

Basic LiveText Student Instructions

1. Sign into LiveText.
2. You are now at the “Dashboard.” There are tabs for other options as well. You will work almost exclusively within the “Dashboard,” “Courses,” and “Documents” tabs.



3. On the left side of the screen are your assignments. On the right side of the screen you can see the status of submissions for each of your assignments. A red assignment means that you still need to submit the assignment or the professor has asked you to resubmit the assignment. A yellow assignment means that you have turned the assignment in and are waiting for the professor to grade it. A green assignment means the professor has graded your assignment and you can now review your grades and the professor’s comments.

Active Assignments | Active Documents

LT 925 - Section TR

Assignment 2 Click here for assignment details.	Awaiting Assessment Latest Submission
Assignment 3 Click here for assignment details.	Assessment Published View Assessment
Dr. Pope Test For assignment details and template(s) click here.	07.17.2008 Resubmit Assignment

4. On the far right side of the screen are your courses.



- You can click on the course name or click on the “Courses” tab at the top of the screen to get more information about a particular course. There are tabs for “Overview,” “Assignments,” “Outcomes & Standards,” “Announcements,” and “Discussions.”

Course Overview

Name EDUC601 - 001 : PSYCHOLOGY APPLIED TO TEACHING

Description

Instructor(s) Carolyn Shields

- If you click on the “Assignments” tab, you can see all of the assignments for that particular course.

Assignments

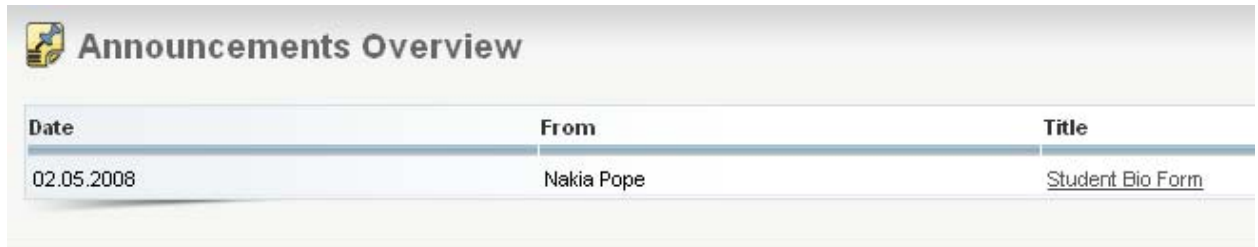
Assignment	Date Assigned	Date Due	Grade	Status
Class 3 Assignment	01/31/2008	02/11/2008	10	View Assessment
Reflection Paper 1	01/28/2008	02/11/2008	10	View Assessment
Reflection Paper 2 (m-z)	03/24/2008	03/31/2008	10	View Assessment
Assessment in Your Area	04/24/2008	04/28/2008	60	View Assessment

- If you click on the “Outcomes & Standards” tab, you can see which standards are associated with that particular course.

Outcomes & Standards Overview

Outcomes & Standards	Associated with
SC-WIII-CF-MAT.6.1.2	Rubric
SC-WIII-CF-MAT.6.1.1	Rubric
SC-WIII-CF-MAT.6.1.5	Rubric
SC-WIII-CF-MAT.6.1.2	Rubric
SC-WIII-CF-MAT.6.1.5	Rubric

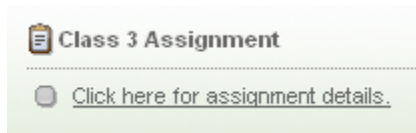
8. If you click on the “Announcements” tab, you can see any important announcements posted by the professor.



The screenshot shows a header with a hand icon and the text "Announcements Overview". Below it is a table with three columns: Date, From, and Title. The table contains one row of data.

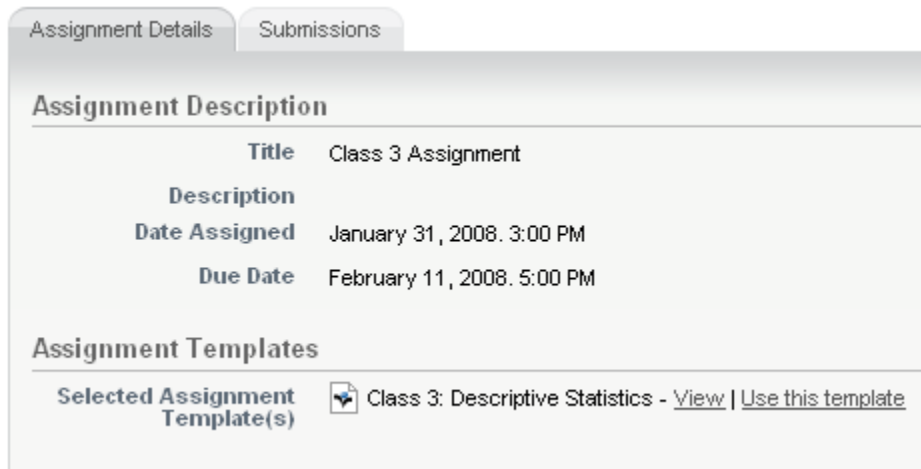
Date	From	Title
02.05.2008	Nakia Pope	Student Bio Form

9. If you click on the “Discussions” tab, you can see any discussion topics that your professor has posted for you to respond to.
10. Go back to the “Dashboard” to look at your assignments. Click on the link “Click here for assignment details” to view information for that particular assignment.



The card has a header "Class 3 Assignment" with a document icon. Below the header is a link "Click here for assignment details." with a circular icon to its left.

11. Click on “View” to see the instructions for the assignment. Click on “Use this template” to create a copy of the template in your “My Work.”



The screenshot shows a tabbed interface with "Assignment Details" and "Submissions" tabs. The "Assignment Details" tab is active and contains the following information:

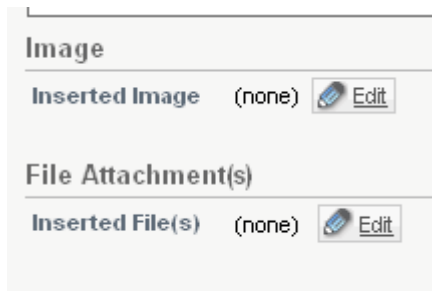
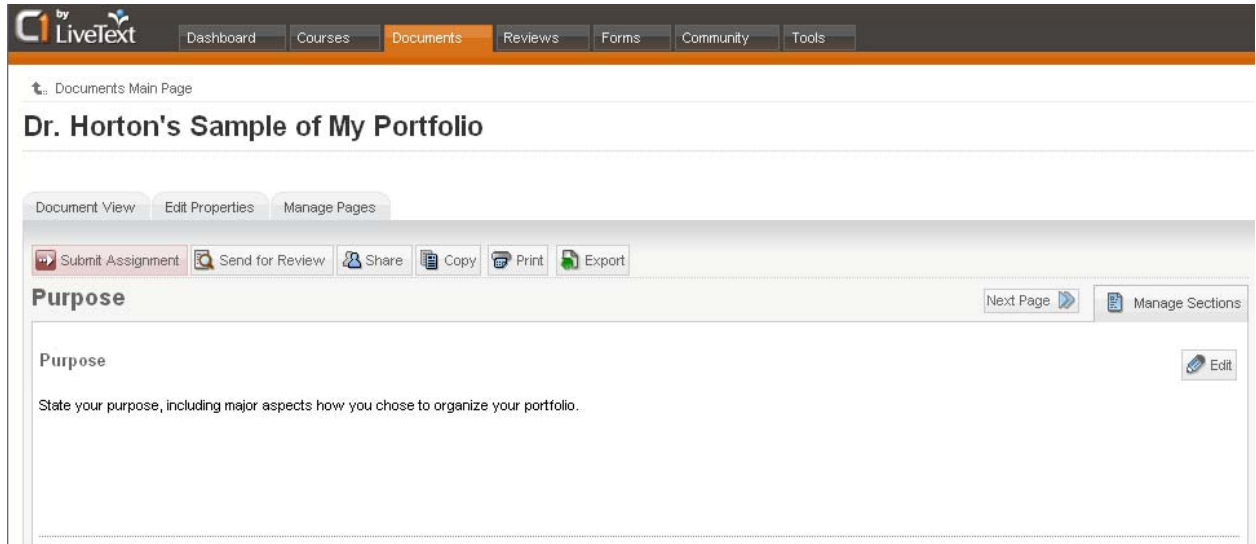
Assignment Description

Title	Class 3 Assignment
Description	
Date Assigned	January 31, 2008. 3:00 PM
Due Date	February 11, 2008. 5:00 PM

Assignment Templates

Selected Assignment Template(s)	Class 3: Descriptive Statistics - View Use this template
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12. If you click on “Use this template,” you will be automatically directed into your Documents tab. When you click on “Edit” to the right, a Word document template will open. You are now working in your own copy of the assignment. You can do anything to the document that you could do using Word (i.e. cut and paste, font size or color, highlight words, bold, etc.). Here you can also upload an image or attachment at the bottom of the screen.



13. From this point on, any work you do will be saved to this document only, and it can be accessed through the “My Work” tab on your Dashboard or through the Documents tab. If you click on the “Use this template” link again from the Assignment Details, it will open a new document and you will not see any of your previous work.
14. If you are working on a long assignment and wish to save your work as you go, click on the “Save Changes” button in the top right of the page. When you are done working on your assignment for the time being, click on “Save & Finish.” This will close your document, but it does not submit it to the professor.



15. When you are ready submit your completed assignment to the professor, click the “Submit Assignment” button that is in the top left part of the document.



16. You can then choose which assignment you would like to submit this document for.

Choose an Assignment for Submission

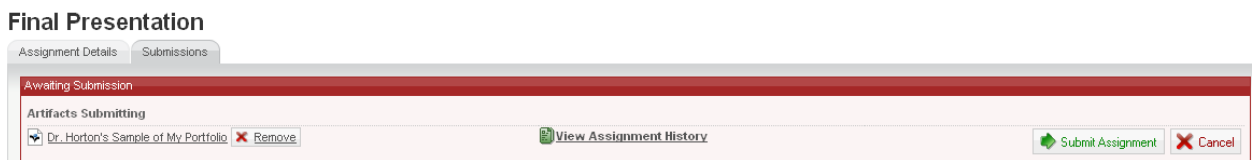
Select a term for the assignment you wish to submit.

Term: ▼

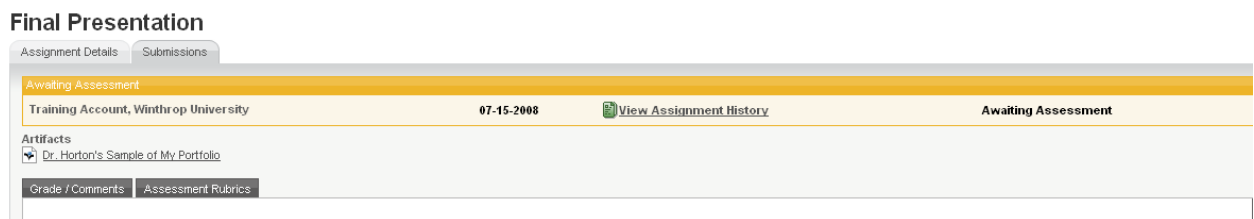
Select an assignment for the submission.

Course Code	Assignment Name
LT 925	
<input type="radio"/>	Dr. Pope Test
<input type="radio"/>	Final Presentation

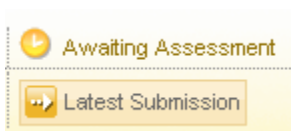
17. It will redirect you to a new page for you to verify that you would like to submit this document for this assignment. Click the “Submit Assignment” button to the right of the screen if you would like to continue.



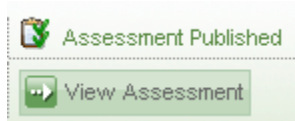
18. After clicking the “Submit Assignment” button, you will be redirected to a screen showing that the color of the assignment has turned yellow and is now waiting for the professor to grade.



19. On your dashboard the assignment will appear yellow as well showing that you are awaiting assessment.



20. When the professor has graded your assignment and submits the grades to LiveText, you can access your Assessment by clicking the green “View Assessment” button.



21. Here you can see your Grade/Comments:

Grade / Comments Assessment Rubrics

Grade / Rating 60

General Comment Well done! See paper for additional comments.

You can also see how you performed on the various elements of the Assessment Rubric and any additional comments the professor has made:

Grade / Comments Assessment Rubrics

EDUC 605 Constructing as Assessment in Your Area Rubric

Show/Hide Rubric Descriptions

	Extended Abstract	Relational	Multistructural	Unistructural	Prestructural	I/A
Rationale, Appropriate Unit and Objectives (10pts) SC-WIN-CF-MAT.6.1.1 SC-WIN-CF-MAT.6.1.5						
Comment: Great!						
Complete Test Blueprint (5pts) SC-WIN-CF-MAT.6.1.2						
Appropriate items of high quality (40pts) SC-WIN-CF-MAT.6.1.2 SC-WIN-CF-MAT.6.1.5						
Format and Writing (5pts)						
0 pts						