

Live Text Help Sheet for Faculty

1. What is Live Text?

Live Text is a repository for your student's assignments, portfolios, lesson plans and projects. It is a program that is separate from Blackboard, and is used to keep track of students and professors work for accreditation purposes. It can also be used as a portfolio for students to display their work. But for the most part, it is a stand-alone tool that may be used in conjunction with Blackboard or Academic Partnership Portal.

2. What is a template?

A template is a blank form or outline. It can be used as a containing document, like a vessel, for your students to paste their assignment into. Templates are created under the documents tab. For more detailed information on creating a template, click on the following link

https://c1.livetext.com/c1_help/faq_faculty/ and choose: **How do I create a new LiveText document using a template?**

3. What is an assessment?

Assessments are grading rubrics that can be used to assess student work. Assessments can be attached when you create the assignment or added at a later date by editing the assignment. Assessments are created in the same way as templates under the documents tab. The only difference is that you choose "assessment" rather than project or portfolio.

4. What is an assignment?

It is a document created in a template that contains the instructions of what you want from your students and it may include a grading rubric(s) for assessing the assignment. It is also beneficial to tell students how you want them to submit their assignments in Live Text within the Assignment Details when creating the assignment (See #7 below for more details). Assignments are created in the specific course under the assignments tab. For more detailed information on creating an assignment, click on the following link https://c1.livetext.com/c1_help/faq_faculty/ and choose: **How do I create an assignment in LiveText?**

5. When do I need to create an assignment and grading rubric?

If you want to create an assignment in addition to a SPA or Unit assignment that has already been created for your individual course, you may choose to create an assignment in Live Text. A grading rubric may also be created to assess the assignment.

6. Is there any particular order that would be best to follow to create templates, assessments and assignments?

First create your template and/ or assessments and save them. Then create the assignment with your instructions on how they should submit their work. While creating the assignment, attach the template under the Assignment Templates portion and insert the assessment under the Assessment Method. Keep in mind that this is just a suggested workflow and that assessments and templates can be added later, if needed, by simply editing the assignment.

7. What can I insert into the assignment that will clarify to the students how to submit their work in LiveText so that I can easily assess their work and avoid confusion?

The following text is provided for you to copy and paste under Assignment Details when creating the assignment. It explains to the student how to submit their work as a Live Text document using a template that you have provided in the assignment as opposed to simply having them attach a Word document. The advantage to having them cut and paste their work into the body of the Live Text document is that it makes it easier for you to add comments to the document. For more detailed information on attaching the template to the assignment, click on the following link

https://c1.livetext.com/c1_help/faq_faculty/ and choose: **How do I insert an assignment template?**

Copy and Paste into Assignment Details-

Please submit your work as a Live Text document, by using the template provided in this assignment. *Do not submit your assignment, by attaching it as a Word document.* Simply copy and paste your assignment from your word document into the template provided. To do this, click on “Use this template” under “Assignment Templates” below. This will bring up the template. Then click on “Edit” to insert /paste your work.

8. What is the main difference between asking students to submit their homework as a Live Text document vs. a Word document? And how can I make assessing student work easier?

The main difference between requesting submissions through a Live Text document and a Word document is that in a Live Text document, the student inserts their work into the Live Text assignment template allowing you to insert comments/ feedback directly in-line with their work (see #7 above). This is different from the student using MS Word because Word documents can only be submitted as an attachment. Therefore, it can only be corrected in Word using *Track Changes*, saved, and re-uploaded. Having them submit as a Live Text document saves you time and effort in the end even though you have to put in the extra step of providing a template when creating the assignment.

9. I have multiple assignments that are very similar. Is there any way to speed up the process when creating these assignments?

There is a copy feature that can be used when creating templates, assignments, etc. Just be sure to name them correctly such as Part 1, Part 2, etc. For more information on copying assignments, click on the following link https://c1.livetext.com/c1_help/faq_faculty/ and choose: **How do I copy assignments?**

10. Who should I or my students contact in case of technical glitches or problems with Live Text:

Live Text Telephone Technical Support

866-548-3839

Monday - Thursday 7:00 AM - 9:00 PM

Friday 7:00 AM - 6:00 PM

Sunday 2:00 PM - 7:00 PM

ASU Live Text Training Modules and Support Page

Contains Student & Faculty FAQs and Training Modules

<http://www2.astate.edu/a/education/live/live-text.dot>

Interactive Teaching and Technology Center (ITTC)

Live Text Technical Support for Faculty

Terri Sue Smith

870-972-2334

livetextsupport@astate.edu

Interactive Teaching and Technology Center (ITTC)

Live Text Technical Support for Students

Coral Machado

livetextsupport@astate.edu