Why LiveText?

You will use LiveText extensively during your time at University of Hartford. Purchase of LT is required for your continued enrollment in the education department. You only need to purchase it once – it will continue to be updated during the next 5 years, but you do not have to pay for those updates. They are included in your original purchase price. Live Text can be used for many purposes including:

- A collaborative writing tool
- A method for submitting projects and receiving grades
- A convenient way to store and access any files from any computer (so no need to use those flash drives)
- A safe backup of your files (so no more worry about finding files or losing them when your hard drive crashes)
- A great way to build an ongoing work portfolio, so you have all your information in one place at the end of your studies and putting together your official portfolio becomes a breeze
- A powerful tool for building lessons for your student teaching that gather all your internet resources (including access to 50,000 educational videos in United Streaming)
- Helping ensure the continued accreditation of the University of Hartford, which in turn helps you in your employment search

In this class, you will begin your work with LT. Over the next two sessions, you will

1. Create a document
   - Enter text, attach a document, include a picture
2. Submit the document for review by your teacher
3. See how to tell when your document has been graded
4. Look at the grading
5. Fill in a form
6. Make a working portfolio
   - Copy document
   - Make pages

Getting Help

You are not alone. On every LT page is a link to help. This page contains many tutorials. There is also a link to email support@livetext.com
You may also call LT.
You may also email the UH LT support person – Steve Schatz – schatz@hartford.edu

1. Create a new document

   Click create – upper left
   Choose a folder – Almost always under Live Text (not UH)
                  Usually a project
   Choose a template – more work on the Blank, I usually use DYO
   Add a title
   Details are optional
   Click create
3 levels to every LT document – The document can have one to several pages (and these can be set to show as separate pages or one long page in document properties). Pages can have one to several sections. The only place you can type, attach, or add pictures is on the section level.

2. Edit Page

Click edit page
Edit title – click box to select section title. Click Edit titles button. Change name to My First work.
Create section – text and image – name it Notes on Assignments
Click Finish

3. Adding Text

You can only add text to a section...not a page, not a document...just a section.

Click edit in the first section “My First Work” – the text editor opens (if it is taking a long time to open, hit the reload button)
The editor allows you to paste in text, add hyperlinks, and edit and format text (you can make text big, bold, change fonts, change color of text and background, add formula. Just give it a try.

Type where you would go this weekend if you won the Live Text sweepstakes and received $1,000,000.

NOTE: If, while you are typing, your browser or internet crashes, then you lose your work. To avoid this, Save your work ...Save often!

Once you have saved your work, it is safe! Even if your computer crashes.
When you are finished with the document, click Finish.

4. Attaching a document

NOTE: You can only attach a document to a section.

Edit the section. Under the text editor, click the Edit to the right of attachments.
New window opens.
Browse to select new document. There is a document in your tutorial disk in the folder called Tutorial – it is called DeweyCreed
Click attach.
Repeat if you want to attach more.
Up to 10 attachments allowed.
Click remove to remove attachment.
Click Finish when finished.
Click Finish for section editing.
5. Adding a picture to a section

You can only add a picture to a section, not a document or page.
You can only add one picture to a section.
You can Attach up to 10 pictures to a section, but they will not be displayed when you look at the document, you will have to download and open them to see them.

Click Edit for the section
Below the text editor, to the right of the Image, click edit.
Browse to the picture you want to use. You may use any picture, but there are two pictures in your disk in the Tutorial folder. Choose a picture.
Click attach.
Click finish.
You may then set a caption, the size to show, and the placement. You will not see the changes until you click finish (finish editing the section).

6. Submitting a document for grading

Open the document
In upper right click “Submit for Review”
Type at least the first 3 letters of your instructor’s name. WAIT a couple of seconds.
The name should appear at the bottom of the window. If there are multiple names that match the letters you typed, select the name of your instructor. (the name should move into the white section of the little window, under the words “Send to Reviewers”.
Click send.

You may send to multiple reviewers.
When you make changes to your document that you want the reviewer to see, you must repeat this process.

7. Has it been graded?

Go to your “My Desk” (upper left)
Go down the column on the left, about half way down, under the heading COLLABORATION – Click Reviews
Click on the tab – “Sent for Review” (top, left).
You should see the title of the document you sent.
If it says “pending” to the right, it has not been graded.
If it says Completed, Click the View to see the graded document

8. Looking at a paper that has been graded

Go to your “My Desk” (upper left)
Go down the column on the left, about half way down, under the heading COLLABORATION – Click Reviews
Click on the tab – “Sent for Review” (top, left).
You should see the title of the document you sent.
If it says “pending” to the right, it has not been graded.
If it says Completed, Click the View to see the graded document

There are 2 kinds of assessments you MAY see (depending on what your teacher did). 1) Comments on your documents 2) Rubrics
To see the comments, note that the titles of some of the pages of your document are a different color. These pages have comments. You will see the comments in a colored background.

To see the rubric, click the “View Assessment” in the upper right. A window opens.
In upper left see the word SHOW – to the right, click Rubrics.
The rubrics used will show. Sometimes rubrics will also have comments. They will show the numbers you received.

9. Taking a form

Sometimes you will be asked to take surveys or tests through LT.
To see the form, from My Desk, go down the left tab to the Collaboration section. You will see FORM. Click that.
You will see a list of the forms that have been assigned to you. Find the form Student Demographics.
Click the “Take form” to the right of the form you want to take.
If you want to take a break while filling out the form, click “Save Form”.
When you are finished, click “Submit Form”.

Note: Some of the fields have red stars beside them. These are required fields.

10. Making a copy of a document - Portfolio

You will often be given documents from instructors, or find great documents in the library that you want to add to or change. In order to do this, you must make a copy of the document.
**You cannot edit a section in a document of which you are not the author.**
Your instructor will tell you if the portfolio is in your inbox or the library. If in your inbox, go to My Desk – Inbox – you will see the portfolio.
If in the library, go to My Desk – go to the last section on the left – Reference – Click Library.
In the search box, enter UH Port.
Find the appropriate portfolio for your program and click on the name to open it.
In the upper right, find the Actions menu. Hold your mouse over it and it will drop down. Select copy.
Give the document a name.
That’s it! You will see the author of the document (in the upper left) is now you. It will appear in your MY DESK.

**NOTE:** If you are making a copy of one of your own documents (if you want to, for example, make a Professional Portfolio, which includes some, but not all of the parts of a working portfolio, you would make a copy of the working portfolio.
and delete sections and pages you don’t want.) you will not see the ACTIONS menu. Instead, in the upper right is a More… menu. That allows you to make a copy.

### 11. Add a page

Click edit document
Click create page
Name page
You can change the order of pages by clicking order
Remember you will have to edit the new page and add at least one section (usually text and image)

**Special Bonus – Add a video segment**

You have access to over 50,000 videos from United Streaming. The first time you try to use United Streaming, you will have to set up an account. After that, it is very easy to use.

Add a section to a page. This time, add a Resources section.
Edit the section.
Click Add a United Streaming resource
Search and find a video – usually you will want to look at sections, not the entire video.
Select the sections you want to use. Under the title for each section, click the grey link “Add to My LiveText Document” (NOTE: This is not so obvious, but you MUST click this link)
You MUST select at least one subject area
Click save
Click finish
The segment will now show as a link in your LT document. Click on the title and it will show the clip