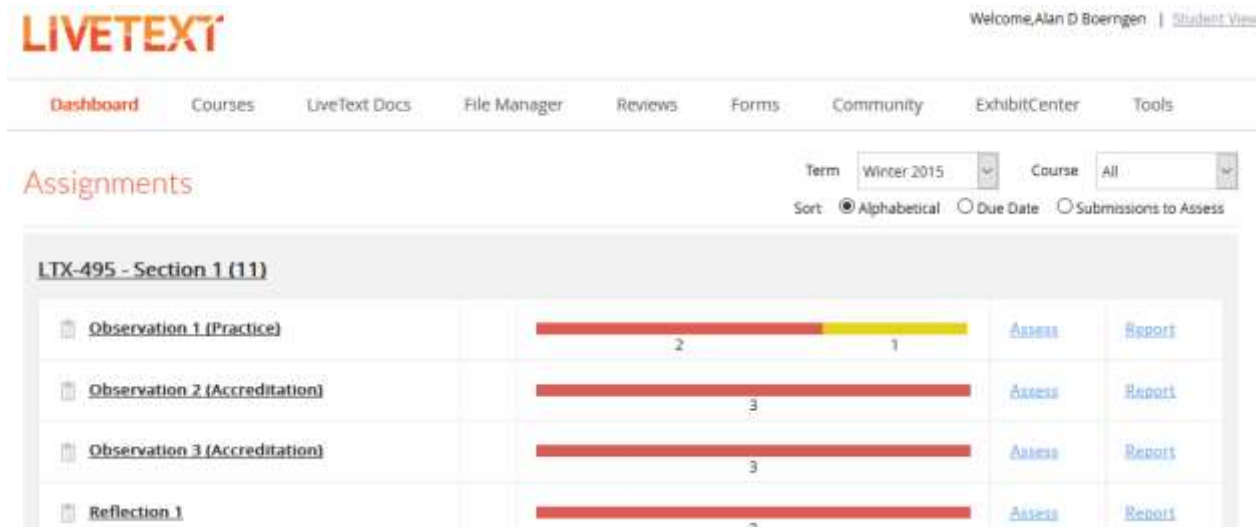
Instructor

Introduction

Figure 7. LiveText Dashboard

Upon logging into LiveText, the Dashboard will appear (Figure 7). This provides a list of assignments for all of your courses, including field experience. You can also access all LiveText course assignments and content in the Courses tab, where they actually reside (the Dashboard links to these course assignments). For field experience, the following assignments will be available after population by the LiveText Coordinator (number of each type of assignment may vary):

- Disposition Assessment
- Lesson Plan Assessment
- Observation (Performance Assessment)
- Observation (Practice) (Students may submit a Lesson Plan to you for feedback)
- Reflection

The lines beneath the assignments will be in red if a submission is required for the assignment. The number below the line indicates the number of students in the respective status:

(Awaiting Submission – red; Awaiting Assessment – yellow; Completed – green)

Editing an Assignment

Clicking on the title of the assignment in the Dashboard or Course will open the ***Assignment Details*** screen (Figure 8, next page). If you would like, you can edit these assignment details. For example, it may be helpful to add a due date to each assignment.

1. Click on the "Edit" button
2. Make desired changes
3. Click "Submit Assignment" toward the bottom of this screen.

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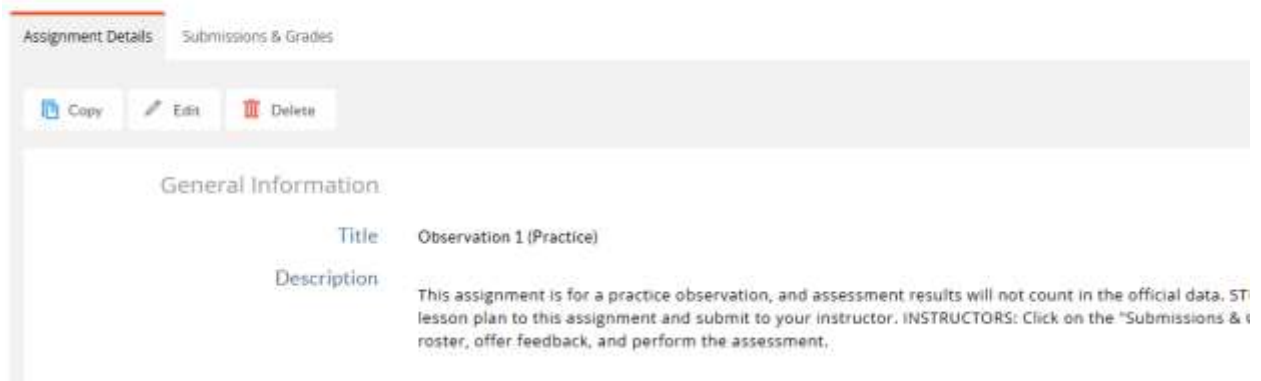*Field Experience | LiveText Guide| revised Fall 2017*

Figure 8. Assignment Details. Edit button is toward upper-left

Note: Be sure not to delete the assignment unless you ***really*** mean it. If students have submitted materials, the record of the submission will be lost if assignment is deleted.

Reviewing/Assessing Submissions

When a student submits an assignment (per student instructions), this will be indicated on your Dashboard/in the course by a yellow line. This is shown in Figure 9 below.

Figure 9

According to Figure 9, one student (number below yellow line) has submitted work to the "Observation 1 (Practice) assignment. In the case of multiple student submissions, the line would be divided and color-coded according to status of student submissions for this assignment. This allows for the instructor to track progress for each required submission per student in a course.

To review the submission:

1. Click the yellow line. This will open the "Submission and Grades" tab. (Figure 10, next page) Note that you can click on the "Assignment Details" tab if you would like to review assignment details.
2. Click on the name of the student in "Awaiting Assessment" status that you wish to assess/review. You may also check the box beside each student you would like to assess and click "Assess Selected Students" instead. Either method works.

This opens the "Latest Submission" dialogue (Figure 10, next page), which allows for viewing the artifacts (i.e. submitted materials), commenting directly on the submitted document, commenting on the submission, and completing the assessment rubric (when applicable i.e. not for reflections).

Figure 10. Submission and Grades tab.

Viewing of artifacts

The submission artifact (a Lesson Plan, in this case) should be visible on this screen. You may need to click on the name of the artifact to reveal it. If an artifact is not present, the student may not have attached anything to the submission.

Figure 11. Latest Submission

Commenting directly on the submitted document

Anywhere there is an "Add Comment" button (Figure 12 below), you may click to add a comment on a student submission. This is very helpful for providing feedback to a student.

Figure 12.

Important note: You must click the "Save Comment" button in the "Add Comment" dialogue for each comment (Figure 13). In other words, all comments must be saved individually.

Figure 13

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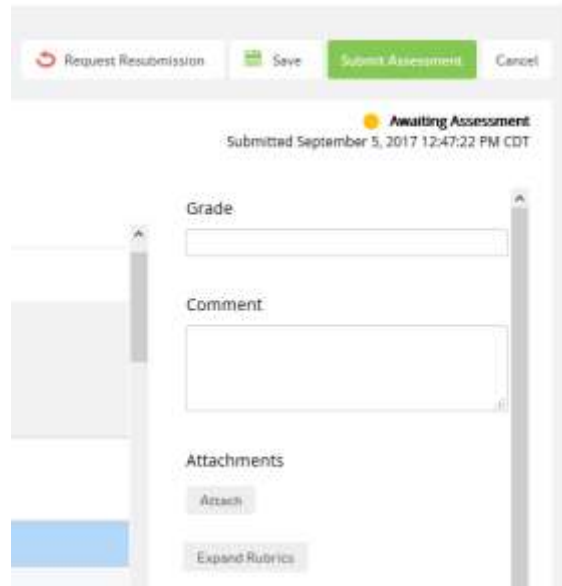
Commenting on the submission

Should you like to leave an overall comment on the submission, you can do so in the comment box.

Note: the Grade field does not report grades to any McKendree system.

Should the student need to make revisions to the assignment, you can "Request Resubmission" by clicking the button toward the top of this section. This will place the assignment in "Awaiting Submission" status, and will appear on their Dashboard/in their courses as requiring resubmission.

If resubmission is not required and completion of assessment rubric is not necessary (e.g. Reflections), you may click the "Submit Assessment" button. This sends your comments to the student and places the assignment in Completed status.

Figure 14

If resubmission is not required and you must complete an assessment rubric (e.g. Lesson plan), click the "Expand Rubrics" button. This will pop out a new window with the assessment rubric tool. You can also complete the rubric inline

Note: For assessments that do not require artifacts (e.g. Disposition Assessment), you need not wait for students to submit materials to assess. Simply click on the red line for the Disposition Assessment on the Dashboard/in the course and then select the student(s) you wish to assess.

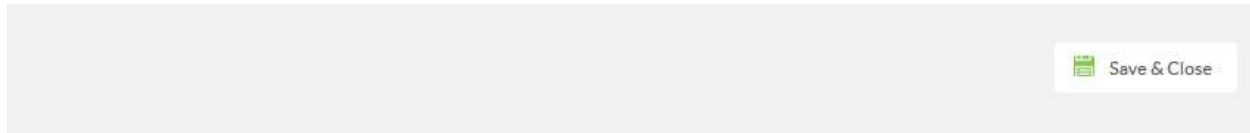## About the "Observation 1 (Practice)" assignment

In field experience courses, the "Observation 1 (Practice)" assignment is intended to be where students can submit a lesson plan for supervisor feedback. Supervisors can offer feedback through LiveText and complete the Performance Assessment. Assessment data from this assessment is not included in the "official" data pool.

Completing the assessment rubric

When you click on the "Expand Rubrics" button, a new window will open containing the assessment instrument.

1. Select appropriate rubric from the list (if more than one option exists).
2. Click the appropriate box for each element. For example, if a student did Superior work on the "Creating an environment..." in the figure above, one would click the box containing the text "Encourages respect and rapport..." to score.
3. You can also click to column headings to record this score for each element of the rubric. So if a student did "Acceptable" work for each element, you can click the "Acceptable" column heading.
4. Click the blue comment bubbles near the element titles to leave comments, if desired.
5. When you have completed the rubric, select the "Save and Close" button in the upper-right of this window to close.
6. Click "Submit Assessment" button (Figure 14) to complete the assessment/review. **You may be presented with an error** that not all rubric criteria have been scored. Please remember that all criteria in the rubric must be scored, and N/A should be used for those criteria that are not applicable

The assignment will now be in "Completed" status. The assignment will no longer show on the instructor Dashboard, but can be found in the "Courses" tab. When an assignment is in completed status, students will be notified on their Dashboard/in their courses and can view the results.