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

Courses

Preferred Internet Browsers

http://www.firefox.com

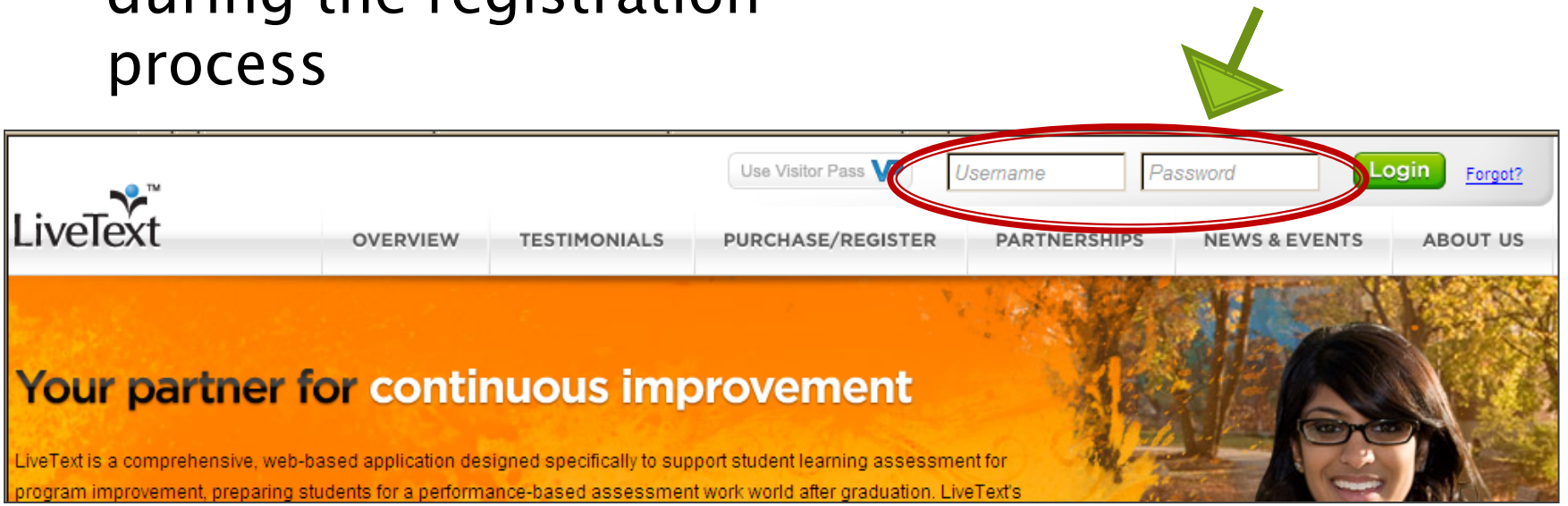
- Mozilla Firefox is the **preferred browser** for LiveText.
- Internet Explorer and Safari are also supported.

http://windows.microsoft.com

http://www.apple.com/safari

Logging in

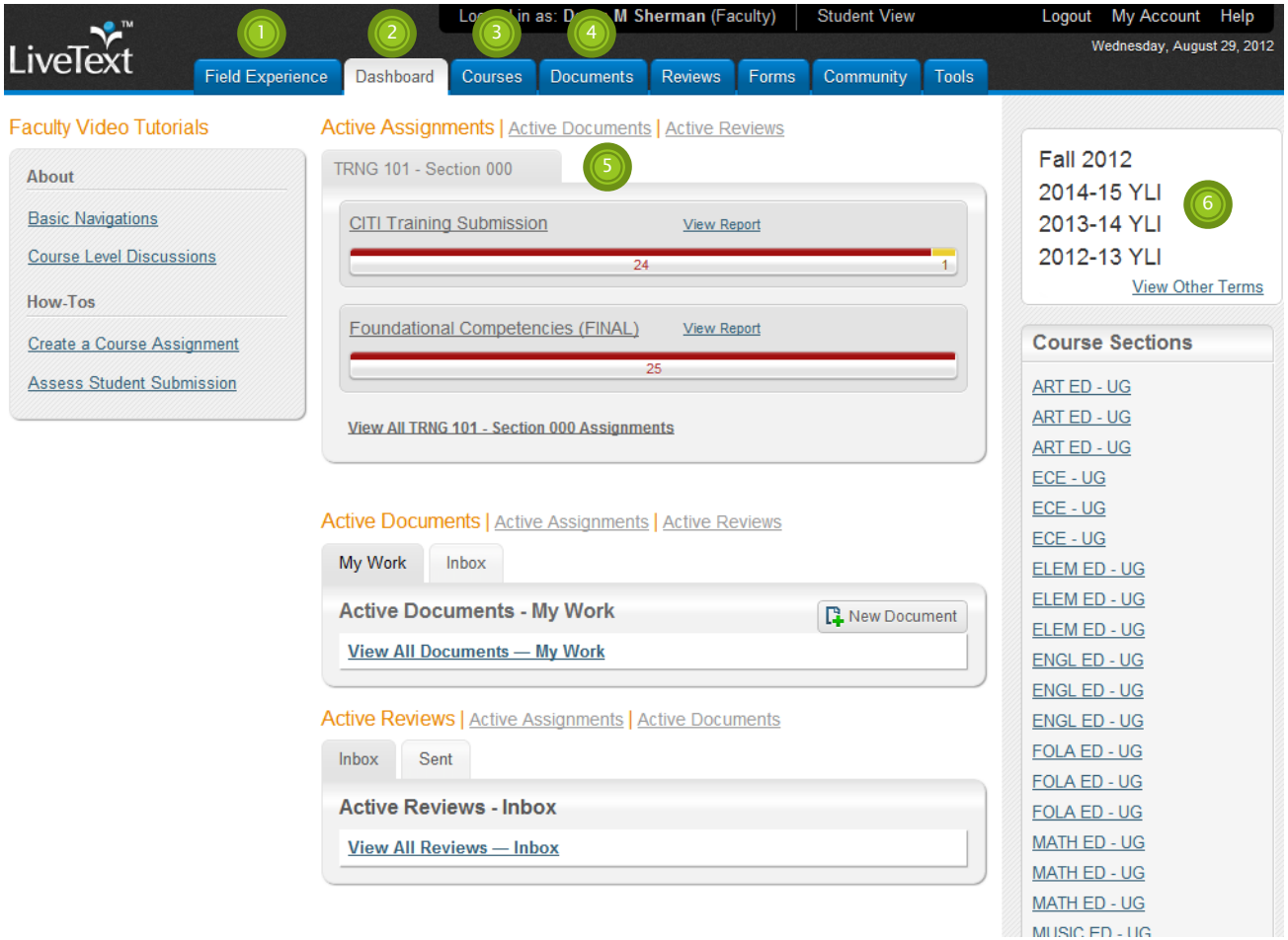
- Go to the LiveText Homepage: www.livetext.com
- Log in using the username and password created during the registration process



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**



Courses

STEP 2: REVIEWING YOUR DASHBOARD

COURSES

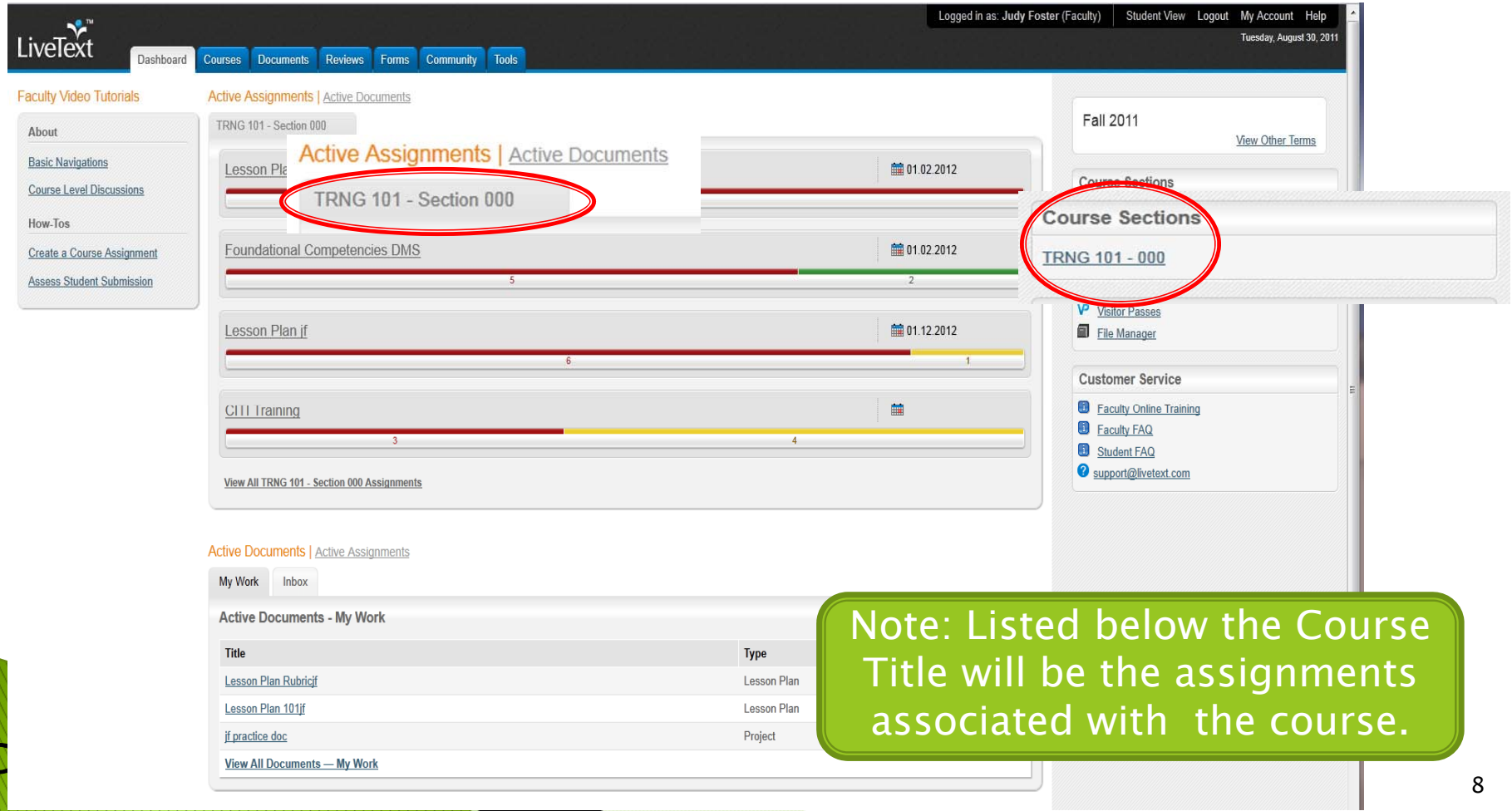
Courses

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

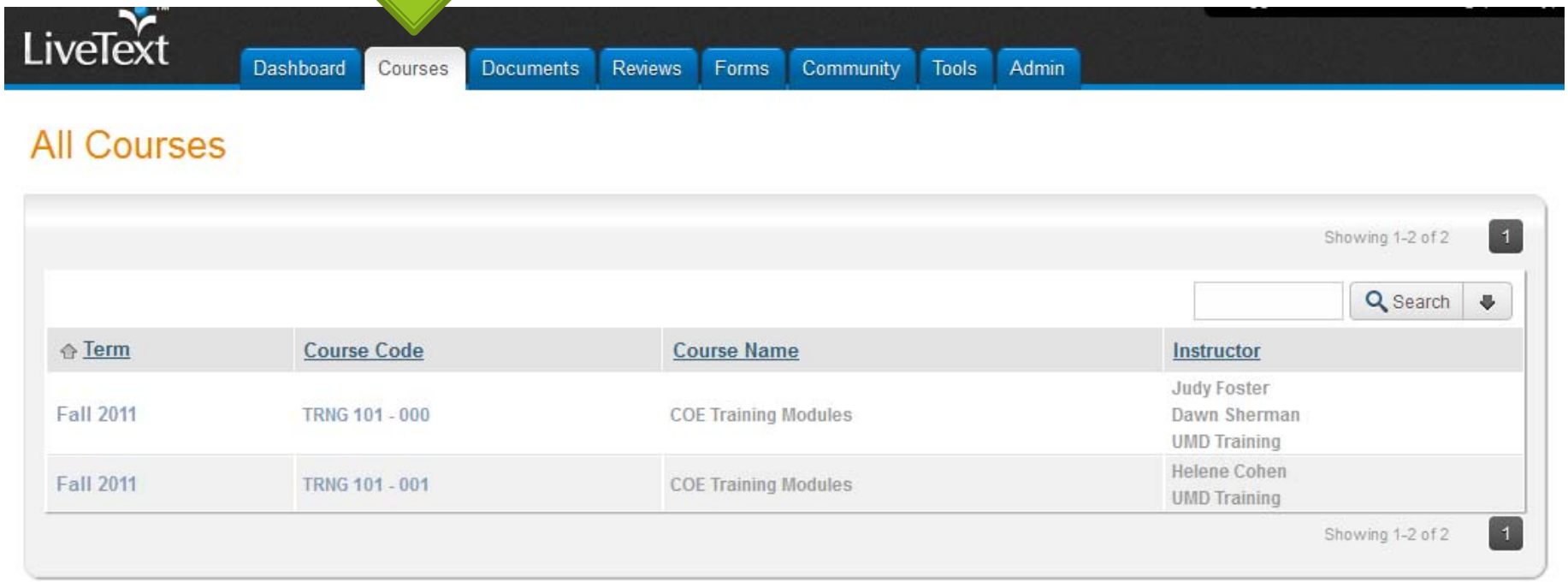


Note: Listed below the Course Title will be the assignments associated with the course.

Reviewing Course Information

COURSES Tab next to Dashboard Tab

3) You can also find it on the COURSES Tab



Courses

STEP 3: REVIEWING YOUR DASHBOARD

STUDENTS

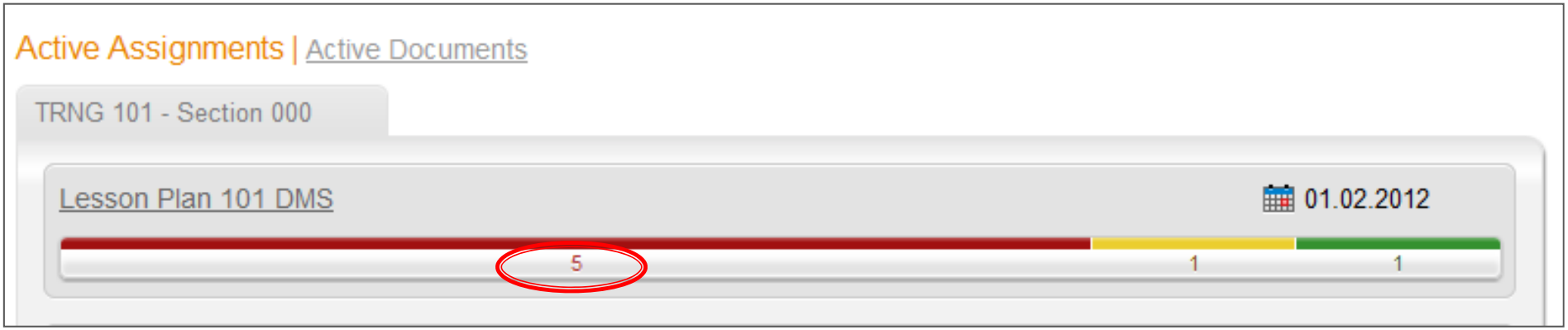
Courses

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



Courses

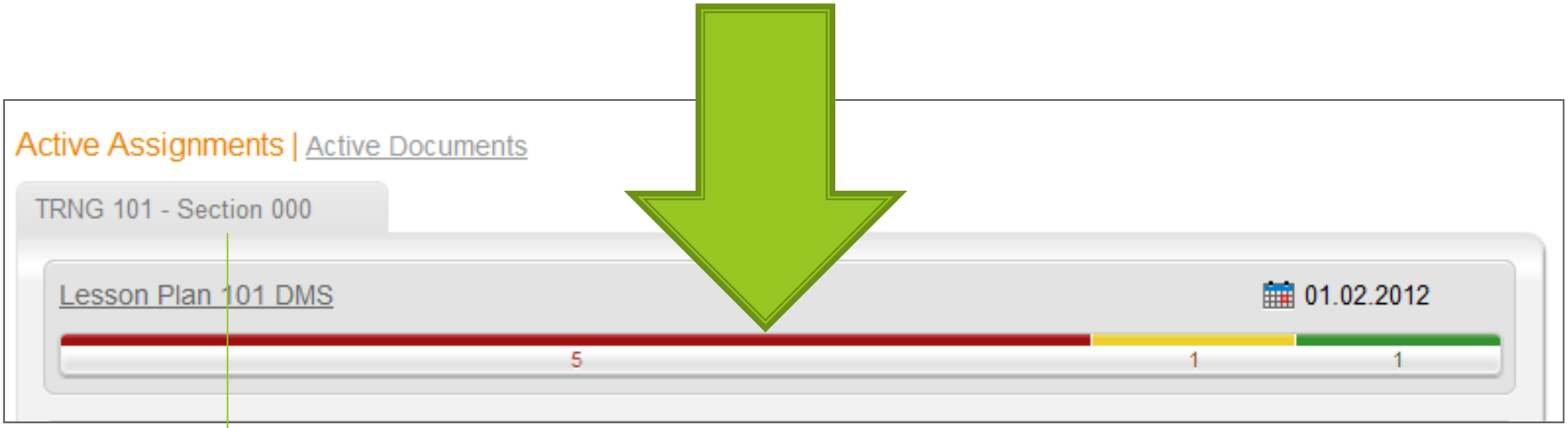
Assignment Submission Status

WHAT DO THE COLORS on the BAR MEAN?

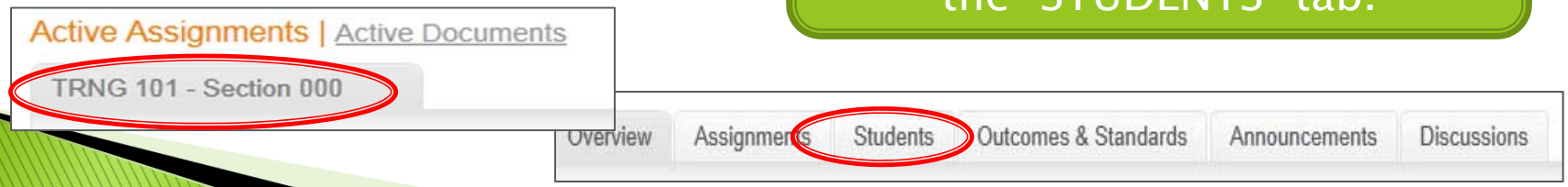
- RED Column – Student has not submitted the assignment
- YELLOW Column – Assignment submitted; READY FOR GRADING
- GREEN Column – Grading has been completed

Dashboard – Students

Click the BAR to access the student names.



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



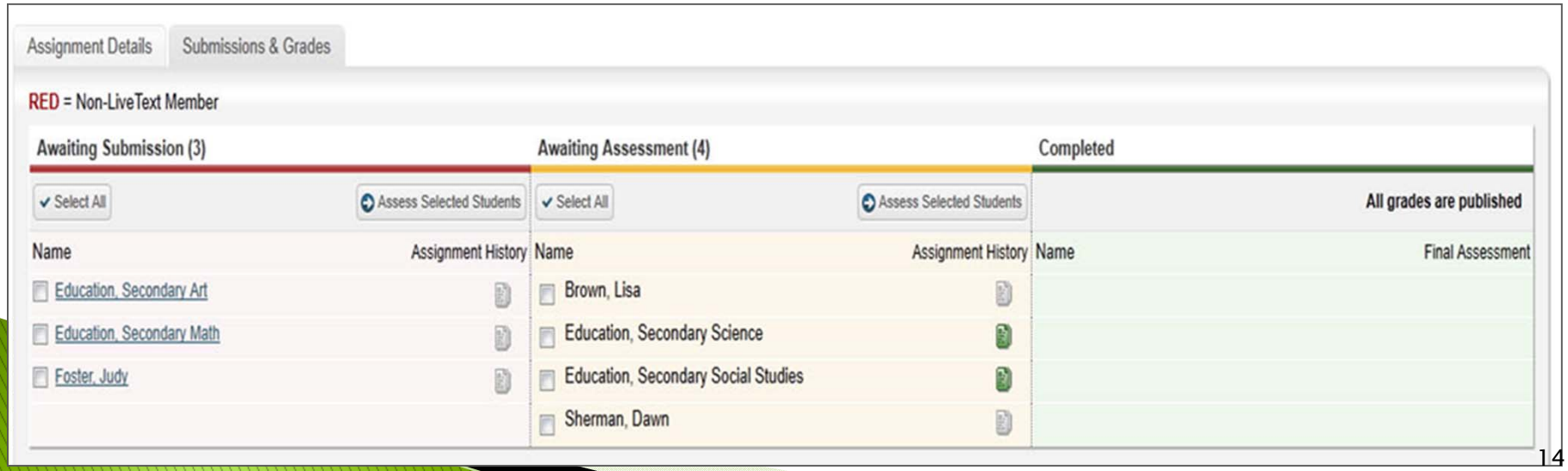
Courses

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.



STEP 4: REVIEWING YOUR DASHBOARD

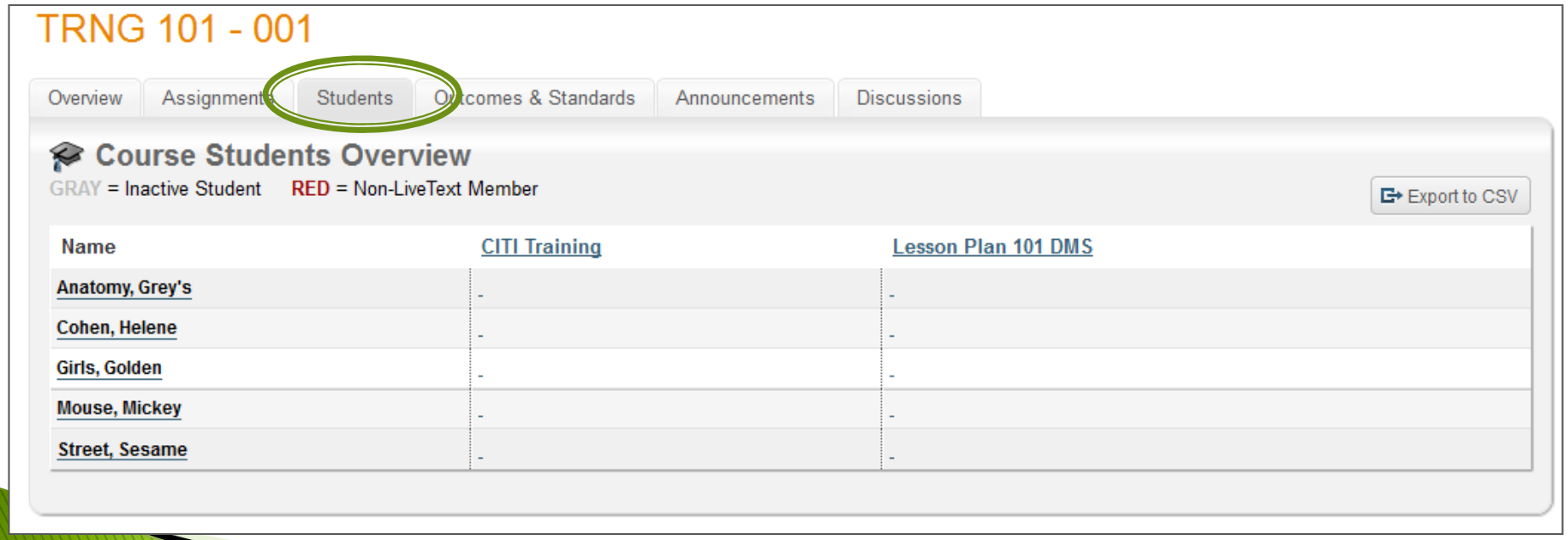
ADDITIONAL STUDENT INFORMATION

Courses

Course & Student Overview

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

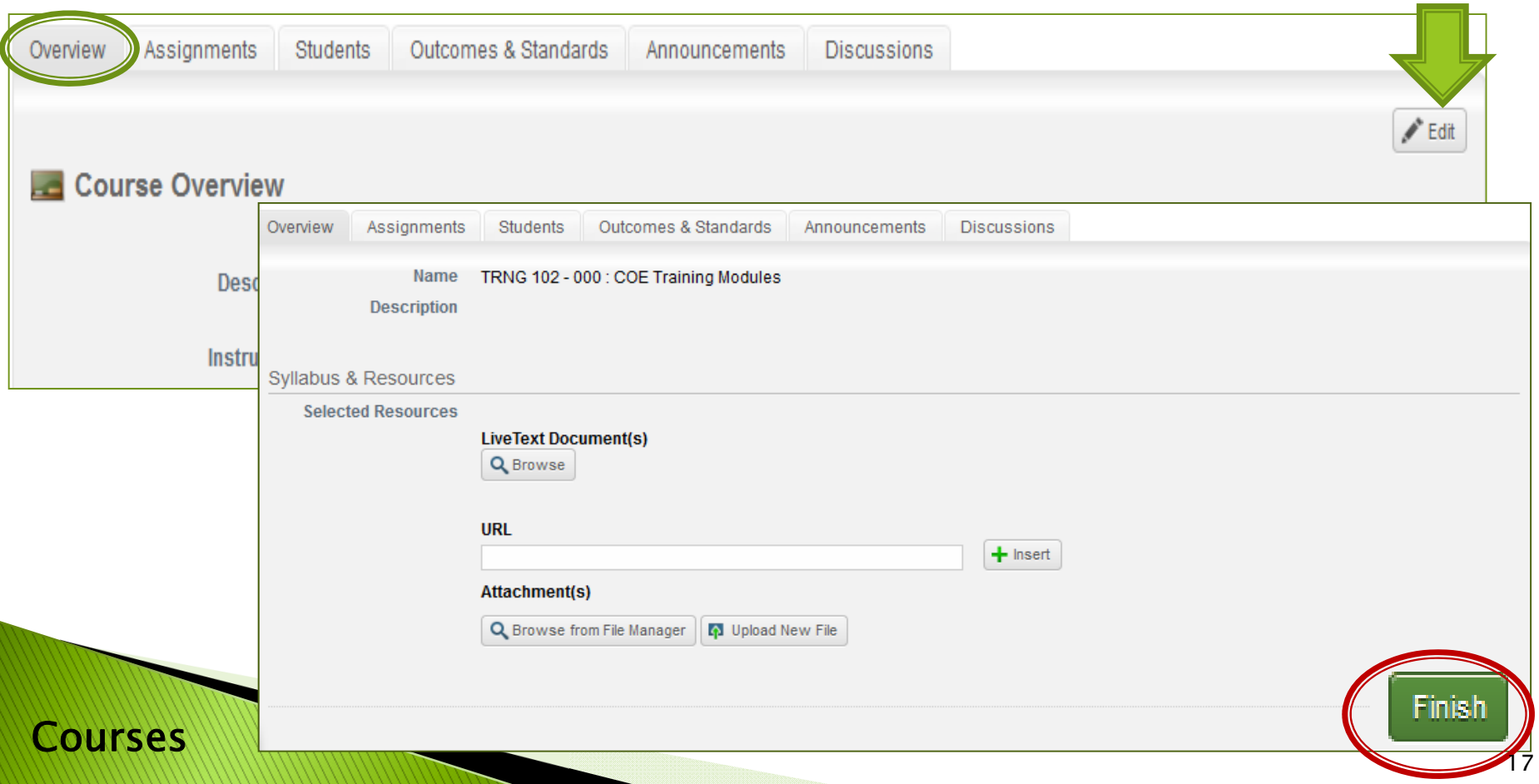
- Students in **Red** – Not Registered
- Students in Gray –Not Active in course



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!



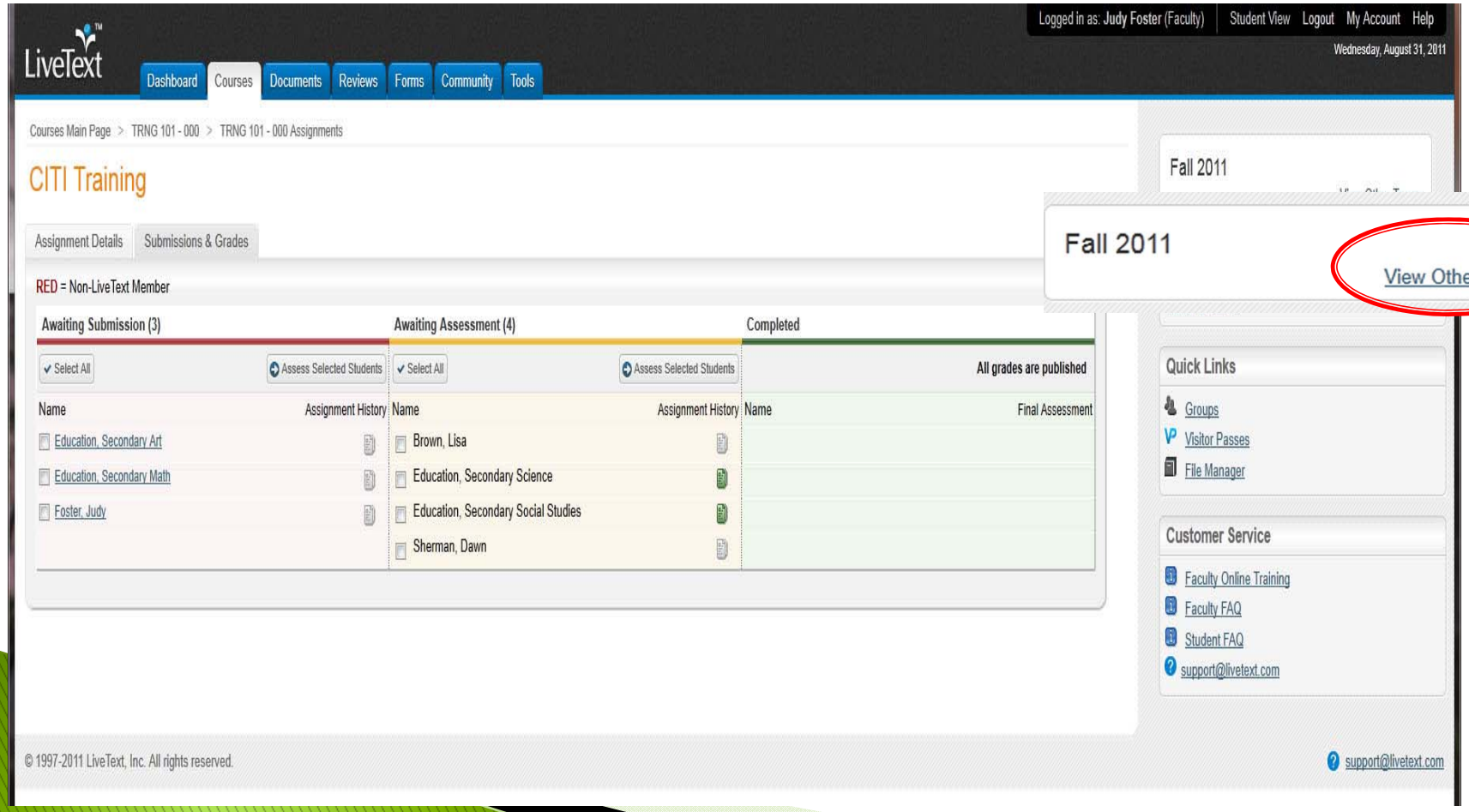
STEP 5: ACCESS PREVIOUS SEMESTERS

Courses

Student Grading Overview

How do you review assignments from another semester?

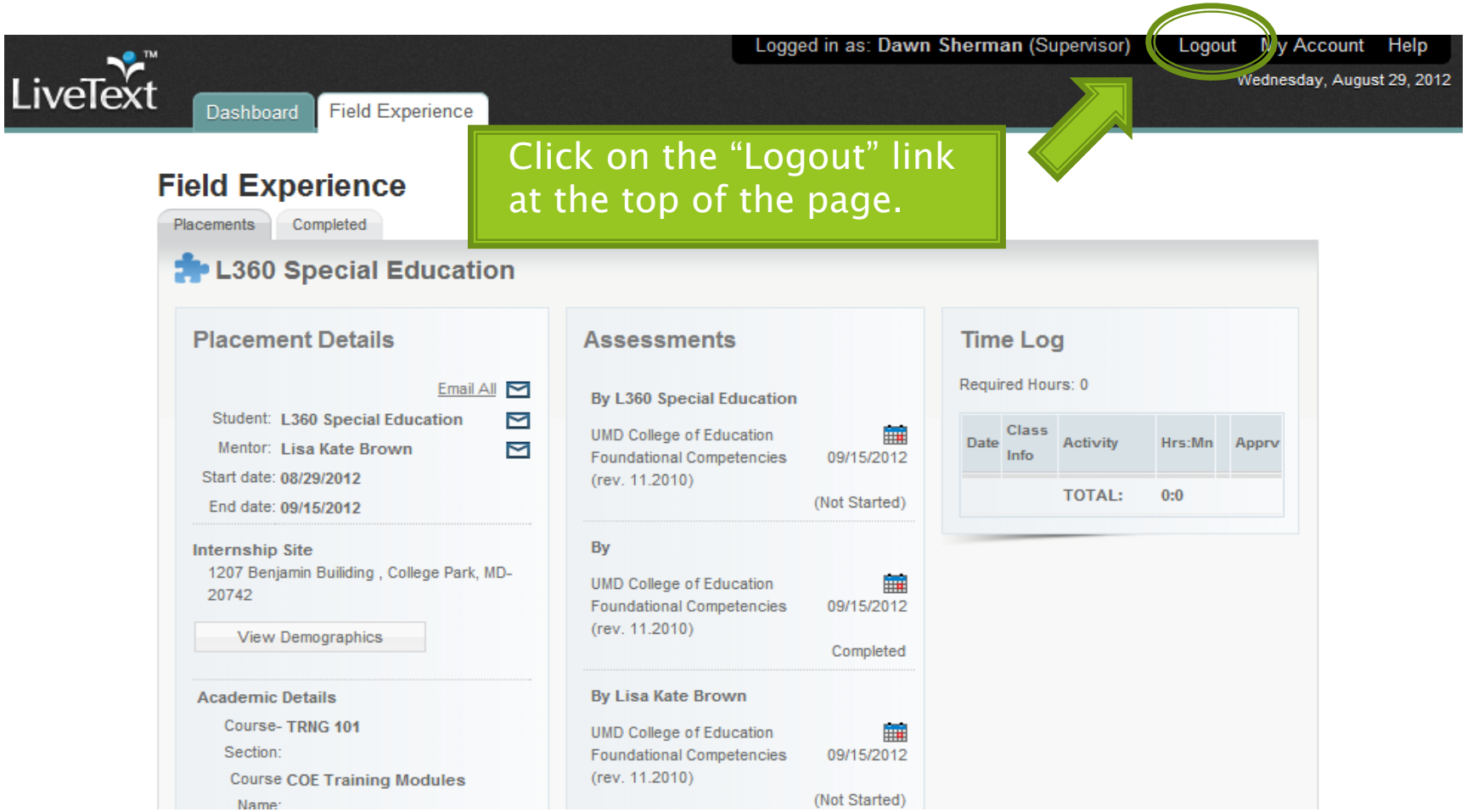
- See right-hand side menu.
- Can be viewed from any screen



STEP 6: LOG OUT OF YOUR ACCOUNT

Courses

Logging Out


LiveText
Logged in as: Dawn Sherman (Supervisor)
Logout
My Account
Help
Wednesday, August 29, 2012
Dashboard
Field Experience
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 (rev. 11.2010)
09/15/2012
(Not Started)
By
UMD College of Education Foundational Competencies (rev. 11.2010)
09/15/2012
Completed
By Lisa Kate Brown
UMD College of Education Foundational Competencies (rev. 11.2010)
09/15/2012
(Not Started)
Time Log
Required Hours: 0
Date
Class Info
Activity
Hrs:Mn
Apprv
TOTAL:
0:0

You're DONE!

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