CANDIDATE
INTRODUCTORY TRAINING

ARMSTRONG STATE UNIVERSITY

What is

LiveText is a web-based data-collection and assessment management tool used to measure institutional effectiveness with accreditation regulations. A fundamental component of the assessment of student learning outcomes is ensuring student performance is continuously improving over time. LiveText functions as a valuable tool to support each program's current assessment efforts through the creation of standards-aligned assessments.

WHY DO I NEED IT?

Candidates in the College of Education utilize LiveText to submit assessments for program completion. These faculty developed assessments are specifically tailored to your program concentration and degree type to ensure candidates are able to demonstrate certain competencies required to for certification.

The LiveText system also assists the Armstrong Educator Preparation Program in collecting, aggregating, and disaggregating data for program evaluation and improvement. Armstrong strongly supports data-driven decisions to best meet the needs of our candidates by creating high quality programs reflecting our commitment to scholarship, professionalism, diversity, collaboration, and the effective use of technology.
The Educator Preparation Program requires all Armstrong pre-education students to establish a LiveText Field Experience Edition account and candidates to maintain their account in order to be retained within a program. This is a one-time purchase fee and is good for five years of use.

TO PURCHASE MEMBERSHIP
Candidates purchase this account as they would a textbook or other material for a course. To purchase LiveText, visit www.livetext.com or the Armstrong bookstore. Recommendation: Purchase/Register account online.

All education preparation programs at Armstrong require LiveText. Renewal rates to extend services after LiveText membership expiration are available for one, two, and three-year periods.

ACCOUNT REGISTRATION
When you register it is important that you select to be associated with the "Armstrong State University" domain and include your full legal name (must match enrollment records), Armstrong (907) student ID number, Armstrong e-mail address (primary), and date of birth.

Tutorial: https://c1.livetext.com/c1_help/general/account_basics/register.html
We require you make your log-in credentials consistent with your Armstrong e-mail or Port account.

If your account is not properly associated with the Armstrong domain, you will not be able to view your courses, complete any inquiries, or submit any assessments.

PROGRAM REQUIREMENT

NAVIGATION TOOLBAR

Menu Button:
The button is located in the upper right corner of the page directly to the right of your name. Click this to open the menu.

If the account has multiple views, you may switch between views here.

Click the My Account link to navigate to the Account Information page.

Click the Help link to navigate to the LiveText Help Center.

Click the Logout link to sign out of the account.
Dashboard

Upon logging into any LiveText account, the user is brought to the Dashboard. The Dashboard displays assignments, recent files, and course announcements.

Assignments

- **Analysis Essay**
  - Due: January 19, 2016
  - Continuous Assignment

- **Research Paper**
  - Assignment Type: Research

- **Self Reflection Paper**
  - Assignment Type: Reflection

- **Position Paper**
  - Due: February 2, 2016
  - Assignment Type: Position

- **edTPA - Elementary Literacy (EAL)**
  - Assignment Type: edTPA

On the Dashboard, assignments are ordered by submission status. Assignments where the student has been asked to resubmit appear first. Then assignments which have not been submitted are displayed. Next, any assignment which is awaiting an assessment appears and, finally, any assignment which has a published assessment is displayed last.
CONTINUED

DASHBOARD

Note: You may filter your posted assignments by term and/or course. These dropdown boxes are located toward the upper right of your posted assignments.

- Term: All Current Terms
- Course: All

The Recent Files area is listed toward the right side of the screen. Only the most recently modified files are listed in this area. These files may be LiveText documents or non-LiveText artifacts. Click on the title of a LiveText Document to open the document. Click on the title of a non-LiveText artifact to open the file using the appropriate software on your device.

Announcements are listed beneath the Recent Files area. The Announcements area contains course announcements which are posted by an instructor for a specific course. Clicking on an announcement will open that course’s Announcements tab page.

DOCUMENTS

Click the LiveText Doc tab to open the Documents page. Initially, the My Work tab is selected. The My Work tab contains LiveText documents which have been created within the account.

- Title: Analytic Essay
- Type: Portfolio
- Date Created: Apr 30, 2016 13:50 PM
- Date Modified: Jan 8, 2016 11:38 PM
- Title: COMM 100 Position Paper
- Type: Project
- Title: Program Portfolio
- Type: Portfolio
- Title: Research Paper
- Type: Course

The My Work tab contains LiveText documents which have been shared with the account. The My Work tab contains LiveText documents which have been deleted from the Documents page. The Trash tab contains LiveText documents which have been deleted from the Documents page. The Trash tab contains LiveText documents which have been deleted from the Documents page. The Trash tab contains LiveText documents which have been deleted from the Documents page. The Trash tab contains LiveText documents which have been deleted from the Documents page. The Trash tab contains LiveText documents which have been deleted from the Documents page. The Trash tab contains LiveText documents which have been deleted from the Documents page. The Trash tab contains LiveText documents which have been deleted from the Documents page. The Trash tab contains LiveText documents which have been deleted from the Documents page. The Trash tab contains LiveText documents which have been deleted from the Documents page.
With LiveText's digital workspace, you can author unlimited customized projects – assignments, journals, evaluations, artifact collection, standard integration, and extensive e-Portfolios – and prepare, submit, manage, and log the hours associated with your fieldwork, clinical practice, or internship experiences. Collaborate with professors, mentors, supervisors, and your peers, and receive the feedback needed for continuous improvement.

Outside submitting program-related assessments you can create and manage your own:

- File Manager. Unlimited cloud file storage made easy!
- Academic Social Networking
  - Connect to instructors, peers, and assessors for immediate feedback, coaching, and mentoring on improvement processes.
  - Collaborate and communicate with groups for team-based work.
  - Share work samples and e-Portfolios with potential employers.
- Visitor Passes: Allow others to view your LiveText documents
- Multimedia integration, e.g. embed streaming videos into assessments
- Website or blog
File Manager/Cloud Storage

Tools

- Unlimited - Secure
- No file type limitation (.doc, .pdf, .mp4, etc.)
- Only size limitation (maximum 1 GB)
- Users manage, rename, and delete files
- Users can create and manage labels (drawers)
Visitor Pass

- Share documents with members outside of the LiveText community (e.g. prospective employers)
- Documents you select are added to the pass
- Multiple passes can be created (e.g. multiple job vacancies)
- Track visits (date and time when that each document was viewed via the pass code)

Field Experience Module

Collaborative space for dialogue between candidate, mentor, and university supervisor
What is FEM?

- Easily document, monitor, and manage placements
- Tracking/Monitoring grade bands
- Create/Import customized profiles for schools/mentors
- Centralized collaborative work space
- Integrate communication capabilities
- Extensive data collection with exportable reports to document:
  - Diversity of field placements
  - Assessments collected from entire placement team --- including candidate self-assessment and mentor
  - K12 school demographic information
  - Candidate impact on K12 student learning

Submit Using a Required Template

Students may only use an assignment template when the assignment is posted in a current term.

To submit to a course assignment which requires the use of an instructor provided template:
1. Log into your student LiveText account.
2. Locate the appropriate assignment on your Dashboard.

If the assignment is “Not Submitted” then you may submit work to the assignment.
Submit Using a Required Template

Note: If you are having difficulty locating the appropriate assignment, you may wish to filter your posted assignments by term and/or course. These dropdown boxes are located toward the upper right of your posted assignments.

3. Once you have located the assignment, click on the corresponding button.

4. If the assignment requires the use of an instructor provided template, then Required Templates will be listed under the Assignment Details area.

5. Click on the button which corresponds to the template title. This will create a new document in your “LiveText Docs” tab using the provided template. The LiveText document will open automatically.

6. Edit the LiveText document as necessary to complete the assignment.
Submit Using a Required Template

7. Click the **Attach to Assignment** button to attach the LiveText document to the course assignment and return to the assignment page. This button is located beneath the title of the LiveText Document.

8. Any uploaded files or LiveText documents you have attached to the assignment will appear under Assignment Submission area across from Attachment List. If you would like to remove an item you have attached, click the item’s corresponding icon.

9. In the Comment box, enter an optional comment which the instructor of the course can view after the assignment has been submitted.

10. Click the **Submit Assignment** button to submit the attached files to this assignment. If the assignment has been successfully submitted, then the assignment status will change to “Awaiting Assessment” and the following message will be displayed:

    Congratulations! Your assignment has been submitted to your instructor.

ARMSTRONG STATE UNIVERSITY
Field Experience Module (FEM)

Objectives

• Define FEM
• Explain what functions FEM provides
• Demonstrate how FEM operates
• Practice
• Encourage/Inform candidates to attend orientation training sessions
• Ask questions / Ensure clarity

Agenda

• Explain the functions FEM encompasses
• Identify how FEM will be beneficial to you
• Practice navigating FEM
• Locate placements/assessments
• Distinguish between course based and FEM assessments
• Discuss candidate orientation schedule
• Question & Answer

Key codes were purchased for candidates enrolled during Fall 2014 semester. Any candidates beginning Spring 2015 are responsible for purchasing FE membership edition. Effective Spring 2014/Implemented Fall 2015.

On-Campus Support

Megan Morris, LiveText Administrator
Office: University Hall 281
912.344.2933
LiveText@Armstrong.edu
www.Armstrong.edu/LiveText

Technical Support Hours
Monday - Thursday: 7:00am to 9:00pm (CT)
Friday: 7:00am to 6:00pm (CT)
Saturday: Closed
Sunday: 12:00pm to 9:00pm (CT)

By Phone
1-866-LiveText (1-866-548-3839)