Student LiveText Handbook

Winthrop University Department of Social Work

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Getting Started

Purchase and Registration Instructions

1. Using Mozilla Foxfire for Windows or Safari for Apple, go to www.livetext.com and click on the LOGIN/REGISTER tab at the top of the LiveText homepage.
2. You must first purchase your LiveText account/keycode and then Register it using the same website.
3. Click **Purchase Membership** button and fill in the required information. Be sure to purchase the Field Experience Edition also known as the FEM code.
4. Once you have purchased the keycode, go back and Register the code.
5. Click the **Select This Option** button under the Register Membership button. The registration form opens below.
6. STEP 1: Choose your role and select the radio button for Student.
7. STEP 2: Enter the student key code that was provided to you with your purchase.
8. STEP 3: Register Your Student Membership.
9. STEP 4: Create Your LiveText Membership Account. You will be prompted to create a unique username and password. When creating a username, the name will be compared to all LiveText users. If you receive the message "Username is already taken", you will have to modify your username.
10. Select a security question from the dropdown menu. This may be used in the username/password recovery process.
11. Select the **Terms of Service** check box and Click the **Register My Membership Account** button to complete the registration process.
12. Account Activation completed. After successfully completing the registration process, LiveText will display this screen with your newly created username and password. Your login information will also be sent to the personal email address provided during account registration.

Logging In

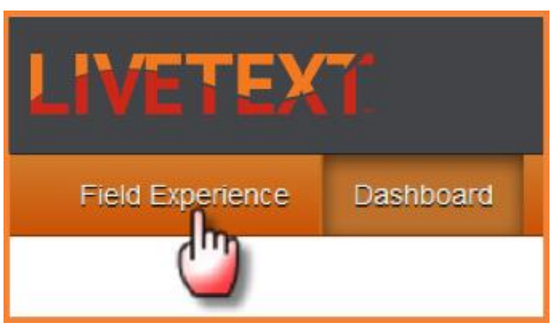
Using Mozilla Foxfire for Windows or Safari for Apple, follow the steps below for entering time and activities completed during a field experience session.

The information may be entered using a mobile device, tablet, laptop, or desktop computer.

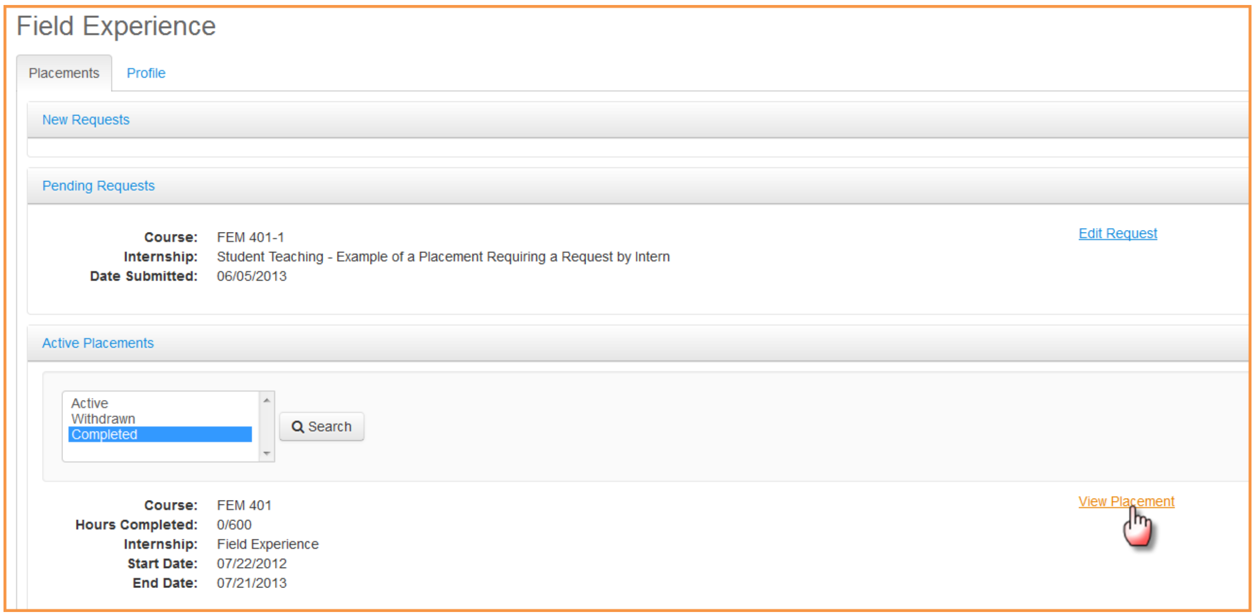
- Go to www.LiveText.com
- Enter username and password and log in
- Click on **FIELD EXPERIENCE** (tab at top left)
- Click on **VIEW PLACEMENT DETAILS** (upper right hand corner)
- In the log at the top right hand corner enter: o Date
    - o Mentor's name under "Class Info"
    - o Activity (or activities) completed or in progress
    - o Hours/minutes spent in the classroom

Viewing Placement Details

When you have logged in, you will see a new **Field Experience** tab at the top of your account (to the left of **Dashboard**). Click this tab.

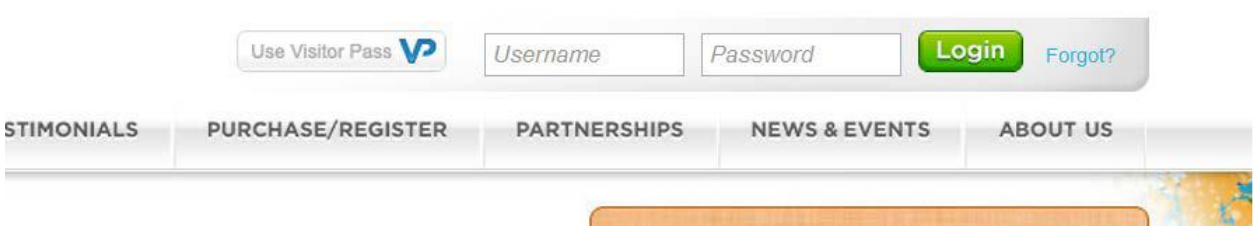


You will see all your active placements. Click the **View Placement** link to access all activities associated with a placement. This page is a shared workspace, accessible to your Field Director (Supervisor) and Field Instructor (Mentor) as well, which is used to manage all the key activities for your Field Experience Placement. <u>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.</u>



Forgotten Username

1. Log on to **<u>www.livetext.com</u>**
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.

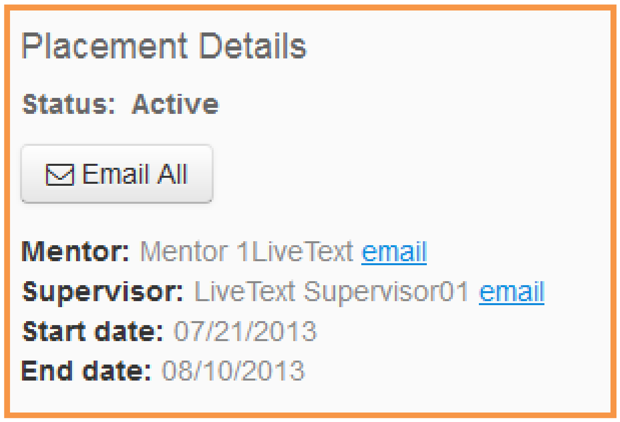
Resetting Your Password

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

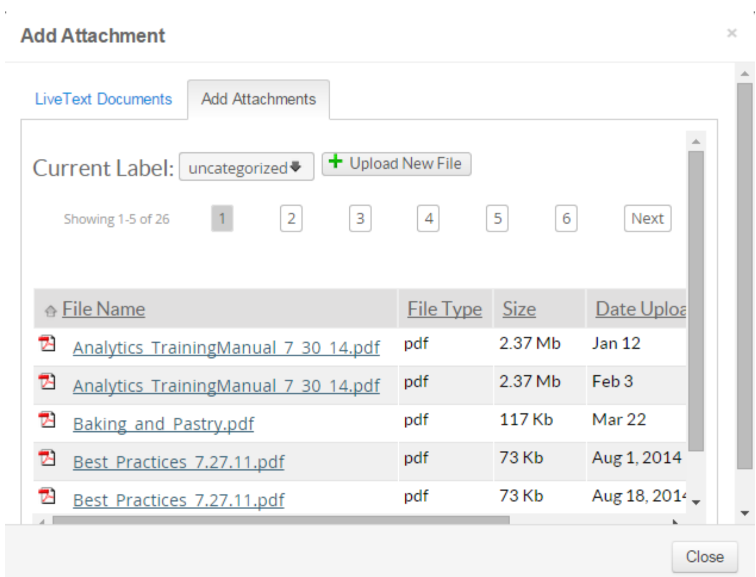
To write an email to your mentor, supervisor, or both click the corresponding email icon or link.



Assignments

Learning Contract

The Learning Contract will be completed as a word document and then uploaded into Live Text under the **Attachment** tab. To upload attachments to the shared workspace, click **Add Attachments.**



Mid-term Evaluation and Final Evaluation

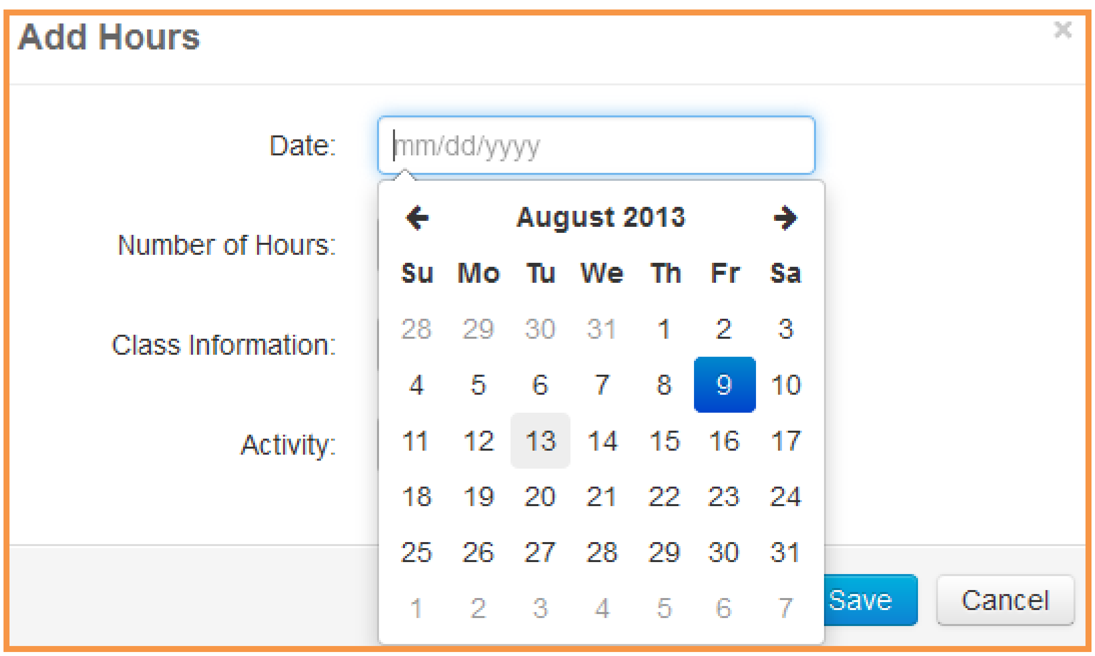
The Mid-term evaluation and Final Evaluation for field will be under the **Assessment** tab. Your field instructor will have instructions on how to complete the evaluation/assessment in Live Text. You will have access to see all assessments completed.

Productivity Report/ Time Log

Entering hours in the Time Log

The Productivity Report will be entered into Live Text as a **Time Log**. To add an entry to your **Time Log** click **Add hours.** You must select the date of the entry, the number of hours logged, and the time log category (see definitions below). **However, a brief description of the activity and additional information is optional.**

Note: You will have to break down the total number of hours each day per time log category. For example, an 8 hour day might have 1 hour of **Agency Meetings,** 4 hours of **Direct Client Contact**, 1 hour of **Supervision**, and 2 hours of **Indirect Client Contact**.



Time Log Categories

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

- **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.

- **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.

- **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.

- **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.

- **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.