

TRAINING MANUAL: Problem Solving & Innovative Uses

1 W. Harris Avenue, 2nd Floor, La Grange, IL 60525 1-866-LiveText (1-866-548-3839) edu-solutions@livetext.com www.livetext.com ©2014 V1.0



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LiveText Problem-Solving and Innovative Uses: Introduction

This session's focus will be on uses of the course import to create other assessment relationships outside the normal course structure, which include advising, supervisor evaluations, program assessment plans, reporting and even submission of accreditation reports. During the session, participants will gain insight into the common questions (and answers) around using LiveText, such as, "why can I not see my courses," or "can I log into LiveText through Blackboard?" The role of the LiveText Administrator(s) will be discussed, as well as how to use the admin account to share the same rubric for course-embedded assessments along with assessments collected in the Field Experiences, and how to update courses. As a final topic, launching forms to members, non-members and courses will be covered.

Automated Import Process from Student Information System

LiveText can integrate seamlessly with any institution's Student Information System, including but not limited to Banner, Datatel, Jenzabar, and PeopleSoft. Individuals are able to upload complete catalogs, demographic profiles, and roster imports into LiveText. LiveText uses course information from the Student Information System (SIS) to facilitate assignment distribution, organization, and reporting related to LiveText assessments.

How is SIS integration accomplished?

Information from your SIS can be added to LiveText through a data upload using .csv files or Excel spreadsheets. An extract file pulls the desired data from the SIS to store it as a flat .csv or .xls file. Institutions can determine which data fields to include, although LiveText recommends importing all fields in order to take full advantage of the comprehensive assessment reporting capabilities within LiveText. The output of this extract can be loaded into LiveText either manually using the administrator's graphical interface or using a small executable program provided by LiveText. LiveText recommends automating using the executable program. Commonly, institutions will create two scheduled tasks that run nightly: First, a



script that extracts the necessary information from the SIS and creates the .csv file on a local machine; second, a task that runs the executable program which takes the file from that local machine and sends it to the LiveText servers. The file is processed using a proprietary application, and all data is transmitted securely via HTTPS (via port 443).

From here, all information is pushed into LiveText from the SIS including course rosters, the course catalog, and student demographic information, such as Major, Program, Gender, Ethnicity, GPA, and Standardized Test scores. The data pulled into LiveText is used to populate course numbers, assign faculty and students, and ultimately provide capability for the program, college, or institution to collect data on student learning and disaggregate it to determine validity and biases. Imported data points, such as student or faculty IDs and emails, are used to validate users with the information they provide when they register their LiveText membership accounts. This validation checks users' names, IDs, emails, and birth dates to ensure that courses and assignments are added to the appropriate accounts.

The LiveText Implementation Coordinator will assist with:

- Facilitating an initial discussion with IT via phone or Webinar
- Pre-automation testing and troubleshooting
- Communication with IT
- Address technical questions or system requirements
- Provide ongoing support

Data Import Requirements

The file formats are the same for automation as for manual imports. Keep in mind that the automation will need to perform any modifications that administrators would have done manually, such as changing the formats of IDs, re-mapping drop codes, or adding the Course Descriptions. This may require additional programming.

Working with IT

LiveText provides two options for automating the files using a small program that is installed on a computer on campus. It is called the Import Client. Instructions can be found in an administrative account that has **Course Admin** access. LiveText



administrators may contact <u>implementation@livetext.com</u> to discuss questions related to the upload process.

There are a few important points that will need to be discussed between program administrators, campus IT, and Implementation. These include:

- What "key" data is IT able to send?
- How do students get "dropped" from a course?
- What Student Profile information is available and important for reporting purposes?
- How often should imports be scheduled?
- How early is a new term available in SIS?

Importing Non-Traditional Courses

The data import process in LiveText is used by administrators to upload courses, terms, and students. The word "courses" is used loosely. This can refer to traditional courses or even cohorts or non-traditional courses.

Traditional courses can refer to any established group of students or faculty as determined by an institution's course catalog. Non-traditional courses can refer to any grouping of students or faculty that is created to help monitor their progress on key assessments. Other assessment relationships can be created outside of the normal course structure and can include: cohorts, academic advising, faculty portfolio evaluations, program and accreditation reports or other groupings.

Training, Trials and Demonstration Courses

Many institutions create a separate account with a unique **Training Term**, **course and section**. The Training Term is designed for documentation, testing, and training new faculty or students. The *Training Term* houses <u>sample</u> courses and assignments, and is used to train faculty on assessing student artifacts in LiveText. To construct a Training Term, create and import sample courses and assignments. In addition, create a roster of sample students, associate them with the courses in the Training Term and import. Identify where key formative and summative assessments will be housed and create signature assignments. It is important to note that not every course needs to house a key formative or summative program-level assessment.



Remember, these key assessments will generate the data that will be used for accountability and accreditation, so the goal is to develop an assessment system that provides comprehensive data in the most efficient means possible. Minimally, all program-level student learning outcomes should be assessed at least once at an appropriate mid-program transition point (e.g., prior to student teaching in initial teach preparation programs) to produce formative data and at program completion for summative data results.

To set this up, create a course_catalog.csv file in Excel or other spreadsheet editor. There are sample files available on the Course Admin tab of any account with admin capabilities enabled. Use a "TERM" and "TERMNAME identifier that are different than the codes used for courses in the Student Information System (e.g. SIS, Banner, Jenzabar). This should be easily recognized as a testing or training term so that it will not be confusing for users or during reporting.

	A	В	С	D	E	F	G	Н	1	J	K	L	М	
1	TERM	CRSEID	SECTIONID	TERMNAME	CRSECODE	CRSENAME	SECTIONCODE	INSTRFNAME	INSTRLNAME	INSTRID	INSTREMAIL	INSTRBDATE	INSTRLTUSER	
2	Trainin	g LT 101	1	Training	LT 101	LiveText Sample	1	Middle Georgia College	Training Account	na	na	na	MGCTraining	
н	$\bullet \rightarrow \bullet$	course_ca	italog 🦉	7										•

Next, create a student_roster.csv file that uses the same account and the same TERM, CRSEID, and SECTIONID as the course_catalog.csv created earlier.

	А	В	С	D	E	F	G	н	1	J	K	L	М	N	0	Р	Q
1	FERM	CRSEID	SECTIONID	STUDENTFNAME	STUDENTLNAME	ID	EMAIL	BDATE	LTUSER								
2	Fraining	LT 101	1	Middle Georgia College	Training Account	na	na	na	MGCTraining								
•	► H st	udent_	roster 🦯 🕲	7						I 4 📃							▶

The new course will appear in the Admin account, so it can be used to test set up, practice creating or deleting assignments and copying from other courses. Since it is in a separate term, it is easily omitted from reporting.

veText													
Courses Docur	ments Reviews	Forms	Community	ExhibitCenter	Tools	Course Admin	Admin						
I Courses										Quick	Links		
Import/Export Cour Domain: _Live RED = Non-LiveTe:	•Text: Carrie Diaz	Term: TF	RAINING					Showing 1-4	of 4 🚺 arch 🐥	Suppo	Manager Ort Culty Online	Training	
Domain: _Live	•Text: Carrie Diaz			Course Name		In	structor			V Visi Eile Suppo Eac	ort culty Online culty FAQ	Training	
Domain: _Live RED = Non-LiveTex	aText: Carrie Diaz xt Member						structor rrie Diaz			VP Visi Eile Suppo Eile Eile Eile Eile Eile Eile Eile Eile	Manager Ort Culty Online		
Domain: _Live RED - Non-LiveTe: Term	Text: Carrie Diaz xt Member <u>Course Cod</u>			Course Name		Ca		Q Se		VP Visi Eile Suppo Eac Eac Eac Eac Eac Eac Eac Eac Eac Eac	ort auty Online cuty EAQ dent FAQ		
Domain: _Live RED = Non-LiveTe: A <u>Term</u> (RAINING	sText: Carrie Diaz xt Member <u>Course Cod</u> LT 101 - 1			Course Name		Ca	rrie Diaz	Q Se		VP Visi Eile Suppo Eac Eac Eac Eac Eac Eac Eac Eac Eac Eac	tor Passes Manager ort culty Online culty FAQ dent FAQ eport@livete:		



When the training course is loaded into a general account not specifically assigned to any user, it can be useful for trying out new processes, training and doing sample assessments in an area that will not impact any real data collection activities. It is also useful because student and faculty view will be available in the same sample course so during testing users can toggle back and forth from each view without logging out and back in again. Use the toggle in the upper right to switch views as seen below.

LiveText	Welcome, Training Faculty	r (Faculty) <u>Student View</u> Logout .
Dashboard Courses Do	cuments Reviews Forms Community Tools	
aculty Video Tutorials About	Active Documents Active Reviews	Terms
About Basic Navigations About	Active Documents - My Work View All Documents - My Work	w Document Course Section:
Course Level Discussions How-Tos How to	Active Reviews Active Documents	<u>TR 101 - 1</u> <u>TR 102 - 2</u> TR 103 - 3
Create a Course Assignment How to	Active Reviews - Inbox <u>View All Reviews Inbox</u>	<u>TR 104 - 4</u>
Assess Student Submission Get Adobe Flash Player		Quick Links

Note: It is not recommended to load multiple roles for the same course into a users' actual LiveText account. This can cause access permission issues, will possibly conflict with the functions of multiple instructors and multiple assessors and can impact reporting. Contact your LiveText Implementation Coordinator.

Cohorts or Program Components

Similar to creating the sample accounts, groupings for cohorts can be created. Once a leader for the course is identified, a unique TERM, CRSEID and SECTIONID can be used to associate the group members with the course. The course_catalog.csv below will create 5 cohorts.

	A	В	С	D	E	F	G	н	1	J	K	L
1	TERM	CRSEID	SECTIONID	TERMNAME	CRSECODE	CRSENAME	SECTIONCODE	INSTRFNAME	INSTRLNAME	INSTREMAIL	INSTRID	INSTRBDATI
2	Fall (May) 10	COMP1	1	Fall (May) 10	COMP1	Component	1	Christian	Fitzgerald	christian.fitzgerald@livetext.com	NA	NA
3	Fall (May) 10	COMP2	2	Fall (May) 10	COMP2	Component	2	Christian	Fitzgerald	christian.fitzgerald@livetext.com	NA	NA
4	Fall (May) 10	COMP3	3	Fall (May) 10	COMP3	Component	3	Christian	Fitzgerald	christian.fitzgerald@livetext.com	NA	NA
5	Fall (May) 10	COMP4	4	Fall (May) 10	COMP4	Component	4	Christian	Fitzgerald	christian.fitzgerald@livetext.com	NA	NA
6	Fall (May) 10	COMP5	5	Fall (May) 10	COMP5	Component	5	Christian	Fitzgerald	christian.fitzgerald@livetext.com	NA	NA
14	Browa	rd Alt. C	ert. Catalog	/9/					14			▶ 1

A student_roster.csv file can place the students into their cohorts the same way they get placed in traditional courses. Students and Faculty can be in more than one TERM at a time, and TERMBEGIN and TERMEND dates can overlap, allowing the cohort to exist alongside traditional courses and terms.

Faculty Advising and Supervising

Many assessments are completed by an advisor. It can be helpful from training and reporting standpoint to keep the use of the system consistent with course based activities and load a "course" for advisors with their advisees as students in the



course. Much like cohorts, this TERM can exist alongside the traditional courses and can allow the advisor to post assignments for students they work with who are not taking courses with them at that particular point. An example is shown below.

	Α	В	С	D	E	F	G	н	1	J	К	L
1	TERM	TERMNAME	CRSEID	CRSECODE	SECTIONID	SECTIONCODE	CRSENAME	INSTRFNAME	INSTRLNAME	INSTRID	INSTREMAIL	INSTRLTUS
2	20082	Spring Term 2009	ADVISING	ADV 100	FITZGERALD	FITZGERALD	Faculty Advising	CHRISTIAN	FITZGERALD	589704364	Christian.Fitzgerald@livetext.com	NA
3	20082	Spring Term 2009	ADVISING	ADV 100	FLINT	FLING	Faculty Advising	NATHAN	FLINT	265638410	Nate.Flint@livetext.com	NA
4												
5												
6												
14		TEXT COUDER FUE		0-2								_

Faculty Portfolio

Some institutions have trained faculty on creating and submitting their own portfolios in LiveText. They set up a "course" for the faculty to submit their portfolios to the dean in the same way students submit their work to their traditional courses. A course_catalog.csv file to create the portfolio course is listed below.

		А	В	С	D	E	F	G	Н	1	J	К	L	М
1	T	ERM	CRSEID	SECTIONID	TERMNAME	CRSECODE	CRSENAME	SECTIONCODE	INSTRFNAME	INSTRLNAME	INSTRID	INSTREMAIL	INSTRBDATE	INSTRLTUSER
2	N	IERIT10-11	MER	1	MERIT10-11	MER	FACULTY MERIT PORTFOLIO	1	Dean	Beach	109184	DEAN.BEACH@LIVETEXT.COM	NONE	diceman
3														
4														
5														
14	4.1	H cours	se_catalo	g / 😏 /						4		III		•

The student_roster.csv file would include the same TERM, CRSEID, and SECTIONID to assign the faculty as "students" in the course. The same toggle to switch to "Student View" would allow the faculty member to see the assignments posted to them by the dean or department chair in charge of the course.



Program Reports, Institutional Assessment, Accreditation Reports



Outcomes assessment is the process of collecting evidence that indicates the extent to which your program achieves its intentions – in this case, students demonstrating the defined learning outcomes. There should be a feedback loop built into this process of assessment whereby identifying desired results, collecting and analyzing relevant student learning data, and then using those findings to make changes that improve student learning becomes an iterative cycle. By collecting and reporting this information in an e-Portfolio format, programs can assemble and exhibit evidence of student learning outcomes, thereby increase student engagement/achievement, and hence demonstrate its accountability toward accreditation.

Program Assessment sample course_catalog.csv

			J.4								
1		A	В	С	D	E	F	G	Н	1	J
1	TERM		CRSEID	SECTIONID	TERMNAME	CRSECODE	CRSENAME	SECTIONCODE	INSTRFNAME	INSTRLNAME	INSTRID
2	Studen	t Learning Assessment	ProgramAssessment	A&S-Grad	Student Learning Assessment	ProgramAssessment	ProgramAssessment	ProgramAssessi	John	Doe	001070602
3	Studen	t Learning Assessment	ProgramAssessment	A&S-Grad	Student Learning Assessment	ProgramAssessment	ProgramAssessment	ProgramAssessi	John	Doe	001070602
4	Studen	t Learning Assessment	ProgramAssessment	A&S-Grad	Student Learning Assessment	ProgramAssessment	ProgramAssessment	ProgramAssessr	Mary	Stewart	001114024
5	Studen	t Learning Assessment	ProgramAssessment	ProgramAssessment	Student Learning Assessment	ProgramAssessment	ProgramAssessment	ProgramAssessr	John	Doe	001070602
6	Studen	t Learning Assessment	ProgramAssessment	ProgramAssessment	Student Learning Assessment	ProgramAssessment	ProgramAssessment	ProgramAssessr	DSU	Office of Inst Effect	001070602
7	Studen	t Learning Assessment	ProgramAssessment	ProgramAssessment	Student Learning Assessment	ProgramAssessment	ProgramAssessment	ProgramAssessi	John	Doe	001070602
8	Studen	t Learning Assessment	ProgramAssessment	ProgramAssessment	Student Learning Assessment	ProgramAssessment	ProgramAssessment	ProgramAssessr	Mary	Stewart	001114024
0											

Program Assessment sample student_roster.csv

_													
		1	В	С	X D	E	F	G	Н	1	J	K	L
1	TERM A		CRSEID	SECTIONID	STUDENTFNAME	STUDENTI	ID	EMAIL	BMONTH	BDAY	BYEAR	LTUSER	
2	Student Learnin	g Assessment	ProgramAssessment	ProgramAssessment	Marketing	BBA	NONE	sample@gsu.edu	1		1 2000	DSU_MRKT	
3	Student Learnin	g Assessment	ProgramAssessment	ProgramAssessment	Political Science	PhD	NONE	livetext98@livetext.com	1		1 2000	DSU_POLSC	
4	Student Learnin	g Assessment	ProgramAssessment	ProgramAssessment	Early Childhood	MAT	NONE	livetext100@livetext.com	1		1 2000	DSU_ECDMAT	
5	Student Learnin	g Assessment	ProgramAssessment	ProgramAssessment	English	BA	NONE	livetext101@livetext.com	1		1 2000	DSU_ENG	
6	Student Learnin	g Assessment	ProgramAssessment	ProgramAssessment	Psychology	BA	NONE	livetext102@livetext.com	1		1 2000	DSU_PSYBA	
7	Student Learnin	g Assessment	ProgramAssessment	ProgramAssessment	Psychology	PhD	Password	livetext103@livetext.com	1		1 2000	DSU_PSYPHD	



Master Term: Core Assessment Setup in LiveText

A **Master Term** houses all courses that contain key assignments and their associated assessment rubrics, as well as other benchmark/gateway experiences that are not part of a course. The Master Term allows for the ease of setting up the assessment system plan each semester. The Master Term is a convenient way to copy and distribute course assignment shells in LiveText faculty accounts each new academic semester/term.

	P35	- • (n	f.c.														
4	В	C	D	E	F	G	н	1	J	K	L	M	N	0	P	0	R
TERM	CRSED	SECTIONED	TERMNAME	CRSECODE	CRSENAME	SECTIONCODE	INSTRENAME	INSTRUMAME	NSTRD	NSTREMAL	INSTREDATE	TERMBEGIN	TERMEND			COLLEGE	DEPARTMENT
	ER ART 281		MASTER		HISTORY OF GRAPHIC DESIGN (W)		0 NA	NA	NONE	NONE	NA	1/1/2014	12/31/2015	NONE		3 NA	College of Arts and Letters
	ER ART 408		MASTER		SP. PHOTOGRAPHY		0 NA	NA	NONE	NONE	NA		12/31/2015			3 NA	College of Arts and Letters
MAST	ER ATT 274		MASTER	ATT 274	ASSESSMENT MUSCULOSKELETAL INJ I		0 NA	NA	NONE	NONE	NA	1/1/2014	12/31/2015	NONE		3 NA	College of Nursing and Health Science
	ER BID 112		MASTER		ENVIRONMENTAL SCIENCE		0 NA	NA	NONE	NONE	NA		12/31/2015			3 NA	College of Nursing and Health Science
MAST	ER BID 112		0 MASTER	BID 112	ENVIRONMENTAL SCIENCE		0 NA	NA	NONE	NONE	NA	1/1/2014	12/31/2015	NONE		3 NA	College of Nursing and Health Science
0 MAST	ER BID 203		MASTER	BID 203	BIOLOGICAL DIVERSITY		0 NA	NA	NONE	NONE	NA	1/1/2014	12/31/2015	NONE		3 NA	College of Nursing and Health Science
	ER 810 204		MASTER		BIOLOGICAL UNITY - LAB		0 NA	NA	NONE	NONE	NA		12/31/2015			3 NA	College of Nursing and Health Science
2 MAST	ER BID 346		0 MASTER	BID 346L	DISCUSSION GROUP CONSERV BIO		0 NA	NA	NONE	NONE	NA	1/1/2014	12/31/2015	NONE		3 NA	College of Nursing and Health Science
3 MAST	ER CHE 155	L	MASTER	CHE 155L	GENERAL CHEMISTRY 1 - LAB		0 NA	NA	NONE	NONE	NA	1/1/2014	12/31/2015	NONE		3 NA	College of Nursing and Health Science
4 MAST	ER CHE 310		MASTER	CHE 310	ANALYTICAL CHEMISTRY		0 NA	NA	NONE	NONE	NA	1/1/2014	12/31/2015	NONE		3 NA	College of Nursing and Health Science

To initiate the process, the course catalog needs to be imported either manually, or preferably, through the LiveText SIS automation process. Once key courses are identified and standards-aligned rubrics are completed, you are now ready to create the master terms.

	_								Welc	ome Carrie	Diaz (Admin)	Student View
Live	Тè	kt							Weic.	ome, came		T <u>Student View</u> T
Cou	rses	Documents	Reviews	Forms	Commu	nity	ExhibitCenter	Tools	Course Admin	Admin		
Course	s Mai	n Page > MASTER	> ART 101 -	0								FORM AND IDEA (W)
AR	Г 1	01 - 0 🕦	Select assi to anot	gnment to her term/o								
Overvi	ew	Assignments	Students	Outcomes	& Standards	Anno	ouncements C	iscussions				
	Co	urse Assignr	nents Ov	verview								
+	New	🗈 Сору 🕂 🗙 Бе	siete		0	Select	"Copy"					
	Ass	ignment	Date	Assigned	Due Date	Status	Progress					Rubric Report
	Ē	Humanities Syllat Assignment	Jun 11	, 2014	Dec 31, 2015	No student			0			View
	Ē	<u>Grand Canyon</u> <u>Assignment</u>	Jun 11	, 2014	Dec 31, 2015	No student			0			View

Each new semester/term, the LiveText Administrator will copy master course assignments from the Master Term to the new term's courses for faculty use. This is a considerable time-saver, as it avoids having to copy individual courses each semester. In the Master Term within LiveText, you will create key signature assignments and associate program/unit level rubrics to these assignments. This reduces the likelihood of accidental modifications being copied into multiple course sections the next term. A sample course_catalog.csv file is shown below.



LiveText							Welco	ome, Carrie I	Diaz (Admin)	Student View		
Courses	Documents	Reviews	Forms	Community	ExhibitCenter	Tools	Course Admin	Admin				
Courses Main F	ourses Main Page > MASTER > ART 101 - 0 > ART 101 - 0 Assignments > Humanities Syllabus Assignment											
Human	ities Sylla	abus As	signm	ent								
	nd correspected correspected and correspected correspected and correspecte			to be posted	Select							
Copy to	Courses		annia	ct course where nemnt will resid								
	HIS101 - 1				ctory to Western Civili	zation						

NOTE: Do not make copies of <u>individual rubrics</u> for each associated master course assignment. Doing so will limit trend data reporting; only copy individual rubrics when making changes to the rubric. For consistency in data collection, it is advised to use a group format when making any changes to a rubric that outlines performance expectations for a core assessment.

Course Editor

The Course Editor can be used in tandem with the CSV upload files to modify course information. This utility can be used to Edit or Delete term, course, section, instructor, and student information in C1 but cannot be used to create new terms, courses, sections, or to add students or instructors.

To access the editor, click on the Course Admin tab and select the link below the three colored import buttons called "Course Editor and Exporter."



LiveText							10	ekome, Car	(Admin)	<u>Student View</u> <u>F</u>
Courses	Documents	Reviews	Forms	Community	ExhibitCenter	Tools	Course Admin	Admin		
Course	Admin									
Admin C	onsole									
Import Cours	se Catalog Impo	ort Student Ros	ter Import	Student Profiles						
Announce	ements									
Course E	ditor and Exporter									
🖉 <u>Manage l</u>	Jser Privileges									
Windows	32 Batch File Imp	ort Instruction:	<u>8</u>							
Oliver Unix/Linu	x Import Instructio	ins								
Ostaling Solaris In	nport Instructions									

The editor is set up to collapse data based on the term-course-section hierarchy. Clicking on the number in the Courses column will expand that course and reveal the individual sections of that course.

iveTex								Welcome	e, Carrie Dia	(Admin) <u>Student View</u>
Courses	Documents	Reviews	Forms	Community	ExhibitCenter	Tools	Course Ad	min 🏾 🗚	\dmin	
dmin	Console									
Flat Listing Domain:	Manage Terms	- Marcalla				Ţ				
the dama	anne annen anne	(Interesting)					E+ Export	t Courses	E+ Export	Roster
				Search	: <u>Reset</u>		E+ Export	Profile		
										Showing 1-14 of 14
TERM	TERMNAME	TERMB	EGIN	TERMEND	Status	Courses	Instr	Stud	Place	Actions
201102	Spring 2011	01/10/2	011	05/10/2011	А	194	51	2029	17/1197	edit delete
201105	Summer 2011	05/23/2	011	08/01/2011	А	<u>70</u>	29	730	4/362	edit delete
				12/13/2011	А	215	54	1989	14/1187	edit delete
201108	Fall 2011	08/15/2	511	12, 10, 2011					14/110/	
201108 201202	Fall 2011 Spring 2012	08/15/2		05/11/2012	А	190	46	1748	9/1055	edit delete
			012		A	<u>190</u> 74	46 36			
201202	Spring 2012	01/09/2	D12 D12	05/11/2012				1748	9/1055	edit delete

Depending on the formatting of the institution's upload files, the sections may or may not be collapsed. The use of identifiers such as a Banner "CRN" in the CRSEID will cause the individual course sections to be listed as discreet courses as illustrated below, rather than collapsed into multiple sections of the same course. Here, the Sections column will always show "1" section for each course and clicking on that number 1 will reveal the single section available.



Admin Console

Domain:	lineiti Tami kirantii		•					
Term: 201102 S	pring 2011 👻 2011	02 : Spring 2011 Search : Reset			rt Courses rt Profile	E+ Exp	oort Roster	
							Show	ing 1-100 of 194
CRSEID	CRSECODE	CRSENAME	Status	Sections	Instr	Stud	Show Place	Actions
	CRSECODE ADED7120	CRSENAME PROGRAM PLANNING & EVALUATION	Status A	Sections	Instr 1	Stud		-
ADED7120 001							Place	Actions
ADED7120 001 ADED7130 0W1	ADED7120	PROGRAM PLANNING & EVALUATION	A		1	29	Place 0/25	Actions
ADED7120 001 ADED7130 0W1 ADED7210 001	ADED7120 ADED7130	PROGRAM PLANNING & EVALUATION CULTURAL DIVERSITY IN ADULT ED	A	1 1	1 0	29 32	Place 0/25 0/27	Actions edit delete edit delete
ADED7120 001 ADED7130 0W1 ADED7210 001 ADED7320 0W1	ADED7120 ADED7130 ADED7210	PROGRAM PLANNING & EVALUATION CULTURAL DIVERSITY IN ADULT ED COMM SKLLS IN LOW LIT ADULTS	A A A	1 1 1	1 0 1	29 32 13	Place 0/25 0/27 0/10	Actions edit delete edit delete edit delete
CRSEID ADED7120 001 ADED7130 0W1 ADED7210 001 ADED7320 0W1 ADED7500 0W1 ARTS3760 001	ADED7120 ADED7130 ADED7210 ADED7320	PROGRAM PLANNING & EVALUATION CULTURAL DIVERSITY IN ADULT ED COMM SKLLS IN LOW LIT ADULTS MULTIMEDIA DESIGN	A A A A	1 1 1 1	1 0 1 0	29 32 13 15	Place 0/25 0/27 0/10 0/10	Actions edit delete edit delete edit delete edit delete

Editing Terms, Course, and Sections

Administrators can edit term information once a term has been created by uploading the CSV file. Terms have a unique identifier (TERM) which cannot be modified. All other fields are editable. Any changes to the Term, Course or Section information will need to be corrected in the Student Information System, the data extract scripts, or in the CSV files used to create the courses. The edits may be undone by any subsequent uploads of course or roster files.

1. In the Admin account, click on the **Course Admin** tab.

LiveTex	t								Welcor	me, Carrie
Courses	Documents	Reviews	Forms	Community	ExhibitCenter	Tools	Course Admin	Admin		
All Cou	irses						/			
	xport Courses	arrie Diaz	Term: A	II Current Terms	×				Showing 1-100 of 172	1 2
RED = Nor	n-LiveText Memb	er								Q Sea
⊕ <u>Term</u>			Cours	e Code	Cou	urse Name			Instructor	



2. Click the **Course Editor and Exporter** link

↓ LiveText														
Courses	Documents	Reviews	Forms	Community	ExhibitCenter	Tools	Course Admin	Admin						
Course Admin														
Admin C	onsole													
Import Cours		ort Student Ros	ter Import	Student Profiles										
Announce Course E	ements ditor and Exporter	<u>r</u>												
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Windows	32 Batch File Imp	port Instruction:	<u>s</u>											
	x Import Instruction	ons												
Solaris In	port Instructions													

3. Click the **edit** link associated with the term you wish to modify.

		00.00000	00.10.001.		-			-	
201402	\$PR3N5 2254	01/19/2014	05/10/20104	0	7	7	7	7	add activate
2010/012	5PR/3ND 2004	01/10/2014	05/15/2014	0	7	7	7	7	edit activate
225424	5PR/3ND 2004	01/19/2014	05/18/2014	0	7	7	7	7	adit activate
Demo	Cierro:	(18/196/2010.2	08/102/2012	٥	7	7	7	7	add addicate
F2013	Fail 2013	08/13/2013	1.2/30/2014		2	8	9	0/0	mditi dailata
Failbook	Fail2054	05/25/2014	12/21/2014		1	8	8	6/1	milit dailatte
GEN ED	Spring 2014 - GEN ED	01/01/2014	12/31/2015	А	48	1	8	0/0	edit delete
W(8)2728	W(6)2728	01/01/2014	12/21/2015		24	0	0	0/0	add Vision
52014	52394	05/05/2054	08/15/2014		3	8	6	2/0	mdit datator
118,8(29)29(0)	UseTast Training	04/23/2018	64/84/2845		3	27		25/1	adit I dalata

4. Modify the TERMNAME, TERMBEGIN or TERMEND as needed and click the **Save Term** link.

LiveText						Weld	ome, Carriel	Diaz (Admin) Student View
				Community	ExhibitCenter		Admin	
Admin	Console							
Edit term in	domain _LiveTex	t Carlle The						Back to term list
Course In	formation							
TERM:		GEN	ED					
TERMNAME:		Spring	g 2014 - GEI	N ED				
TERMBEGIN:		01/01	/2014 (MM/DD/YYYY)				
TERMEND:		12/31	/2015 (MM/DD/YYYY)				
					Save term Cancel			

Administrators can navigate to specific courses and sections to modify the attributes of each section if necessary.



1. Navigate to the course section you wish to edit by clicking on the collapsed list of courses next to the appropriate term.

hannaine (R.	Hiters Cade College			1				
		Search: Reset						
								showing 5-8-st
TERM	TERMINAMIE	TERMBEGIN	TERMEND	Status	Courses	Instr	Stud	Actions
2007/2	Spring Term 2008		05/12/2008	A	149	60	1046	adit dalatta
20073	Summer Term 2008	05/00//2008	08/10/2008		79	43	1281	addit: disilattas
DDDBS	Full Term 2008	11/05/2008	12/22/2010		142	55	11008	adit dalatta
DDD#2	Spring Term 2009	11.22/10.03/22.04008	05/01/2009		170	82	1411	adit dalatta
DDDBB	Bummar 20083	(EH)/(212/(21212))	08/18/2019		8.9	53	1072	willt disists
20091	Fall Term 2009-1	06/20/2009	12/31/2009	Α	132	73	1485	edit delete
	Full 2007		01/111/2008	<i>#</i>	42		94	adit dalatta
FB7								

2. Click the **edit** link under the **Actions** column to modify a particular course.

bomuine (R.)	Hiani Osde College						
Terms (Spring	Tern 2000 💌						
4(3)76)							
		Search: Recel					
4,378		Search: Reset					strength 1-2 of
CRISEID	CRSECODE	CREENAME	Status	Sections	Instr	Stud	Actions
	CRSECODE ED-04376		Status	Sections	Destr 1	Stud 26	
CRISEID		CREENAME		Sections 1			Actions

3. Modify the CRSECODE, CRSENAME, CRSEDESC, COLLEGE, DEPARTMENT and/or CREDITHOURS as needed and click the **Save course** link.

LiveText									Welcom
Courses	Documents	Reviews	Forms	Community	ExhibitCenter	Teels	Course Admin	Admin	
Admin	Console	•							
		Ploridie Atlantic (Deitamersithy -	Doce Ration					
Course Inf	formation								
TERM:		Spring 2014 (20140	1)						
CRSEID:		20140112903							
CRSECODE:		SDS5010							
CRSENAME;		Fundamentals o	f School Gu	idanc					
CRSEDESC:									
COLLEGE:									
DEPARTMENT	n	COED							
CREDITHOUR			9.99 or blank						
		(0 - 9	ra.aa or blank	,					
						Save cou	ree Cancel		



Adding Students or Instructors to Courses

The Course Editor can be used to "Add" instructors as well as students to courses. Any additions made to the course catalog or student roster will not be impacted by the Student Information System on campus or in the CSV files used to create the courses.

In the Admin account, click on the Course Admin tab

LiveText								ekome, Car	ter Diaz (Admin)	<u>Student View</u> <u>F</u> a
Courses	Decuments	Reviews	Ferns	Community	ExhibitCenter	Tools	Course Admin	Admin		
Course	Admin						~			
Admin C	onsole									
Import Cour	se Catalog Impo	ort Student Ros	ler Import	Student Profiles						
Announc	ements									
Course E	ditor and Exporter									
Ø Manage I	Jser Privileges									
Windows	32 Batch File Imp	port Instruction	5							
O Unix/Linu	x Import Instructio	ns								
Solaris In	nport Instructions									

1. Click the **Course Editor and Exporter** link.

LiveText								ritorne, Car	ne Daz (Admin)	<u>Student View</u> E
Courses	Decuments	Reviews	Forms	Community	ExhibitCenter	Tools	Course Admin	Admin		
Course	Admin									
Admin C	onsole									
Import Cour		ort Student Rosi	ler Import	Student Profiles						
Course E	aments ditor and Exporte									
	Jser Privileges									
Windows	32 Batch File Im	port Instruction:	2							
Oliver Unix/Linu	x Import Instruction	ons								
Solaris In	port Instructions									

2. Click on the collapsed list of courses next to the appropriate term to navigate to the course section from which you wish to add the instructor.



iveText												
Courses	Decuments	Reviews	Forms	Community	ExhibitCenter	Tools	Course Adr	nin Admir	1			
dmin Co	onsole											
lat Listing Ma	nage Terms I N	Aanane Terme	•									
		inaniago romin	5									
Domain:	And Same The		5				•					
	An San An		• • S2014 : S2	2014			T					
Domain: _ Term: S2014	An San An		• S2014 : S	2014 rch : <u>Reset</u>			•	⊡ + Export Co	urses	G+ Export Roster	G+ Export Profile	
	An San An		• S2014 : S			\	•	E+ Export Co	urses	🖙 Export Roster	E+ Export Profile Showing 1	
Term: S2014	An San An		• S2014 : S	rch : <u>Reset</u>		Status	• Sections	G+ Export Co Instr	urses I			
Term: S2014 CRSEID	S2014		• S2014 : S2	rch : <u>Reset</u> 1E		Status A					Showing 1	
Term: S2014 CRSEID ARTH150	S2014 CRSECO		S2014 : S2 Sea	rch : <u>Reset</u> 1E ation		· · ·		Instr	Stud	Place	Showing 2 Actions	
CRSEID ARTH150 ARTH250	CRSECO ART150		S2014 : S2 Sea CRSENAI Art Appreci	rch : Reset 1E ation ek Art		A		Instr 1	Stud 0	Place 0/0	Showing 5 Actions edit delete	
	CRSECO ART150 ART250		S2014 : S2 Sea CRSENAI Art Appreci Ancient Gre History of M	rch : Reset 1E ation ek Art		A	Sections	Instr 1 1	Stud 0 1	Place 0/0 0/0	Showing 3 Actions edit delete edit delete	

3. At this stage, the user has the capability to add an *instructor* or a *student* to the course section. If you are adding the instructor, click on the number in the INSTR column. If you are adding a student, click on the number in the STUD column.

LiveText										1	Welcome,		nt
Courses	Documents	Reviews	Forms	Community	ExhibitCenter	Tools	Course Adn	nin A	dmi				
		8	es Manage S2014 : S2				•						
Course: AR	TH250 ART250	Ancient Gree	kA ▼	ARTH250 : ART2	50 : Ancient Greek A	rt							
			<u>Sea</u>	rch : <u>Reset</u>				E+ Expo	rt Co	ourses	Export Rost	er Export Profile	
								-				Showing 1-:	1 of 1
SECTION ID	SECT		LOCATIO	DN D	ESCRIPTION		Status	Instr		Stud	Place	Actions	
333	333		Main Campi	T St	aught in English		A	1		1	0/0	edit delete	
									1	1	_	Showing 1-:	1 of 1

4. To add an additional instructor, click on the **Add a Faculty** button.



. _ ≁"						w	elcome,	<u>ident</u>
iveText								
Courses Doc	uments Reviews	Forms Community	ExhibitCenter	Tools (Course Admin	Admin		
dmin Con	sole							
Flat Listing Manag	e Terms Manage cours	es Manage Sections Mana	ge Faculty Roster					
Domain:								
_LiveText		_		-				
Term: \$2014 \$20		S2014 : S2014						
	ART250 Ancient Gree		50 : Ancient Greek Art	\mathbf{N}				
Section: 333 333	laught in Engli 👻 3	133 : 333 : Taught in English						
		Search : Reset			Export Cours		Roster Export Profile	
								Showing 1-1 of 1
Username	Name	Email			school ID		oster Action atus Action	15
	194101114				1010898	А	delete	
								Showing 1-1 of 1

 Add an Instructor to this course section by searching for them using ID, Email, or Username. Select the *Search Faculty* button. Once the desired faculty account has been listed, use the *Add Faculty* green button for final selection.

Search for Facu Add a Instructor	-	ng for them by ID, Email or Username	
trainingfclty Search Facult Search Result :	ty Clear		
	User Name	Personal Email	School Email
User ID	o o o i manno		
User ID 3686530	trainingfclty	livetext01@livetext.com	livetext01@livetext.com

 Administrators have the capability to add an additional user account to a student roster even if the Student Information System is currently automated. The process is very similar to adding an instructor in Step 4. Instead of selecting the link under the Instructor column, select the link under the Student column to add additional students.



.iveText						Weld	come,	Studer
Courses Doeu	ments Reviews	Ferms Community	ExhibitCenter	Tools C	Course Admin	Admin		
Admin Cons	ole							
	Terms Manage cours	es <u>Manage Sections</u> Manag	ge Student Roster					
Domain: _LiveText	6			•				
Term: S2014 S201	14	S2014: S2014						
Course: ARTH250	ART250 Ancient Gree	k A • ARTH250 : ART25	50 : Ancient Greek Art					
Section: 333 333	Taught in Engli 👻 3	33 : 333 : Taught in English						
		Search : Reset		-	Add a Stude		ster Export Profile]
								Showing 1-1 of 1
Username	Name	Email		scho	ol ID	Roster Status	Actions	
an market	CENTRAL PROFESSION			100000	10	A	delete inactive	
								Showing 1-1 of 1

 Add a Student to this section by searching for them by ID, Email or Username. Once the desired student account has been listed, use the *Add Student* green button for final selection.

1	Search for Student Add a Student to this	section by searching for t	hem by ID, Email or Username	
	ccarson4 Search Student	Clear		
	Search Result :			
	User ID	User Name	Personal Email	School Email
	3489284	ccarson4	livetext95@livetext.com	livetext95@livetext.com

Deleting Students or Instructors from Courses

The Course Editor can be used to remove instructors and "drop" students from courses. Any changes to the roster should be corrected in the Student Information System on campus or in the CSV files used to create the courses, or the deleted/dropped users will be re-activated.

Deleting instructors or students does not delete their accounts or any other courses that may be associated with their accounts.



The Course Editor allows Administrators to remove students and instructors from Courses without uploading CSV files.

1. In the Admin account, click on the **Course Admin** tab

LiveText								idcumin, Ca	ne Char (Adm	nin) <u>Student View</u>	ΙE
Courses	Documents	Reviews	Forms	Community	ExhibitCenter	Tools	Course Admin	Admin			
Course	Admin						~				
Admin C											1
Import Cours		ort Student Rost	er Import	Student Profiles							
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	Jser Privileges										L
Windows	32 Batch File Imp	port Instructions	Ł								
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Solaris In	port Instructions										
											J

2. Click the Course Editor and Exporter link.

LiveText								hitome, Car	ne Char (Admin)	<u>Student View</u>	l <u>Ea</u>
Courses	Decuments	Reviews	Forms	Community	ExhibitCenter	Tools	Course Admin	Admin			
Course	Admin							,			
Admin C											
Import Cours		ort Student Ros	Import	Student Profiles							
Course E	ditor and Exporter	:									
	32 Batch File Imp	ort Instruction	Ł								
	x Import Instruction	<u>ns</u>									
- Solaris III	appent in real disal di 12										

3. Click on the collapsed list of courses next to the appropriate term to navigate to the course section from which you wish to delete the user.



Courses Documents Reviews Forms Community Esthbit/Senter Tools Course Admin Admin dmin Console	veTex	r™ t							Welcom	ne, Camin î	iine (Admir	n) <u>Student Viev</u>
Ist Listing Manage Terms Search : Reset Image: Im	Courses	Documents	Reviews	Forms	Community	ExhibitCenter	Tools	Course Ad	min	Admin		
TERM NAME TERMERGIN TERMEND Status Courses G+ Export Roster 201102 Spring 2011 01/10/2011 05/10/2011 A 194 51 2029 17/1197 edit delate 201102 Spring 2011 01/10/2011 05/10/2011 A 194 51 2029 17/1197 edit delate 201102 Spring 2011 01/10/2011 A 70 29 730 4/362 edit delate 201108 Fil 2011 09/10/2011 A 123 54 1999 14/1187 edit delate 201202 Spring 2012 01/09/2012 03/11/2012 A 150 46 1748 9/1035 edit delate 201202 Spring 2012 09/12/2012 09/12/2012 A 150 46 1748 9/1035 edit delate 201202 Fall 2012 09/12/2012 A 120 54 1793 11/1134 edit delate	dmin	Console										
Search : Reset Gr Export Courses Gr Export Roster British Hamilton (Course) Gr Export Roster Gr Export Roster TERM TERMINAME TERMEGIN TERMEND Status Courses Instr Status Place Actions 201102 Spring 2011 01/10/2011 05/10/2011 A 124 51 2029 17/1197 edit delate 201102 Spring 2011 01/10/2011 06/01/2011 A 124 51 2029 17/1197 edit delate 201105 Summer 2011 05/10/2011 A 123 54 1999 14/182 edit delate 201202 Spring 2012 01/09/2012 05/11/2012 A 120 46 1748 9/1035 edit delate 201205 Summer 2012 05/20/2012 09/11/2012 A 120 54 1793 11/134 edit delate 201205 Summer 2012 09/12/2012 02/19/2013 A 212	lat Listing	Manage Terms										
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Spring 2011 01/10/2011 05/10/2011 A 194 51 2029 17/1197 edit datase 201102 Summer 2011 05/10/2011 A 194 51 2029 17/1197 edit datase 201105 Summer 2011 05/10/2011 A 20 29 730 4/362 edit datase 201105 Fall 2011 05/10/2011 A 215 54 1989 14/182 edit datase 201205 Spring 2012 01/09/2012 05/11/2012 A 150 46 1748 9/1055 edit datase 201205 Summer 2012 05/20/2012 09/12/2012 A 74 36 540 5/236 edit datase 201205 Fall 2012 06/12/2012 02/19/2013 A 212 54 1795 1/1134 edit datase					Search	: <u>Reset</u>				s 🕞 Exp	ort Roster	
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Zollo8 Fall 2011 08/15/2011 12/13/2011 A 215 54 1989 14/1187 addit deliate 201202 Spring 2012 01/09/2012 05/11/2012 A 1900 46 1748 9/1055 addit deliate 201205 Summer 2012 05/20/2012 09/12/2012 A 74 36 540 5/236 addit deliate 201205 Summer 2012 08/12/2012 02/19/2013 A 212 54 1793 11/134 addit deliate	TERM	TERMNAME	TERMB	EGIN			Courses	G+ Export	t Profile			-
Z01202 Spring 2012 01/09/2012 05/11/2012 A 190 46 1748 9/1035 edit 1 delate 201205 Summer 2012 05/20/2012 09/12/2012 A Z.4 36 54/0 5/236 edit delate 201205 Fill 2012 09/12/2012 A Z.4 36 54/0 3/236 edit delate					TERMEND	Status		G+ Export Instr	t Profile Stud	Place 17/119	e Ac	tions
201205 Summer 2012 05/20/2012 09/12/2012 A 74 36 540 5/236 edit delete 201208 Fall 2012 08/12/2012 02/19/2013 A 212 54 1793 11/1134 edit delete	201102 201105	Spring 2011 Summer 2011	01/10/20 05/23/20	011 011	TERMEND 05/10/2011 08/01/2011	Status A	<u>194</u> <u>70</u>	E+ Export	Stud 2029 730	Place 17/119 4/362	e Ac 97 <u>edit</u> edit	tions
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	201102 201105 201108	Spring 2011 Summer 2011 Fall 2011 Spring 2012	01/10/20 05/23/20 08/15/20 01/09/20	011 011 011 012	TERMEND 05/10/2011 08/01/2011 12/13/2011 05/11/2012	Status A A A	194 70 215 190	E+ Export 51 29 54	Stud 2029 730 1989	Place 17/119 4/362 14/118 9/1055	e AC 97 edit 97 edit 97 edit 97 edit	tions
	201102 201105 201108 201202	Spring 2011 Summer 2011 Fall 2011 Spring 2012 Summer 2012	01/10/20 05/23/20 08/15/20 01/09/20 05/20/20	011 011 011 012 012	TERMEND 05/10/2011 08/01/2011 12/13/2011 05/11/2012 09/12/2012	Status A A A A	194 70 215 190	E+ Export 51 29 54 46	Stud 2029 730 1989 1748	Place 17/119 4/362 14/118 9/1055	e AC 97 <u>edit</u> 97 <u>edit</u> 97 <u>edit</u> 5 <u>edit</u> edit	tions delete delete delete delete delete

4. On the next page, select on the Course you wish to edit by clicking the number showing the collapsed number of sections of the course. You also can use the search function to find a specific course quickly.

lat. Listing Manag	<u>n Terris</u> Manage T	erme							
Domaine	ten har ment								
Term: 201102 Sy	ping 2011 + 201	102 : Spring 2011							
					Re Ford	of Courses	Eta Eur	oorf Roother	
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CRISEID	CRSECODE	CREENAME	Search : Repet	Status			Stud		
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ADED7120 001			EVALUATION	orientes.	D-Equi	nt Profile Bester	Stud	Show	ing 1-100 of 104 1. Actions
ADED7120 001	ADED7120	PROGRAM PLANNING &	EVALUATION	A	D-Equi	Instr 1	Situal 29	Flace 0/25	Actions edit delete
CRIME ED ADED7120 001 #2027238 004 #2027238 004 #2027238 004	ADED7120	PROGRAM PLANNING &	EVALUATION	A	D-Equi	nt Profile Bestr 1 0	Situal 29 32	Elim Place 0/25 0/27	nng 1-100 af 104 1 Actions edit delete adt dalata

5. If you are deleting the instructor, click on the number in the INSTR column. If you are deleting a student, click on the number in the STUD column.



Courses Docum			mmunity ExhibitCenter	Tools	Course Adm	nin Adm	in .		
		ses Manage Secti	ons						
Domain: _LiveText Term: S2014 S2014	4	 S2014 : S2014 			~				
			250 : ART250 : Ancient Greek.	Art					
		Search : I	Reset			E+ Export 0	Courses	Export Roster	
SECTION ID	SECTION CODE	LOCATION	DESCRIPTION		Status	Instr	Stud	Place	Showing 1-1 of 1 Actions
333	333	Main Campus	Taught in English		A	1	1	0/0	edit <u>delete</u> Showing 1-1 of 1

6. Click the **Delete** button to remove the instructor or student.

iveText									Welcom	ie.	
Courses	Documents	Reviews	Forms	Community	ExhibitCenter	Tools	Course Admin	Admin			
dmin C	onsole										
lat Listing Ma	anage Terms M	lanage course	es <u>Manage</u>	Sections Manag	ge Student Roster						
Domain:	notation, the	in come to the second					•				
Ferm: 201102	2 Spring 2011	✓ 201102	: Spring 201	11							
Course: ADE PLANNING &	D7120 001 AD EVALUATION	ED7120 PRO	OGRAM PLA	NNIN 🔻 A	DED7120 001 : ADI	ED7120 : PF	ROGRAM				
Section: 2119	90 21190 👻	21190 : 21190	10 - C								
			Sea	rch : Reset				E+ Expo	rt Courses	E+ Export Roste	r
				1011-110000				E+ Expo	rt Profile	Add a Student	J
											Showing 1-31 of 31
Username		Nan	ne	Er	nail		school	ID	Roster Status	Actions	
afh.caschaer		Tyre	ne Actier	aci aci	Sartyrênik armatrung Sartyrênik armatrung	panila panila	987874	934	A	delete inac	ctive
ath.mailarma		Eand	kan Alamo		037 DiBuita armaterang 037 DiBuita armaterang	and as	967.542	19/5	A	delete inac	ctive
dh.canthuru23	#32768#	Rach	al Anthony		1228@utu.armatirang 1228@utu.armatirang		907151	1414D	A	delete inac	ctive

If the instructor is listed as "D" in the status column, they cannot access the course. The instructor's name may still appear on the **Courses** page in the admin account.

Single Sign-On

LiveText is officially IMS Learning Tools Interoperability[™] certified for LTI 1.1 and is now a member of IMS Global Learning Consortium's list of compliant tool providers. With LTI 1.1, LiveText provides its partner institutions with deeper LMS integration opportunities, including a standard method that allows for Single-Sign On access to LiveText from any LTI 1.1-ready LMS as well as the ability to pass back a grade to the LMS – providing a more seamless teaching and learning experience for instructors and students.



How is SSO accomplished?

SSO uses centralized authentication servers that independent applications utilize for authentication purposes, and combines this with techniques to ensure that users do not have to actively enter their credentials more than once – reducing password fatigue, the time spent re-entering credentials, and the number of credential-based inquiries to your campus IT departments. A user logs in and is able to gain access to all approved systems, in this case, LiveText and your LMS.

LiveText needs to be configured in your LMS as an LTI Tool Provider – which will allow admins or faculty to configure an LTI Tool Link in their courses. Once configured, students and faculty can log into the LMS. Their username/passwords are verified by the LMS, and the user will see a tool link to LiveText. Upon first click of this link inside the LMS, the user is passed over to LiveText as an authenticated LMS user. LiveText receives the user's LMS ID, and we match it to a LiveText user account. The user is asked to enter a LiveText username and password once. This allows LiveText to associate the LMS ID with the LiveText ID. Every time after this, users bypass the LiveText login page.

LiveText administrators may contact <u>implementation@livetext.com</u> to discuss questions related to the single sign-on process.

Grade Return

How is Grade Return accomplished?

LiveText integrates even more deeply using a Grade Return feature. While using SSO, faculty can create links from their LMS to specific assignments in LiveText, not just a link to the user's LiveText dashboard, thereby reducing navigation time for students. Once a linked assignment has been created in your LMS, the student uses SSO to access the assignment. The faculty member then uses SSO to grade the assignment in LiveText. This action brings the student user's authentication information as well as the LMS's grade center location into LiveText – allowing LiveText to direct the grade back to your LMS. The grading information is automatically sent back to the LMS to populate the grade book, eliminating the need to enter grades twice.



LiveText administrators may contact <u>implementation@livetext.com</u> to discuss questions related to the grade return process.

File Manager

LiveText users have a way to upload and manage files independently without having to create documents in the system. The File Manager allows users to upload and manage external files and images such as Word, Excel, PDF, PowerPoint, and text files in one centralized location. Basic navigations in the File Manager allow users to manage, rename and/or delete files, as well as create and manage labels. This feature is located under the **Tools** tab.

.iveText								۷	Welcome, <u>Student View</u>
Courses	Desumanta	Reviews	Forms	Community	ExhibitCenter	Toole	Course Adm	in Admin	
ōols				_					
Reports	Standards & Outo	comes Visi	tor Passes	File Manager	Analytics				
_	Manager	-							
Uncategori	Zed Archives	Trash Man	age Labels	Upload Files/In	nages Cloud Imp	ort			Showing 1-20 of 37 1 2 Next
Apply Lab	el 🐳 🗙 Delete								Q Search
E File	Name				File Type		Size	Date Uploaded	Actions
	Desertipg				image/peg		845941	May 12	Rename 🖪 Download
	Literacy Assessn	ments.doc			application/	the second second	100864	May 12	Rename R Download
					approaction	X-IIIS WORD	100004	may 12	rename a common

File Manager Basic Navigations

- Uncategorized Contains files not assigned a user-specified label
- **Archives** Contains all of the attachments uploaded to documents prior to the availability of the File Manager
- **Trash** Contains deleted files
- **Manage Labels** Contains options for creating and deleting custom labels within the File Manager
- **Upload Files/Images** Area for users to upload new files into the File Manager
- **Cloud Import**: Dropbox



Upload a File into the File Manager

S iveText					ľ	1			Welcome,	<u>ent Viev</u>
Courses	Documents	Reviews	Forms	Community	ExhibitCenter	Tools	Course Admin	Admin		
Tools Reports	Standards & Outo	omes Vis	tor Passes	2 File Manager	Analytics	•				
Browse your	computer to upl	oad:	age Labels	Upload Files/Im	Cloud Imp	port				

- 1. Click the **Tools** tab located in the top center of the screen.
- 2. Click on the **File Manager** tab.
- 3. Click on the **Upload Files/Images** tab located at the far end of the section.
- 4. Click the **Browse...** button.
- 5. Select the file from your computer.
- 6. The file automatically uploads. Once the file is uploaded to the File Manager, a "Completed" message appears under the file's status. To remove, click the **Remove** button located across from the file name.

Download a File from the File Manager

_iveTe	≩ĭ								Welcome,	ani Tin (at	in ^o tudent Vie
Course	es Documents	Reviews	Forms	Community	ExhibitCenter	Tools	Course Admin	Admin			
Fools	;					1					
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🗐 Fi	le Manager	_		2							
Uncate	egorized Archives	Trash Man	age Labels	Upload Files/In	Cloud Imp	ort Image	2			Showing	1-18 of 18 1
Apply	Label 🗣 🛛 Change I	abel 🗣 🛛 😵	Remove	Delete							Q Search
					File Type	Size	Date Uploaded		Actions	4	
	😨 Capture.JPG (I	mage)			image/jpeg	30447	Feb 3		🖋 Rename	Download	
	🕵 🚨 👘 👘	ge)			image/jpeg	10302	May 8		Rename	Download	
	🙊 🤄 child.jpg (Imag	e)			image/jpeg	6929	May 11		Rename	Download	
	🙊 Desert.jpg (Ima	ige)			image/jpeg	845941	May 12		Rename	Download	
	in flow chart of (1				image/gif	4384	Oct 7, 2013		& Ranama	Download	

- 1. Click the **Tools** tab located in the top center of the screen.
- 2. Click on the File Manager tab.



- 3. By default, users should see files in the **Uncategorized** label. To locate labeled files, users can go to the **Manage Labels** tab and choose the label where the file is located.
- 4. Click on the **Download** button associated with the file under the **Actions** heading.

Rename an Uploaded File Name

LiveT	ext								Welcome,	Carrie Diaz (A	nt View
Cours	ee Documente	Rations	Forms	Community	ExhibitCenter	Tools	Course Admin	Admin			
Tools											
Reports	Standards & Outo	comes Visi	tor Passes	File Manager	Analytics						
🗐 Fi	le Manager										
Uncate	gorized Archives	Trash Man	age Labels	Upload Files/Im	ages Cloud Imp	ort PDF				Shov	ving 1-2 of 2
Apply	Label & Change I	Label 🗸 📀	Remove 🗙	Delete							Q Search
					File Type	Size	Date Uploade	<u>11</u>	Actions		
	🕏 LT Student Ber	nefits.pdf (PDI	F)		application/pdf	1166424	5:13 PM		💉 Rename	I Download	
	🏂 Time Log.pdf (PDF)			application/pdf	85888	May 8		/ Rename	Download	
										Shov	ving 1-2 of 2

- 1. Click the **Tools** tab located in the top center of the screen.
- 2. Click on the File Manager tab.
- 3. By default, users should see files in the Uncategorized label. To locate labeled files, users can go to the **Manage Labels** tab and choose the label where the file is located.
- 4. Click on the **Rename** button associated with the file under the **Actions** heading.
- 5. Enter the new file name.
- 6. Click the **OK** button to confirm.

Delete a File from the File Manager



iveText								Welc	come, Carrie Diaz (A	dmin) <u>Student View</u>
Courses	Decuments	Reviews	Forms	Community	ExhibitCenter	Tools	Course Admin	Admin		
ools										
eports	Standards & Outc	omes Visi	tor Passes	File Manager	Analytics					
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Apply Lab	el 🗣 🔀 Delete									Q Search
Eile N	ame				File Type		Size	Oate Upload	Actions	
	nplementing an	Asse Guide	5 7 2014	docx	application/vnd.open	t.wordproce	ssingmild 129322	5:13 PM	🖋 Rename	Download
V D I	ED Talks Embra	ice the Near	Win.htm		text/html		122320	May 11	🖋 Rename	I Download
-	tudent loans.htm	1			text/html		442	May 11	2 Became	Download

- 1. Click the **Tools** tab located in the top center of the screen.
- 2. Click on the File Manager tab.
- 3. By default, users should see files in the Uncategorized label. To locate labeled files, users can go to the **Manage Labels** tab and choose the label where the file is located.
- 4. Select the checkbox associated with the file.
- 5. Click the **Delete** button on top of the list to confirm.

Manage Labels in the File Manager

Apply Label

LiveText					Weicom	ie, Carrie Diaz (A	(dmin) <u>Citudent (</u>				
Courses	Documente	Radaue	Fame	Community	ExhibitCenter	Toole	Course Admin	Admin			
Tools											
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Apply Lab	el 🗣 🗶 Celete									Q Search	
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- PI	ED Talks Embra	ice the Near	Win htm		texthini 122320 Way 11				Planame Download		

- 1. Select the checkbox associated with the file.
- 2. Go to the Apply Label dropdown menu.



- 3. Select an existing or create a new label from the **Apply Label** dropdown menu.
- 4. The label will be applied to the file selected.

Create/Delete a Label

LiveText									
	Documente	Davane							
Tools									
Reports	Standards & Outo	omes Visi	tor Passes	File Manager	Analytics				
File I	Manager								
Uncategori	ced Archives	Trash Man	age Labels	Upload Files/In	nages Cloud Imp	the			
								Show	wing 1-4 of 4
+ New	× Cieletie								
	o Label N	lame			Date Create	ed		Actions	
	Image				Way 27			🖋 Tanama	
	EDE				Way 27			🖌 Ranama	
	Mideon				May 8			/ Ranama	
	Ward Films				Way 27			/ Ranama	

- 1. Click on the Manage Labels tab.
- 2. Click the **New...** button.
- 3. Enter a name for the label.
- 4. Click the **OK** button.
- 5. The newly created label will appear accompanied by the date it was created.
- 6. To delete labels, click on the Manage Labels tab.
- 7. Select the checkbox associated with the label.
- 8. Click the **Delete** button located on top of the list.

Tools

Reports	Stand	lards & Ou	tcomes	Visitor Passes	File Manager	Analytic	:s									
File	Man	ager														
Uncatego	orized	Archives	Trash	Manage Labels	Upload Files/Im	ages Cl	loud Import	Image								
													Show	ing 1-18	3 of 18	1
Apply La	abel 🗸	Change	Label 🖶	😵 Remove 🗙	Delete									Q,	Search	1

Change File Label

- 1. Select the checkbox associated with the file.
- 2. Go to the Change label dropdown menu.
- 3. Select an existing or create a New label.



Remove Label from a File

- 1. Select the checkbox associated with the file.
- 2. Click the **Remove label** button to remove the label from the selected file.

Delete Labeled File(s)

- 1. Select the checkbox associated with the file.
- 2. Click the **Delete** button.

Upload New Files within LiveText Features

The files stored in the File Manager will be accessed during any process of attachment. i.e.: attaching a file when creating an assignment, as well as during document creation, editing courses/adding resources, and assignment submission and editing. When attaching during any of these processes, you will see an upload feature accompanied by a Browse button.

- 1. Click the **Browse...** button under the **Attachments** section of the page.
- 2. Click the **Upload New File...** button.
- 3. Browse your computer and select the file.
- 4. The file automatically uploads. Once the file is uploaded to the File Manager, a "Completed" message appears under the file's status. To remove, click the **Remove** button located across from the file name.

Insert Image in Text & Image Section



If you have not uploaded your image to the File Manager, you can click the **Upload New...** button on top of the area.

- 1. Start from the **Text & Image Section Editor** page.
- 2. Click the **Insert Image** tab, which is located underneath the section title.
- 3. Go to the **Uncategorized** Label dropdown menu and choose the label where the file is located in the File Manager. By default, users should see files in the **Uncategorized** label.
- 4. Click the **Select** button under the Actions heading for the file you wish to insert.
- 5. Once the image is selected, it will automatically display at the top of the page.
- 6. Users can optionally type a caption for the image, specify the display size, and select a placement for the image in the document.
- 7. To replace a new image, simply follow the same procedures above and the old image will be replaced respectively.
- 8. When finished adding or replacing the image, click the **Save Changes** button to go back to the **Text & Image Editor** or click the **Save & Finish** button to go back to the **Document View** page.

LiveText									Web	loome, Canie Diaz (Admin)	<u>Student View</u> E	laculty Vev	Logout N	hy Account
Courses	Boouments	Ravians	A sers	Community	Londaria	Teels	Source Admin	Admin						_
Document Work	ng Grovth Portfolio	Page: Purpose												
Section	: Purpose	Э												
Section Editor	Insert Image	e File Att	achment											
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	t Purpose													
Format	* Fort	· 528 ·	68	@₩ B <i>I</i>	<u>U</u> 5 ×₂ ×′	<u>A</u> · 0	2 2 3 3	1 (1	a 🖩 🗄 Ο Ω = 🤉 🛣 🔒 🖿 🖉					
State yo	ur purpose, includ	ing major aspe	ects how you	chose to organize	your portfolio.									

Insert Attachment(s) in Text & Image Section

- 1. Start from the **Text & Image Section Editor** page.
- 2. Click the **File Attachment** tab, which is located underneath the section title.
- 3. Go to the **Uncategorized** label dropdown menu and choose the label where the file is located in the File Manager. By default, users

Note: If you have not uploaded your file to the File Manager, you can click the **Upload New...** button on top of the area.

Note: Users are allowed to upload ONE image per section. If users wish to attach more images, they can either create a new section for more image uploads or attach additional images by using the File Attachment tab. Recommended image formats include JPG, PNG, and GIF.



should see files in the **Uncategorized** label.

- 4. Click the **Add button** under the Actions heading for the file you wish to insert.
- 5. Once the file is added, it automatically attaches to the document. The inserted files list is located at the top of this page. To remove, click the **Remove** button associated with the file you wish to remove.
- 6. When finished adding or replacing the image, click the Save Changes button to go back to the Text & Image Editor or click the Save & Finish button to go back to the Document View page.

Dropbox Integration

Users have the ability to import and attach a variety of file types to LiveText documents and assignments from <u>dropbox.com</u> - allowing for the submission of artifacts users have stored in Dropbox. This is most valuable for mobile device users and others who store their work using Dropbox.

- 1. From the Tools tab, click on the File Manager tab.
- 2. Click the **Cloud Import Dropbox** button. The Dropbox application will open.
- 3. Enter your Dropbox login credentials to sign in and select your desired file(s). Once files are chosen, you will see a pop up progress window appear.

Your selected file then will be imported into your LiveText File Manager and available for attachment.

veText				
Field Experience Dashboard Docur	nents Reviews Form	s Community	Tools	
pols				
eports Standards & Outcomes Visit	or Passes File Manager			
File Manager				
Uncategorized Archives Trash Mana	ge Labels Upload Files/Ima	ges Cloud Impor Dropbox	t	
		Diopbox	_	Showing 0-0 of 0
Apply Label # Nelete				Q Search
Eile Name	File Type	Size	Date Uploaded	Actions



Multiple Assessors

This function in LiveText allows an instructor of the course or an administrator to invite additional LiveText users, such as other faculty, supervisors or even students, to assess assignment submissions. The instructor or administrator can add assessors and set access permissions for each assignment individually.

Creating Assignments with Multiple Assessors

When creating an assignment in a course, a new optional section called "Additional Assessors" has been added.

Note: The default maximum number of assessors per assignment is 9 more invited assessors. Contact your Implementation Coordinator o Implementation@livetext.com for more information.

 Click the Search button to invite additional assessors. Assessors can be any LiveText member including faculty, students, or users in other domains. Invited assessors cannot already be instructors in the course or students in that course however.

Hide Assessor Names	
nide Assessor names	
Hide Student Names	
Hold Assessments for Reconciliation	Submissions will remain in "Awaiting Assessment" status until instructor: 1. completes a reconciled assessment OR 2. forwards without reconciling; Otherwise, submissions will advance to "Completed" status after all assessors have completed their assessments.
Assessors	Insert assessor(s) Q Search Maximum number of assessors you may add is 9.

2. Searching for additional assessors is done the same way users add viewers or editors on a document. Invited assessors can also be added from an existing LiveText group. The group must be created in the assignment editor's account and be created prior to editing the assignment.

Additional Assessors (optiona	1)	
Hide Assessor Names		
Hide Student Names	Search for Assessor(s).	
Hold Assessments for Reconciliation	Type in group names, individual names, or usernames, such as "mygroup", "John Doe", or "janesmith". Look in: ③ My Institutions) letes a reconciled
	christian fitzgerald	sie completed then
Assessors	Christian Fitzgerald <cfitzgerald></cfitzgerald>	



3. Once the username has been found, the editor can search for and add more assessors. When all assessors have been found, click the **Add Assessors** button. There is no limit on the number of students that can be assigned to the invited assessor.

Hide Assessor Names		
Hide Student Names Hold Assessments for Reconciliation	Search for Assessor(s). Type in group names, individual names, or usernames, such as "mygroup", "John Dee", or "janeamith". Look in: O My Institutions O All Users	pletes a reconciled ave completed their
Assessors	Selected Assessor(s) X Christian Filzgerald <cfitzgerald></cfitzgerald>	
Assignment Templates	Add Assessor(s)	1

4. Click "Select Students" to assign individual students to an invited assessor. All students are given to all assessors by default.

Additional Assessors (optional	l)			
Hide Assessor Names				
Hide Student Names				
Hold Assessments for Reconciliation	Submissions will remain in "Awaiting Assessment" a assessment OR 2. forwards without reconciling; Otherwise, submissions will advance to "Completed assessments.			
Assessors	A1. Christian Fitzgerald <cfitzgerald></cfitzgerald>		Select Students 🕒	X Remove
	A2. Ayemon Myo <ayemon2></ayemon2>		Select all/none	X <u>Remove</u>
	Insert assessor(s)			
	Q Search		Alonzo, Alicia	
	Maximum number of assessors you may add is 9.	☑	Avula, Keerthi	
			Corea, Erick	
Assignment Templates			Hernandez, Maria	
	Insert template(s) if the assignment requires a		Moran, Olga	
	Q Browse	•		

5. Click "Save Assignment"

Portfolio Evaluation	
	💾 Save Assignment
Title (Required)	Portfolio Evaluation



Submitting an Artifact for Assessment by Multiple Evaluators

Submission by the student is the same as any other assignment in LiveText. Viewing completed assessments is also the same. However, the student may see a slightly different results page depending on how the instructor chooses to release results. This can be seen below. Each assessor can submit comments on their own view of the document and they cannot see each other's' comments. Only the instructors can see all comments. Students can see all comments if released back by the instructor.

rtfolio Evaluation					
ignment Details Latest Submissio	on				
eviewed / Graded		_			=
lonzo, Alicia Submission	Date: 04-14-2011				
rtifacts					
Cynthia's Business Portfolio					
Cvnthia's Business Portfolio sessments (2)	Assessed Date	Grade	Attachments	Rubrics	Comments
Cynthia's Business Portfolio sessments (2) sessor llame itzgerald, Christian	Assessed Date 05-31-2011	Grade A	Attachments	Rubrics	Comments This was nice
Cunthia's Business Portfolio sessments (2) ssessor Ilame itzgerald, Christian			Attachments		
Cynthia's Business Portfolio sessments (2)			Attachments		

Invited Assessors Evaluating Student Submissions

The process for evaluating an assignment is very similar for the invited assessor as it would be for the other faculty. The steps to complete and submit the assessment are identical, though some slight differences in appearance or capabilities will be dependent on the instructor's settings.

 To begin the assessment, click the colored bar for the assignment to be evaluated. Note that only the students that are assigned to the evaluator will be added to the dashboard status bar. This may not include every student in the course.

	ssessments Active As	signments Active Documents Active Reviews	
8	Portfolio Evaluation		
	1	2	=



2. Click the student's name to be evaluated. Group assessment is not available for invited assessors. Only instructors can do group assessments.

. PORT 0003 - 10					
ortfolio E	valuation				
Assignment Details	Submissions & Grades				
RED = Non-LiveTex	t Member				
Awaiting Submis	ssion (1)	Awaiting Assessment (2)	Completed	
Name	Assignment History	Name	Assignment History	Name	Final Assessment
Avula, Keerthi		Moran, Olga		l I	
		Corea, Erick	2		

3. Comments on the document, rubric, faculty attachments and the grades, and comment boxes work exactly the same for the invited assessors as they do for the instructor on the course, except that only instructors can request a resubmission from the student.

Portfolio Evaluation			
Latest Submission			Assessment Experience Feedback For
Awaiting Assessment		Hange Save	Submit Assessment X Cancel
Moran, Olga Submission Date: 03-31-2011	Assessor:		
Artifacts Artifacts Extfolio_Olaa Moran	Grade	ubrics & Attachment	<u></u>
Portfolio - Olga Moran			by Olga Moran

4. Click **Submit Assessment** when finished.



	Folio Eva	aluation								Assessment Experie	ence Feedback Form
			-	_	_	1		1	H Save	Submit Assessme	nt X Cancel
Await	ing Assessme	ent									
Mor	an, Olga	Submission Date	e: 03-31-2011		ssessor:						
Artii	facts				rade	_ (Comment				
💽 💽 🗄	Portfolio - Olga I	<u>loran</u>		E	3		Good Work				
							_	_			
								2 🗙			
	Donec comm		ttitor erat susci	pit	Show/Hide	Rubric	Descriptions				
		<u>Vivamus</u> (3 pts)	Pellentesque (2 pts)	Aliguam (1 pt)	Nunc	<u>N/A</u>		=			
	Etiam 🗊 at dui suscipit urna	* Praesent suscipit eleifend erat, id tincidunt erat tempus a. * Eusce a pibh et	* Cras sed risus id risus pretium iaculis ac sit amet nisi. *	* Fusce consequat loren eu eros iaculis a mattis risus consecuat *							

lote: This does not nmediately make the ssessment viewable by the tudent. It can be held if the aculty member will perform re reconciliation or if the other ssessors for the same tudent have not completed reir assessment yet.

Instructor Evaluating Students and Managing Assessors Results

The instructor's process has not changed for completing an assessment. Making comments, entering grades and scoring with the rubric is identical. The only change is if the instructor opts to reconcile the assessments, additional options will appear that are covered later in this guide.

1. To begin the assessment, click the colored bar on the Dashboard or on the course assignments list for the assignment to be evaluated.

Release: 9.3.15.19 Date: Mar 28, 2011	Portfolio Evaluation	65.05.2011
(1) new feature in this release.	6	2
View New Feature details	View All PORT 0003 - Section 10 Assignments	

lote: All students will be isible on the dashboard status ar. This will include every tudent in the course.

2. Click the student's name to be evaluated. Group assessment is available to instructors. The numbers in parenthesis show how many other assessors have pending assessments, and how many have been submitted.



tails Submissions & Grades					
Text Member					
mission (6)	Awaiting Ass	essment (2)		Completed	
SASSESS Selected Students	Select All	🚯 Assess Selec	ted Students		Bo Publish Grades
Assignment History	Name (Assessi	ments Completed)	Assignment History	Name	Final Assessment
licia	Hernandez	z, Maria (0/1)	F)		
, Tricia - Ann 👘	Moran, Olg				
	Assignment History	mission (6) Awaiting Ass Assess Selected Students Select All Assignment History	Assignment History	mission (6) Awaiting Assessment (2) Assess Selected Students Assignment History Assignment History Assignment History	mission (6) Awaiting Assessment (2) Completed Select All Selected Students Assignment History Name (Assessments Completed) Assignment History Name

3. Comments on the document, rubric, faculty attachments and the grades, and comment boxes work exactly the same for the instructors as they do for regular assignments. Only one assessment can be performed per assignment by an instructor. Even if there are multiple course instructors loaded, there can only be one assessment submitted for all instructors.

	ubmission						Assessment Experience	reedba
					H Save	B Request Resubmission	Submit Assessment	🗙 Car
aitir	ig Assessment							
ern	andez, Maria Subm	nission Date: 03-31-2011						
	icts ortfolio - Maria Hernandez							
bmi	t Assessments (1)							
	Assessor Name	Assessed Date	Grade	Attachments		Rubrics	Comments	
	Myo, Ayemon (third party assessor)	This assessor has r	not submitted	an assessment.				
	Hambry, Peter (instructor of record)			Attachment				
					Ass	essment Rubrics		
							by Maria H	ernand
	ortfolio - Maria	Hernandez					by maria r	CITICITIC

4. Click to **Request a Resubmission** or alternatively, **Submit Assessment** when finished.



Reconciling Assessments

The instructor of the course can choose to control which assessments are released back to the student and when, or allow all of them to be released back immediately.

Holding Assessments for Reconciliation by the Instructor

When creating or editing the assignment, check the **Hold Assessments for Reconciliation** box. When unchecked, each assessor's comments and scores are available to the student after all assessors have submitted their assessments.

annou	al Assessors (optiona	9
1	Hide Assessor Names	
	Hide Student Names	
ŀ	Iold Assessments for Reconciliation	Submissions will remain in "Awaiting Assessment" status until instructor: 1. completes a reconciled assessment OR 2. forwards without reconciling: Otherwise, submissions will advance to "Completed" status after all assessors have completed their assessments.

Reconciling/Publishing Results

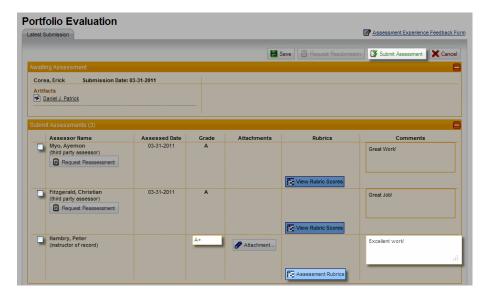
If the option is selected, when the assessor submits their data, it will appear in the "green" status and appear as completed on their dashboards. However, it will not change the status for the instructor or the student, and will not be released to the student.

 The instructor has the option to request that the assessor redo their assessment. To do this, click **Request Reassessment**. This pushes the assessment back to the yellow column on the assessor's dashboard and in the reconciliation view on the instructor's submission page as well.



rtfolio Evaluation					Assessment Experience Feedbac
51 300111551011					-
			1	Save 🔋 Request Resubmissi	on 🚯 Submit Assessment 🗙 Can
vaiting Assessment					
Corea, Erick Submission Da	te: 03-31-2011				
Daniel J. Patrick					
ıbmit Assessments (3)					
Assessor Name	Assessed Date	Grade	Attachments	Rubrics	Comments
Myo, Ayemon (third party assessor)	03-31-2011	Α			Great Work!
🗐 Request Reassessment					
				View Rubric Scores	
Fitzgerald, Christian (third party assessor)	03-31-2011	A			Great Job!
Request Reassessment					
				View Rubric Scores	
Hambry, Peter (instructor of record)		A+	Attachment		Excellent work!
			· · · · ·		

- 2. To release the assessments back to the student, check the box next to the assessments that should be viewable by the student. Additionally, the instructor can complete the rubric with their own assessment information.
- 3. Press the **Submit Assessment** button to release the selected assessor's data as well as the instructor's data.





Notes on Multiple Assessors and Assessment Reconciliation

- All assessments submitted can be viewed in reporting regardless of whether the student saw the results.
- Assessors must submit their assessments first. The instructor adds their own (if desired) assessment and forwards on whichever ones they want the student to see. Assessors cannot submit after the instructor has submitted a score.
- If the reconciliation option is unchecked and all assessors are done, then all assessments are forwarded automatically to the student (moved to green). The instructor is not given the ability to do an assessment.
- Publish grades still needs to be selected for the student to see the assessments.
- The instructor's assessment cannot be sent to the student without doing the reconciliation step. The checkbox must be checked.

Blind Assessment

This feature in LiveText allows instructors and administrators to mask the names of the invited assessors and/or hide the names of the students being evaluated. Only the instructor of record will still see the students' names. The students will be able to identify which assessment was completed by the instructor of record when assessors' names are hidden.

These functions can be enabled separately to allow for privacy and to reduce bias. They can also be enabled in tandem for a "double-blind" assessment. All names are known to the instructor and will also be included in reporting for verification, analysis and reliability measure.

Hide Assessor Names

The names of the invited assessors can be hidden from the students when multiple assessors are added to the course assignment. To do this, check the **Hide Assessor Names** box. The instructor of record will be known to the student and that assessment will be identified on the assessment results page. The names of the invited assessors will be hidden, but the comments, grades and scores can be viewed by the student if released by the instructor.



1. As a student, click View Assessment

What's New	Active Assignments Active Documents	
Release: 9.3.15.19 Date: Mar 28, 2011	PORT 0003 - Section 10	
(1) new feature in this release. View New Feature details	Portfolio Evaluation	💕 Assessment
view ivew realtire details	<u>Click here for assignment details.</u> View Assessment	Published
Student Video Tutorials	View All PORT 0003 - Section 10 Assignments	
About	PORT 4360 - Section 3	

2. The assessors' scores and comments will appear, but the name will be hidden. A random assessor number is assigned.

t Courses Main Page > t PORT 000	13 - 10 > 1 . PORT 00	03 - 10 Assignm	nents		
Portfolio Evaluation		-			
Assignment Details Latest Submission					
Reviewed / Graded					_
Alonzo, Alicia Submission Da	te: 04-14-2011				
Artifacts					
Assessments (1)					8
Assessor Name A1 (third party assessor)	Assessed Date 05-31-2011	Grade	Attachments	Rubrics	Comments This was nice
Cynthia's Business	s Portfolio				by Alicia Alonzo
					Show Properties
Table of Contents	Introduc	tion			
lntroduction	Cynthia's E	Business	Portfolio		

Hide Student Names

The names of the students being evaluated can be hidden from the invited assessors. To do this, check the **Hide Student Names** box. The instructor of record will still be able to see the names so he or she can assign them to the invited assessor, but the name of the student will be obscured from the assessor.

Problem Solving & Innovative Uses



Hide Assessor Names			
Hide Student Names			
Hold Assessments for Reconciliation	Submissions will remain in "Awaiting Assessment" assessment OR 2. forwards without reconciling; Otherwise, submissions will advance to "Complete		
	assessments.	a status alter all assessors have co.	inpleted then
Assessors		Select Students	× <u>Remov</u>
Assessors	assessments.		

In the invited assessor's account, the Submissions & Grades tab will have the students' names hidden. The order in which the students are listed is randomized, so it will not be the same order that the instructor of record or any other invited assessors see.

Portfolio E Assignment Details	Valuation Submissions & Grades				
RED = Non-LiveText M	lember				
Awaiting Submissio	n (1)	Awaiting Assessment		Completed (2)	
Name	Assignment History	Name	Assignment History	Name	Final Assessment
Student S3				Student S4	в 🔡
				Student S2	AR

On the submission page, the student's name will automatically be obscured as well; however, the contents of the document and the document's title will be displayed. For truly blind assessment, make sure that the students do not include any information in the document which may reveal their identity. The example below illustrates how the contents of the document may reveal the author's identity, even when the "Hide Student Names" option is enabled.

Problem Solving & Innovative Uses



viewed / Graded		
tudent S4 Submission Date: 03-31-2011	Assessor: Fitzgerald, Christian	
rtifacts	Grade Comment	
Portfolio - Olga Moran	B Good Job.	
Portfolio - Olga Moran	Fe View Rubric Scores	by Student #
Portfolio - Olga Moran	F2 View Rubin: Scores	
Portfolio - Olga Moran	F2 View Rubin: Scores	by Student #
Portfolio - Olga Moran	E view Rubin: Scores	
Portfolio - Olga Moran	Fe Mew Rubin: Scores	
Portfolio - Olga Moran		

Launching a Form to a Course

Launching a form to course is an option for launching course surveys and evaluations to students. This process allows for administrators and faculty to conduct a private launch using a group that has already been created. The advantage for launching to a course over individual students or a group is that the listing has already been created in LiveText and will be sent to all students uploaded for that course.

 When you are finished adding or editing form fields, click the Datasets tab from the Fields page of your form. **Tip**: When creating a role, it can be used for multiple courses or sections so the name can be general. No students or courses are tied to the role itself.

- Alumni Survey Edit Properties Fields Roles Datasets Preview Datasets Showing 1-3 of 3 🕵 New... 周 Archive X Delete View: active | archived 🔍 Search 🛛 🗣 Actions Description Close Date Open Date Alum Launch edit | access | manage Alumi Survey Spring 2010 edit | access | manage MS Test Form Launch 1 Dataset edit | access | manage Showing 1-3 of 3
- 2. Click the **New** button to create the dataset for this form.



3. Choose a name for the Dataset, set the availability, choose if submissions are anonymous and choose the number of submissions allowed. When finished, press **Create**.

Create a	Dataset
Title	Alumni Survey Spring 2011
Description	
Availability	Use Date Range Time (hh.mm) Open Date 66/02/2011 01 m 00 m AM Close Date 68/01/2011 01 m 00 m AM M
Anonymous	⊖ Yes ⊙ No
Submissions	1 💌
	🛗 Create

4. Click the **Roles** tab and create a new Role

۸lu	ımn	i Su	rvey

Edit Prope	erties Fields Roles Datasets	Preview		
Roles	s			
				Showing 1-3 of 3 1
2+ Nev	w 🗙 Delete			🔍 Search 🛛 🗣
	<u> Title </u>	Description	Туре	Actions
	Assistant		clerk	edit access
	<u>jen</u>		responder	edit access
	MS Test Form Launch 1		responder	edit access
				Showing 1-3 of 3

- 5. Choose a title for the role, such as *Students* and make sure that Responder is selected.
- 6. Click Save as New Role



Title	Students	
npuon		
Туре	Responder (may submit form data about themselves)	
	Clerk (may modify data for specific fields across entire dataset)	

7. Click the **Access** link on the **Roles** tab to assign field access.

Alumni Survey Edit Properties Fields Roles Datasets Preview Roles Showing 1-1 of 1 1 🚑 New... 🗙 Delete 🔍 Search 🛛 🗣 合 <u>Title</u> Description Туре Actions Students edit | acce responder ng 1-1 of 1

- 8. Set the appropriate access for each question as needed.
- 9. Click Save.

dit Properties Fields Roles Datasets Preview							
sign Field Access to responder: Students							
Bave X Cancel	-						
# Field	O Set Access to None	O Set Access to View	O Set Access to Input	Field Required			
01 First Name		○ View	Input	Yes			
02 Last Name	O None	◯ View	 Input 	Ves			
03 Gender	O None	View	 Input 	Yes			
04 Today's date	O None	O View	Input	Yes			
05 Graduation Date	O None	○ View	 Input 	Ves			
06 Are you currently	O None	◯ View	 Input 	Yes			
07 I have chosen to work in a field	O None	◯ View	Input	Yes			
08 Do currently reside in the state	O None	◯ View	Input	Yes			
09 Tenjoyed attending Broward Coll	O None	◯ View	Input	Yes			
10 Broward College was academically	O None	◯ View	Input	Yes			
11 The program lattended was	O None	○ View	 Input 	Yes			
12 What area of concentration did y	O None	◯ View	 Input 	Yes			
13 I would recommend Broward Colleg	O None	O View	 Input 	Yes			

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10. Click the **Dataset** tab and then the **Access** link.

Alumni Survey				
Edit Properties Fields Roles I	Datasets Preview			
Datasets				
				Showing 1-1 of 1
🔄 New 🎒 Archive 🗙 Delete	View: active archiv	ed		🔾 Search 🛛 🕀
Title	Description	Open Date	Close Date	Actions
Alumni Survey Spring 201	1	06/02/2011 01:00 AM	08/01/2011 01:00 AM	edit access manage
				Show Manage Data Access

- 11. Select the Role created from the **Assign Role** drop down menu.
- 12. Type the first few letters of the course code in the **Search** text box next to the drop down menu. Choose your course from the auto-generated options. Click **Add**.
- 13. After completing these steps, you will have launched the form to the course.

Alumni Survey						
Edit Properties Fields Roles Dataset	s Preview					
Dataset Access: Alumni S	urvey Sprin	g 2011				
	\			(showing	0-0) ≪≪1 ⊳ ×	
				Found 8 r	natching esults.	
Enable Disable Remove	Assign	role Students	💌 to	edu	Add	
# List Title	List Type	Role Title		EDU 170 - 1, Fall 2010 (Course)	nabled	
EDU - 1, SUMMER I 2011 (Course) You have not yet created any roles. Please create a role before you atte						
				EDU - 2, SUMMER 2011 (Course)		
				EDU - 3, SUMMER I 2011 (Course)		

Viewing and Managing Data

After data has been collected, the account from which the form was launched can view the submission status by each recipient in the **Dataset** tab.

- 1. Click on the **Forms** tab.
- 2. Click on the **Datasets** tab.
- 3. Locate the dataset title to access.
- 4. To view all of the data collected, click the title of the dataset.
- 5. To manage the data, click on **Manage**.



- 6. To edit the details of the launch criteria, click **Edit**.
- 7. To change who has access as a responder or a clerk, click **Access**.

The owners of the data sets and clerks associated with them have the ability not only to view the data but manage it as well. The **Edit** option allows the data manager make edits to the title of the data set and edit the length of time the form is available. This option also includes the ability to change how many times people can complete the form and which fields they can respond to or view.

The **Access** link is given to forms managers to send the form out to other LiveText users and collect information in the same data set. Another function is to assign roles and rights to others. The creator of the form and dataset can setup a *clerking* role that allows another account access to the form and the dataset.

The **Manage** link enables users to select and view individual responder's results. For datasets that were created as public or anonymous, results can be sorted but names will appear as unknown. Data Managers can enter results in the Manage area for forms collected in hard copy, false or blank entries or incorrect responses.