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
Preferred Internet Browsers

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

http://www.firefox.com
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
STEP 2: REVIEWING YOUR DASHBOARD

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

3) You can also find it on the COURSES Tab next to Dashboard Tab

All Courses

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2011</td>
<td>TRNG 101 - 000</td>
<td>COE Training Modules</td>
<td>Judy Foster</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Dawn Sherman</td>
</tr>
<tr>
<td>Fall 2011</td>
<td>TRNG 101 - 001</td>
<td>COE Training Modules</td>
<td>Helene Cohen</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UMD Training</td>
</tr>
</tbody>
</table>
STEP 3: REVIEWING YOUR DASHBOARD

STUDENTS

Courses
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
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.
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
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
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
Logging Out

Click on the “Logout” link at the top of the page.
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