

Learning | Assessment | Accreditation Solutions

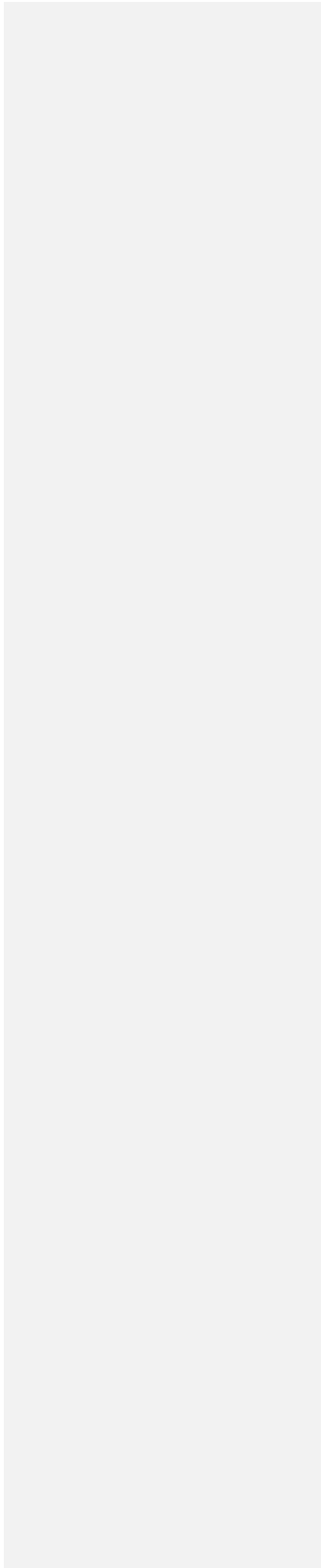


7<sup>th</sup> Annual LiveText Collaboration Conference

# **LiveText: C1 for Faculty and Students**

## LIVETEXT: C1 FOR FACULTY AND STUDENTS

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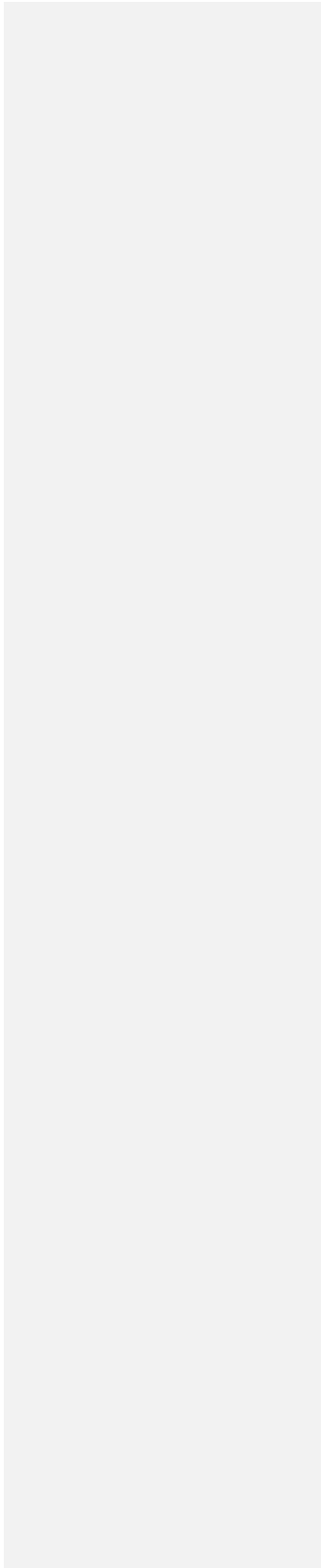


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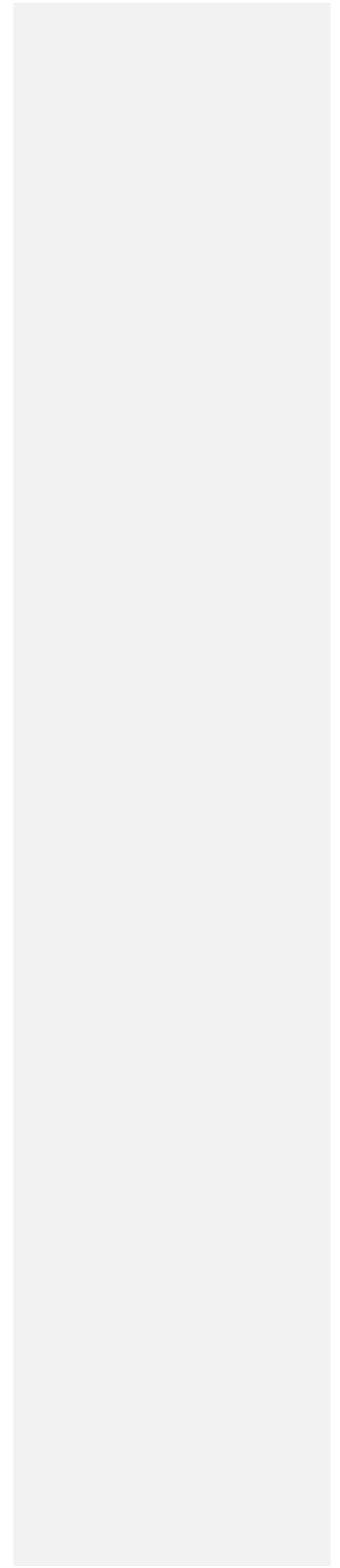
## LIVETEXT: C1 FOR FACULTY AND STUDENTS

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# For Faculty

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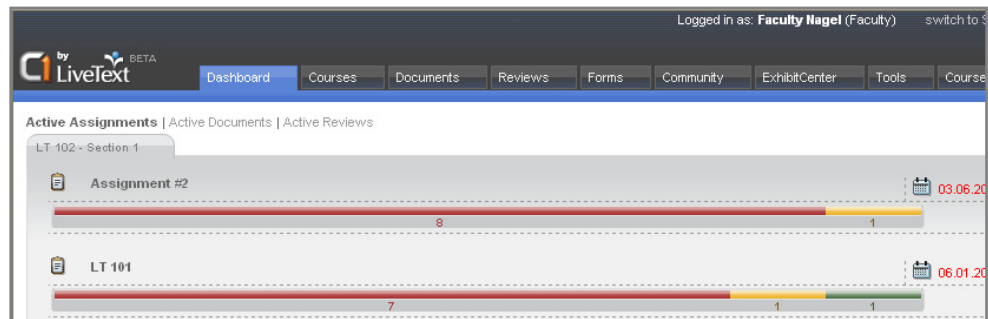
## LIVETEXT: C1 FOR FACULTY AND STUDENTS

### Faculty Guide

When users of LiveText register their accounts they become one of three distinct roles. Accounts will become Admin, Faculty or Student accounts. Each of these has different and unique responsibilities and abilities. In this section we will be examine the role of the faculty and how their responsibilities differentiate from the Admin and Student Accounts.

The following sections in the Faculty guide discuss and demonstrate how to examine, create and assess assignments. The basic navigation and lay out of LiveText accounts for faculty is shown to the users. In each section detailed step by step directions are given for the creation and assessing of assignments that each student will be responsible for submitting.

### Assignment Progress Bar



Assignment progress bars are displayed in the Active Assignments area on the Dashboard as well as the course assignment pages. Each progress bar displays the submission status for an assignment including a count of the number of students who have not submitted work, the number of students awaiting assessment, and the number of students who have been assessed. The progress bar is color coded to indicate the submission status for each given assignment.

**Note:** Users can click the progress bar to view the names of students who are *Awaiting Submission*, *Awaiting Assessment*, or assessments that have been **Completed**

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### Awaiting Submission



This bar displays the number of students who have not submitted and/or need to resubmit their assignments.

### Awaiting Assessment



This bar displays the number of students who have submitted their assignments but have not been assessed by the instructor.

### Completed



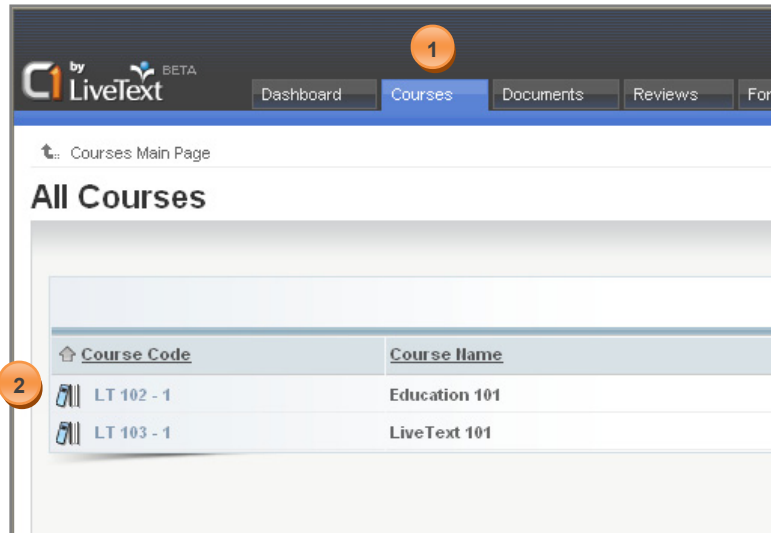
This bar displays the number of submissions that have a corresponding final assessment from the instructor.

**Note:** This bar does not always indicate that the assessments have been 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 in the course at the same time.

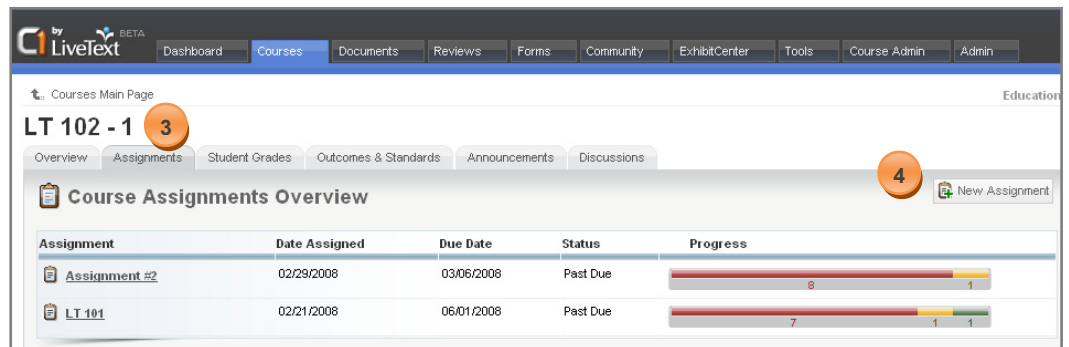
## LIVETEXT: C1 FOR FACULTY AND STUDENTS

### Create a Course Assignment

1. Click the **Courses** tab located at the top of the screen.
2. Click the **Title** of the Course Code or Course Name within the All Courses area.



3. Click the **Assignments** tab located under the course title.
4. Click the **New Assignment** button located in the top right of the Course Assignments Overview area.





## LIVETEXT: C1 FOR FACULTY AND STUDENTS

5. Enter a **Title** for the assignment.
6. Enter a **Description** (optional).
7. Select a **Post Date** for the assignment. This is the date that the assignment will be displayed in the student's account.
8. Select a **Due Date** for the assignment.
9. Select the **Viewable to Students** checkbox if a student is required to submit an artifact for the assignment. If the checkbox is not selected, the assignment will not be displayed on the student's Dashboard, but will be displayed on the faculty Dashboard.

**Note:** For example, this may be an assessment conducted on class participation or an oral presentation. Students will be able to access their grades and evaluations for these assignments from within the Course Assignments tab.

Creating...

### New Assignment

Assignment Details

5 Title (Required)

6 Description

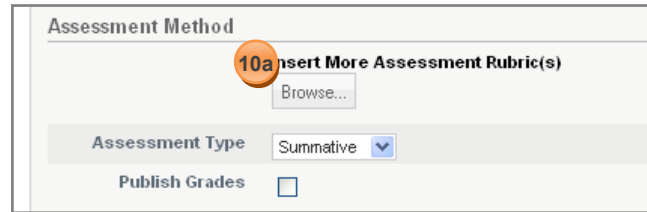
7 Post Date Do not post it yet

8 Due Date

9 Viewable to Students

## LIVETEXT: C1 FOR FACULTY AND STUDENTS

10. Insert the **Assessment Method** (optional) that will be used when student submissions are evaluated. Multiple assessments documents may be inserted.



Assessment Method

**10a** Insert More Assessment Rubric(s)

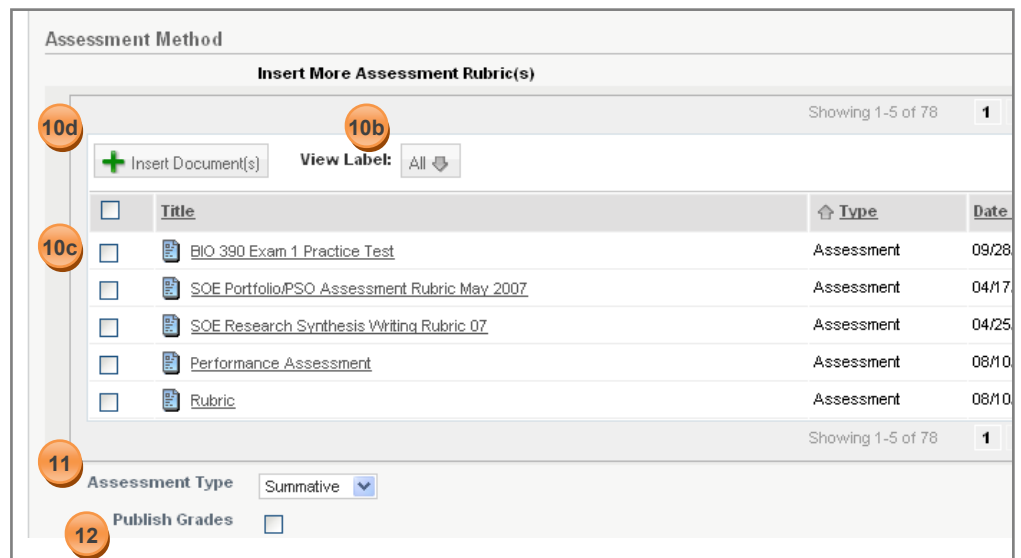
Browse...

Assessment Type: Summative

Publish Grades:

- Click the **Browse...** button
- Select a Label (e.g. My Work, Inbox, or a custom label) where the document is located.
- Select the checkbox located to the left of each document to be inserted.
- Click the **Insert Document(s)** button.

**Note:** By definition, formative assessments are on-going assessments, reviews, and observations. Summative assessments are typically culminating or final assessments used to evaluate the effectiveness of instruction and learning at the end of an academic term, year, or at a pre-determined time.



Assessment Method

**10b** Insert More Assessment Rubric(s)

Showing 1-5 of 78 1

**10d** + Insert Document(s) View Label: All

<input type="checkbox"/>	Title	Type	Date
<b>10c</b> <input type="checkbox"/>	BIO 390 Exam 1 Practice Test	Assessment	09/28
<input type="checkbox"/>	SOE Portfolio/PSO Assessment Rubric May 2007	Assessment	04/17
<input type="checkbox"/>	SOE Research Synthesis Writing Rubric 07	Assessment	04/25
<input type="checkbox"/>	Performance Assessment	Assessment	08/10
<input type="checkbox"/>	Rubric	Assessment	08/10

Showing 1-5 of 78 1

**11** Assessment Type: Summative

**12** Publish Grades:

- Select the assessment type, "**Formative or Summative**". This is a tag designed to identify Formative or Summative assessments.
- Optionally, select the **Publish Grades** checkbox. If the Publish Grades checkbox is selected students will receive their grades and evaluations once it has been completed by the instructor. If the checkbox is not selected, the instructor will release all grades and evaluations for each assignment to students simultaneously from within the Submission & Grades tab.

## LIVETEXT: C1 FOR FACULTY AND STUDENTS

13. Insert **Assignment Templates** (Optional) if the assignment requires a new LiveText document for student use. Multiple templates may be inserted.
- Click the **Browse...** button.
  - Select a Label (e.g. My Work, Inbox, or a custom label) where the document is located.
  - Select the checkbox located to the left of each document to be inserted.
  - Click the **Insert Document(s)** button.



14. The **Outcomes & Standards** area will automatically display any standards that are aligned in the assessment rubrics selected. Users can also choose additional Outcomes & Standards that the assignment meets.
- Click the **Browse...** button.
  - Enter the state, standard set name or acronym, or keywords.
  - Click the **Search** button.
  - A list of applicable standards will be displayed below the search area. Enter new search criteria in the text box or click the links to refine the search.
  - Select the checkbox to the left of each outcome or standard to be added.
  - Click the **Add Selected Outcomes & Standards** button located below the list of standards.

## LIVETEXT: C1 FOR FACULTY AND STUDENTS

15. Optionally, select **Resources** for students, including a LiveText document, web site, or file attachment.

a. **Insert LiveText Document(s):**

- I. Click the **Browse...** button in the Insert LiveText Document(s) area.
- II. An Insert LiveText Link pop-up window will open.
- III. Select a Label (e.g. My Work, Inbox, or a custom label) where the document is listed.
- IV. Select the checkbox located to the left of each document to be added.
- V. Click the **Insert** button.

b. **Insert a URL:**

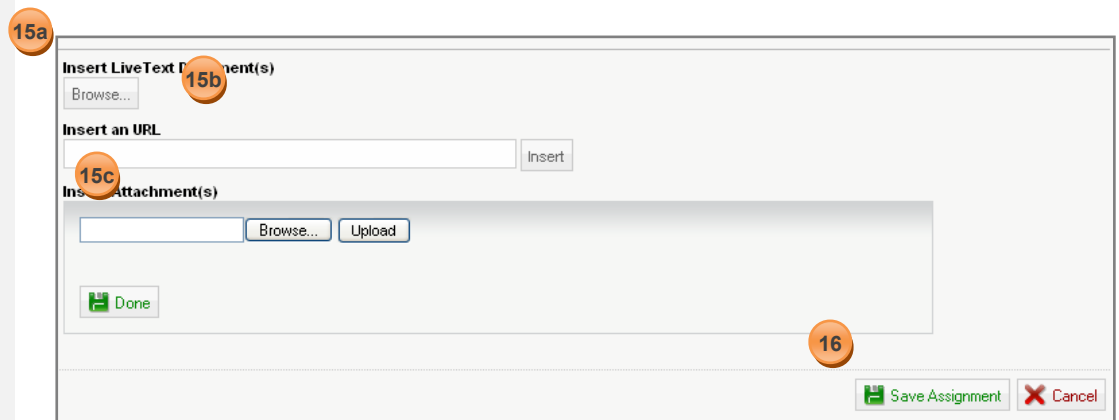
- I. Enter the URL (e.g. [www.livetext.com](http://www.livetext.com)) in the Insert a URL text box.
- II. Click the **Insert** button.

c. **Insert Attachment(s):**

- I. Click the **Browse...** button in the Insert Attachment(s) area.
- II. Search and select the target file for upload
- III. Click the **Upload** button.
- IV. Once the upload is complete, click the **Browse...** button to upload another file or click the **Done with upload** button.

16. When finished editing the assignment details, click the **Save Assignment** button located in the lower right of the Assignment Details area.

**Note:** The process will vary based on the operating system or browser.



## Best Practice: Giving Students Viewing Rights to Assessments

In many assignments, it is best practice to provide students with a copy of the assessment rubric before they begin their assignment. This provides students with an understanding of the expectations and criteria for assessment. Administrators and instructors may provide assessment rubric(s) by adding it as a Resource in the Assignment Details. However, the shared access of the assessment must be set as a Public URL or shared with individual users or groups.

### Option 1: Add the Assessment as a Resource

1. While creating/editing an assignment, scroll down to the **Resources** area. The Resources area is the final section in the Assignment Details tab.
2. Click the **Browse...** button in the Insert LiveText Document(s) area.
3. An Insert LiveText Link pop-up window will open.
4. Select a Label (e.g. My Work, Inbox, or a custom label) where the document is listed.
5. Select the checkbox located to the left of each document to be added.
6. Click the **Insert** button.
7. Click the **Save Assignment** button.

### Option 2: Share the Assessment as a Public URL

1. Click the title of the LiveText document that is to be shared from the Documents tab.
2. Click the **Share Document** button.
3. Click the **Advanced sharing options** link located within the Share window.
4. Click the **Advanced Options** link located in the top right corner of the screen.
5. Select the radio button to the left of **Public**.
6. Click the **Save** button.

**Note:** LiveText users who have experience with the legacy version may be familiar with accessing existing school or university domain templates by clicking the **Create** button, and/or posting new templates by clicking the **More...Create Template** link within a document. The New Generation provides instructors and administrators with the ability to post documents as templates within assignments. However, domain templates accessed by users from the **Create** button can only be created by users with Template Administration Rights.

## LIVETEXT: C1 FOR FACULTY AND STUDENTS

### **Milestones**

LiveText users who have experience with the assessment process in the legacy version may be familiar with Milestones for tracking student progress and disaggregation during data reporting. For example, a student may be assessed with the same assessment rubric(s) on four lesson plans or case studies within a course or a series of courses. In the legacy version, the instructor may have selected from a pre-established set of Milestones (e.g. Lesson Plan 1, Lesson Plan 2, Lesson Plan 3, Lesson Plan 4) as a way to later track and compare the student's growth.

In C1, course-based assignments do not use Milestones in the assessment process or data reporting. Each milestone in C1 is identified and organized by assignment. Data can be reported by academic year, term, course, and assignment.

However, Milestones are available to users when they assess non-course-based assignments within the Reviews tab.

### **One Template, Multiple Assessments**

Students may be assessed on a lesson, project, portfolio, etc. multiple times throughout a course or program. Therefore it is not required to include a template for every assignment. For example, students may begin their portfolio from a template in one assignment and will be able to edit and submit their portfolio in future courses and assignments.

## LIVETEXT: C1 FOR FACULTY AND STUDENTS

## Course-Based Assessment

The assessment process begins by selecting a course assignment and selecting the student or group of students to assess. Student submissions may be assessed with one or more rubrics associated with the assignment, and/or may include comments and grades. Instructors may save, submit, or cancel assessments, as well as request the student to resubmit. Grades and assessments may also be published or deleted.

### STEP ONE: Select the Assignment and Students to Assess

1. From the **Dashboard** click the **Assignment Progress Bar** that corresponds with the assignment to be assessed.

The screenshot shows the LiveText dashboard with the 'Active Assignments' section. Under the 'ENG 310 - Section PM' category, two assignments are listed: 'RT 81464 test' and 'King Richard II Review'. The 'King Richard II Review' assignment has a progress bar that is partially filled with yellow and green, and a red circle with the number '1' is placed over it. The 'RT 81464 test' assignment has a progress bar that is mostly red with a small green segment, and a red circle with the number '2' is placed over it. The dates for the assignments are 03.31.2008 and 04.06.2008 respectively.

2. The **Submission & 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 to be assessed or click on the student's name to individually assess.
4. Click the **Assess Selected Students** button.

The screenshot shows the 'Submission & Grades' tab for the assignment 'Alexander and the Terrible, Horrible, No Good, Very Bad Day Book Review'. The 'Awaiting Assessment (1)' tab is selected, and a red circle with the number '4' is placed over the 'Assess Selected Students' button. Below the button, there is a table with three columns: 'Awaiting Submission (15)', 'Awaiting Assessment (1)', and 'Completed'. The 'Awaiting Assessment (1)' column contains one row for 'Nagel, Faculty' with a checkbox and a red circle with the number '3' over it. The 'Completed' column has a header 'All grades are published' and a sub-header 'Final Assessment'.

**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 check boxes, you automatically are taken to the assessment

## LIVETEXT: C1 FOR FACULTY AND STUDENTS

The student submission area will open. The top section within this area displays the Student's Name, Submission Date (if submitted), Assignment History (if the assignment was previously submitted), the Submission Status (e.g. Awaiting Submission, Awaiting Assessment), as well as options to Save, Request Resubmission, Submit Assessment, or Cancel. This area will also display any student comments and artifacts submitted (e.g. LiveText document, web link, attachment). There are also two tabs displayed below the submission and artifact information: Grade/Comments and Assessment Rubrics (if applicable).

The screenshot shows the LiveText interface for a student submission. At the top, there is a navigation menu with options like Dashboard, Courses, Documents, Reviews, Forms, Community, ExhibitCenter, Tools, Course Admin, and Admin. The main content area displays the submission details for 'Alexander and the Terrible, Horrible, No Good, Very Bad Day Book Review'. The submission is in 'Awaiting Assessment' status, submitted by 'Hagel, Faculty' on '03-26-2008'. Below this, there are buttons for 'Save', 'Request Resubmission', 'Submit Assessment', and 'Cancel'. The submission is categorized under 'Task 2'. There are tabs for 'Grade / Comments' and 'Assessment Rubrics'. The 'Grade / Comments' tab is active, showing a comment box and a 'Table of Contents' for 'Task 2'. The 'Table of Contents' includes 'Step 1: Academic Content Selection and Learning about Students', 'Step 2: Learning about Two Focus Students', and 'Step 3: Planning for Academic Instruction for the Whole Class'. The 'Step 1' section is expanded, showing 'Directions' and a comment box. The directions text reads: 'An important step in planning instruction is to learn about your students. Select one class, content area, and the state-adopted academic content standards for students to work with at this time. Respond to the prompts below about the class, unit of study, and how you learn about the students.'

### STEP TWO: Add Comments (Optional)

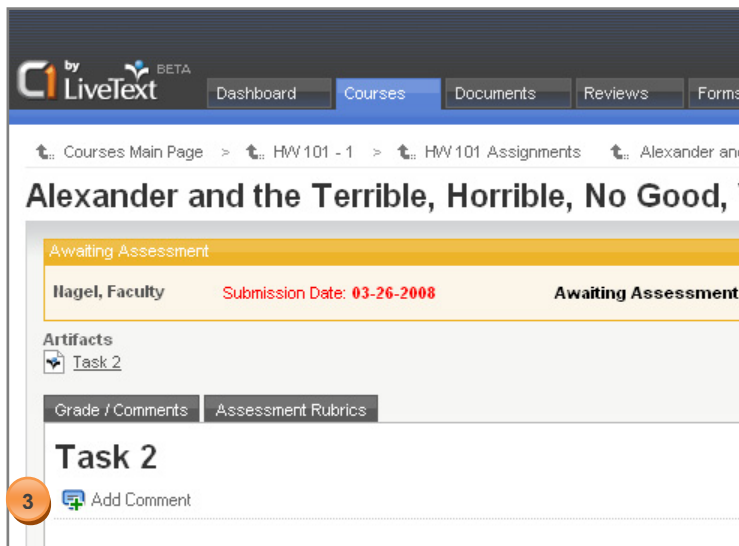
If the submission includes a LiveText document the document, will open automatically with a Table of Contents. Click the page titles within the Table of Contents to review the content and provide optional comments. Instructors may click and open any non-LiveText artifact (e.g. MS Word document, web link). However, the review and comment feature is not applicable to non-LiveText documents.

1. Within the student's work there are areas provided to place comments.
2. Assessors are able place comments at the document level, page level and section level.

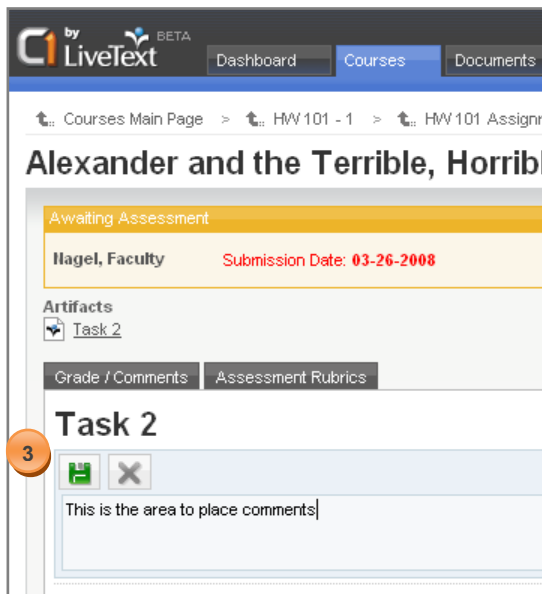


## LIVETEXT: C1 FOR FACULTY AND STUDENTS

- To add comments click on **Add Comment**.



- Comments can also be inserted at the text level by clicking on the word or text where a comment should be provided.
- Enter a comment in the text box.
- Click the **Save** icon located in the top left of the comment window.



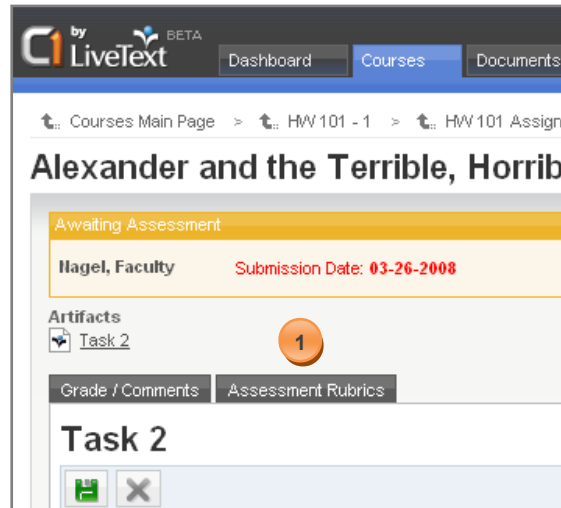
**Note:** The save feature for the comments appears as a green diskette to the left of the gray X.

## LIVETEXT: C1 FOR FACULTY AND STUDENTS

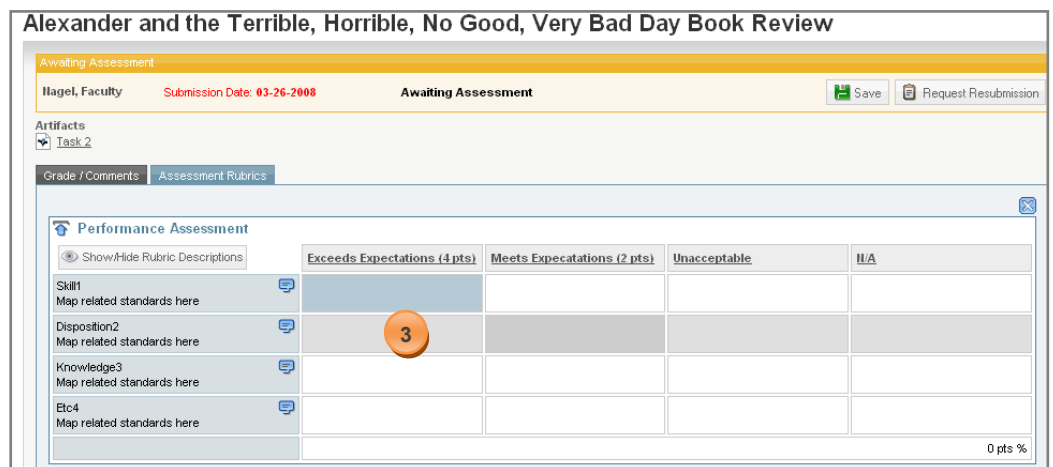
### STEP THREE: Assess with a Rubric (Optional)

If the assignment is associated with one or more rubrics, instructors may click the Assessment Rubrics tab to access the rubric(s).

1. Within the student submission page, click the **Assessment Rubrics** tab.



2. Click the title of the rubric. If there is only one rubric it will open automatically.
3. Click the cell to select the performance level for each element of the rubric. Optionally, click the title of the performance level to select all elements for the same performance level.



4. Optionally, click the **Comment Icon** located to right of each element title and enter a comment.

**Note:** To see the descriptors in the assessment, click on Show/Hide Rubric Description

## STEP FOUR: Enter a Grade and Comments (Optional)

1. Within the student submission click the **Grade/Comments** tab.





The screenshot displays the 'Grade/Comments' tab for a submission. At the top, the title 'Alexander and the Terrible, Horrible, No Good, Ve' is visible. Below the title, a yellow banner indicates 'Awaiting Assessment'. The submission is by 'Hagel, Faculty' with a 'Submission Date: 03-26-2008' and is currently 'Awaiting Assessment'. Under the 'Artifacts' section, 'Task 2' is listed with a circled '1' next to it. The 'Grade / Comments' tab is active, showing a 'Grade / Rating' input field (circled '2') and a 'General Comment' text area (circled '3'). A blue 'X' icon is present in the top right corner of the form area. The text 'ning about' is partially visible at the bottom right of the form.

2. Enter a Grade/Rating.
3. Enter a General Comment.

## LIVETEXT: C1 FOR FACULTY AND STUDENTS

### STEP FIVE: 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 <b>Save</b> 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 Submission & Grades tab, and continue reviewing and assessing the student.
	<p>The <b>Request Resubmission</b> 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 Submission &amp; Grades area in the faculty's view from Awaiting Assessment (yellow) to Awaiting Submission (red).</p> <p>The student will be able to view any comments, grades, and/or scoring on assessment rubrics to the student.</p>
	<p>The <b>Submit Assessment</b> 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 Submission &amp; Grades area in the faculty's view will change from Awaiting Submission (red) or Awaiting Assessment (yellow) to Complete (green).</p> <p>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.</p>
	The <b>Cancel</b> button will cancel all comments, grades, and/or scoring on assessment rubrics not submitted.

## LIVETEXT: C1 FOR FACULTY AND STUDENTS

## Publish Grades

If the Publish Grades checkbox is selected in the Assignment Details, assessments will be published to students upon assessment. However, if the Publish Grades checkbox is not selected, assessments will not be ready for release to students until all students in the class have been assessed. Once all students have been assessed, the Publish Grades button will be displayed within the Submissions & Grades tab.

1. From the dashboard view, click the on the **Assignment Progress Bar** that corresponds with the assignment.
2. The **Submission & Grades** tab will open.
3. Click the **Publish Grades** button located in the top right corner of the Completed column to publish all of the grades to the students.

Logged in as: Faculty Nagel (Faculty) switch to Stu

by LiveText BETA Dashboard Courses Documents Reviews Forms Community ExhibitCenter Tools Admin

Courses Main Page > HW 101 - 1 > HW 101 Assignments > Alexander and the Terrible, Horrible, No Good, Very Bad Day Book Review

### Alexander and the Terrible, Horrible, No Good, Very Bad Day Book Review

Assignment Details Submissions & Grades

Awaiting Submission (15)		Awaiting Assessment		Completed (1)	
Select All <input type="checkbox"/> Assess Selected Students <input type="checkbox"/>				Publish Grades <input type="checkbox"/>	
Name	Assignment History	Name	Assignment History	Name	Final Assessment
<input type="checkbox"/> 99_Student				Nagel, Faculty	
<input type="checkbox"/> Doe, Jane					
<input type="checkbox"/> Doe, Jane					
<input type="checkbox"/> Doe, John					
<input type="checkbox"/> Doe, John					

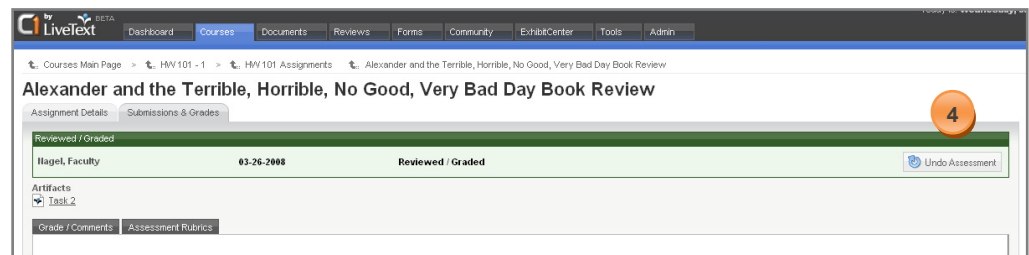
**Note:** To publish grades all of the students in the course must be assessed before the instructor can publish the grades

## LIVETEXT: C1 FOR FACULTY AND STUDENTS

### Undo Assessments

Assessments may be moved back to the **Awaiting Assessment** status after they have been submitted and/or published to students.

1. From the **Dashboard** click the Assignment Progress Bar that corresponds with the assignment.
2. The **Submission & Grades** tab will open.
3. In the Completed column click the name of the student associated with the assessment to be modified.
4. Click the **Undo Assessment** button.

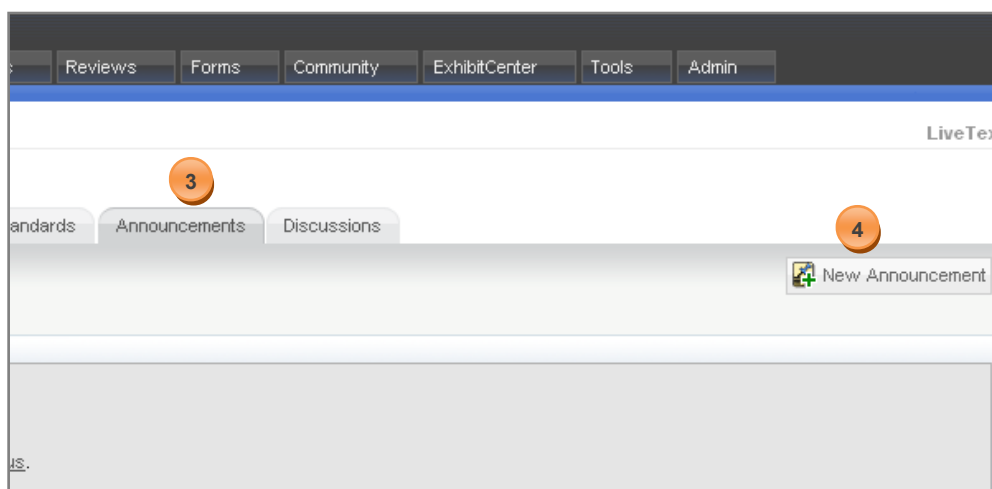


5. The student submission status in the Assignment Progress Bar and within the Submission & Grades tab will be changed from Completed (green) to Awaiting Assessment (yellow). The information already collect is not deleted.
6. Faculty can now request a resubmission from the student or finish any comments or assessing that is needed.

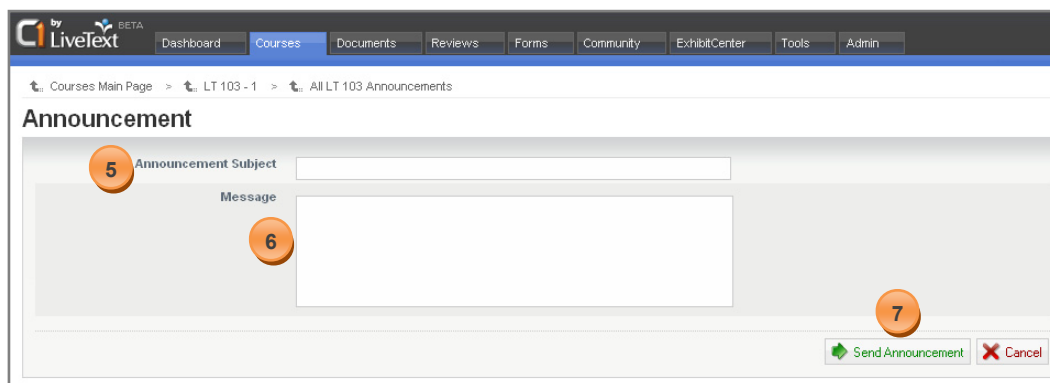
## LIVETEXT: C1 FOR FACULTY AND STUDENTS

### Create a New Announcement

1. Click the **Courses** tab located in the top center of the screen.
2. Click the title of the Course Code or Course Name within the All Courses area.
3. Click the **Announcements** tab. The Announcements tab is the fifth tab from the left within the course page.
4. Click the **New Announcement** button located in the top right of the Announcements Overview area.



5. Enter a subject in the Announcement Subject box.
6. Enter a message in the Message area.



7. Click the **Send Announcement** button located in the lower right of the Announcement area.

## LIVETEXT: C1 FOR FACULTY AND STUDENTS

**Note:** Faculty and admin users are able to assess students on assignments from past terms, but are not able to create or copy assignments for past terms.

### Academic Terms

Within C1, an academic term is a division of an academic year the time during which a school, college, or university offers courses. These divisions may be called 'terms', 'semesters', 'quarters', or 'trimesters', depending on the institution and country. Institutions often define their academic terms in their Student Information System (SIS) including specific start and end dates for each term.

Students and faculty will be able to view multiple terms and adjust settings to display a specific term within the Dashboard tab. Faculty will be able to create, manage, edit, and delete course-based items for future terms in the same way they do for the current term.

### View Courses from Different Terms

1. From within the **Dashboard** or **Courses** tab click the **View Other Terms** link located near the top right of the screen.
2. Select a term from the **Change Current Term View** dropdown menu.
3. Click the **View Selected Term** button.

The screenshot shows the LiveText interface with the following elements:

- Top navigation bar: Logged in as: Faculty Nagel (Faculty) switch to
- Navigation tabs: Dashboard, Courses, Documents, Reviews, Forms, Community, ExhibitCenter, Tools, Admin
- Section: Change Current Term View
- Term(s) Currently Displayed: Spring 2008
- Change Current Term View To: Spring 2008 (dropdown menu)
- Buttons: View Selected Term (green arrow), Cancel (red X)
- Annotations: Orange circle with '2' points to the dropdown menu; Orange circle with '3' points to the View Selected Term button.

4. The Dashboard will display the courses, assignments, and announcements associated with the term selected.



# For Students

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## LIVETEXT: C1 FOR FACULTY AND STUDENTS

### Student Guide

When users of LiveText register their accounts they take on one of three distinct roles. Accounts will become Admin, Faculty or Student accounts. Each of these has different and unique responsibilities and abilities. In this section we will examine the role of the Student and how their responsibilities differentiate from the Admin and Faculty Accounts.

The following sections in the Student guide discuss and demonstrate how to view assignment details, create a document and submit the assignment. The basic navigation and lay out of LiveText accounts for a student is shown to the users. In each section detailed step-by-step directions are given for viewing the assignment details, creating a document and submitting the document for each assignment.

### Create a Document for an Assignment Submission

Some assignments may include an Assignment Template. An Assignment Template serves as a master document that users draw upon their work. Once a document template is selected and a title is given, it then becomes a LiveText document with a unique document ID that is ready for use.

If no Assignment Template exists, a new LiveText document can be created within the Documents area. Alternately, an assignment may be attached and submitted in another file format during the Assignment Submission Process.

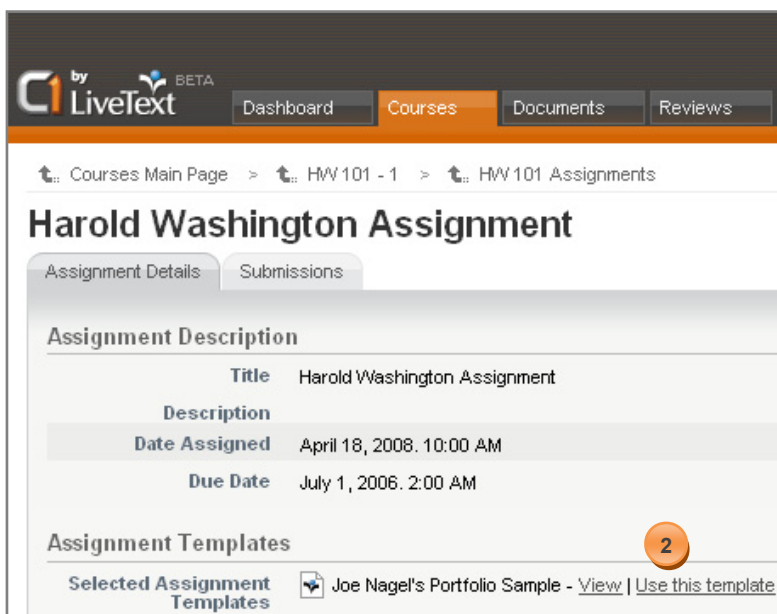
### Create a Document from an Assignment Template

1. From within the **Dashboard**, click the **Click here for assignment details** link that corresponds with the assignment. The link is located under the assignment title.

The screenshot displays the LiveText C1 by BETA dashboard. The top navigation bar includes 'Dashboard', 'Courses', 'Documents', 'Reviews', and 'Forms'. The main content area is divided into two sections: 'New Announcements' and 'Active Assignments'. The 'New Announcements' section shows a date '04.08.2008' and a message 'ENG 310 - Section PM class moved again!!!'. The 'Active Assignments' section is titled 'ENG 310 - Section PM' and lists two assignments: 'King Richard II Review' and 'Alexander and the Terrible, Horrible, No Good, Very Bad Day'. Each assignment has a 'Click here for assignment details' link. A red circle with the number '1' is next to the first link. At the bottom of the 'Active Assignments' section, there is a link to 'View All ENG 310 - Section PM Assignments'.

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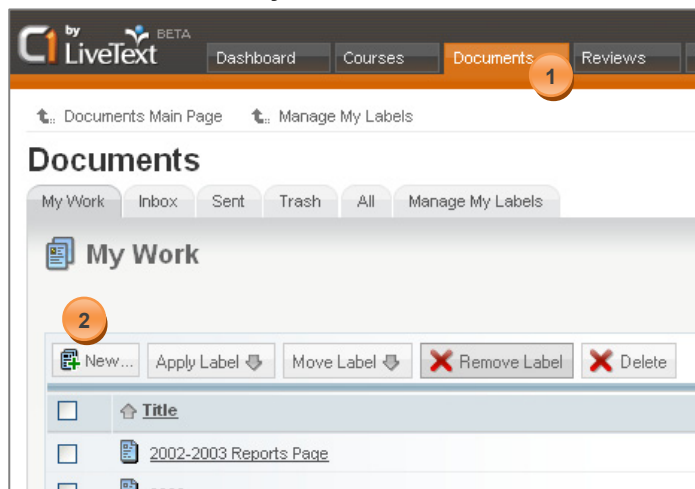
- If the assignment includes an Assignment Template the selected templates will appear within the Assignment Details tab.
- Click the **Use this template** link located to the right of the assignment template title. This process will copy the template to the My Work area in the Documents tab for future viewing and editing.



### Create a New Document

All documents are created from document templates.

- Click the **Documents** tab located in the top center of the screen.
- From within the **My Work** tab click the **New** button.



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3. In the **Create a Document** Page choose a folder from the dropdown menu.
4. Choose a **Template**.
5. Enter a **Title**
6. Enter a **Description** (Optional).
7. Click the **Save as New Document** button located on the lower right side, below the Template Outline.

The screenshot shows the 'Create a Document' page in the LiveText interface. The page has a dark header with the 'LiveText BETA' logo and navigation tabs for 'Dashboard', 'Courses', 'Documents', 'Reviews', 'Forms', 'Community', 'ExhibitCenter', and 'Tools'. Below the header, the page title is 'Documents Main Page' and the main heading is 'Create a Document'. The form contains the following elements:

- 3**: A dropdown menu labeled 'Folder' with the text 'Choose a folder...'.
- 4**: A dropdown menu labeled 'Template' with the text 'Choose a template...'.
- 5**: A text input field labeled 'Title'.
- 6**: A larger text area labeled 'Description'.
- 7**: A green button labeled 'Save as New Document' with a document icon.

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### Edit a New Document

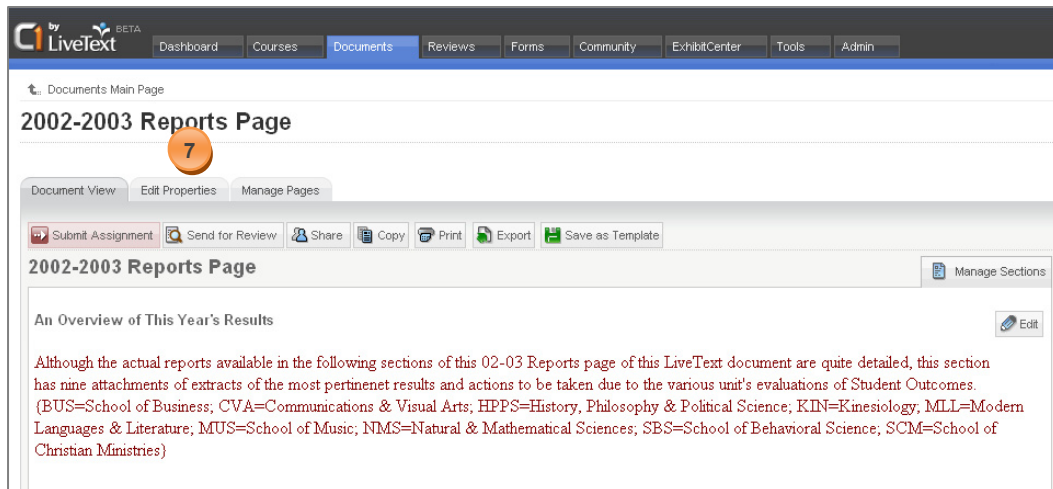
The document will open and is ready for use. Follow any of the options below to modify the content and/or structure of the document.

1. Click the **Edit** button located to the right of each corresponding section to add or modify content. Options for editing within each section will vary based on the section type (e.g. Text & Image, Standards, Resources, Rubric and Form Viewer).
2. When finished click the **Finish** button located in the top right corner of the Edit Section screen.
3. Click the **Manage Sections** button located in the top right corner of the page to create, sort, hide, unhide, edit titles, copy, delete, and edit sections within a page.
4. When finished, click the **Finish** button located in the top right corner of the Edit Page screen.
5. Click the **Manage Pages** tab to create, sort, hide, unhide, edit titles, copy, delete, and edit pages within a document. The **Manage Pages** tab is the third tab from the left within the document.
6. When finished click the **Finish** button located in the top right corner of the page.

The screenshot displays the LiveText interface for editing a document. At the top, a navigation bar shows 'Documents' as the active tab. Below this, the document title '2002-2003 Reports Page' is displayed. A toolbar contains various actions: 'Submit Assignment', 'Send for Review', 'Share', 'Copy', 'Print', 'Export', and 'Save as Template'. A 'Manage Sections' button is located in the top right corner of the document content area. The document content includes a section titled 'An Overview of This Year's Results' with a paragraph of text. Numbered callouts (1, 3, 5) highlight the 'Edit' button, 'Manage Sections' button, and 'Manage Pages' tab respectively.

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- Click the **Edit Properties** tab to modify the document Title, Description, Type and/or Layout. The **Edit Properties** tab is the second tab from the left and is located between the Document View and Manage Pages tabs.



- When finished click the **Save** button on the lower right side of the page.

## Submit an Assignment for a Course

Users have three different ways to start the Assignment Submission process.

### Option A:

**Submit assignments from the Dashboard Active Assignments Section.**

### Option B:

**Submit assignments within the Course Assignment itself.**

### Option C:

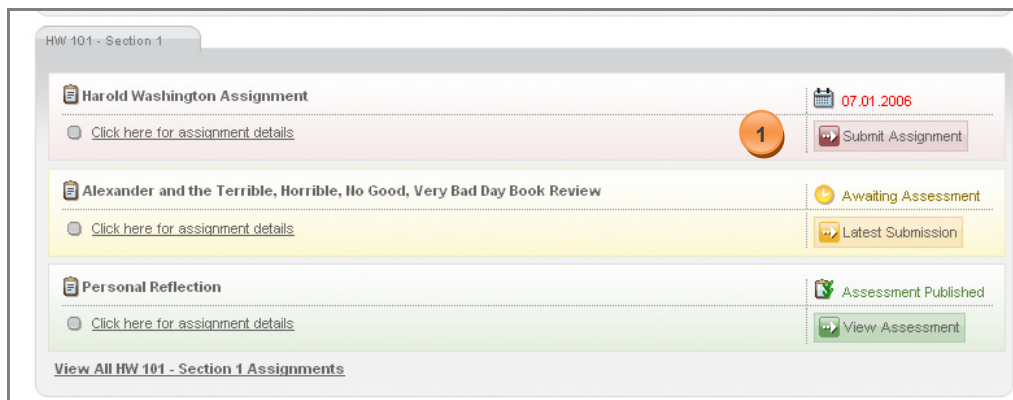
**Submit assignments from the LiveText Document View Page.**

All 3 options above will eventually lead users to the same Submission Page.

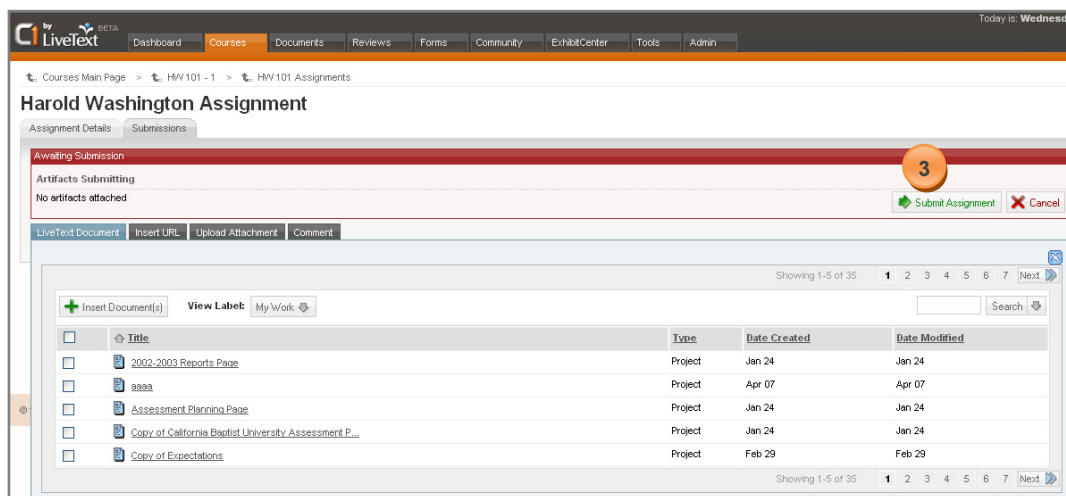
## LIVETEXT: C1 FOR FACULTY AND STUDENTS

### Option A: Submit assignments from the Dashboard Active Assignments Section

1. From within the **Dashboard** click the **Submit Assignment** button that corresponds with the assignment to be submitted.



2. The Submission tab will open with method(s) for submitting an artifact, including **LiveText Document**, **Insert URL**, **Upload Attachment**, and **Comment**. Multiple methods may be selected for artifact submission.
3. When finished uploading all artifacts, click the **Submit Assignment** button.

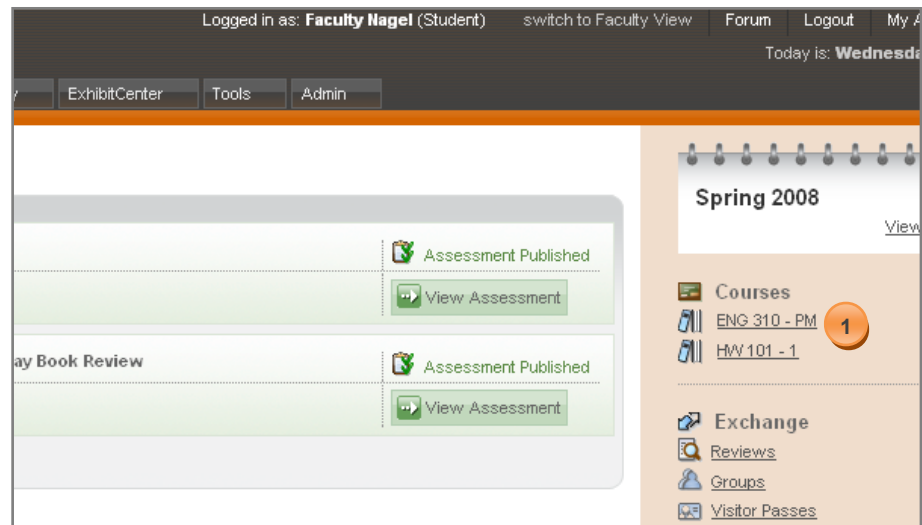


4. The Submission tab will display the most recent submission, links to the associated artifacts, the date of the submission, and the status of the submission (e.g. Awaiting Assessment).

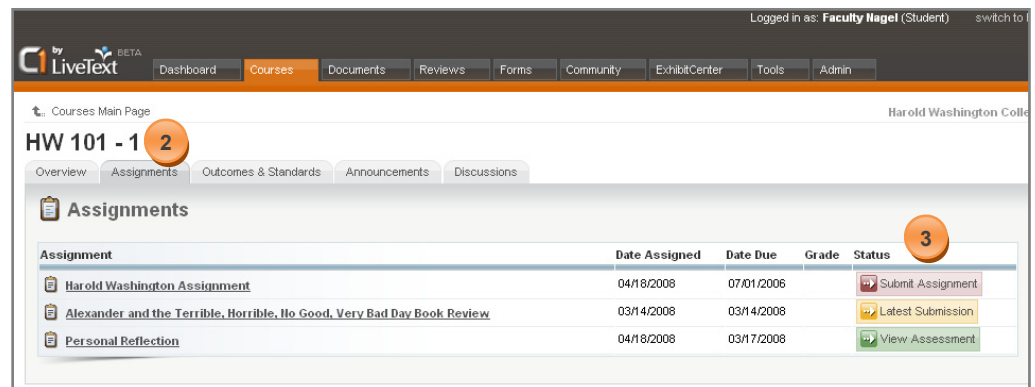
## LIVETEXT: C1 FOR FACULTY AND STUDENTS

### Option B: Submit assignments within the Course Assignment itself

1. Choose the course of the assignment to be submitted from the right side of the page.



2. Go to the **Assignments** Tab.
3. Click the **Submit Assignment** button that corresponds with the assignment to be submitted.

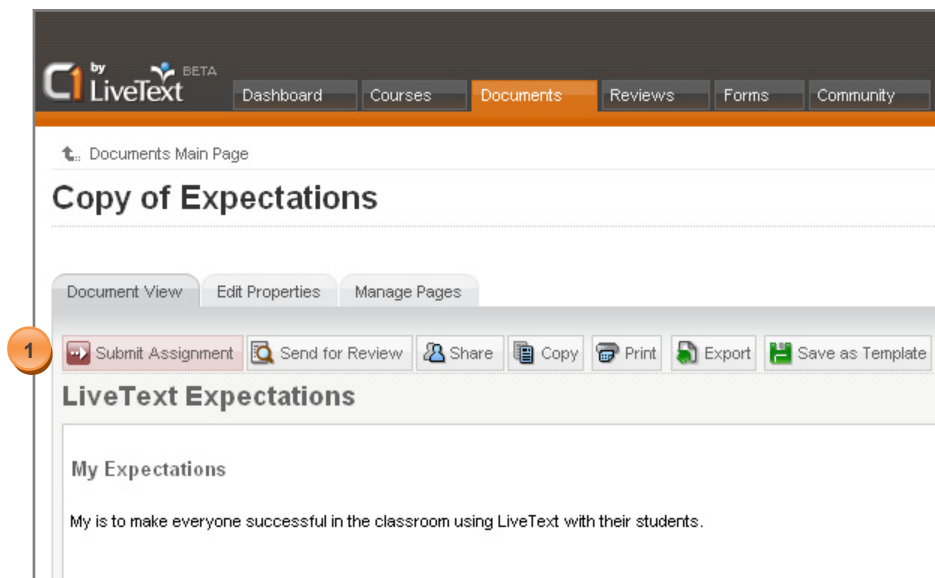


4. The Submission tab will open with method(s) for submitting an artifact including **LiveText Document**, **Insert URL**, **Upload Attachment**, and **Comment**. Multiple methods may be selected for artifact submission.
5. When finished uploading all artifacts, click the **Submit Assignment** button.
6. The Submission tab will display the most recent submission, links to the associated artifacts, the date of the submission, and the status of the submission (e.g. Awaiting Assessment).

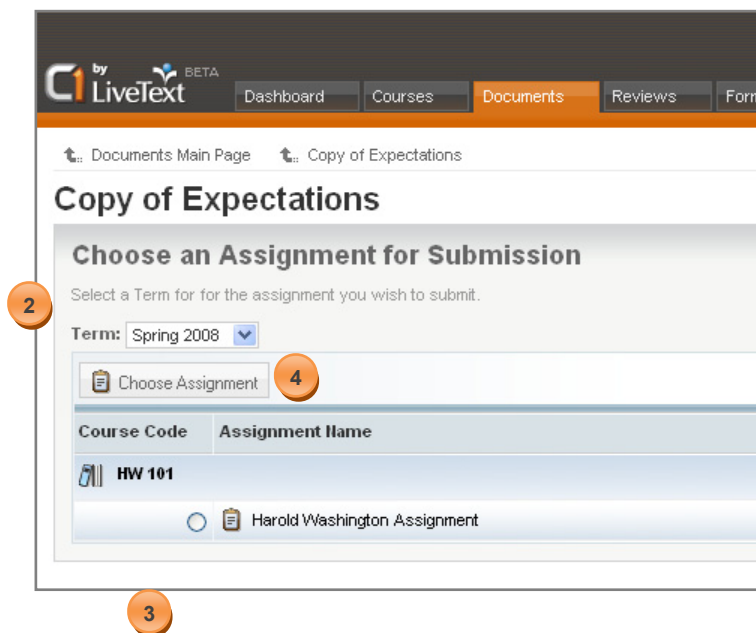


## Option C: Submit assignments from the LiveText Document View Page

1. Start from the Document View Page; click the **Submit Assignment** button on the top of the document.

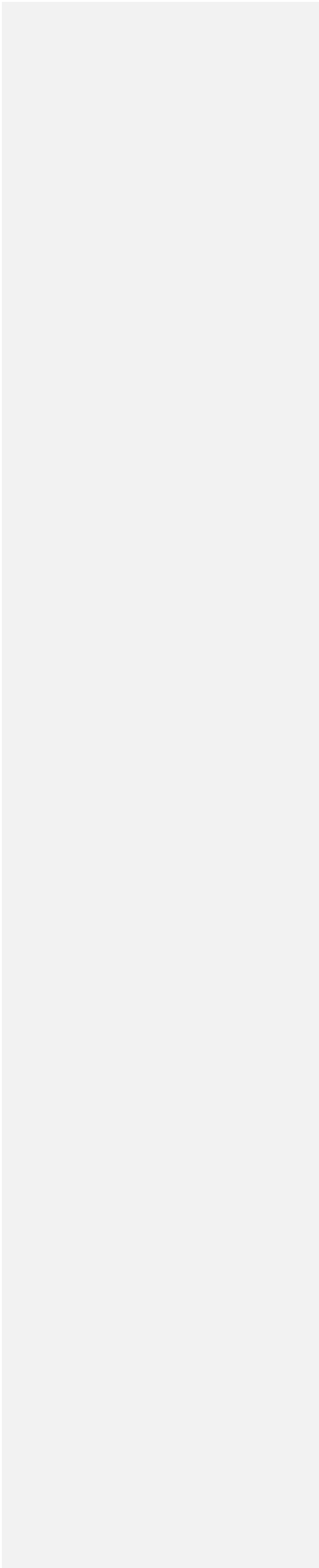


2. Select the corresponding academic term in the **Term** dropdown menu.
3. Choose the corresponding course assignment on the list.
4. Click the **Choose Assignment** button on top of the assignments list.



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5. The Submission tab will open with method(s) for submitting an artifact including **LiveText Document**, **Insert URL**, **Upload Attachment**, and **Comment**. Multiple methods may be selected for artifact submission.
  6. When finished uploading all artifacts, click the **Submit Assignment** button.
  7. The Submission tab will display the most recent submission, links to the associated artifacts, the date of the submission, and the status of the submission (e.g. Awaiting Assessment).

## Insert Artifacts for the Assignment Submission

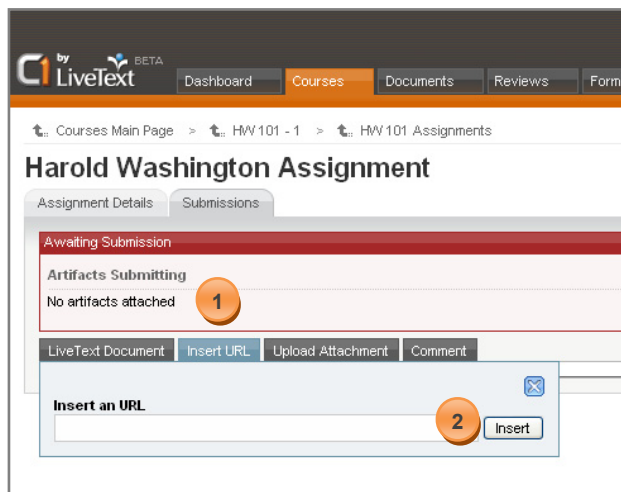
By choosing one of the options above, users will then go to the **Assignment Submission** Page. LiveText allows users to submit additional artifacts other than LiveText documents. All of which are optional.

### Insert a LiveText Document(s) for the Submission

1. An Insert LiveText document chooser will automatically be displayed.
2. Select a Label (e.g. My Work, Inbox, or a custom label).
3. Select the checkbox located to the left of each document to be submitted.
4. Click the **Insert Document(s)** button.

### Insert an URL Reference for the Submission

1. Click the **Insert URL** tab.
2. Enter the URL (e.g. [www.livertext.com](http://www.livertext.com)) in the **Insert an URL** text box.
3. Click the **Insert** button.



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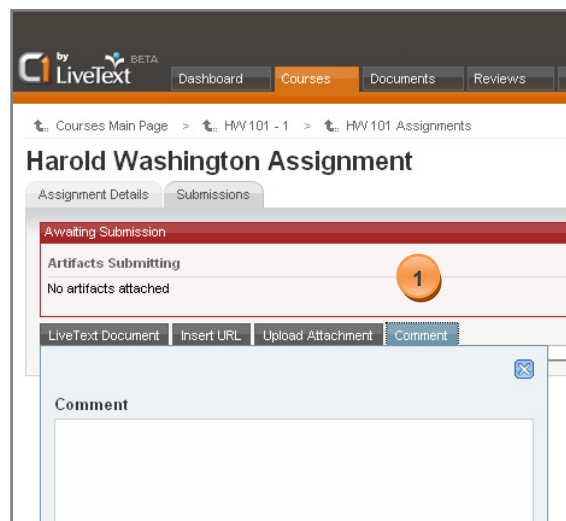
### Upload an Attachment for the Submission

1. Click the **Upload Attachment** tab.
2. Click the **Browse...** button.
3. Search and select the target file for upload. Note: This process will vary based on the operating system or browser.
4. Click the **Upload** button. Once the upload is complete, users can click the **Browse...** button to upload another file or click the **Done with upload** button.



### Insert Additional Comment for the Submission

1. Click the **Comment** tab.
2. Enter a comment into Comment text box.



## Submission Status Indicators

From the student Dashboard and Assignment Overview page students are able to view their courses and assignments posted for the current term. Submission Status indicators are signified by the following:

### Submit Assignment

The screenshot shows a card for 'Chapter Presentation Project' with a calendar icon and the date '10.05.2008'. Below the title, there is a link for 'Assignment Details' and a button labeled 'Submit Assignment' with a speech bubble icon.

**Submit Assignment** indicates that the assignment has not been submitted.

### Resubmit Assignment

The screenshot shows a card for 'Self-Reflection' with a speech bubble icon. Below the title, there is a link for 'Assignment Details' and a button labeled 'Resubmit Assignment' with a speech bubble icon.

**Resubmit Assignment** indicates that the assignment was submitted and the instructor may have assessed the submission with grades, comments or rubric scoring, and requested resubmission. Students can access grades, comments, and scoring associated with the initial submission(s), revise their artifacts, and resubmit the assignment accordingly.

### Awaiting Assessment

The screenshot shows a card for 'Research Review #2' with a clock icon and the text 'Awaiting Assessment'. Below the title, there is a link for 'Assignment Details' and a button labeled 'Latest Submission' with a speech bubble icon.

**Awaiting Assessment** indicates that the assignment was submitted but has not been assessed. Students may click **Latest Submission** button to view their most recent submission(s).

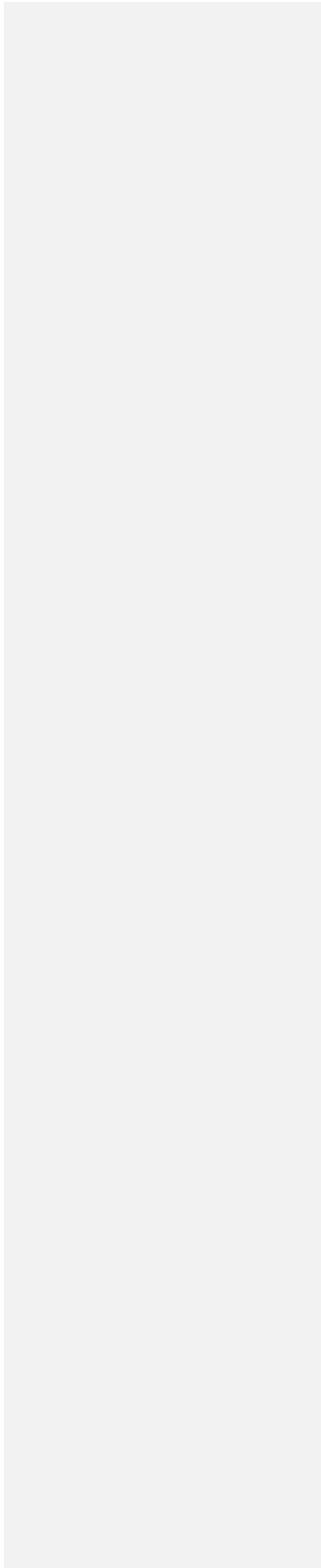
### Assessment Published

The screenshot shows a card for 'Book Review "The Dumplings Recipe"' with a checkmark icon and the text 'Assessment Published'. Below the title, there is a link for 'Assignment Details' and a button labeled 'View Assessment' with a speech bubble icon.

**Assessment Published** indicates that the assignment has been assessed. Students may click the **View Assessment** button to view grades, comments, and scoring.

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## LiveText Support Team

If further questions arise regarding the application contact LiveText at:

### LiveText Tech Support

**Phone: 1-866-LiveText (1-866-548-3839)**

**Email: [support@livetext.com](mailto:support@livetext.com)**

