How to do lots o things with Live Text

Looking at documents

Two places – Inbox (if it’s been shared with you)
Library (if it’s in Live Text – lots and lots and lots)

You USUALLY can’t edit these documents
To edit, make them YOURS – By Copying

Copying

Open document
Under Actions… (upper right) click COPY
The Author (upper left) will change to your name.

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.

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.

Creating a new page

Upper right, click Edit Document
Click create page.. name it

Note THINGS YOU CAN ALSO DO HERE:
Select pages and click **edit titles** here.
Change the order of the pages here.
Click **Edit Properties** to set or change if the document is displayed as one big page or many individual.
If you now want to edit a page, click on the word edit to the far right of the page you want to edit.

**Creating a new section**

Every page must have at least one section. It can have multiple sections.
Click edit page
Click create section – choose type. (Nearly always text and image)
Enter name. Click ok.
To edit the section, click the edit to the right of the title.

Note: You can also change section names and order here. If you click properties, you can add a discussion board to a page.

**Adding Text**

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

Click edit – 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.

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.

**Attaching a document**

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.
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.
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.  
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).

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.

To see if it got sent, 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 (Remember to click the “View Assessment” in the upper right to see the rubric grading.

Resubmitting a document for grading that you have changed or added to

When you have made changes, you can resubmit by opening 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.

**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

Click the “View Assessment” in the upper right to see the rubric grading a window opens.
In upper left see the word SHOW – to the right, click Rubrics.
The rubrics used will show.

**Sharing a document**

You may share a document with anyone. You have several options of HOW to share.
**Share as viewer** – a viewer may view, but not change your document.
**Share as editor** – an editor may change your document – this is useful for writing collaborative papers.

Open the document. In the upper right, click share.
Decide how you want to share the document – type in the first letters of the name of the person with whom you want to share – type the letters in the area corresponding to HOW you want to share – either as editor or viewer.

When the names show up at the bottom of the dialog box, click on the name, it should move into the proper section (editor or viewer)

Click send.

You can also share a document with someone who is NOT a member of livetext. This can be useful when you are applying for jobs and you want to make a portfolio to share with potential jobs. You can make a different portfolio for each group.

To share with someone that is not in Live Text:
Go to My Desk.
Follow down the left row – under collaboration, choose Visitors
Click create. Name the visitor (any name will do.. it can be their school, their name, or a word that means something to you). Click Save.
The screen will show the name of the group and the “Visitor’s Pass” number. **This number is important.. you will send it to anyone who you want to view your document.**
WAIT!! View what document?!
You have to choose the document you want visitors to see. You can choose several
documents or just one.

To share with a visitor, open the document. Click share. Click Advanced Sharing
Options.
Select the Visitors tab.
From the pull down, select the name of the visitors group you created. Click the Add
button.

To have someone view your document, send them the visitor’s pass number and the url to
LiveText (www.livetext.com)
On the left side, about half way down, tell them to look for “Visitor’s Pass” and enter that
number into the pass and click enter.
They can then choose which of the documents you have shared with them – try it yourself
to see what they will see.

HINT: If you are only sharing one document with visitors, you can make it easier for
them by setting up the visitor’s group, then logging in yourself as a visitor, opening the
document, THEN copy the url of THAT page. If you send that url as a link, your
visitors can click directly on that url and NOT have to sign in as guests. It’s a little easier
and faster for them.
This does not work if you are sharing multiple documents.

Sharing a document with someone who doesn’t have live text

Go to My Desk.
Follow down the left row – under collaboration, choose Visitors
Click create. Name the visitor (any name will do.. it can be their school, their name, or a
word that means something to you). Click Save.
The screen will show the name of the group and the “Visitor’s Pass” number. This
number is important.. you will send it to anyone who you want to view your
document.
WAIT!! View what document?!
You have to choose the document you want visitors to see. You can choose several
documents or just one.

To share with a visitor, open the document. Click share. Click Advanced Sharing
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Making a group

If you are regularly sharing documents with several people, it is faster to form a group.
My Desk – Under the Collaboration Section – Click Groups
Click Create – Name the group (HINT: Give it name and date that provide meaning. Over time, you will have several groups and it becomes a challenge to tell them apart.)
The group is created and you are returned to the Groups page. Click the name of the group
Click the tab – Add Members
Search by last name and enter some or all of the last name of the group.
   HINT: Entering a, b, c, …etc. will display all the people in your institution, but you may have to enter only part of the alphabet at a time, as the find function only displays 50 names.
Select the names of the people you want in your group.
   REMEMBER to click the Add button.
You can continue to add (or remove) people to your group whenever you would like.
   NOTE: If you have shared a document with a group and later add someone to the group, the document (shared in the past) does NOT share with the new members.
   Any documents shared with the group from that point forward WILL share with the new member, but it does not go back in time.

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