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LiveText Documents: Overview

A document is the basic unit of composition in LiveText. Any content that you wish to enter into LiveText must be entered into a document. Documents can contain text, tables, images, attachments (computer files created outside of LiveText), standards, resources, rubrics, and form responses.

All document types (i.e. course, project, portfolio, lesson plan, and assessment) have two essential components: pages and sections. A page is a subdivision of a document and a section is a subdivision of a page. Content can only be entered into sections. This means that a document must contain at least one page and that page must contain at least one section before any content can be entered into a document.

All LiveText Documents are edited in 3 ways:

- Document Level

- Creating, modifying, sorting, hiding, and deleting pages
- Modifying document properties, including title, description, type, layout, and style

- Page Level

- Creating, modifying, sorting, hiding, and deleting sections (Text & Image, Standards, Resources, Rubric, Form Viewer)
- Modifying document properties, including title, and enabling discussions on a page

- Section Level

- Developing, adding, editing, and managing content. Methods of authoring content are contingent upon the type of section.

Any type of composition can be created within a document. A document can also contain multiple, separate compositions.

Source: LiveText, Inc.

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How to Create a New Assignment Document Template on LiveText

1. **Log In** to your LiveText account, **Type** in your username and password.
<[https:// c1.livetext.com](https://c1.livetext.com)>
(If you have forgotten your password or username you may contact me.)
2. Click on the **Documents** tab located at the top center of the screen.
3. Click on the **My Work** tab located at the top left of the screen.
4. Click the **New...** tab located at the top left of the screen. The New... tab has a small green plus sign within it. This tab will allow you to create a new document template.
5. You are now in the “Create a Document” page in which you will enter four components of your document template (Folder, Template, Title and Description).
6. To choose a folder, click on the **Folder Drop Down Menu** (click the small arrow pointing down). Choose under the **Chicago State University** heading, a folder that you wish to use. Students can choose **Projects**, **Portfolio**, or **Lesson Plan**. Each folder has its own unique set of templates that correspond to it. Example: The courses folder has a variety of templates that correspond to various projects.
7. To choose a template, click on the **Template Drop Down Menu** (click the small arrow pointing down). Click the template you wish to use. Example: CSU Teaching Philosophy Paper.
8. For a title, type in text for your specific title. Example: Diversity Analysis Paper.
9. Now type in a description. Example: PHIL: 3457
10. Now that you have a folder, template, title and description for your document, click **Save as New Document** (green font). This will create your document and place it in your My Work in the Documents tab.

Source: Mr. Steve Damarjian, LiveText Technology Specialist



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How to Edit an Assignment Document on LiveText

1. **Log In** to your LiveText account, **type** in your username and password.
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(If you have forgotten your password or username you may contact me.)
2. Click on the **Documents** tab located at the top center of the screen.
3. Click on the **My Work** tab located at the top left of the screen.
4. Click on the **Title** of your assignment document. When you have clicked the assignment title you are sent to the “document view” tab.
5. You are now a “viewer” of the document, able only to browse your assignment. You can edit the document/assignment by clicking the **Edit** within the section.
6. By clicking the Edit tab you are sent to the “Section Editor” tab where you can change/modify all aspects of your assignment. Begin by changing the title of the section by **typing** in the text of your choice into the section title box.
7. Now that you have modified the title of your assignment, you can **copy/paste or type** in the narrative of your assignment into the section narrative box.
8. Once the title and narrative have been typed in, you can click the **Save Changes** tab located at the top right. Every time you make changes to your document you should click the Save Changes tab to make sure your document is saved.
9. Another option that you may wish to choose is to attach an existing document (Word, Excel, PowerPoint) into the LiveText document shell.
10. In the section editor tab, you can attach a document by clicking the **Edit** under “File Attachment(s)” at the bottom left of the screen.
11. Within the “File Attachment(s)” tab click **Upload New File** then click **Browse...** find, choose, and click the document you want to attach. Now click **Upload New File** again and wait for the status of the file in queue to say, “completed” in green font.
12. Now you can click the **Save & Finish** tab located at the top right. All changes you made are now saved.

Source: Mr. Steve Damarjian, LiveText Technology Specialist

Presenter: Angela E. Poole, LiveText Data Manager

Session: LiveText Training

Date: March 27 & 29, 2012

Time: 2:00p.m. – 4:00p.m.

Location: NAL 144

National Staff Development Council: Standards for Professional Learning

1. **LEADERSHIP:** Professional learning that increases educator effectiveness and results for all students requires skillful leaders who develop capacity, advocate, and create support systems for professional learning.
2. **DATA:** Professional learning that increases educator effectiveness and results for all students uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning.
3. **OUTCOMES:** Professional learning that increases educator effectiveness and results for all students aligns its outcomes with educator performance and student curriculum standards.

Rubric: See attached.

Outcomes:

1. User will be able to develop a blank document from a LiveText Template by altering the document properties.
2. User will gain experience editing sections of a LiveText document.
3. User will design a draft syllabus in the LiveText portal.

Resources:

- **Knapp, M.S., Copland, M.A., & Talbert, J.E. (2003, February).** *Leading for learning: Reflective tools for school and district leaders.* Seattle, WA: Center for the Study of Teaching and Policy.
- **Reeves, D.B. (2010).** *Transforming professional development into student results.* Alexandria, VA: ASCD
- **Shulman, L.S. (2000, January-February).** *Teacher development: Roles of domain expertise and pedagogical knowledge.* *Journal of Applied Developmental Psychology*, 21(1), 129-135



Faculty Frequently Asked Questions

Web Browser Settings

Q: What is LiveText's Recommended Browser?

A: LiveText's recommended web browser is FireFox (version 1.0 or greater). To download FireFox free of charge, visit www.getfirefox.com.

LiveText also supports Internet Explorer, version 6.0 or greater, and Safari, version 2.0 or greater. While all tools in the LiveText suite are compatible with Safari, some document formatting capabilities are limited.

Assessing an Assignment

Q: How do I assess a student's assignment?




A: Follow these steps:

1. From the Dashboard click the **Assignment Progress Bar** that corresponds with the assignment to be assessed.
2. The **Submissions & Grades** tab will open. This tab corresponds with the **Assignment Progress Bar** and displays the names of students identified as: **Awaiting Submission**, **Awaiting Assessment**, or assessments that have been **Completed**.
3. Select the checkbox to the left of each student awaiting to be assessed (in the yellow) or click on the student's name to individually assess.
4. Click the **Assess Selected Students** button.

Note:


If you place check marks in the boxes to select students, you must follow step 4 to assess students. By clicking on student's names without using the checkboxes, you automatically are taken to the assessment. On the **Submissions & Grades** tab, a new information message appears when you select a student(s) in the red **Awaiting Submission** column. The message will inform you that ask you are about to move the selected student(s) from the red **Awaiting Submission** column into the yellow **Awaiting Assessment** column, removing the student's ability to submit for the assignment unless **Request Resubmission** is selected.

Add Comments

1. Assessors are able to place comments at the document level, page level and section level.
2. Within the student's work, click the **Add Comment** icon.
3. Enter a comment into the text box and click the  icon.
4. To modify a comment, click the  icon located next to the comment you wish to change.
5. Comments may also be inserted at the text level by clicking on the word or text on which to place the comment.
6. Enter text and click the  icon to save changes.

Assess with a Rubric

1. Within the student submission status box, click the **Assessment Rubrics** button.

2. Select your rubric if there are multiple rubrics.
3. Click the cell to select the performance level for each element of the rubric.
4. Click the title of the performance level to select the same performance level for all elements.
5. Click the  icon located to the right of each element title and enter a comment.
6. The docked rubric automatically saves when you click the **Save**, **Request Resubmission**, or **Submit Assessment** action buttons.

Note:

When you begin assessing with a rubric, you will notice that a rubrics container populates on top of the active browser window, below and to the left of the student status submission box. You will have the ability undock the container for side-by-side viewing if necessary.

Enter a Grade and Comments

1. Within the student submission status box, enter a grade into the **Grade** text box.
2. Within the student submission status box, enter general comments into the **Comment** text box.

Note:

Assessors can download, comment on, and re-attach student attachments during the assessment process. This enhancement allows for greater flexibility in assessing with evaluation within the student's native document file format, improved and expanded assessor-assessee communication, and additional abilities to provide comments and feedback other than through conventional LiveText capabilities.

Evaluate and Re-attach a Submitted Attachment

1. Download and open the submitted file attachment(s).
2. Review, comment on, and modify within the native file format.
3. Save this file to your computer.
4. To re-attach this submitted file with your comments, click the **Attachment** button, browse your computer to find the saved file, and re-attach to your assessment.

Complete the Assessment Process

After the submission has been reviewed and/or assessed, instructors may **Save**, **Request Resubmission**, **Submit Assessment**, or **Cancel** the assessment. These buttons are located in the top right of the student submission area.



The **Save** button will save all comments, grades, and/or scoring on assessment rubrics, but will not submit the assessment. Instructors can select the student from the Awaiting Assessment column within the **Submissions & Grades** tab, and continue reviewing and assessing the student.



The **Request Resubmission** button will change the status of the assignment on the student's Dashboard from View Latest Submission (yellow) to Resubmit Assignment (red). It will also change the status on the **Assignment Progress Bar** and **Submissions & Grades** area in the faculty's view from Awaiting Assessment (yellow) to Awaiting Submission (red).

The student will be able to view any comments, grades, and/or scoring on assessment rubrics to the student.



The **Submit Assessment** button will save all comments, grades, and/or scoring on assessment rubrics, and will complete the assessment process. The status on the **Assignment Progress Bar** and **Submissions & Grades** area in the faculty's view will change from Awaiting Submission (red) or Awaiting Assessment (yellow) to Complete (green).

Submitting an assessment does not always imply that the assessments have been submitted or published to students. Instructors are able to adjust settings to release assessments to students at the time of assessment, or to publish the assessments to multiple students within the course at the same time.



The **Cancel** button will cancel all comments, grades, and/or scoring on assessment rubrics not submitted.

Q: How do I view an assessment that I have completed for a student's assignment?

A: Follow these steps:

1. From the **Dashboard** click the **Assignment Progress Bar** that corresponds with the assignment assessment to be viewed.
2. The **Submissions & Grades** tab will open. This tab corresponds with the **Assignment Progress Bar** and displays the names of students identified as: **Awaiting Submission, Awaiting Assessment**, or assessments that have been **Completed**.
3. Click on the student's name.
4. If the student has submitted more than one submission in the past, a **Previous Submissions** tab will display on the top section of the page.
5. Click the tab and use the drop down menu next to Submission Date to view previous submissions and corresponding assessments.

Q: How do I request an assignment resubmission from a student?

A: Follow these steps:

1. From the **Dashboard**, click the **Assignment Progress Bar** that corresponds with the assignment to be assessed.
2. The **Submissions & Grades** tab will open. This tab corresponds with the **Assignment Progress Bar** and displays the names of students identified as: **Awaiting Submission, Awaiting Assessment**, or assessments that have been **Completed**.
3. Click on the assessed student's name (in the green).
4. Click the **Undo Assessment** button located on the top right of the **Submissions & Grades** tab.
5. From the **Awaiting Assessment** list, click the student's name whose assessment was undone.
6. Click the **Request Resubmission** button located on the top section of the student submission page.

Note:

The **Request Resubmission** button will change the status of the assignment on the student's Dashboard from Awaiting Assessment (yellow) to Resubmit Assignment (red). It will also change the status on the **Assignment Progress Bar** and **Submissions & Grades** area in the faculty's view from Awaiting Assessment (yellow) to Awaiting Submission (red)

Q: Does Undo Assessment delete the assessment?

A: No. Clicking the **Undo Assessment** button does not delete the assessment. The student submission status in the **Assignment Progress Bar** and within the **Submissions & Grades** tab will be changed from **Completed (green)** to **Awaiting Assessment (yellow)**. The information already collected is not deleted. Faculty can now request a resubmission from the student.

Q: When does the status bar leave the instructor's Dashboard?

A: The status bar comes off an instructor's Dashboard once all students have submitted the assignment and have been assessed.

Reviewing a LiveText Document

Q: How do I review a document submitted from a student's Documents tab?

A: Follow these steps:


1. Click the **Reviews** tab located in the top center of the screen.
2. Click a tab or Label (e.g. Inbox) within the **Reviews** area to select which reviews are displayed.

3. Click the title of the document to be reviewed.


Note:

The version of the reviewee's document is frozen at the date and time of submission. The version, date, and time are indicated on each version of the review.

Add Document, Page, or Section Level Comments (Optional)

1. While reviewing the document, click the **Add Comment** links located on the left side to add review comments at the document, page, or section level.
2. Enter a comment in the text box.
3. Click the  icon located at the top left of the comment window.
4. The comments will be displayed with a comment icon to the left.

Add Text Level Comments (Optional)

1. Click the word or text where a comment should be provided.
2. Enter a comment into the text box.
3. Click the  icon located at the top left of the comment window.

Note:

After submission, the **Reviews** area will open. Repeat the steps to review additional document submissions.

Submit Review

When finished reviewing and/or adding comments, click the **Submit Review** button. By clicking the **Submit Review** button, the review is submitted to the reviewee.