



LiveText C1 Training 09

FAQs

Creating and Editing Documents

Questions and Answers about creating and editing documents in LiveText C1
Submitting Documents For Review

Technical Services

8/7/2009

This document contains the training materials for the re-designed LiveText C1 e-portfolio and assessment system. It is general information to familiarize users with the features available for production of course-based documents necessary to showcase artifacts for the teacher education program. For additional help please contact LiveText Tech Support - Phone:866-548-3839 Email: support@livetext.com. For local help contact the Instructional Media Specialist, Ms. Peterson - Phone: 336-285-4369 Email: peterson@ncat.edu Contents and screen shots based on electronic help files within C1 accounts - © 2009 LiveText, Inc. All rights reserved.

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LiveText C1 Training 2009

FAQs Create/Edit Documents

Q: How do I add an attachment to a section on a page within a LiveText document?

- **Note:** There is a limit of ten attachments per Text & Image section. Create additional Text & Image sections to add more than ten attachments to the document.
- **A:** Follow these steps: Click the Documents tab.
- Click the title of the LiveText document to which you want to attach a file.
- Click the title of the page under the Table of Contents where you want to attach a file.
- Click the Edit button of the Text & Image section where you want to add the attachment.
- Click the File Attachments tab located underneath the section title.
- Go to the Uncategorized label dropdown menu and choose the label where the file is located in the File Manager. By default, users should see files in the Uncategorized label.
- Select the checkbox associated with the file(s).
- Once the file(s) is selected, it automatically attaches to the document.
- If you have not uploaded your file to the File Manager, you can click the Upload New File... button on top of the area.
- Click the Browse...button.
- Select the file you want to upload from the pop up window.
- Click the Upload File button.
- Wait until you see the Completed message.
- Click the Save Changes button to go back to the Text & Image Editor or click the Save & Finish button to go back to the Document View page.

Q: How do I start a new assignment from an assignment template?

- **A:** Follow these steps: Click the **Dashboard** tab.
- Click the **For assignment details and template(s) click here** link below the title of the assignment.

- Click the **Use this template** link on the **Assignment Details** page. This creates a new LiveText document within your account under the **Documents, My Work** tabs. This is the document you will need to edit and submit to your instructor for the assignment.

Q: How do I start a new assignment when assignment details and templates are not provided?

- A: Follow these steps: Click the **Documents** tab located at the top of the screen.
- Click the **New** button from within the **My Work** tab.
- Choose a Folder from the dropdown menu on the **Create a Document** page.
- Choose a document Template.
- Enter a **Title** and a **Description**.
- Click the **Save as New Document** button located on the lower right.
- The document will open and is ready for use.

Q: How do I edit a LiveText document that was created using a template?

- A: Follow these steps: Click the **Documents** tab.
- Click the title of the document you wish to open.
- Click the title of a page in the Table of Contents that you want to edit.
- Click the **Edit** button located on the right of the section that you want to edit.
- When finished making changes, click the **Save & Finish** button to return to the document view.

Q: How do I add an image to a section on a page within a LiveText document?

- A: Follow these steps: Click the **Documents** tab.
- Click the title of the LiveText document to which you want to add an image.
- Click the title of the page under the Table of Contents where you want to add an image.
- Click the **Edit** button of the Text & Image section where you want to add the image.
- Click the **Insert Image** tab located underneath the section title.
- Go to the **Uncategorized** label dropdown menu and choose the label where the file is located in the **File Manager**. By default, users should see files in the **Uncategorized** label.
- Select the radio button associated with the image file(s).
- Once the file(s) is selected, it automatically displays at the top of the page.

- If you have not uploaded your image to the **File Manager**, you can click the **Upload New Image...** button on top of the area.
- Click the **Browse...** button.
- Select the image file you want to upload from the pop up window.
- Click the **Upload File** button.
- Wait until you see the **Completed** message.
- You can optionally type a caption for the image, specify the display size, and select a placement for the image in the document.
- To replace with a new image, simply follow the same procedures above and the old image will be replaced respectively.
- When finished adding or replacing the image, click the **Save Changes** button to go back to the **Text & Image Editor** or click the **Save & Finish** button to go back to the **Document View** page.

Q: How do I paste text into a LiveText document?

- **Note:** If you are experiencing troubles with your LiveText document and have pasted your content from Word or some other source, this could be causing the problem. All content being copied and pasted into a LiveText document should be pasted using the **Paste as Plain Text** tool (i.e., icon of the clipboard with the letter 'T').
- A: Follow these steps: Click the **Documents** tab.
- Click the title of the document into which you want to paste content.
- Click the title of the page under the Table of Contents where you want to paste content.
- Click the **Edit** button of the **Text & Image** section where you want to paste content.
- Copy the text from the Microsoft Word document.
- Click in the large text box of the **Text & Image Section Editor**.
- Click the **Paste as Plain Text** icon on the LiveText editing toolbar.
- Format the text within LiveText using the LiveText editing toolbar if desired.

Q: Can I paste in images or tables?

- A: You are not able to paste images or tables. If you need to include an image in your LiveText document, we recommend attaching it. If you need to include a table, we recommend creating it within LiveText.

Send For Review vs. Submitting For Review

Q: What is the difference between sending for review and submitting an assignment?

- A: For documents that are not active assignments posted to your **Dashboard**, you will submit a document for review from within the document by clicking the **Send for Review** button. You will use the **Submit Assignment** button to submit a LiveText document for a particular assignment posted by your instructor.

Q: How do I submit a document for review using the Send for Review button under the Documents tab?

- **Note:** By default, LiveText will search only users within your domain. A domain is often, but not always, synonymous with a school. To search for LiveText users in other domains, select the radio button next to **All Users** located above the search area. Once the document has been submitted for review to another LiveText user, the user can access the document from his/her **Reviews** Inbox.
- A: Follow these steps: Click the **Documents** tab.
- Click the title of the document that you want to send for review.
- From within the document, click the **Send for Review** button located above the page title on the left side.
- Enter the LiveText username, group, visitor's pass, or the first and last name in the **Search for Reviewers** text box.
- Based on the first few letters of text entered, LiveText's Auto-complete Share Mechanism predicts the name or username of the LiveText member with whom you want to share. The system will display the first 15 matches below the search text box. If the user is not listed, the system was not able to identify the user. There were either no matches or several matches. Revise the entry, and try again.
- Click the **Send for Review** button.
- The system will display a confirmation message.

Q: How do I submit a LiveText document to my instructor for an assignment using the Submit Assignment button?

- **Note:** In LiveText C1, an assignment is normally posted to your **Dashboard** by your instructor and your work for that assignment will be submitted from there.
- A: Follow these steps: From within the **Dashboard**, click the **Submit Assignment** or **Resubmit Assignment** button that corresponds with the assignment to be submitted.

- The **Submissions** tab will open with method(s) for submitting an artifact, including **LiveText Document**, **Insert URL**, **Upload Attachment**, and **Comment**. Click the **LiveText Document** tab. The document chooser appears.
- Select the checkbox next to the document(s) you want to submit.
- Click the **Insert Document(s)** button.
- Click the **Submit Assignment** button to complete the submission process. Once you click the **Submit Assignment** button, you will not be able to submit anything else for the assignment unless your instructor requests a resubmission.
- The **Submissions** tab will display the most recent submission, links to the associated artifacts, the date of the submission, and the status of the submission (e.g. Awaiting Assessment).

Q: How do I submit an external file (such as a Word document or PowerPoint presentation) to my instructor for an assignment?

- A: Follow these steps: From within the **Dashboard**, click the **Submit Assignment** or **Resubmit Assignment** button that corresponds with the assignment to be submitted.
- The **Submissions** tab will open with method(s) for submitting an artifact, including **LiveText Document**, **Insert URL**, **Upload Attachment**, and **Comment**.
- Go to the label drop down menu and choose the label where the file is located in the File Manager. By default, users should see files in the **Uncategorized** label.
- Select the checkbox associated with the files you want to submit. Click the **Insert Selected Attachment(s)** button to confirm.
- If the file has not been uploaded to the File Manager, click the **Upload New...** button.
- Click the **Browse...** button.
- Choose a file to upload from the pop up window and click **Open**.
- Click the **Upload File** button.
- Click the **Insert Selected Attachment(s)** button.
- Click the **Submit Assignment** button to complete the submission process. Once you click the **Submit Assignment** button, you will not be able to submit anything else for the assignment unless your instructor requests a resubmission.
- The **Submissions** tab will display the most recent submission, links to the associated artifacts, the date of the submission, and the status of the submission (e.g. Awaiting Assessment).

Q: How do I view an assignment assessment that has been submitted to an instructor from the Dashboard?

- **Note:** When the submission status is green, it indicates that the assignment has been assessed and is ready to be viewed. If the **View Assignment History** link appears, click the link and scroll down to the bottom of the page to view previous submissions and the corresponding assessments.
- A: Follow these steps: From within the **Dashboard**, click the **View Assessment** button that corresponds with the assessed assignment.
- The **Submissions** tab will open with all submitted artifacts, including LiveText documents, URLs, attachments, and comments.
- **To View General Grades and Comments**
- Within the student submission, click the **Grade/Comments** tab.
- You will see all grades and comments provided by the instructor.
- Click the icon to close the tab.
- **To View Assessment Rubric Scoring**
- Within the student submission, click the **Assessment Rubrics** tab.
- Click the title of the rubric. If there is only one rubric, it will open automatically.
- You will then see all rubric scoring provided by the instructor.
- Click the icon to close the tab.
- **Note:** To see the descriptions in the assessment, click on the **Show/Hide Rubric Descriptions** button.
- **To View Document Level, Page Level and Section Level Comments**
- If document, page and section level comments are available, all comments will be displayed automatically once the submission page is opened. **To View Text Level Comments**
- Text level comments (if any) will appear as icons.
- To retrieve an individual comment, click on the icon.
- To retrieve ALL comments of the page, click on the **Show Properties** button.
- Click the **Show All** button to reveal all comments on the page at once.