

LiveText

Faculty Training:

At-A-Glance

Courses

Purpose of This Tutorial

- ▶ The purpose of the “**Courses At-A-Glance**” tutorial is to assist faculty with navigating courses, student rosters and non-field based assessments in LiveText. Examples include:
 - CITI Training
 - General Course Assignments
 - Teacher Performance Assessment (TPA)
- ▶ These assessments are housed within the COURSE side of LiveText accessible via the main Dashboard.
- ▶ If you would like assistance scoring assessments linked to field experiences, like the PBA, (which are housed on the FIELD EXPERIENCE side of LiveText), please refer to the tutorial subtitled “**PBA Scoring At-A-Glance**”.

STEP 1: LOG IN TO LIVETEXT ONLINE

Preferred Internet Browsers



<http://www.firefox.com>

- ▶ Mozilla Firefox is the preferred browser for LiveText.
- ▶ Internet Explorer and Safari are also supported.



<http://windows.microsoft.com>

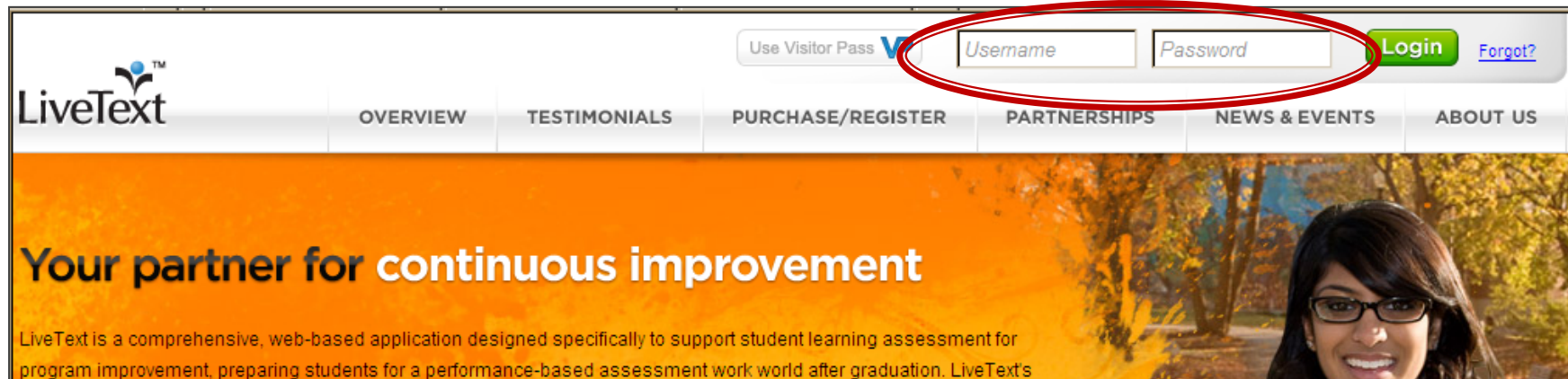


Safari 5
For Mac + PC

<http://www.apple.com/safari>

Logging in

- ▶ Go to the LiveText Homepage: www.livetext.com
- ▶ Log in using the username and password created during the registration process



If you have not registered, please contact the Assessment Office (coe-livetext@umd.edu).

Welcome to the Dashboard View

- 1 **FIELD EXPERIENCE TAB** – where the PBA is located
- 2 **DASHBOARD TAB** – Takes you back to this screen
- 3 **COURSES** – Where all of your active courses in LiveText are listed
- 4 **DOCUMENTS** – Where any LiveText–originating or imported documents are housed
- 5 **ACTIVE ASSIGNMENTS, DOCUMENTS, AND REVIEWS**
- 6 **LIST OF ACTIVE TERMS**

The screenshot shows the LiveText dashboard interface. At the top, there is a navigation bar with the LiveText logo and a menu with tabs: Field Experience (1), Dashboard (2), Courses (3), Documents (4), Reviews, Forms, Community, and Tools. The user is logged in as D. M. Sherman (Faculty) and is in Student View. The date is Wednesday, August 29, 2012. The main content area is divided into several sections:

- Faculty Video Tutorials:** A sidebar menu with links for About, Basic Navigations, Course Level Discussions, How-Tos, Create a Course Assignment, and Assess Student Submission.
- Active Assignments | Active Documents | Active Reviews:** A section for TRNG 101 - Section 000 (5) showing progress bars for CITI Training Submission (24%) and Foundational Competencies (FINAL) (25%).
- Active Documents | Active Assignments | Active Reviews:** A section for My Work and Inbox, showing Active Documents - My Work and a New Document button.
- Active Reviews | Active Assignments | Active Documents:** A section for Inbox and Sent, showing Active Reviews - Inbox and a View All Reviews - Inbox link.
- Fall 2012 2014-15 YLI 2013-14 YLI 2012-13 YLI:** A section for active terms (6) with a View Other Terms link.
- Course Sections:** A list of course sections including ART ED - UG, ECE - UG, ELEM ED - UG, ENGL ED - UG, FOLA ED - UG, MATH ED - UG, and MUSIC ED - UG.

STEP 2: REVIEWING YOUR DASHBOARD

COURSES

Courses

Dashboard: Overview

What are the name(s) of the course(s) in your account?

You can find this information in multiple locations:

1) in the Center and 2) on the Right side menu

The screenshot displays the LiveText dashboard interface. At the top, the user is logged in as Judy Foster (Faculty) on Tuesday, August 30, 2011. The dashboard is divided into several sections:

- Center Section:** Displays "Active Assignments | Active Documents" for "TRNG 101 - Section 000". It lists four items with progress bars and dates:
 - Lesson Plan (01.02.2012): TRNG 101 - Section 000 (circled in red)
 - Foundational Competencies DMS (01.02.2012): Progress 5/2
 - Lesson Plan if (01.12.2012): Progress 6/1
 - CIT Training (01.12.2012): Progress 3/4
- Right Side Menu:** Contains "Fall 2011" with a "View Other Terms" link, "Course Sections" (circled in red) listing "TRNG 101 - 000", "Visitor Passes", "File Manager", and "Customer Service" links.
- Bottom Section:** "Active Documents | Active Assignments" with "My Work" and "Inbox" tabs. It shows a table of documents:

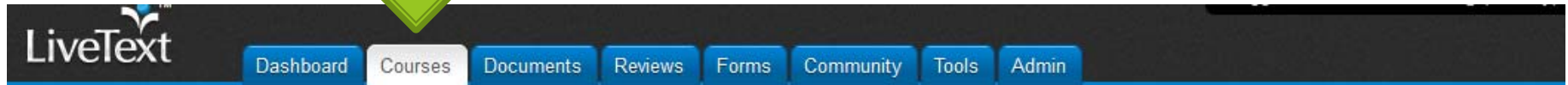
Title	Type
Lesson Plan Rubricif	Lesson Plan
Lesson Plan 101jf	Lesson Plan
if practice.doc	Project

A green callout box at the bottom right states: "Note: Listed below the Course Title will be the assignments associated with the course."

Reviewing Course Information

COURSES Tab
next to
Dashboard Tab

3) You can also find it on the COURSES Tab



All Courses

Showing 1-2 of 2 1

<u>Term</u>	<u>Course Code</u>	<u>Course Name</u>	<u>Instructor</u>
Fall 2011	TRNG 101 - 000	COE Training Modules	Judy Foster Dawn Sherman UMD Training
Fall 2011	TRNG 101 - 001	COE Training Modules	Helene Cohen UMD Training

Showing 1-2 of 2 1

Courses

STEP 3: REVIEWING YOUR DASHBOARD

STUDENTS

Courses

Dashboard –Course(s)/Students

Who are the students associated with each course?

How many are there?

(several ways to retrieve this information)

- 1) The status bar will show you how many students are in the course
- 2) Highlight bar by moving cursor over bar to view information

The screenshot shows a dashboard for 'TRNG 101 - Section 000'. It features a 'Lesson Plan 101 DMS' section with a date of '01.02.2012'. Below this is a horizontal bar chart with three segments: red, yellow, and green. The red segment is the largest and contains the number '5', which is circled in red. The yellow segment contains the number '1', and the green segment contains the number '1'. Above the bar chart, there are links for 'Active Assignments' and 'Active Documents'.

Category	Count
Red Segment	5
Yellow Segment	1
Green Segment	1

Assignment Submission Status

WHAT DO THE COLORS on the BAR MEAN?

- ▶ **RED** Column – Student has not submitted the assignment
- ▶ **YELLOW** Column – Assignment submitted; **READY FOR GRADING**
- ▶ **GREEN** Column – Grading has been completed



Dashboard – Students

Click the BAR to access the student names.



Active Assignments | Active Documents

TRNG 101 - Section 000

Lesson Plan 101 DMS

01.02.2012

5 1 1

A dashboard snippet for 'TRNG 101 - Section 000'. It features a 'Lesson Plan 101 DMS' section with a progress bar. The bar is divided into three segments: a red segment labeled '5', a yellow segment labeled '1', and a green segment labeled '1'. A date '01.02.2012' is displayed on the right. A green arrow points down from the top of the slide towards this dashboard.

Alternatively, you may select the COURSE NAME, then select the “STUDENTS” tab.

Active Assignments | Active Documents

TRNG 101 - Section 000

Overview Assignments **Students** Outcomes & Standards Announcements Discussions

Courses

A screenshot of the 'Courses' page. The 'TRNG 101 - Section 000' course name is circled in red. Below it, a navigation bar contains tabs for 'Overview', 'Assignments', 'Students', 'Outcomes & Standards', 'Announcements', and 'Discussions'. The 'Students' tab is also circled in red. A green arrow points from the 'Lesson Plan 101 DMS' section of the dashboard above to the 'TRNG 101 - Section 000' course name.

Assignment Submission Status

WHAT DO THE COLORS MEAN?

- ▶ **RED** Column – Student has not submitted the assignment
- ▶ **YELLOW** Column – Assignment submitted; **READY FOR GRADING**
- ▶ **GREEN** Column – Grading has been completed

Note: The same color definitions apply once you click the bar and see the actual student names.

Assignment Details | Submissions & Grades

RED = Non-LiveText Member

Awaiting Submission (3)		Awaiting Assessment (4)		Completed	
<input checked="" type="checkbox"/> Select All	<input type="button" value="Assess Selected Students"/>	<input checked="" type="checkbox"/> Select All	<input type="button" value="Assess Selected Students"/>	All grades are published	
Name	Assignment History	Name	Assignment History	Name	Final Assessment
<input type="checkbox"/> Education, Secondary Art	<input type="button" value="History"/>	<input type="checkbox"/> Brown, Lisa	<input type="button" value="History"/>		
<input type="checkbox"/> Education, Secondary Math	<input type="button" value="History"/>	<input type="checkbox"/> Education, Secondary Science	<input type="button" value="History"/>		
<input type="checkbox"/> Foster, Judy	<input type="button" value="History"/>	<input type="checkbox"/> Education, Secondary Social Studies	<input type="button" value="History"/>		
		<input type="checkbox"/> Sherman, Dawn	<input type="button" value="History"/>		

STEP 4: REVIEWING YOUR DASHBOARD

ADDITIONAL STUDENT INFORMATION

Courses

Course & Student Overview

Using the STUDENTS Tab option, are there any students that have not registered? How do you know?

- Students in **Red** – Not Registered
- Students in **Gray** – Not Active in course

TRNG 101 - 001

Overview | Assignment | **Students** | Outcomes & Standards | Announcements | Discussions

Course Students Overview

GRAY = Inactive Student RED = Non-LiveText Member [Export to CSV](#)

Name	CITI Training	Lesson Plan 101 DMS
Anatomy, Grey's	-	-
Cohen, Helene	-	-
Girls, Golden	-	-
Mouse, Mickey	-	-
Street, Sesame	-	-

Course Overview

Using the OVERVIEW Tab , you can add your syllabus and other class resources.

- Select “**Edit**”, then Upload your documents or enter web-links. Be sure to click “**FINISH**” when done!

The screenshot displays a course management interface. At the top, a navigation bar contains tabs for 'Overview', 'Assignments', 'Students', 'Outcomes & Standards', 'Announcements', and 'Discussions'. The 'Overview' tab is highlighted with a green oval. A large green arrow points down to an 'Edit' button in the top right corner. Below the navigation bar, the 'Course Overview' section is visible, showing the course name 'TRNG 102 - 000 : COE Training Modules' and a description. The 'Syllabus & Resources' section is expanded, showing options to add resources: 'LiveText Document(s)' with a 'Browse' button, a 'URL' field with an 'Insert' button, and 'Attachment(s)' with 'Browse from File Manager' and 'Upload New File' buttons. A green 'Finish' button is circled in red in the bottom right corner. A green 'Courses' label is visible in the bottom left corner of the slide.

STEP 5: ACCESS PREVIOUS SEMESTERS

Courses

Student Grading Overview

How do you review assignments from another semester?

- See right-hand side menu.
- Can be viewed from any screen

LiveText™

Logged in as: Judy Foster (Faculty) Student View Logout My Account Help
Wednesday, August 31, 2011

Dashboard Courses Documents Reviews Forms Community Tools

Courses Main Page > TRNG 101 - 000 > TRNG 101 - 000 Assignments

CITI Training

Fall 2011

Assignment Details Submissions & Grades

RED = Non-LiveText Member

Awaiting Submission (3)		Awaiting Assessment (4)		Completed	
<input type="checkbox"/> Select All	<input type="button" value="Assess Selected Students"/>	<input type="checkbox"/> Select All	<input type="button" value="Assess Selected Students"/>	All grades are published	
Name	Assignment History	Name	Assignment History	Name	Final Assessment
<input type="checkbox"/> Education, Secondary Art		<input type="checkbox"/> Brown, Lisa			
<input type="checkbox"/> Education, Secondary Math		<input type="checkbox"/> Education, Secondary Science			
<input type="checkbox"/> Foster, Judy		<input type="checkbox"/> Education, Secondary Social Studies			
		<input type="checkbox"/> Sherman, Dawn			

Quick Links

- Groups
- Visitor Passes
- File Manager

Customer Service

- Faculty Online Training
- Faculty FAQ
- Student FAQ
- support@livetext.com

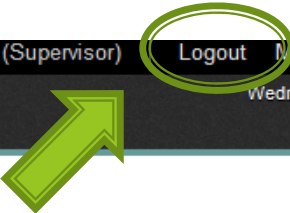
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STEP 6: LOG OUT OF YOUR ACCOUNT

Logging Out

LiveText™ Dashboard Field Experience Logged in as: Dawn Sherman (Supervisor) Logout My Account Help Wednesday, August 29, 2012

Click on the "Logout" link at the top of the page.



Field Experience

Placements Completed

L360 Special Education

Placement Details

[Email All](#)

Student: L360 Special Education

Mentor: Lisa Kate Brown

Start date: 08/29/2012

End date: 09/15/2012

Internship Site

1207 Benjamin Building , College Park, MD-20742

[View Demographics](#)

Academic Details

Course- TRNG 101

Section:

Course COE Training Modules

Name:

Assessments

By L360 Special Education

UMD College of Education
Foundational Competencies 09/15/2012
(rev. 11.2010) (Not Started)

By

UMD College of Education
Foundational Competencies 09/15/2012
(rev. 11.2010) Completed

By Lisa Kate Brown

UMD College of Education
Foundational Competencies 09/15/2012
(rev. 11.2010) (Not Started)

Time Log

Required Hours: 0

Date	Class Info	Activity	Hrs:Mn	Apprv
TOTAL:			0:0	





For more help with LiveText, please visit our
website at:

<http://www.education.umd.edu/livetext>

Or contact us by email at:
coe-livetext@umd.edu