

**Directions for University Supervisors to access the completed
Master & Mentor Midterm & Final Evaluations**

1. Livetext
2. @ the opening page go down to the *Visitor's Pass Area*
3. Type in the code:
(Get this code each semester from Bill Gray or the Apprenticeship Coordinator.)
4. Click *Enter* or *Visitor Login* button
5. Click on *Evaluations Completed by Master/Mentor Teachers*
6. There are two sections- Apprentice Evaluations & Practicum Evaluations
7. Click on your name to open the evaluations
8. Print button is @ the top of the page.