# LiVETEXT® Faculty User Guide

## 2015-2016

Created for Grand Valley State University
College of Education

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Why do students need a LiveText: Field Experience Edition account?

The College of Education has to abide by state and federal standards that recently have indicated the College of Education needs to provide our students with resources beyond graduation, including a portfolio tool and the ability for students to retain work completed in your Education program(s). With these new federal requirements, it became necessary to update our former assessment system (COEdata) with a more comprehensive tool. In Fall of 2013, the College of Education reviewed multiple commercial assessment and e-portfolio programs (including taskstream, LiveText, Chalk&Wire, Tk20, and Blackboard). The College of Education ultimately decided that LiveText provides the most comprehensive suite of features for all users at the most reasonable cost to the College of Education as well as students. The College of Education shares the cost for LiveText with students: we have to pay for faculty and cooperating teacher accounts, as well as implementation fees for using LiveText.

Faculty were notified of the transition to LiveText in April of 2014. The College of Education publically announced the decision to begin using LiveText in July of 2014, with implementation beginning in Fall of 2014. Students were notified of the transition both in their courses and through email and online announcements. The key benefit for students is LiveText provides access to assessments faculty complete for assignments within the programs (as well as copies of students’ self-assessments). Unlike Blackboard that typically deletes assignment information after the end of each semester, LiveText assignment materials will be available across semesters and beyond graduation. Having access to this data allows students to share their assessments and showcase standards and areas that they excel in within your program.

It is the College of Education’s hope that students will be able to continue to use their LiveText account beyond graduation to showcase the work they have completed within their program(s).

Additional information on LiveText can be found on our website’s Student FAQ page at:
http://www.gvsu.edu/coe/livetext-student-faqs-220.htm
and our Faculty FAQ page at:

What is LiveText?

LiveText is a leading, international provider of campus-wide solutions for strategic planning, assessment, and institutional effectiveness. Their system has been successfully used by institutions across Michigan, including Eastern Michigan University, Madonna University, Ferris State University, Andrews University, Northwestern Michigan College, and Miller College. With LiveText, the College of Education is able to effectively measure outcome-based learning goals and provide students with a professional portfolio system. LiveText provides students and faculty with personal accounts that they use to create/submit assignments, manage data, and build electronic portfolios. These electronic portfolios can be used to showcase professional skills or as a classroom management portfolio. Additionally, submitted materials in LiveText are retained in the system across semesters and beyond graduation, allowing students to showcase work to potential employers.

DISCLAIMER: Grand Valley State University’s College of Education makes every effort possible to provide information that is accurate and reflects the active policies and procedures of the College of Education. However, information shared on this page is subject to change at any time by appropriate action of the College of Education.
LiveText Syllabi Statement

As of August 2014, all College of Education syllabi (with the exception of a few courses noted below) need to include a statement informing COE students that LiveText Student Membership: Field Experience Edition is a required purchase for College of Education programs.

A copy of the syllabi statement is available on Blackboard and is include below. You may copy and paste the following statement into syllabi for ALL College of Education courses:

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LiveText Assessment System

An active LiveText membership is a required resource for this course because at least one assignment must be submitted electronically using this online platform. LiveText is used by Grand Valley State University in Education programs to demonstrate the quality of our academic programs, improve the teaching and learning process, and maintain accreditation. You have the opportunity to use your LiveText account for secure online storage of all of your academic work and to create digital documents such as electronic portfolios or reflective journals, which can be shared with prospective employers or other parties.

You can purchase LiveText Student Membership: Field Experience Edition (ISBN: 9780979663567) online with a credit or debit card at www.livetext.com OR you may purchase your LiveText Field Experience Module (FEM) membership from the GVSU Bookstore in DeVos on the Pew campus. LiveText’s retail price for Fall 2015 is $133.00.

LiveText will be a required resource in many courses throughout your program. You will use the same account for any course that requires it for up to five years, so you only need to purchase the account one time. If you already have an active LiveText membership, you do not need to purchase another one. After five years, you can choose to extend your membership if you need it for additional coursework or would like to maintain it for your personal use. More information on LiveText can be found on our student FAQ page at:

http://www.gvsu.edu/coe/livetext-student-faqs-220.htm

PLEASE NOTE: A few courses do not complete assessments at this time and are therefore currently not requiring students to purchase LiveText. Those courses are as follows:

- ED 180, ED 600, ED 601, ED 680, ED 699
- EDC 680, EDC 699
- EDF 100, EDF 317, EDF 380, EDF 399, EDF 480, EDF 499, EDF 634, EDF 635, EDF 650, EDF 653, EDF 680, EDF 699
- EDH 680, EDH 699
- EDI 380, EDI 399, EDI 480, EDI 499, EDI 680, EDI 699, EDI 780, EDI 799
- EDL 680, EDL 699, EDL 780, EDL 799
- EDR 317, EDR 380, EDR 499, EDR 599, EDR 612, EDR 613, EDR 680, EDR 699
- EDS 380, EDS 399, EDS 480, EDS 499, EDS 550, EDS 599, EDS 680, EDS 699
- EDT 380, EDT 399, EDT 680, EDT 699

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Document updated by APJ: 8/14/2015
NOTE on Percentages and Grades in LiveText

PLEASE NOTE: Percentages and Grades within LiveText should be ignored.

When a rubric is completed in LiveText, a percentage may appear in the bottom right corner of the rubric. This percentage will not be regarded by the College of Education and is no reflection of the Grand Valley student’s grade or performance within the course. It is a result of assigning numeric values to the columns of the rubric. This numbering generates numeric data for the College of Education to inform us of areas within our courses that we need to improve in the future.

Likewise, LiveText provides instructors with a grading tool to grade assignments in LiveText. The College of Education asks faculty not to use this tool, as official grades are currently managed through Banner. Any grade shown in LiveText is non-official and should not be regarded by LiveText users.

Please also remember that an "assessment" is not an end goal, nor is it the same as a course grade. Rather, an assessment is a learning tool that demonstrates students’ ability to meet course expectations and allows the College of Education to look for ways to improve our programs. An assessment is also not a student satisfaction/opinion survey. Instead, it is a direct measure of student learning and development outcomes. Providing students with access to these assessments ensure all College of Education students have the ability to showcase their progress throughout their program(s) and beyond graduation.

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Forgot LiveText Username and/or Password

If you have forgotten your LiveText username or password, use one of the following methods to retrieve access to your account.

Retrieve Username
If you would like to have your username e-mailed to you, follow these steps:
1. In the upper-right corner of your browser window and to the right of the Login button, click the "Forgot?" link.
2. Click the link “I forgot my Username”.
3. Enter the primary email address for your LiveText account and click “Continue”.

Resetting Your Password by Email
If you would like to receive an e-mail with a link to reset your password, follow these steps:
1. In the upper-right corner of your browser window and to the right of the Login button, click the "Forgot?" link.
2. Enter the primary email address on your LiveText account.
3. Click the "Continue" button.
4. Make sure the first choice “Email to” is selected.
5. Click the "Continue" button.
6. Check your email account. Look for an e-mail from support@livetext.com with a subject line that begins with “LiveText Password Reset Code for”.
7. Within the email you’ve received, click the link provided. This should take you back to the LiveText website and you should see a message stating Reset your password.
8. Enter a new password for your account in the textboxes labeled New Password and Confirm New Password. The password must be identical in both boxes. The password must be at least six characters in length and contain a mix of character types with at least two from the following categories: uppercase letters, lowercase letters, numeral, and symbols.
9. Click the “Continue” button. At this point, you will receive a confirmation message on screen that states your new password has been reset successfully.
10. Click the link Continue to your LiveText Membership account.

Reset Your Password by answering a Security Question
The following steps will enable you to reset the password on your LiveText account by answering your security question (if you forgot your password or your password isn’t working). The process does NOT involve sending you any email. These steps will work even if your primary email address is no longer valid.
1. In the upper right corner of your browser window and to the right of the Login button, click the "Forgot?" link.
2. Enter the primary email address on your LiveText account.
3. Click the “Continue” button.
4. Select “Answer a security question”.
5. Click the “Continue” button.
6. In the box labeled “Username”, enter your username.
7. Click the “Continue” button.
8. You will be asked your security question. In the Answer textbox, answer the question. You must provide the exact wording of the answer you entered at the time you set up the question, answer, and hint.
9. Click the “Continue” button.
10. If you’ve entered the correct answer, you will be asked to enter a new password for your account. Enter a new password for your account in the textboxes labeled New Password and Confirm New Password. The password must be identical in both boxes. The password must be at least six characters in length and contain a mix of character types with at least two from the following categories: uppercase letters, lowercase letters, numeral, and symbols.
11. Click the “Continue” button. At this point, you will receive a confirmation message on screen that states your new password has been reset successfully.
12. Click the Continue to your LiveText Membership account link.

Additional Account Assistance:
If you have additional questions or concerns about your account, please contact the LiveText Help Desk directly for support at 1-866-548-3839 or via support@livetext.com.
1. To begin using a LiveText Template, make sure you are logged into your LiveText account. Visit https://www.livetext.com/ and login with your username and password in the top-right of the screen.

Using Templates to Create a LiveText Document or Portfolio

4. Click "TEMPLATES" under the section "MI: Grand Valley State University". These are GVSU’s templates.

5. Select the template you want to use.

6. A Preview of the template should appear on the right side of the screen. Scroll down to the very bottom of the page and click the "Create Document" button that should appear in the bottom right.
8. The Template should now open within your “Documents” and allow you to edit and customize the template to create your own document.

Modify Content
By clicking "Edit" at the top of each document page, you can easily modify the content of a page and have the option to upload images or files to the page. These can be added to your page using the "Image" and "File Attachments" options in the "Edit" screen.

Adjust Access
Using the Advanced Sharing Options from the "Share" menu, you can regulate access to your document. There are 3 level of access you can set for each document.

- Private (Only creator can see or modify.)
- Shared (Viewers can see. Editors can modify.)
- Public (Anyone can see. Only editors can modify.)

9. If you leave the document and need to return it access it, you can do so by returning to the “Documents” tab of your LiveText account. Any documents that you create are saved here.

NOTE: LiveText never permanently deletes a document: all documents that are deleted are saved in your “Documents” sub-folder titled “Trash” and may be accessed at any time.
Attaching Files & Images to a LiveText Document or Portfolio

To edit document/portfolios and attach images and files, you must first open a document for editing.

1. After logging into your LiveText account, click on the “Documents” tab from the top menu bar. This will display a list of the documents.

2. The document viewer will open, allowing you to view the document in LiveText. Documents are organized into pages and sections, similar to a website. This allows content to easily be organized for larger documents, such as a portfolio. To Edit a section of the document and revise the content, click the “Edit” button that appears to the right of the content section you wish to edit.
3. In the Section Editor, you can type, cut, and paste text into the content section. You have options to format the text, add tables, lists, and links to websites, documents, or YouTube videos. To attach images or files to the content section, you can either use the tabs that appear near the top of the Section Editor ["Insert Image" and "File Attachment"] or click the “Edit” links at the bottom of the page next to “Inserted Image” and “Inserted File.” By selecting one of these options, you will link to another page that will allow you to attach either an image or a file to this content section.

While the document shown below currently has an image attached (sampleprofile_head.png), there is not a file attached to the document shown.

The “Insert Image” and “File Attachment” tools are illustrated on the next page.
A. The image below shows the “Insert Image” tool. You can upload an image from your computer and change the display size and its placement in relation to the content section you are editing.

B. The image below shows the “File Attachment” tool. You can upload a file from your computer and have the option to add a label to it using the “Current Label” function. If you have files that you have uploaded to LiveText in the past, these will appear in a list near the bottom of the screen. For example, if you uploaded a document to LiveText in the past for an assignment and wish to feature it in your portfolio, you can do so by selecting the file from the file browser at the bottom of the “File Attachment” screen. **To review files you have uploaded in the past, click the “Tools” tab on the top menu bar, and then “File Manager” on the menu on the far right-side of the screen.**
Sharing Documents in LiveText

In LiveText, documents can be shared for both viewing and editing by other users.

- A person with "Viewer" access can view, copy, and print the document.
- An “Editor” can modify the document at the same time as you, as well as view, copy, and print it.
Accessing a Shared LiveText Document from your Document Inbox

1. Click the "Documents" tab to view your documents.

2. Click the "Inbox" subtab to view LiveText documents that have been shared with you by other LiveText users.

3. Documents that have been shared will be listed here. Click a document title to open the document.

GVSU School Counseling E-Portfolio
TEMPLATE (updated 10/13/14)

For shared documents, this area will show the owner of the document.

If you are a "Viewer" for the shared document, you have access to view, copy, print, and download the document. An "Editor" on a document will also have access to edit the content.
To create a new assignment for a course, click on the Course number. You can access this under the "Active Assignments" or under the "Course Sections" listing.

Once you are viewing the course page, click on the "Assignments" tab to view the individual assignments/assessments for the course.
The individual assignments are listed here in the "Assignments" tab, as well as the progress bar for each assignment. Clicking on the progress bar allows you to review and assess students.

To create a new assignment, click on the "New" button.

When you are finished creating the assignment, click the "Save Assignment" button that appears at the top or the bottom of the screen.

Students may retract their submissions if due date has not passed and the professor has not yet begun the assessment process.
## Faculty Assignment Creation (Cont.)

### Assessment Method

<table>
<thead>
<tr>
<th>Insert Assessment Rubrics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browse</td>
</tr>
</tbody>
</table>

**Assessment Type**
- Summative

**Publish Grades**
- [ ]

**Sync Grades with LMS**
- [ ]

**Assignment URL**

### Additional Assessors (optional)

| Hide Assessor Names | [ ] |
| Hide Student Names  | [ ] |

**Hold Assessments for Reconciliation**
- Submissions will remain in "Awaiting Assessment" status until instructor: 1. completes a reconciled assessment OR 2. forwards without reconciling. Otherwise, submissions will advance to "Completed" status after all assessors have completed their assessments.

**Assessors**
- Insert assessors
- [Search]
- Maximum number of assessors you may add is 9.

### Assignment Templates

**Insert templates if the assignment requires a new document.**
- [Browse]

### Resources

**Selected Resources**

**LiveText Documents**
- [Browse]

**URL**
- [Insert]

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If you have a LiveText rubric that will be used for the assignment, you can attach that here by clicking "Browse" to search for the rubric in your LiveText documents.

If you have a LiveText template that students will use to complete their assignment (such a lesson plan template, a rubric that students will design, a writing prompt, etc.), you can click "Browse" to attach a copy of the document here.

You can also add additional LiveText documents as resources for the assignment. For example, if you created a LiveText document listing helpful websites to complete the assignment, that could be linked here.
Completing Course Assessments

When you click the assignment bar, you will be presented with a roster screen that shows all the students in your class. Clicking the name of a student will display their individual Submission, as shown here.

Artifacts will display attachments if the student submitted a document or file.

Note: The "Note" can include any URL online links the student may have used for their assignment. These links should be clickable to allow you to jump directly to the URL.

You can leave a grade here and comments for the students.

If there is a rubric for you to assess the student (most courses have one) you can access it here.

Completed Assessment Rubrics | Attachment
If you are working with a student in the field, the student’s assessments that you will complete in LiveText will appear in a unique area of LiveText setup specifically for Field Experience courses.

“Field Experience” in LiveText is inclusive of any courses that have multiple instructors or cooperating teachers working with the student throughout the semester. This includes Teacher Education courses and Master thesis/project courses offered by Grand Valley State University’s College of Education.

1. To access the Field Experience Module for assessing your student, you must first log into LiveText.

2. After you log into LiveText, click the "Field Experience" tab on the top menu bar.

3. Clicking on the Field Experience tab will open the Field Experience view, as shown on the following page.
Accessing LiveText’s Field Experience Module- FEM (Cont.)

This is the Field Experience view that Faculty members and Field Coordinators should see for completing assessments.

Make sure the placement settings are set to "Active" and "All" to view current placements.

Each student is listed individually as you scroll down the screen. Assessments for the student appear in the area under their name.

You can see if the CT/Student have complete their assessments.

The Assessments you complete have a "Begin Assessment" link.

If you have many students or rubric assessments, they may be listed on separate pages. Use the page controls to scroll through pages (if needed).

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