Mentor Directions

Using Mozilla Foxfire for Windows or Safari for Apple, follow the steps below for approving student’s time and activities completed during a field experience session.

The information may be entered in an iPhone, iPad, laptop or desktop computer.

The mentor must log in to his/her account and approve the information entered by the student as this will affect the student’s grade.

Directions:

• Go to www.LiveText.com
• Enter Username and Password that was sent by LiveText
• Click Login
• Click on FIELD EXPERIENCE (tab at top left)
• Click on VIEW PLACEMENT DETAILS (upper right-hand corner)
• After the student enters his/her time and activity for the day, click on the box at the end of the day’s entry.*
• Click Approve Hours

*Please note that the checkboxes may not always be immediately visible. If you do not see the boxes, you can either adjust the zoom on your screen/browser -OR- you can scroll to the bottom of the page where you will see an additional scroll bar that you can drag from side to side so you can see the rest of the screen.

Assessing the Teacher Candidate

At the end of the semester, the Supervisor must assess the Teacher Candidate.

• Go to www.LiveText.com
• Enter Username and Password
• Click Login
• Click on FIELD EXPERIENCE (tab at top left)
• Click on VIEW PLACEMENT DETAILS (upper right hand corner)
• Click on COMPLETE ASSESSMENT
• Click on the rubric in each category
• Enter comments at the top of the rubric.
• Click on Submit
Forgotten Username and/or Password

1. Log on to www.livetext.com
2. On the top right hand corner of the screen is a “Forgot” link. Click that link.
3. Enter in the email that is associated with your account. If you are a Field Experience Host/Mentor, please be sure that the email you are entering is the email you have provided to Winthrop. Your log in information will then be sent to your email account.

Update/Reset Password

To update/reset your password:

1. Click My Account in the upper right corner.
2. Click Change Password.
3. Enter your old password, then enter and confirm a new password.

Checking and/or resetting all Field Experience Module Account Information

Once you are logged into the system, please go into My Account in the upper-right hand corner of your LiveText screen to change personal information associated with your Field Experience Module Account and make sure everything is up-to-date.