

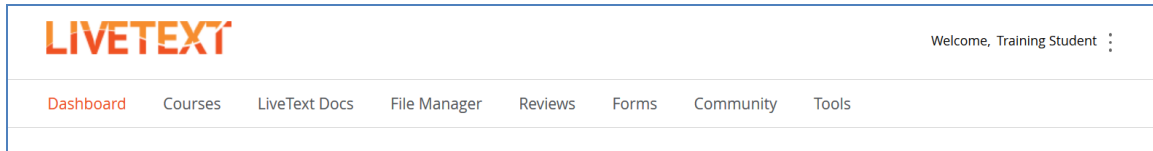
# Student User Guide: Navigation Toolbar

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## Navigation Toolbar

All LiveText accounts contain a navigation toolbar which is used to navigate to various features.



### Menu Button

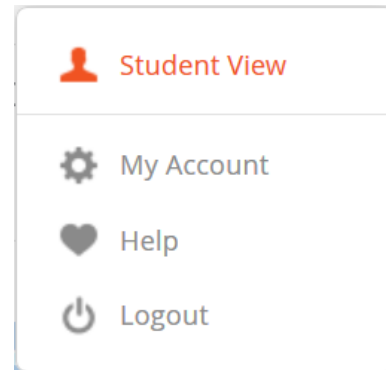
The  button is located in the upper right corner of the page directly to the right of your name. Click this to open the menu.

If the account has multiple views, you may switch between views here.

Click the **My Account** link to navigate to the **Account Information** page.

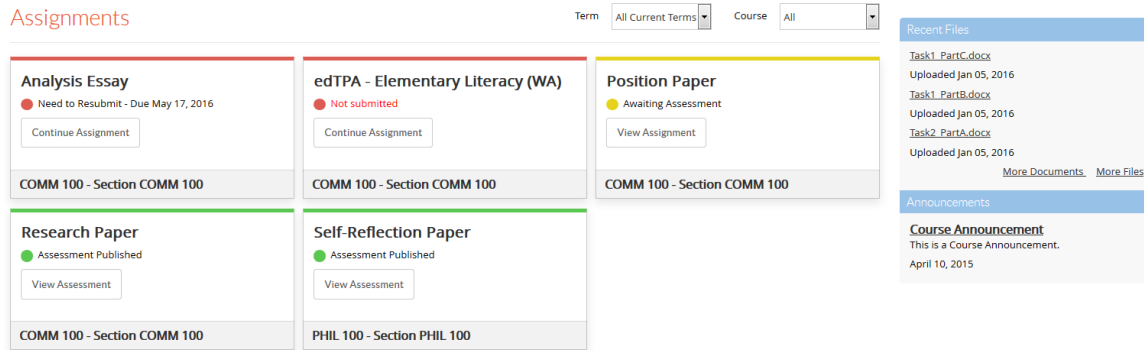
Click the **Help** link to navigate to the LiveText Help Center.

Click the **Logout** link to sign out of the account.



## Dashboard

Upon logging into any LiveText account, the user is brought to the Dashboard. The Dashboard displays assignments, recent files, and course announcements.

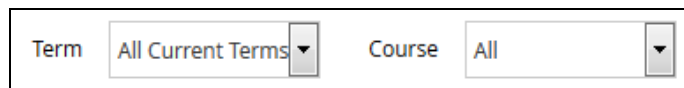


Each assignment has a title and a button. The button you will see is dependent upon the current status of the assignment.

- If the assignment has a red status indicator, then the status is not submitted and the student may submit work to the assignment.
- If the assignment has a yellow status indicator, then status is awaiting assessment and the student is either awaiting the instructor’s assessment or awaiting a resubmission.
- If the assignment has a green status indicator, then the assignment has an assessment published status and the student may view the assessment.

On the Dashboard, assignments are ordered by submission status. Assignments where the student has been asked to resubmit appear first. Then assignments which have not been submitted are displayed. Next, any assignment which is awaiting an assessment appears and, finally, any assignment which has a published assessment is displayed last.

**Note:** You may filter your posted assignments by term and/ or course. These dropdown boxes are located toward the upper right of your posted assignments.



The **Recent Files** area is listed toward the right side of the screen. Only the most recently modified files are listed in this area. These files may be LiveText documents or non-LiveText artifacts. Click on the title of a LiveText Document to open the document. Click on the title of a non-LiveText artifact to open the file using the appropriate software on your device.

**Announcements** are listed beneath the **Recent Files** area. The Announcements area contains course announcements which are posted by an instructor for a specific course. Clicking on an announcement will open that course's **Announcements** tab page.

## Courses

Upon clicking the **Courses** tab, the **All Courses** page is displayed. This page shows all courses associated with the LiveText account for the current term.

All Courses

[Search](#)

Term	Course Code	Course Name	Instructor
SPRING 2016	COMM100-2	Communications 100	Training Faculty
SPRING 2016	PHIL 100-1	Philosophy 100	Training Faculty

Showing 1-2 of 2 1

To view assignments for a listed course:

1. Click on a **Course Code** or **Course Name** to view that courses **Course Overview** tab.

COMM 100 - 2

Overview
Assignments
Standards & Outcomes
Announcements
Discussions

Course Overview

**Name** COMM 100 - 2 : Communications 100

**Description**  
Taught in Spanish

**Location** Main Campus

**Credit Hours** 2.50

**Instructors** Training Faculty

2. Click on the **Assignments** tab to view a list of posted course assignments for the course. If an assignment has been assessed and if a grade has been provided, then the grade for that assignment will also be displayed.

COMM 100 - 2

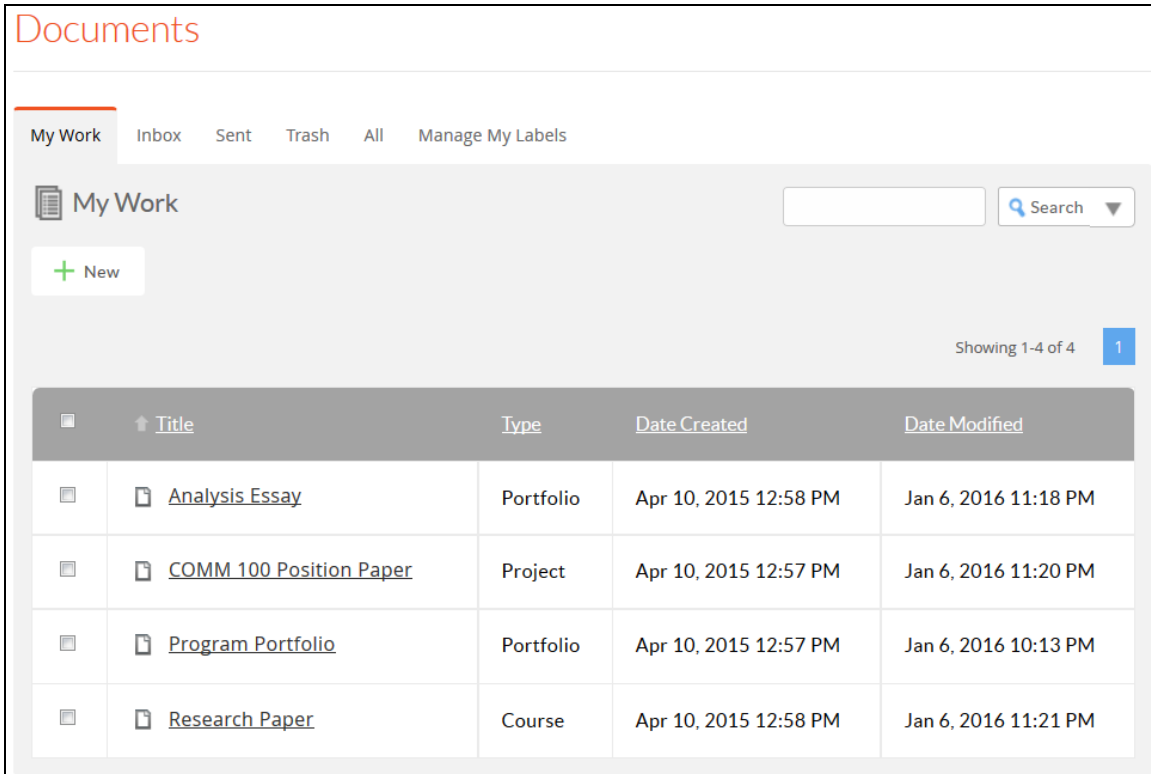
Overview **Assignments** Standards & Outcomes Announcements Discussions

Assignments

Assignment	Assigned	Due	Status
<a href="#">edTPA - Elementary Literacy (WA)</a>	January 5, 2016		<span style="color: red;">●</span> <input type="button" value="Continue Assignment"/>
<a href="#">Analysis Essay</a>	April 10, 2015	May 17, 2016	<span style="color: red;">●</span> <input type="button" value="Continue Assignment"/>
<a href="#">Research Paper</a>	October 12, 2015	May 17, 2016	<span style="color: green;">●</span> <input type="button" value="View Assessment"/> 90
<a href="#">Position Paper</a>	January 4, 2016	May 17, 2016	<span style="color: yellow;">●</span> <input type="button" value="View Assessment"/>

## LiveText Docs

Click the **LiveText Docs** tab to open the **Documents** page. Initially, the **My Work** tab is selected. The **My Work** tab contains LiveText documents which have been created within the account.



The screenshot shows the 'Documents' page with the 'My Work' tab selected. The page includes a navigation bar with tabs for 'My Work', 'Inbox', 'Sent', 'Trash', 'All', and 'Manage My Labels'. Below the navigation bar, there is a search bar and a '+ New' button. The main content area displays a table of documents with the following data:

	Title	Type	Date Created	Date Modified
<input type="checkbox"/>	<a href="#">Analysis Essay</a>	Portfolio	Apr 10, 2015 12:58 PM	Jan 6, 2016 11:18 PM
<input type="checkbox"/>	<a href="#">COMM 100 Position Paper</a>	Project	Apr 10, 2015 12:57 PM	Jan 6, 2016 11:20 PM
<input type="checkbox"/>	<a href="#">Program Portfolio</a>	Portfolio	Apr 10, 2015 12:57 PM	Jan 6, 2016 10:13 PM
<input type="checkbox"/>	<a href="#">Research Paper</a>	Course	Apr 10, 2015 12:58 PM	Jan 6, 2016 11:21 PM

The **Inbox** tab contains LiveText documents which have been shared with the account.

The **Sent** tab contains LiveText documents which you have shared with other accounts.

The **Trash** tab contains LiveText documents which have been deleted from the Documents page. The **Trash** tab within a LiveText account is never 'emptied' and any document listed in the **Trash** tab can always be restored.

The **All** tab contains all of the LiveText documents from each tab on the **Documents** page.



## File Manager

Click on the **File Manager** tab to open your accounts **Tools** page. Initially, the **File Manager** tab will be selected. In your LiveText account, the File Manager is a storage space for files that you have uploaded. **No one can access your File Manager except for you.**

The screenshot shows the 'Tools' page with the 'File Manager' tab selected. Below the navigation tabs, there are buttons for 'Uncategorized', 'Archives', 'Trash', 'Manage Labels', 'Upload Files/Images', and 'Cloud Import'. A search bar and a 'Delete' button are also present. A table displays the following files:

File Name	File Type	Size	Date Uploaded	Actions
<a href="#">COMM 100 Position Paper.docx</a>	docx	12 Kb	11:29 PM	<a href="#">Rename</a> <a href="#">Download</a>
<a href="#">COMM 100 Research Paper.docx</a>	docx	12 Kb	11:30 PM	<a href="#">Rename</a> <a href="#">Download</a>

To upload a file into the File Manager:

1. Click the **File Manager** tab.
2. Click the **Upload Files/Images** button.
3. Click the button which is located beneath the text “**Browse your computer to upload.**”

Note: This button may appear as a **Choose File** button or a **Browse...** button depending on the web browser which is being used.

In the pop up window which appears, double click the icon of a file from your device’s local storage. Repeat step 3 as needed to select more external files.

4. In the pop up window that appears, select the file that you want to upload (double click the icon preceding the name of the file).

5. The file should begin to upload automatically. You should see an animated bar that indicates that the file is transferring. Wait until you see the word "Completed" in green across from the filename. When you see this, you will know that the file upload is complete.

To download files from the File Manager:

1. Click the **File Manager** tab.
2. Click the "Download" link across from the name of the file that you would like to download.

To rename files in the File Manager:

1. Click the **File Manager** tab.
2. Click the "Rename" link across from the name of the file that you would like to download.
3. Enter the new filename in the provided text box.



Enter new filename

OK Cancel

4. Click the **OK** button.

## Reviews

Click on the **Reviews** tab to open the Reviews page. Initially, the **Inbox** tab is selected. The **Inbox** tab contains LiveText documents which have been sent to your account for review.

The screenshot shows the 'Reviews' page with the 'Inbox' tab selected. The page header includes 'Inbox', 'Sent', 'Drafts', 'Trash', 'All', and 'Manage My Labels'. Below the header, there are buttons for 'Apply label', 'Change label', and 'Delete'. A search bar is also present. The main content area shows a table with the following data:

	Title	From	Received
<input type="checkbox"/>	<a href="#">Program Portfolio</a>	Student, Training	10:20 PM

Below the table, there is a legend:

- Assessment completed
- Review completed
- Assessment started / not submitted
- Review started / not submitted

The **Sent** tab contains a list of LiveText document which have been sent to others for review.

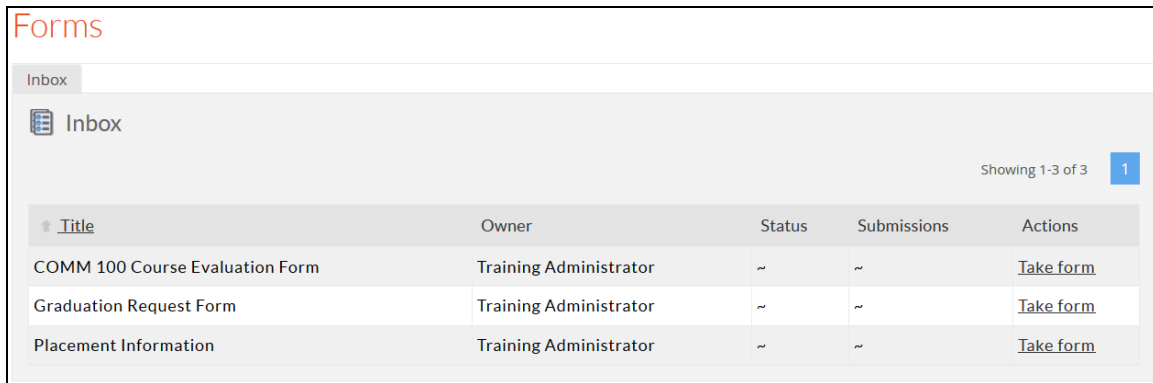
The **Drafts** tab contains a list of LiveText documents for which you have saved, but not submitted, an assessment or review.

The **Trash** tab contains LiveText documents which have been deleted from the Reviews page. The **Trash** tab within a LiveText account is never 'emptied' and any document listed in the **Trash** tab can always be restored to its previous tab.

The **All** tab contains all of the LiveText documents from each tab on the **Reviews** page.

## Forms

Click on the **Forms** tab to navigate to the **Forms** page. The **Inbox** tab may contain forms which have been launched to your account by your institution.



The screenshot shows the 'Forms' page with an 'Inbox' tab selected. Below the tab is a table of forms. The table has columns for Title, Owner, Status, Submissions, and Actions. There are three rows of forms listed.

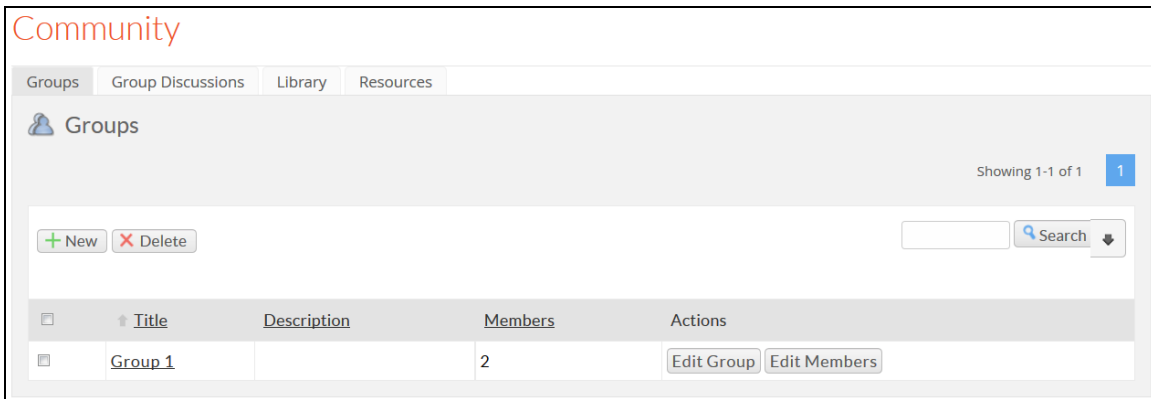
Title	Owner	Status	Submissions	Actions
COMM 100 Course Evaluation Form	Training Administrator	~	~	<a href="#">Take form</a>
Graduation Request Form	Training Administrator	~	~	<a href="#">Take form</a>
Placement Information	Training Administrator	~	~	<a href="#">Take form</a>

To take a form that has been launched to your account:

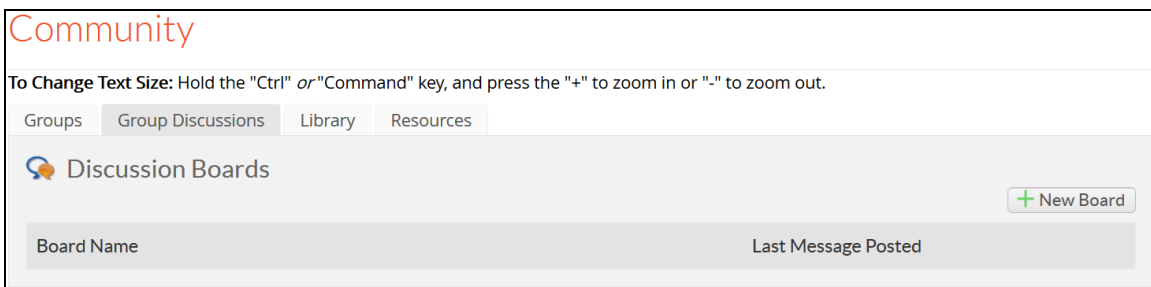
1. Click the **Forms** tab.
2. Click the “Take form” link across from the title of the form you need to take.
3. Enter your responses on the form.
4. To save your responses on the form so that you may complete and submit the form at a later time, click **Save Form**. Otherwise, to submit your responses on the form right away, click the **Submit Form** button.

## Community

Click the **Community** tab to view the **Community** page. The **Groups** tab is selected by default. A group is a collection of LiveText users. All LiveText users have the ability to create groups. Once a group has been created, a LiveText document may be shared with all of the individuals in the group by sharing the document with the group name.



The **Group Discussions** tab is an area where group discussions may be posted. The participants in a group discussion are members of a group which has been created in the **Groups** tab.



The **Library** tab contains many public LiveText documents. These documents are available to all LiveText users.

Community

Groups Group Discussions Library Resources

Library

Showing 1-20 of 93832 1 2 3 4 5 ▶

Title	Author	Type	Date Created	Date Modified
<a href="#">A Remainder of One - IL</a>	Trautman, Lucy	Lesson Plan	Jan 5, 2001 3:18 PM	Oct 21, 2002 4:02 AM
<a href="#">Division Stories - IL</a>	Trautman, Lucy	Lesson Plan	Jan 5, 2001 1:07 PM	Oct 21, 2002 4:02 AM
<a href="#">Division Stories - TX</a>	Trautman, Lucy	Lesson Plan	Jan 5, 2001 2:09 PM	Oct 21, 2002 4:02 AM
<a href="#">Grandfather Tang's Story - IL</a>	Trautman, Lucy	Lesson Plan	Dec 11, 2000 9:46 AM	Oct 21, 2002 4:02 AM
<a href="#">Grandfather Tang's Story - TX</a>	Trautman, Lucy	Lesson Plan	Nov 16, 2000 3:29 PM	Oct 21, 2002 4:02 AM
<a href="#">Grandfather Tang's Story - IL (from LiveText Libra...</a>	Member, Bradley	Lesson Plan	Sep 24, 2001 7:54 PM	Oct 21, 2002 4:02 AM
<a href="#">Living Wax Museum - IL</a>	Trautman, Lucy	Lesson Plan	Dec 11, 2000 11:03 AM	Oct 21, 2002 4:02 AM
<a href="#">Living Wax Museum TX</a>	Trautman, Lucy	Lesson Plan	Nov 17, 2000 11:33 AM	Oct 21, 2002 4:02 AM
<a href="#">Copy of Night (a lessonbank lesson)</a>	Louis, Leslie	Lesson Plan	Aug 3, 2005 2:44 PM	Oct 21, 2002 4:02 AM
<a href="#">Night (a lessonbank lesson)</a>	McCarthy, Denni...	Lesson Plan	Apr 19, 2002 1:11 PM	Oct 21, 2002 4:02 AM
<a href="#">Regulations &amp; Economic Considerations</a>	Fleming, Rashaw...	Project	Oct 27, 2001 10:45 AM	Oct 21, 2002 4:02 AM
<a href="#">"Marine Argonauts" Oceanography</a>	Lawrie, Libby	Lesson Plan	May 19, 2002 11:11 AM	Oct 21, 2002 4:03 AM
<a href="#">1 Is One - IL</a>	Trautman, Lucy	Lesson Plan	Dec 14, 2000 12:30 PM	Oct 21, 2002 4:03 AM
<a href="#">1 Is One - TX</a>	Trautman, Lucy	Lesson Plan	Nov 8, 2000 1:01 PM	Oct 21, 2002 4:03 AM
<a href="#">102-Kozlowski Diner's Delight</a>	Kozlowski, Stev...	Lesson Plan	Jul 25, 2001 8:10 AM	Oct 21, 2002 4:03 AM
<a href="#">103-Kozlowski Diner's Delight</a>	Kozlowski, Stev...	Lesson Plan	Jul 28, 2001 5:47 AM	Oct 21, 2002 4:03 AM
<a href="#">4 MAT Place Value Concept</a>	BELLINGER, ANDR...	Lesson Plan	Aug 15, 2005 10:34 PM	Oct 21, 2002 4:03 AM
<a href="#">4MAT and the Foundations of Education</a>	Kozlowski, Stev...	Course	Aug 29, 2002 3:09 PM	Oct 21, 2002 4:03 AM
<a href="#">7th Grade Web Trip to Arnot Mall</a>	Schwarz, Rebecc...	Project	Sep 22, 2002 5:31 PM	Oct 21, 2002 4:03 AM
<a href="#">A Basic Lesson Plan</a>	Jones, Hillary	Lesson Plan	May 15, 2002 1:23 PM	Oct 21, 2002 4:03 AM

The **Resources** tab is an area where any LiveText user may search for resources which have been uploaded into LiveText.

Community

Groups | Group Discussions | Library | **Resources**

Resources

Search LiveText Resources by using the following criteria:

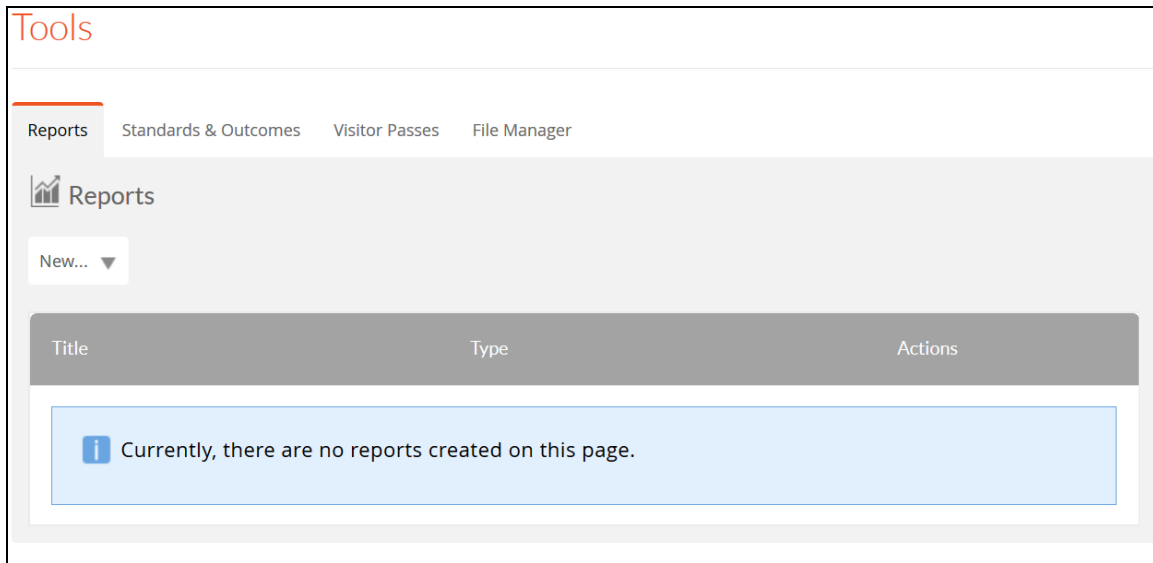
**Type**

**Grades**  -

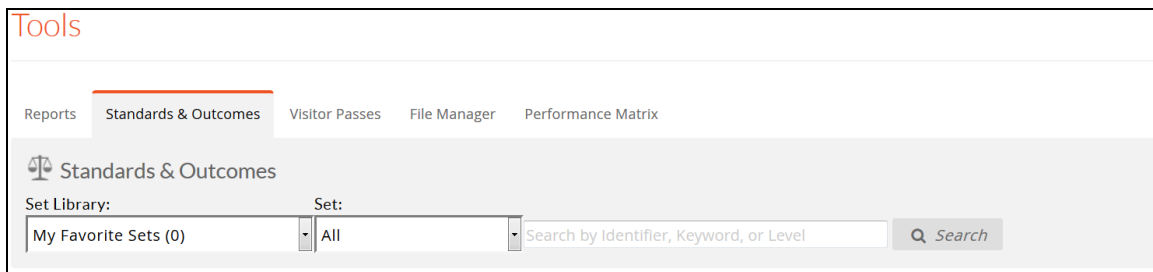
Keywords: (optional)

## Tools

Click the **Tools** tab to navigate to the **Tools** page. The **Reports** tab is open by default. From the **Reports** tab various types of reports may be run for assessments which have been completed from within this account.



The **Standards & Outcomes** tab is an area where you may search for standards which have been uploaded into LiveText.



The **Visitor Passes** tab is an area where visitor passes may be created. A visitor pass may be used to share a LiveText document with non-LiveText users. Only non-LiveText users who use the visitor pass code you provide will be allowed access to the LiveText document which has been shared with the visitor pass.



Tools

Reports Standards & Outcomes **Visitor Passes** File Manager Performance Matrix

**VP** Visitor Passes  Search

+ New Delete

Showing 1-1 of 1

Title	Description	Visitor's Pass	Documents	Actions
Professional Po...	...	542D16B3	1	<a href="#">Edit</a> <a href="#">Documents</a> <a href="#">Visits</a>

The **File Manager** is a storage space for files that you have uploaded. No one can access your File Manager except for you.

Tools

Reports Standards & Outcomes Visitor Passes **File Manager**

**File Manager**

Uncategorized Archives Trash Manage Labels Upload Files/Images Cloud Import

Showing 1-2 of 2

Apply Label Delete  Search

File Name	File Type	Size	Date Uploaded	Actions
COMM 100 Position Paper.docx	docx	12 Kb	11:29 PM	<a href="#">Rename</a> <a href="#">Download</a>
COMM 100 Research Paper.docx	docx	12 Kb	11:30 PM	<a href="#">Rename</a> <a href="#">Download</a>

Showing 1-2 of 2