# Via/Watermark Field Experience Instructions for Host Teachers

\*\*Use Chrome or Firefox as your Internet browser!\*\*

- 1. Login to your Via account (https://www.vialivetext.com). If you are logging in for the first time:
  - Enter your school email and "Livetext17" as the password (it will make you reset the password) OR
  - Use the "Forgot Your Password" option.
- 2. When you login, you will see the courses for which you are hosting an early clinical field student.
  - You can click on the Log to approve time. The candidates may be required to log the hours they spend in your classroom with a general description of what they did.

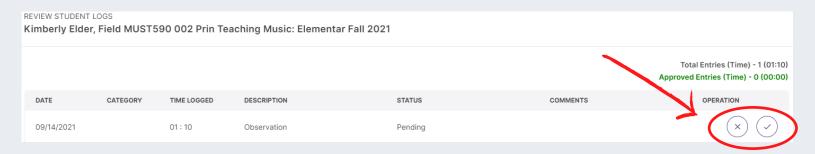


 When you click on "Log," you will see the list of your candidate(s) and if they have made an entry. You can click on the student to see the entry.

#### Student Logs



 Read the entry and the time recorded. If you agree that the information is correct, simply click the check mark. If you determine the candidate needs to adjust the time or information, click the "X" and it will be returned to the candidate.



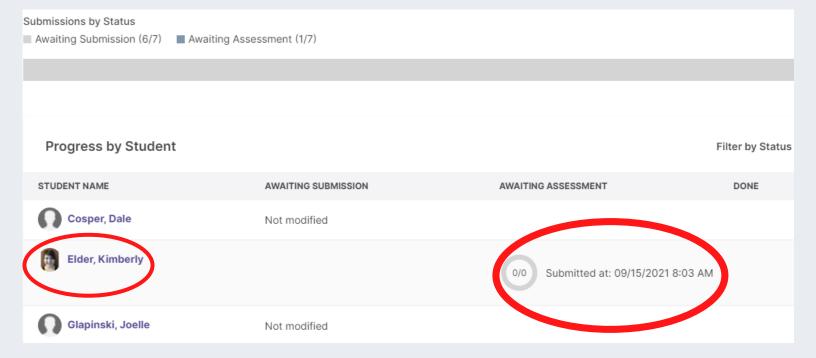
3. When the candidate has finished the majority of the field work, they will submit a short reflection, which prompts the system to let you know it is time to complete the rubric. You will know a candidate is ready for assessment when you click on "View Details."



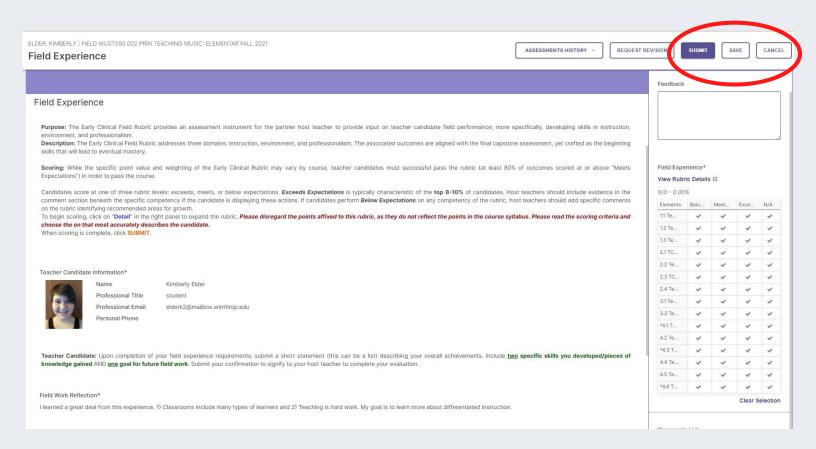
 You will see this screen and can click on "View Details" to see those "Awaiting Assessment."



4. You will then see a chart with candidates listed – just click on the candidate you are ready to assess. You can click on the student or the submission information.



## 5. The activity template will appear with host teacher directions and the teacher candidate's short reflection.



### Teacher Candidate Information\*



Name Kimberly Elder
Professional Title student

Professional Email elderk2@mailbox.winthrop.edu

Personal Phone

Teacher Candidate: Upon completion of your field experience requirements, submit a short statement (this can be a list) describing your overall achievements. Include two sp knowledge gained AND one goal for future field work. Submit your confirmation to signify to your host teacher to complete your evaluation.

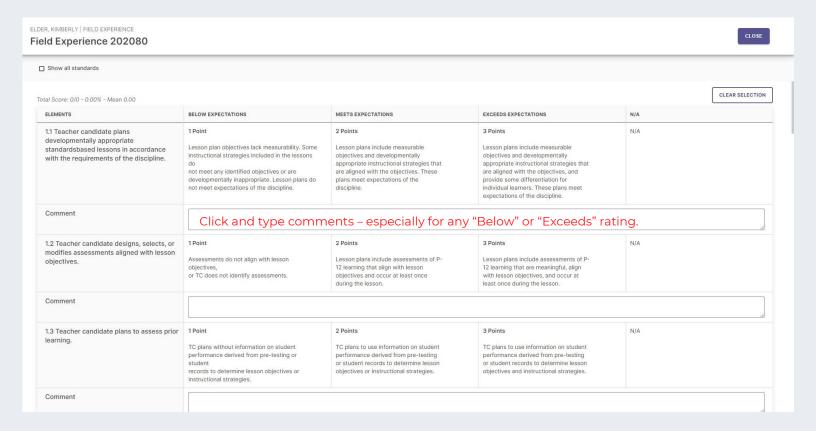
Field Work Reflection\*

Teacher Candidate Reflection

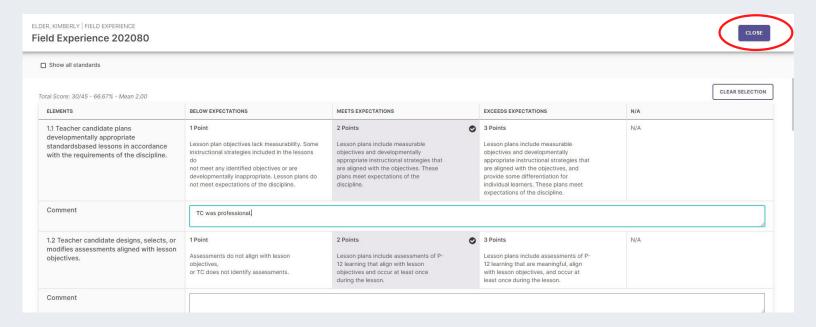
I learned a great deal from this experience. 1) Classrooms include many types of learners and 2) Teaching is hard work. My goal is to learn more about differentiated instruction.

6. Click on "View Rubric Details" to display the rubric descriptions and comment boxes. Click in the description box for the level that best describes the candidate's performance.

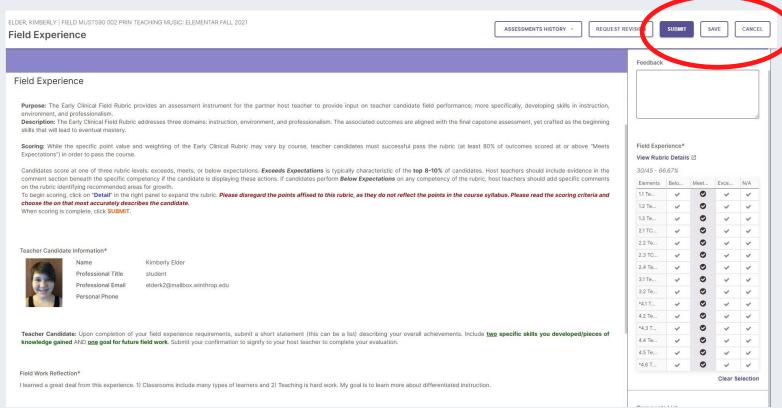
 For any indicator for which you select "Below" or "Exceeds Expectations," PLEASE include short comments to support your rating so the candidate knows how to improve or continue certain behaviors.



 This is what your rubric will show as you select a level and add comments. When you are finished, simply click "Close."



## 7. Final step - SAVE then SUBMIT!



Now the completed rubric goes to the Winthrop instructor to review. The instructor may
contact you if questions arise about a specific rubric level selected or comments included
(or possibly need comments that are missing). We hold candidates to high expectations
for field performance and since the assessment is part of the course grade, the
instructors may need to discuss an evaluation before it is final. The assessment will show
as "Done" after the Winthrop instructor submits.

