Field Instructor LiveText Handbook

Winthrop University
Department of Social Work

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Table of Contents

Getting Started

Accessing LiveText

To access your Field Experience activities in LiveText, you will first need to retrieve the message sent to your email address. The message should read like this:

> *"Dear **YOUR NAME**,*
>
> *Thank you for agreeing to be a field experience **mentor.**
> You have been added to a list of available mentors and will be notified when a placement is made. During this placement, assessments and other activities will be managed through an online application called LiveText.
> To log in, go to www.livetext.com and enter the following username and password:*
>
> > *User name: **[YOUR USERNAME]***
> > *Password: **[YOUR PASSWORD]***
>
> *Thank you for the contributions you will make to your mentee's professional development."*

Note: In Live Text, your role as a field instructor is considered to be "Mentor".

Logging In

Using Mozilla Foxfire for Windows or Safari for Apple, follow the steps below:

Visit the website www.livetext.com and log in with the username and password provided to you.

You will be asked to select a security question. This is in case you ever forget your username and/or password and need helping logging in. Your LiveText username will never change, but you have the **OPTION** to change the password by:

1. Clicking **My Account** in the upper right corner
2. Clicking **Change Password**. You will be asked to enter the old password first, then to enter and confirm the new password.

Viewing Placement Details

Under the **Placements** tab you will see all students assigned to you**.** Basic details about the placement will appear below the student's name. Click the "View Placement Details" button to see all activities associated with this placement. You may also click **Begin Assessment** or **Continue Assessment** to go directly to your assessment. The **Assessment** tab is where you will complete the student's mid-term and final field evaluations.

You will be directed to a page called **View Placement**. From this page, you can access all the key activities for your Field Experience Placement.

1. Basic details about the placement will display to the left.

2. To view and enter demographic information about the site, click **View Demographics.** Winthrop's social work field office has set the demographics for the field agency and ask that you do not make any changes. If you have concerns about this information, please let the field office know.

Forgotten Username

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 Field Experience Mentor, please be sure that the email you are entering is the email you have provided to the Institution of Higher Education you are working with.

Resetting Your Password

1. Click "**My Account**" in the upper right corner.
2. Click "**Change Password**."
3. Enter the old password, then enter and confirm a new password.
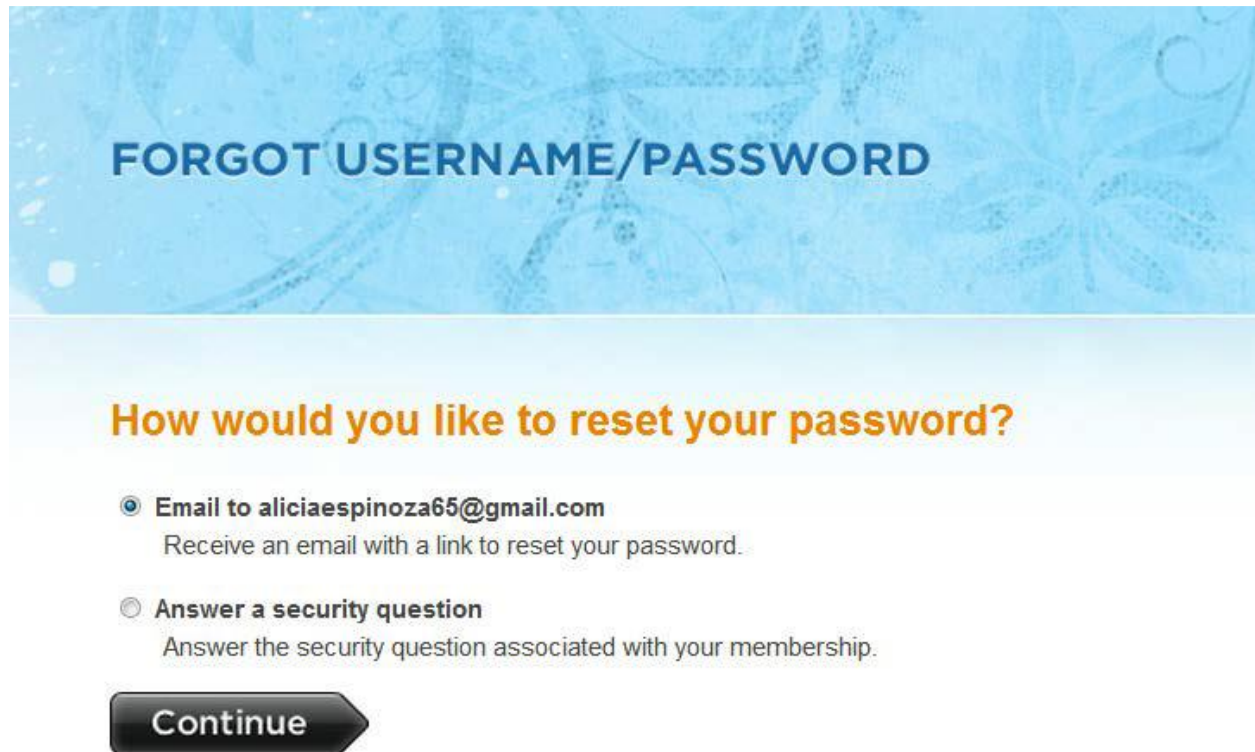
4. You will receive an email from SUPPORT. Open up that email and your username will be provided, along with a link to reset your password.
5. **If you have any trouble please contact LiveText Support at 866.548.3839.**

Sending an E-mail in LiveText

To write an email to your student, Field Director (supervisor), or both click the corresponding email icon or link.

Assignments

Learning Contract

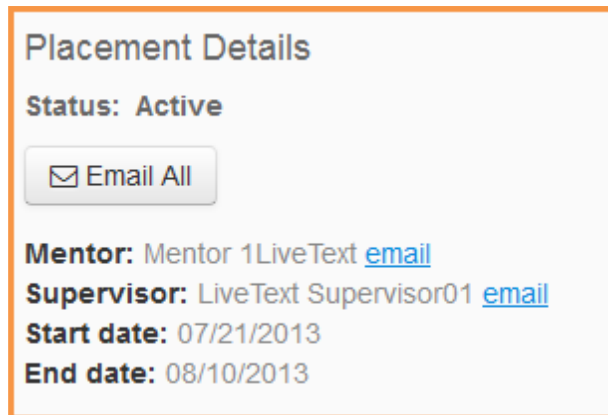The <u>Learning Contract</u> will be completed as a word document and then uploaded into Live Text under the **Attachment** tab. The student is responsible for making sure this document is attached in Live Text prior to the due date.

Field Evaluations

The course evaluation(s) for field will be under the **Assessment** tab. Some field courses have mid-term evaluations and others only have a final evaluation to be completed. The evaluation(s) will list the practice behaviors and rating criteria for the student's assigned field course. You will simply use your mouse to select the rating score that you believe most accurately reflects your student's performance in field. You can "save" the evaluation and return to it at any time to make edits. The student cannot access or view the evaluation until it is submitted. Once you complete and submit the evaluation, the student will have access to see the completed evaluation in LiveText. The student cannot access or view the evaluation until it is submitted. Please note

that while there is a rating of "N/A" available in LiveText, the Department of Social Work requests that you try to avoid giving a student this rating on any final evaluation. Students must achieve competency in all practice behaviors to successfully pass their field course.

Productivity Report/ Time Log

Approving the Student's Time Log

The Productivity Report will be entered into Live Text as a **Time Log**. You may view the student's **Time Log** on the right side of the screen. Hours are entered by the student. To approve the student's entries, check the box next to the entry and click **Approve Hours**.

Time Log Categories

o **Agency Meetings:** This is to document the time spent participating in your assigned field agency's internal meetings.

o **Community Meetings:** This is to document the time spent participating in any outside community meetings. These may take place in other agencies or external settings.

o **Direct Client Contact:** This is to document the time spent working directly with clients. This could include phone or face to face contact with a client.

o **Indirect Client Contact**: This is to document the time spent working on a client's case but not involving the client directly. This could include collateral contact made with other agencies, documentation related to clients' encounters, research related to a specific client's need, etc.

o **Program Administration:** This is to document the time spent working on macro level activities that impact a client population as a whole, such as program development, evaluation of agency/program services, research on best practices related to service delivery for a client population.

o **Supervision:** This is to document the time spent receiving supervision.

- **Training/Continuing Education:** This is to document time spent participating in training and/or continuing education related to your field experience.