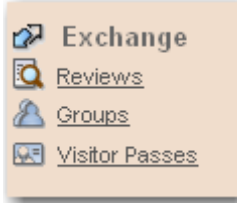


## Creating and Using Groups in LiveText

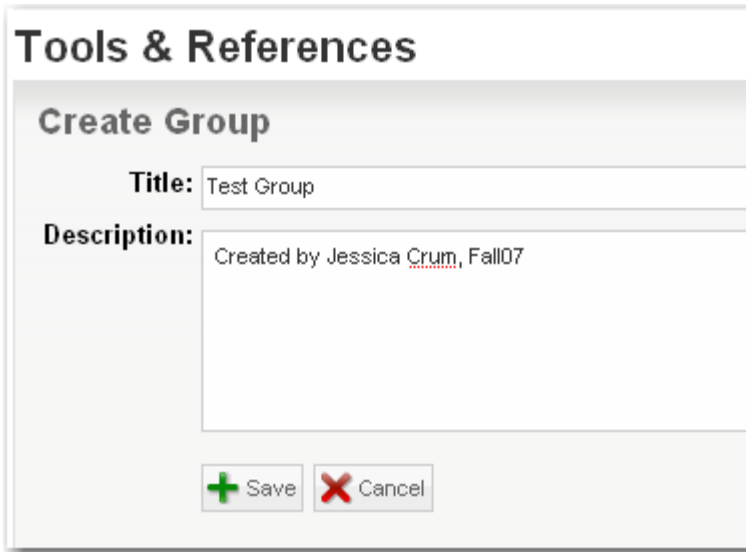
1. Log onto LiveText.
2. Go to the right hand side of the screen under “Exchange” and click on “Groups.”



3. Click on the “Create” button.

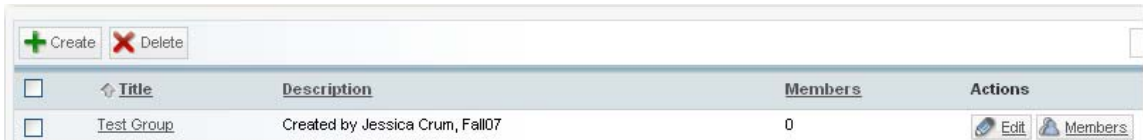


4. Give your Group a Title and Description (suggested description includes your name, the semester, and the year. When you are finished, click on “Save.”



A screenshot of the 'Tools & References' section. Under the heading 'Create Group', there are two input fields. The first is labeled 'Title:' and contains the text 'Test Group'. The second is labeled 'Description:' and contains the text 'Created by Jessica Crum, Fall07'. At the bottom of the form, there are two buttons: a green '+ Save' button and a red 'X Cancel' button.

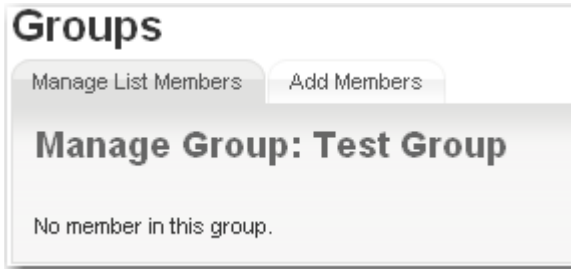
5. Click on “Create” to create another group. Check the box you want, then click on “Delete” to delete a group. Click on the “Edit” to change the Title or Description. Click on “Members” to add or delete members.



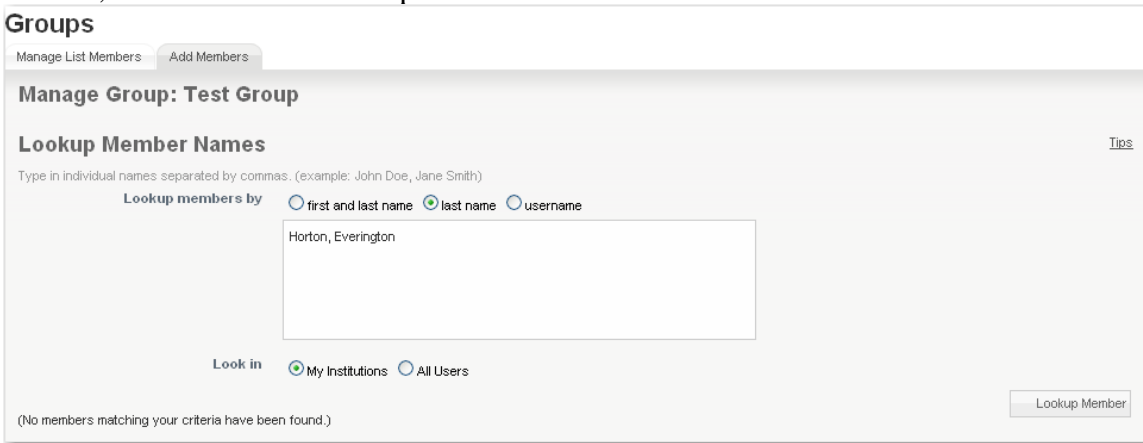
A screenshot of the 'Groups' management interface showing a table with one row. The table has columns for 'Title', 'Description', 'Members', and 'Actions'. The row contains a checkbox, the text 'Test Group', the text 'Created by Jessica Crum, Fall07', the number '0', and two buttons: 'Edit' and 'Members'.

<input type="checkbox"/>	Title	Description	Members	Actions
<input type="checkbox"/>	Test Group	Created by Jessica Crum, Fall07	0	<a href="#">Edit</a> <a href="#">Members</a>

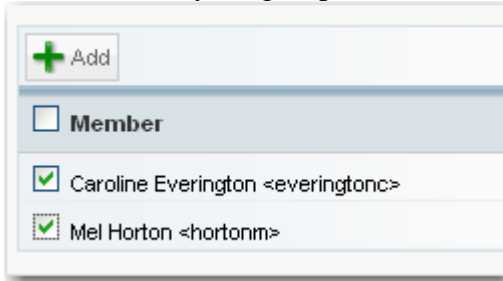
6. Click on the “Add Members” tab to add members to your group.



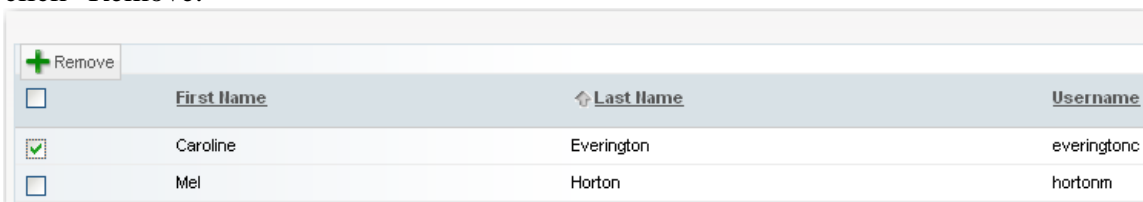
7. You can look up Group members by first and last name, last name only, or username. I recommend using last name only. Search in “My Institutions.” Separate names by a comma, and then click “Lookup Member.”



8. At the bottom of your screen all members with the last names you entered will be listed. Choose your group members by putting a checkmark next to each name that you want to add to your group and then clicking “Add.”



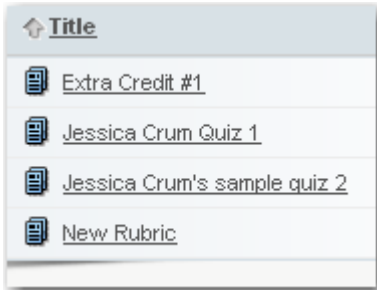
9. To remove someone from your group, put a checkmark next to his or her name and click “Remove.”



10. To share a Document with your Group, click on the “Documents” tab.



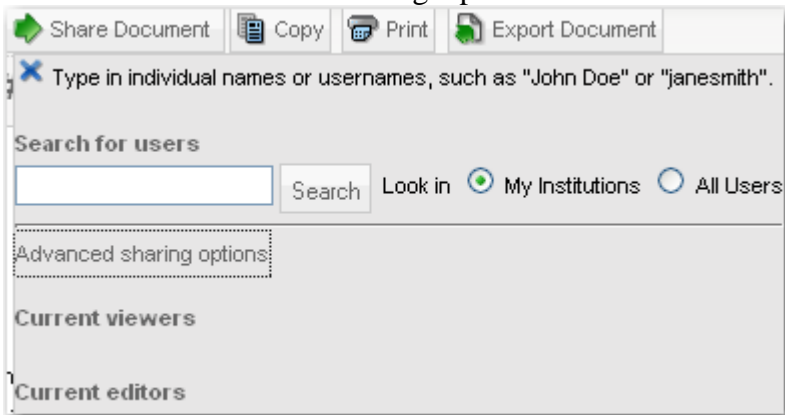
11. Click on the Title of the Document you wish to share.



12. Click on the “Share Document” button.



13. Click on “Advanced Sharing Options.”



14. You will be at the following screen:

<input type="checkbox"/>	Last Name	First Name	Username
No viewers found.			

15. You can choose to share the document with the group as “Viewers,” “Editors,” or “Visitors.” Unless you want the group to be able to change the Document you shared with them in YOUR LiveText account, DO NOT choose the “Editors” tab. Click on the dropdown menu and choose your group, then click the “Add” button. Your screen will look like this:

<input type="checkbox"/>	Last Name	First Name	Username
<input type="checkbox"/>	Everington	Caroline	everingtonc
<input type="checkbox"/>	Horton	Mel	hortonm

16. To access the Document you shared, members of your Group must go to the “Documents” tab in their LiveText accounts. From there, members must click on the “Inbox” tab.

Documents

My Work | **Inbox** | Sent | Trash | All | Manage My Labels

17. Members of your Group will check their Inbox for your document. To view the Document they must click on the Title of the Document.

- [Assistive Technology Assessment and Plan](#)
- [COACH Assesment](#)
- [Extra Credit #1](#)

18. Members of your Group can click on the “Copy” button to make a copy of the Document that they can edit themselves for their own use in their “My Work” tab under “Documents.”

