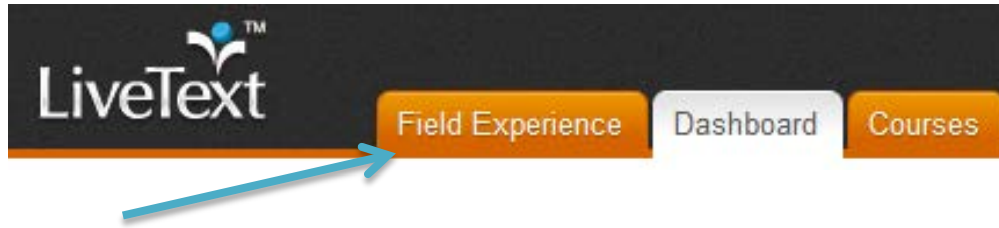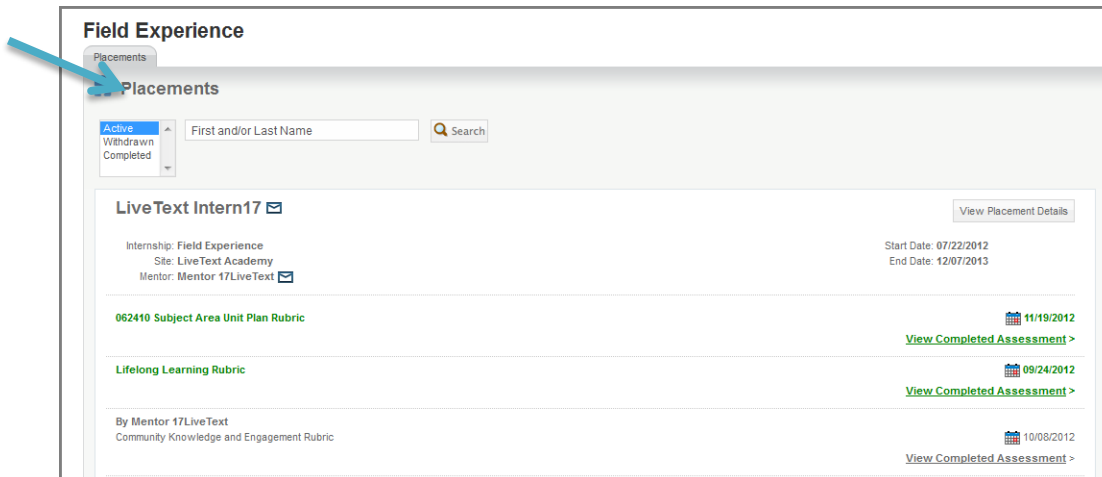# Field Experience (For Supervisors)

To access the field experience module, click on the "Field Experience" tab (see below)

As a supervisor, you will have access to the **Placements sub-tab**

The Supervisor can access any assigned placement from this tab. By default, only active placements will display, but the Supervisor can use a status filter to retrieve Withdrawn and/or Completed placements as well.

The names of the Intern and Mentor associated with each placement appear with email icons next to them. Clicking on any one of these icons will open a hovering window in which the supervisor can compose an email.

To view placements

At the top right corner of each placement listed on this page, the Supervisor will also find a button labeled **View Placement Details**. Clicking on this button will direct the supervisor to a screen containing the full details of this placement. This page is the aforementioned "shared workspace" that is accessible to all three members of the assessment team for this placement. (Supervisor, Mentor, and Intern)

1. Placement details are displayed on the left (i.e., the internship title, the associated course information, site location, grade, subject).

2. The **View Demographics** button will display the demographic information for both the site and the classroom. The Supervisor is only able to view demographics.

3. The names of the Intern and Mentor again appear next to email icons. Clicking one of these icons will open an email window.

4. All assessments for the internship are listed in the center of the page. Assessments will be linked if they are assigned to the Supervisor, or if they have been completed and published for viewing by the Supervisor. Remember, each user's permission to see a completed assessment is determined by the publishing rules set by the Placement Coordinator.

5. In the Attachments area, work samples that have been posted by the Intern are linked and may be viewed. Attachments can be either LiveText documents or files.

6. The **Time Log** for this placement will display to the right. Hours are entered by the Intern and the Supervisor is able to **Approve** hours.

Completing Rubric Assessments

- From the View Placement page, click **Begin Assessment** (or **Continue Assessment** if returning to an earlier saved assessment).

- The rubric will open. To select a performance level for each element (row of the rubric), click the corresponding cell beneath the level (column of the rubric).

- To leave a text comment pertaining to a specific element, click the **Add Comment** link for that row and type the comment in the hovering window. Click **Save**.

- To add an overall comment pertaining to the entire assessment, click inside the large text box at the top of the page and type the comment.

- At the bottom of the page, click **Submit** to complete the assessment, **Save** to return the assessment later, or **Cancel**.
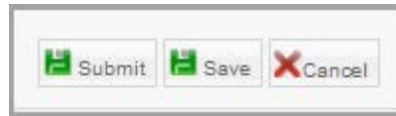
Undoing Assessments

Any user who makes an error when submitting an assessment or wishes to revise an assessment after it has already been submitted can **Undo** their assessment. This will move the assessment from **Completed** status back to **Pending** status. All of the comments and scores will be retained, but the user can make changes and resubmit

- Click on the green **View Completed** link corresponding to the assessment.
- At the bottom right corner of the screen, click on the **Undo Assessment** button.
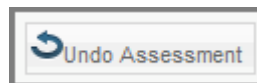
Reference
LiveText Inc. (2014). Training Resources