

Learning | Assessment | Accreditation Solutions



Student Video Tutorial Training Guide

Basic Navigations

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BASIC STUDENT NAVIGATIONS

Basic Navigations

This tutorial will give you a quick and easy-to-follow tour of LiveText – from the Main and Top Corner Navigations to your Active Courses, Assignments, Announcements, and much more. You will learn about the functions contained within each tab, as well as the resources available to you.

Top Corner Navigations

Forum

Forum is a platform to discuss, question, and leave comments related to the LiveText application.

Logout

Logout allows you to securely exit LiveText.

My Account

My Account displays your general account information, Academic Details, Membership Information and services, and basic user information.

Help

Help is where you can access the LiveText Help Center for step-by-step instructions and flash movie tutorials.

Main Navigations

Courses Tab

The **Courses** tab brings you to the courses roster page which displays your courses for a given term and year. From within this tab, you can access course information by clicking the course codes or course names or searching by Terms or Instructors.

Documents Tab

The **Documents** tab brings you to the document roster page which displays a list of the documents you have created as well as options to create, access, and organize LiveText documents.

My Work

Contains the documents you created.

Inbox

Contains the documents created by others and shared with you.

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Sent

Contains the documents you shared with others.

Trash

Contains all deleted documents.

All

Contains all the documents in any label

(e.g. **My Work**, **Inbox**, **Sent**, **All**) except the **Trash**.

Manage My Labels

Contains all new labels you have custom created to organize your LiveText documents and reviews as well as options for ordering, hiding, unhiding, editing, and deleting your custom labels.

New...

You can create customized labels to organize your LiveText documents by clicking the **New...** button and choosing wither plain **Labels** or **Smart Labels**.

Order

You can reorder the way labels are listed by clicking the **Order** button.

Hide and Unhide

You can hide and unhide your labels by clicking the **Hide** and **Unhide** buttons, respectively. Hidden labels can still be applied, but the labels will not be visible in the top right corner of the **Manage My Labels** area in the **Documents and Reviews** tab.

Edit Labels

You can edit the title of labels by clicking the **Edit Titles** button.

Delete Labels

You can delete labels by using the **Delete** button. Once deleted, a label cannot be recreated with the same name.

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Reviews Tab

The **Reviews** tab brings you to your review documents roster, a listing of documents sent to you for review. From within the **Reviews** tab, you can review and assess documents, as well as retrieve your documents others have reviewed.

Documents submitted and received for review in the **Reviews** tab are often associated with non-course related projects. You can submit documents for review to anyone with a LiveText account and review any documents submitted to your account.

The **Reviews** tab contains system labels: **Inbox**, **Sent**, **Drafts**, **Trash**, and **All**. You also can create customized labels under **Manage My Labels** for further organization.

Inbox

Contains the submissions sent to you for review.

Sent

Contains the submissions you sent to others for review.

Drafts

Contains the submissions you have started to review and assess but have not yet submitted to the reviewee/assessee.

Trash

Contains all deleted submissions.

All

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BASIC STUDENT NAVIGATIONS

Manage My Labels

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Forms Tab

The **Forms** tab displays your **Inbox**, a listing of the forms (e.g. surveys) sent by faculty or administrators that you can access and complete. The Forms **Inbox** displays the form Title, author that sent the form, the Status of completion, the number of Submissions completed, and Actions for taking the form.

Community Tab

The **Community** tab displays the options available for collaborative learning. By default, you are brought to the **Groups** roster page, a listing of the groups of LiveText members you created for sharing your work.

Groups

The **Groups** tab brings you to a screen where you can create and add groups of LiveText members with whom you want to share your documents, forms, and discussions.

Group Discussions

The **Group Discussions** tab brings you to a screen where you can create and participate in discussion boards with groups of LiveText members.

Library

The **Library** tab brings you to a screen where you can search and access LiveText assessments, lesson plans, projects, and portfolios that are shared publicly by other LiveText members.

Resources

The **Resources** tab brings you to a page where you can search and access LiveText resources to enhance your work.

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Tools Tab

The **Tools** tab displays the advanced functionality available. By default, you are brought to the Reports roster page.

Reports

The **Reports** tab brings you to a screen to create and edit assessment reports.

Standards & Outcomes

The **Standards & Outcomes** tab brings you to a screen to search for and view standards and outcomes available in the LiveText database.

Visitor Passes

The **Visitor Passes** tab brings you to a screen with an option for creating Visitor Passes, which are used for sharing your LiveText work with third-party, non-LiveText members. This screen also contains options for editing and deleting Visitor Passes.

File Manager

By default, the **File Manager** tab brings you to the roster of already uploaded files under the **Uncategorized** label. Click on **Upload Files/Images** to upload and manage external files (i.e., Word, Excel, PDF's, PowerPoints, etc.). You can organize and manage your uploaded files and images with custom created labels under **Manage Labels**.

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Active Assignments Widget

From within the **Active Assignments Widget**, you can view your active courses and assignments posted for the given term. A course is indicated by course code and name on a course tab. Listed under these course tabs, your active assignments appear with assignment details links, due dates or submission status, and assignment action buttons.

You can click on the links under assignment titles to view the assignment details. To the right of each assignment, submission status is indicated by color and corresponding action button.

The **Course** Tab indicates your current active Courses, labeled with the course name and code.

Within the **Course** Tab, the title of your active Assignments for that course appear next to the clipboard icons.

One of two links may appear under the title of an active assignment:

The **click here for assignment details** link brings you to the **Assignment Details** page where the assignment Description and due date, Assessment Method, Resources, and associated Outcomes & Standards are listed.

The **For assignment details and template(s) click here** link is accompanied by an icon with the letter 'T', indicating that your instructor has provided an assignment template to use for this assignment. Clicking this link brings you to the **Assignment Details** page where a link to use this assignment template is located under the **Assignment Template** section, in addition to the assignment Description and due date, Assessment Method, Resources, and associated Outcomes & Standards.

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One of four action buttons indicating the assignment's submission status will be listed on the far right of an active assignment within the **Course Tab**. These actions include submitting or resubmitting the assignment, viewing your latest submission as you await the assignment assessment, or viewing the completed assignment assessment.

The action buttons indicate the assignment's submission status. These submission status indicators include:

Submit Assignment indicates that you have not submitted the assignment.

Resubmit Assignment indicates that the assignment was submitted, assessed, and requires resubmission.

- I. **Awaiting Assessment** (yellow) indicates that your assignment has been submitted but not assessed. Click the **Latest Submission** button to view the most recent submission(s).
- II. **Assessment Published** (green) indicates that your assignment has been assessed. Click the **View Assessment** button to view grades, comments, and scoring.

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Active Documents Widget

The **Active Documents** widget provides a quick glance at the assignments most recently worked on or shared with others.

My Work

Contains the three latest documents you modified.

Inbox

Contains the three most recent documents shared with you.

New Announcements Widget

The **New Announcements** widget provides a quick glance of the unread, faculty-posted announcements within a given term and course. Click on the announcement title to view the new announcement details. Once clicked, the announcement will no longer be visible under the **New Announcements** widget but is still available in the **Announcements** tab for that course section.

What's New Widget

The **What's New** widget provides a quick glance at the latest system improvements.

Side Column Navigations

Terms

Terms are defined by a course administrator(s) as divisions throughout the academic year - the time during which a school, college, or university offers courses. By default, you see course information displayed for your current term.

Courses

Courses displays a listing of your courses for the given term.

Quick Links

Quick Links provides short-cut navigation to frequently used LiveText features.

Customer Service

Customer Service resources include the Technical Support email contact, guidance on how to complete tasks in LiveText, and information on recently released system improvements.

LiveText Forum

LiveText Forum is a platform to discuss, question, and leave comments related to the LiveText application.

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Need Additional Support?

- Click **Help** in the upper right corner when logged into LiveText to access how-to answers, guides, and videos.
- Ask a friend. LiveText makes it easy for friends and classmates to help and learn from peers.
- Use those localized, helpful resources recommended by your institution's LiveText Coordinator.
- Click support@livetext.com located at the bottom of each page in LiveText.
- Beyond the above, phone our Technical Support Team for assistance.