Innovative Uses
2011 Training Guides
INNOVATIVE USES

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Innovative Uses: Introduction

This session’s focus will be on creative uses of the course import to create other assessment relationships outside the normal course structure, such as advising, supervisor evaluations, program assessment plans, reporting and even submission of accreditation reports. Participants will also learn strategies for planning, creating materials in LiveText to showcase evidence of student learning, faculty qualifications, as well as presenting other institutional data linked to learning outcomes. Another topic that will be discussed is launching forms to members, non-members and courses.
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. 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.

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.

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.
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.

**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 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 a 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.

**Faculty Portfolios**

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.

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**

Courses can be added which allow program administrators to submit reports to university or college personnel for institutional assessments. An example is listed below.

**TERM 0 or Master Term**

A Master term is a very useful and creative way for Administrators to create, store and manage critical assignments in a separate term that cannot be accessed by
faculty. This can be helpful for keeping clean versions of all assignments that can be copied each new term. Rather than copying a previously used term which may have been modified by the instructor, those in the Master term can only be modified and copied by Administrators. No faculty and students can access these courses or the term. 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.
Submitting for Review

If creating course_catalog.csv files or managing assessments and groups from the admin account is not possible, too time consuming or not as flexible as needed, the Reviews area can be used to easily power non-course based assessments with very little administrative input required.

Submitting the Document

1. From within the document, click the **Send for Review** button located above the page title on the left side.

2. Enter the LiveText username, group, visitor's pass, or the first and last name in the **Search for Reviewers** text box.

3. Based on the first few letters of text entered, LiveText's Autocomplete Share Mechanism predicts the name or username of the LiveText member with whom the user wants to share. The system will display the first 15 matches below the search text box. If the user is not listed, the system was not able to identify the user. There were either no matches or several matches. Revise the entry, and try again.

4. Click the **Submit for Review** button.

5. The system will display a confirmation message.
Reviewing the Document

1. Click the **Reviews** tab located in the top center of the screen.

2. Click a tab or Label (e.g. Inbox) within the Reviews area to select which reviews are displayed.

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

4. **Select an Assessment**

5. Click the **Assess Document** button located above the page title on the left side.

6. Select the Label (e.g. Inbox) that contains the assessment from the dropdown menu in the Assessment Chooser. Typically, shared assessments will be located in the Inbox Label and assessments created in the account will be located in the My Work Label.

7. **Select the radio button located to the left of each assessment instrument.**

8. Click the **Select Document** button.

9. **Click the Save Assessment** button if the assessment requires additional changes. Click the **Save & Submit Assessment** button if the assessment is completed. The assessment is visible to the document's author after the **Save & Submit Assessment** button has been clicked.

10. Select your rubric if there are multiple rubrics.

11. Select the level Attained from the dropdown menu located to the right of each rubric element.

12. **Click the add comment link** for each element to add comments.

13. Enter a comment into the text box.

14. **Click the save link** located to the right of the text box.

15. Add overall comments in the Other comments textbox.

16. If applicable, select a Milestone from the Milestone dropdown menu.

17. **Select Practice or Official** in the Reporting Type dropdown menu.

18. **Click the Save Assessment or Save & Submit Assessment button.**
Course Editor

The C1 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”.

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

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.
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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 un-done by any subsequent uploads of course or roster files.

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

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

![Edit link example]

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

![Term modification example]

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.

![Course selection example]
2. Click the **edit** link under the Actions column to modify a particular course.

![Image of the edit link under the Actions column]

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

![Image of the Course Editor with CRSE information]

**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 second instructor listed on this course, Jasmine Ramirez, needs to be removed. 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

   ![Course Admin Tab](image1)

2. Click the Course Editor link.

   ![Course Editor](image2)

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.

   ![Course Administration](image3)

4. On the next page, select the Course you wish to edit by clicking the number showing the collapsed number of sections of the course. You also can use
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.

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

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.
Multiple Instructors

Multiple instructors can be assigned to the same course section. Instructors are added to the course catalog during the data import process, which usually takes place at the beginning of a defined term. Institutions have adapted their upload files to include a wide variety of activities, including co-teaching a course, assignments managed by department heads, and substituting evaluators. Multiple instructors within the same course section have the ability to create and manage assignments, post announcements, participate in discussions, review and assess work by their selected students, as well as view the submitted work and completed assessments on students by other evaluators in their sections.

Uses for Multiple Instructors

- **Co-teaching - Courses that offer co-instruction** can be uploaded into LiveText to grant access to a student roster by multiple individuals. Examples of co-teaching include multiple instructors, teaching assistants, or graduate assistants.

- **Graduate Assistants / Teaching Assistants** - A grad assistant can be associated with the course with access to enter assessment data and grades on behalf of the instructor of the course. This is transparent to the student unless comments are made in the document, which will have the users name who entered it next to each comment.

- **Department Administrators** - Some assignments are used for data collection and are managed and supervised by a department chair, key faculty or by other administrators. Loading this individual as an additional instructor allows this person to create assignments, monitor submissions by students and track the completion of assessments from their own dashboard.

- **Substitute Evaluators/Personnel Changes** - Personnel changes in any program using LiveText will need to be reflected in the course catalog which is uploaded in the application. The course administrator will mark “D” in the field labeled “INSTRUCTION” to remove the person from the course. In the subsequent row a new entry will be added for the substitute evaluator. This process allows for any personnel move throughout the term period. In cases where a person is removed from a course during the middle of term any completed reviews and assessments will remain in the system and continue to be reportable.
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Import Process for Multiple Instructors

Multiple Instructors can be imported into the same course and section. Typically, this involves manually importing the course catalog and student roster into LiveText since these courses may not exist in the institution’s Student Information System (SIS). This process may be automated as well if the course and rosters already exist. LiveText provides the necessary files and documentation in the Course Admin tab.

Once the instructors have been identified for each grouping of courses, they can be uploaded into the course catalog file provided within the Course Admin tab. The term, course and section information will be identical for all instructors in the same course section. Each instructor must be listed as a separate line item in the spreadsheet. Additional instructors may be added to a course at any time provided that the course exists in an active term.

Best Practices for Using Multiple Instructors

One key point to note when using multiple instructors is that even though there is more than one instructor for the course, only one assessment can be completed per assignment, per student. The single assessment can be viewed by any instructor, and any instructor can open the submission, begin the assessment, save comments or rubric scores, and submit or undo. All of the instructors will be working collaboratively on a single submitted assessment. In the reports, the first instructor to save an assessment will be named on the completed assessment and will be credited with the scores. This original instructor is always credited, regardless of edits, changes of scores, or added comments made by others. If more than one assessment needs to be recorded for reporting or an inter-rater summary, the Multiple Assessors feature can collect assessment data in this way. The Multiple Assessors feature is discussed later in this guide.

Communication is important when multiple instructors are assigned to the same course section. Instructors should know which assignments they should be scoring and which students they are responsible for evaluating. Since comments, scores, and notes made by the different instructors will be shared, instructors may want to use their initials, dates, and other tags to keep track of the work done by each member of the group.

The instructors should be mindful of the difference between the Save, Request Resubmission, and Submit Assessment buttons since each assessor’s use of these features will impact the status for all instructors. Clear instructions on who will save and when comments and scores should be submitted may help avoid confusion.
Multiple Assessors

This new 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.

1. 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 on the course or students in that course however.

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.

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

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

5. Click Save Assignment
Submitting an Artifact for Assessment by Multiple E 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 others’ comments. Only the instructors can see all comments. Students can see all comments if released back by the instructor.

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.

1. 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.
2. Click the student’s name to be evaluated. Group assessment is not available for invited assessors. Only instructors can do group assessments.

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.

Note: This does not immediately make the assessment viewable by the student. It can be held if the faculty member will perform the reconciliation or if the other assessors for the same student have not completed their assessment yet.

4. Click Submit Assessment when finished.
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 opted 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.

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

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.
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 assessors’ comments and scores are available to the student after all assessors have submitted 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.

1. 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.

2. Press the **Submit Assessment** button to release the selected assessors’ 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. Then the instructor adds their own (if desired) 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.
Reporting

The Reports on assignments that use multiple assessors work the same as normal assignments. The same course, assessment, profile and other filters apply in assessment using multiple assessors. Reports can be filtered by individual assessor as well. The following examples show an assessment report run on an entire class, with the inter-rater summary enabled and displayed below the assessment results. Invited assessors are treated and viewed in the same way as any other faculty assessor who is an instructor on the course.

C1 Assessment Report – Aggregated Report

The “drill-down” shows each individual artifact assessed, the student name and the assessor who evaluated it.
Clicking on the artifact link for an assessment spawns a new tab which displays that artifact, the assessment rubric and any attachments, grades and comments made by the assessor.

C1 Assessment Report – Single Student
By selecting one student and all assessors, the administrator can view a complete assessment report on that student and all his related assessments in one table. This can be used to compare scorers for an individual student and show whether or not the assessors were in agreement on a single student.
Faculty can only run reports on the assessments they completed themselves. Only the administrator can run the report and view results from all assessors on the assignment.

**Student Progress Report**

The data submitted by the invited assessors also populates the student progress report, so invited assessors can complete standards-based assessments for individual students.
### Standards/Outcomes Report

The multiple assessor data is also used in the Standards/Outcomes Report in the same manner as any other faculty assessment.

<table>
<thead>
<tr>
<th>Assessment Document</th>
<th>Rubric Title</th>
<th>Rubric Element</th>
<th>Date Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>LiveTest Sample Assessment Document</td>
<td>Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor incididunt ut labore et dolore magna aliqua.</td>
<td>2011-03-31</td>
<td></td>
</tr>
<tr>
<td>299</td>
<td>Moran</td>
<td>Olga</td>
<td>2011-03-31</td>
</tr>
<tr>
<td>300</td>
<td>Moran</td>
<td>Olga</td>
<td>2011-03-31</td>
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<tr>
<td>301</td>
<td>Moran</td>
<td>Olga</td>
<td>2011-03-31</td>
</tr>
<tr>
<td>302</td>
<td>Moran</td>
<td>Olga</td>
<td>2011-03-31</td>
</tr>
</tbody>
</table>
Blind Assessment

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

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.

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.
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.
Visitor Passes

Visitor passes are the most efficient and powerful way to share a document with viewers who are not in the LiveText community. The benefits of a visitor pass include limiting or controlling access, tracking visits, and flexibility to maintain several passes with different content. The Visitor Passes can be created from a student account, a faculty account, and even an administrator account.

Creating a Visitor Pass

1. From the Student or Faculty Dashboard, click on the Visitor Passes link on the right under Quick Links. In an administrative account, since a Dashboard does not exist, the Visitors Pass link can be accessed while in the Courses tab.

2. Click the New button.

3. Give the Visitor Pass a unique title and a description.

4. Click the Save button.

Visitor Passes
5. The Visitor’s Pass will be listed with a code consisting of letters and numbers.

Once the pass has been created, documents will need to be shared with the pass or the visitors will not have any materials available when they log in to the pass. Visitor Passes are empty by default.

Sharing Documents with a Visitor Pass

The portfolio now needs to be added as a document in the visitor pass. Do the following:

1. From within the document, click the Share button. The Share button is located above the page title on the center left side.
2. Enter the visitor pass title (not the code), in the Search Viewer text box. Based on the first few letters of text entered, LiveText's Auto Complete Share Mechanism predicts the name of the Visitor Pass with whom the user wants to share. The system will display the first 15 matches below the search text box. If the user is not listed, the system was not able to identify the user. There were either no matches or several matches. Revise your entry, and try again.
3. Click the Visitor Pass title from the list that appears.
4. Click Add to Share button when you find the user with whom you want to share.
Using the Visitor Pass

1. Give the Visitor Pass code to the visitor and direct them to [www.livetext.com](http://www.livetext.com) and the **Use Visitor Pass** button on the main page.

2. Here they will enter the code and click “Visitor Login” to view the portfolio or other shared documents.

Visitors only see prepared and limited materials determined by the student. Visitor passes do not grant visitors student or faculty view or any editing capabilities.
Managing Visitor Passes

Many students will opt to create visitor passes for individuals, rather than portfolios. On the visitor pass list, students can view pass settings, like the name and description. They can also view what documents are shared with the pass and access them quickly for editing or updating. Using the “Visits” area, students can track how many times their document has been accessed by visitors. This is one reason why creating a pass for each visitor is helpful. The student can get an idea of who is interested and how much their portfolio has been accessed.
Public Documents

In some limited cases, a student may want the URL to be public. Public documents can be reached by typing in the URL of the document, but do not require a user to be logged in or to use a visitor pass. There is no tracking of visitors and no restrictions on access. Public documents can be easily linked from other sites however, so this method is preferred for very general portfolio documents. Public documents will not be included in the results on search engines such as Google or Yahoo, therefore the URL must be provided through other means. See the help section for more information on public documents.

To make a document public:

1. Open the document to be shared by clicking on its title.
2. Click the Share button.
3. Click the Advanced Sharing Options... button.
4. Click the Advanced Access Options... button.
5. Select the Public radio button and choose Yes for anyone from the next dropdown.
6. Click **Save**.
Exporting Documents

Documents such as portfolios can be completely exported from LiveText. The exported file is in Zip format and includes all files for the portfolio including the HTML document itself, all referenced pages and any file attachments. Often, this exported file is extracted and the contents are placed on a CD, DVD, Thumb Drive or hosted elsewhere on the web. This is a good way for students to get their portfolio if they want to let their LiveText subscription run out, or for distributing the portfolio to visitors without internet access. Some students have found creative ways to distribute portfolios such as “Business Card” type CDs which contain roughly 180MB of space and can be printed with their own contact information printed on them. Some opt for the high capacity of DVDs or thumb drives for portfolios with large amounts of media content.

These devices or media can be set up to “auto-run” and open when the viewer uses it. This makes it extremely easy to use and highlights the strong technology skills of the student. It also addresses any possible internet connectivity issues that the user may experience by making the portfolio available on a removable media.

To export a document:

1. Open the document to be exported by clicking on its title

2. Click the Export button.

3. Choose the location to save the file.

4. Click OK

The file contains a folder called LiveText and a file called index.html. Users will open the index.html file using their preferred browser to view the exported portfolio. If copying the portfolio make sure to always copy both the index file as well as the LiveText folder and all of its contents.
ExhibitCenter™ Administration

The LiveText ExhibitCenter™ provides administrators with a single location to present student and faculty-produced documents (such as portfolios, assignments, syllabi and coursework, assessments, and assessment reports). These materials may also be used to demonstrate a program’s compliance with local or state approval guidelines and national or regional accreditation requirements. The ExhibitCenter™ can be shared with faculty, stakeholders, and outside evaluators and examiners using a Visitor’s Pass.

Benefits of an Electronic Exhibit Room

- Easy Collection, Reporting and Organization
- Quick Retrieval and Display of Large Volumes of Information
- Saves Time and Energy
- Easy Sharing of Same Information
- Cost saving
- Reduce Paper consumption
- Reduce need for travel
- Reduce faculty man hours

Best Practices for Setting up an ExhibitCenter™

The ExhibitCenter™ is a file cabinet where access to materials can be granted for internal purposes and for external review.

When setting up an ExhibitCenter™ several things must be considered:

- What is the purpose of the ExhibitCenter™?
- Define how the ExhibitCenter™ will be used. (Most common uses are for: Accreditation, program review, faculty qualification, internal storage)
- What type of material will be housed and how will it be presented?
  - LiveText documents- These documents can contain links to external documents (Word, Excel, PowerPoint, etc.) as well as links to other LiveText documents that are relevant to the data being collected and presented. This can include: portfolios, lesson plans, case studies, syllabi, unit plans, committee meeting notes and minutes
  - Reports- Institutional, program, department and faculty level assessment report results can be added to the ExhibitCenter™ to

Note: Nothing is stored in the ExhibitCenter™. Rather it is a medium where hyperlinks to other material are located.
demonstrate progress and continuous improvement (other external reports can be linked into a LiveText document and added to the ExhibitCenter™)

- Narratives- These are documents where the assessment history is recorded. These typically give an account of any changes and improvements made to the assessment rubrics and document templates.

Who will be given access to the material?

- Internal- LiveText groups and members either as Viewers or Editors.

- External- Board of Examiners, Third party stakeholders, administrators and other internal members who do not have LiveText accounts. Access can be granted via a Visitor’s Pass.

The three most common approaches for setting up an ExhibitCenter™ are:

Accreditation (Standard-based) – Categories are created for each standard/outcome and can contain sub-categories by element for example with relevant and supporting documentation such as templates, rubrics, and reports.

Assessment Based- this can contain categories built around Gates and Milestones

Program-based. Each program is setup as a Category in the ExhibitCenter™ and can contain sub-categories by department or unit with supporting documentation such as templates, rubrics, and reports.
Adding ExhibitCenter™ Materials
These are the 3 basic items that can be added to the ExhibitCenter™.

<table>
<thead>
<tr>
<th>Category</th>
<th>Categories are similar to Folders on a desktop computer, except that the same document or report can exist in multiple folders without having to create separate copies. Categories can also contain more categories for many levels of organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report</td>
<td>The majority of reports used in the ExhibitCenter™ can be either the Reviews Assessment Report, or the C1 Assessment Report. These links are dynamic, so if additional assessments have been completed since the report was saved, these links will update automatically. Additionally, these linked reports will have “drill-down” capabilities so users can gain access to full reporting functionality.</td>
</tr>
<tr>
<td>Document</td>
<td>Any contents of the Documents tab are available to the ExhibitCenter™ manager account can be added to the categories. This includes materials shared with the account through the Inbox.</td>
</tr>
</tbody>
</table>

Creating and Deleting Categories

1. Select the Create Category from the dropdown list under the Exhibits menu within the ExhibitCenter™ and click the Go button.
2. Input a name for the category and click the OK button.

3. To delete an ExhibitCenter™ category, mark the checkboxes that correspond with the categories to be deleted.

4. Select **Delete Categories** from the drop down list and click the Go button.

5. Click OK to confirm.

Administrators can also create sub-categories. A sub-category is a category within a category. To create a sub-category, click the category that will house the subcategory and then choose the Create Category option.
Adding and Removing Documents

Documents such as portfolios, assignment templates, narratives, and assessments can be added to the ExhibitCenter™ for display.

1. Open the category to which to add the document.

2. Select **Add Document** from the dropdown list and click the **Go** button.

3. Select the check box(es) located next to the document(s) to be added.

4. Click **Insert**.

1. To remove a document from an ExhibitCenter™ category, mark the checkboxes that correspond with the document(s) to be deleted.
2. Select **Remove Documents** from the dropdown menu and click the **GO** button.

3. Click **OK** to confirm.
Adding and Removing Reports

Reports that are listed in the MyReports area of the ExhibitCenter™ are not viewable to visitors or other LiveText members with ExhibitCenter™ viewing and editing rights. However, C1 Assessment Reports can be added directly into the ExhibitCenter™ reports tab during report creation.

1. Open the category to which to add the report.

2. Select Add Reports from the dropdown list and click GO.

3. Select the check box(es) located next to the reports(s) to be added.

4. Click the Insert Reports button.

1. To remove a report from an ExhibitCenter™ category, mark the checkboxes that correspond with the report(s) to be deleted.
2. Select **Remove Reports** from the dropdown menu and click the **GO** button.

![Remove Reports](image1)

3. Click **OK** to confirm.

![Confirm Remove](image2)

Reports in the ExhibitCenter™ show a summary of the filters used to create the report, the data table, and the bar charts. The criteria selection screen is not included in the ExhibitCenter™ links. These links are identified by the reports icon.

**Share the ExhibitCenter™**

Administrators can share the ExhibitCenter™ with LiveText members within the institution through a LiveText username. Administrators can also give other LiveText members within the institution's domain the right to make limited changes to the ExhibitCenter™ without giving those individuals full administrative rights. Nonmembers can be given access using a Visitor’s Pass.

LiveText Users given access to the ExhibitCenter™ will see a limited view of what exists in the Admin account. The **MyExhibits**, **MyReports** and **Admin** functions are not visible in this view. This is often useful for sharing the results of assessment activities with faculty without giving full access to the Admin account. Members who are editors can create, rename, edit and delete categories and sub-categories as well as add and remove documents from the ExhibitCenter™. Editors cannot create or add reports. However, they are able to remove reports from ExhibitCenter™ categories.
Those accessing the ExhibitCenter™ with a Visitor Pass, such as external reviewers, board of examiner members, or other outside evaluators can access all categories, documents and reports in the ExhibitCenter™. They cannot edit it, add materials or are given any access to create reports. They have the same rights as viewers, but do not have a username or password.

1. From within the ExhibitCenter™ tab in the admin account, click the **Share** tab located to the right of the Exhibits and Reports tab.

2. Select the users that will be given the right to view the ExhibitCenter™ in their account by choosing the group from the Add from Group dropdown menu and clicking the Add button or by selecting individuals with the Search Members button.

3. Select the users that will be able to edit the ExhibitCenter™ by choosing the group or by adding members individually.

4. Choose the Visitor Pass to add ExhibitCenter™ access to by selecting the name from the dropdown and clicking **Add**.
Launching a Form to a Course

Launching a form to a course is one option to send course surveys and evaluations to students. This process allows for administrators and faculty to launch a form to a course section. This course will have to already loaded as part of the course catalog and the students must be part of the student roster.

When you are finished adding or editing form fields, click the **Datasets** tab from the Fields page of your form.

1. Click the **New** button to create the dataset for this form.

2. 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**.
3. Click the **Roles** tab and create a new Role

   ![Roles tab](image)

4. Choose a title for the role, such as Students and make sure that Responder is selected.

5. Click **Save as New Role**

   ![Save as New Role](image)

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

   ![Access link](image)

7. Set the appropriate access for each question as needed.
8. Click **Save**

![Image of Alumni Survey with field access settings]

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

![Image of Dataset tab with access link highlighted]

10. Select the Role created from the Assign Role drop down menu.

11. 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**.

![Image of Dataset Access: Alumni Survey Spring 2011 with roles assigned]
After completing these steps, you will have launched the form to the 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 on **Edit**.
7. To change who has access as a responder or a clerk, click on **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 to 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.
Automated Import Process from Student Information System

Courses are populated in faculty and student accounts through a data import process performed by a school or university LiveText Administrator. Institutions often find it more convenient to automate the upload process as opposed to manually uploading the course catalog file, student roster file, and student profile. The process to automate the import files involves creating the files, setting up the import client, and scheduling the task to refresh on a consistent basis.

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 implementation@livetext.com 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?