



Live Text at Centenary College

✦ Quick Tips Guide

Please read all the information on this page.

LiveText can help you create and maintain a digital portfolio of all the assignments and teaching materials you prepare, as part of your teacher education classes and for student teaching or internship.

Adding Live Text to your trusted sites

The new version 7 of Internet Explorer has tighter security on scripting than previous versions. This security is intended to prevent unknown and malicious sites from running scripts that can introduce viruses and worms into a system viewing the page. This script blocking will prevent users from using all of the features of **LiveText**.

Internet Explorer 7 has a list of "Trusted Sites" that can be set to allow these types of scripts that are known to be safe. It is recommended that **LiveText** be added to this list of trusted sites.

1. Click on the **Tools** menu
2. Select **Internet Options...**
3. Click on the **Security** tab
4. Select the **Trusted Sites** zone
5. Click on the **Sites...** button
6. Uncheck the box next to **Require server verification**
7. Under **Add this website to the zone:** type *LiveText.com*
8. Click **Add**
9. Click **Close**
10. Click **OK**

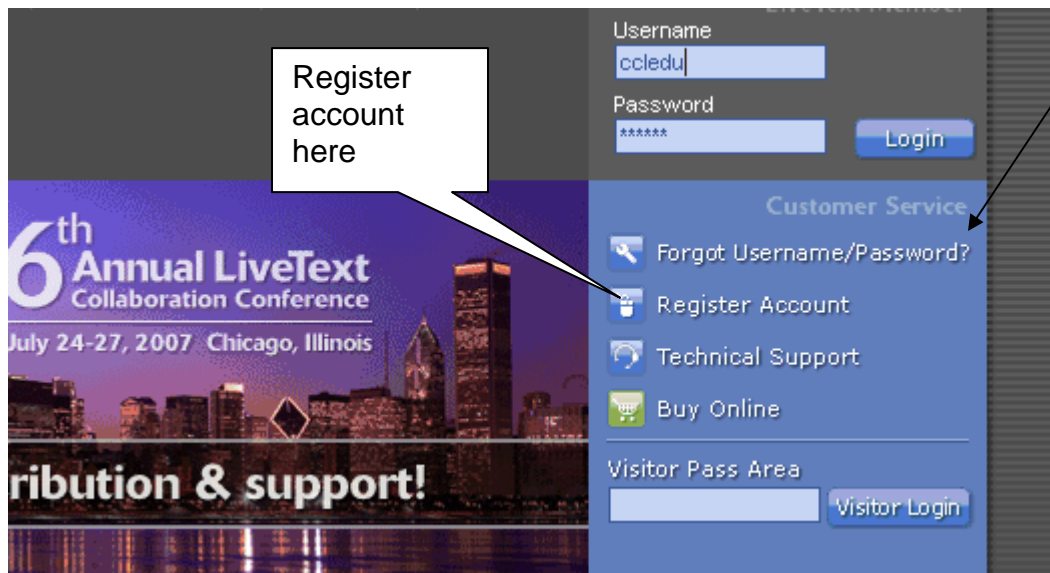
Note: LiveText works best with **Mozilla Firefox** or **Safari** for Macs.

Account Registration

To set up an account with **LiveText**, purchase **LiveText** in the Centenary Bookstore. Click the [Register Account](#) link found below the in the Customer Service button on the **LiveText** website (www.LiveText.com). Fill out the form to complete registration. The registration code is supplied in the CD pack. *It is advisable that you use your Centenary e-mail as your username or one that you can easily remember.*

Logging into LiveText

1. Type **livetext.com** into your web browser. In the **Customer Service** box choose **Register Account**.
2. Choose a username and password that you will remember, for example 123456. If you cannot remember your login information next time you login, In the **Customer Service** box click the **Forgot Username/ Password?** link. Remember that the password is case sensitive.



Overview-MyDesk

The **MyDesk** area is a web-based workspace. This section will provide a brief overview of the **MyDesk** features that will be covered in this workshop. When working in **LiveText**, return to the **MyDesk** area at any time by clicking the **MyDesk** tab.

Materials - A menu that contains system Labels and customized Labels. *My Work*, *Inbox*, *Sent*, *All*, and *Trash* are permanent system Labels that provide quick access to **LiveText** documents.

- *My Work* - Contains documents created in the account.
- *Inbox* - Contains documents shared with the account.
- *Sent* - Contains documents shared from the account.
- *All* - Contains all documents in any system label except the *Trash*.
- *Trash* - Contains trashed documents.

Collaboration

Reviews – The *Reviews* area contains documents both sent and received for review. Go to the *Reviews* area to review and/or assess documents, or to view the status of documents sent and received for review.

Groups – Groups help expedite the sharing process. Go to the *Groups* area to create groups or manage existing groups.

Tools

Account Information – Go to the Account Information to change list length, standards and color scheme. (This will be more fully discussed later.)

MyDesk | ExhibitCenter | Forms | Hi, Centenary Dept of Education | Thursday, August 9, 2007

Materials: My Work (showing 1-15 of 15)

Title	Type	Created	Modified
Intro to LiveText	Project	Jul 08	Aug 01
Centenary College of Education Student Teaching an...	Project	Jul 12	Aug 06
Copy of Beyond LiveText: Taking the Data and Makin...	Project	Jul 24	Jul 24
Copy of CSU Methods Lesson Reflection Rubric	Assessment	Jul 12	Jul 12
Creating Projects with SPA's	Project	May 31	Jun 23
Dedicated Educator Lesson Plan Guide	Project	Aug 03	Aug 03
Dedicated Educator Lesson Plan Guide	Project	Aug 03	Aug 03
Dedicated Educator Lesson Planning Guide created 7...	Project	Jul 08	Jul 12
Document Authoring Basics - Guided Practice 1	Project	Jul 24	Jul 24
EDUC 511 SA created 6/07	Assessment	May 04	Jun 21
EDUC 511 SA Instructions for Thematic Unit created...	Project	May 04	Jun 26
Ideas for Assessment using standards with supporti...	Assessment	May 31	Jun 23
Sample Syllabi Format For Adjunct and Professors	Course	Jun 26	Jul 08
UG EIEd Program Portfolio Su07	Portfolio	May 31	Jun 26
Undergraduate Portal Tracking System	Project	Jun 01	Jul 07

About LiveText Documents

A document is the basic unit of composition in **LiveText**. Any content that you wish to enter into **LiveText** must be entered into a document. Documents can contain text, tables, images, attachments (computer files created outside of **LiveText**), standards, resources, rubrics, and form responses. The layout and style of the document may also be modified. See the document examples on the next page in multi-page and single-page layout.

All document types (i.e. course, project, portfolio, lesson plan, and assessment) have two essential components: pages and sections. A page is a subdivision of a document, and a section is a subdivision of a page. Content can only be entered into sections. This means that a document must contain at least one page and that page must contain at least one section before any content can be entered into a document. All **LiveText** documents may be edited in three ways:

Document Level

- Create, modify, sort, hide, rename, copy, and delete pages.
- Modify document properties, including title, description, type, layout (single-page or multi-page), and style.

Page Level

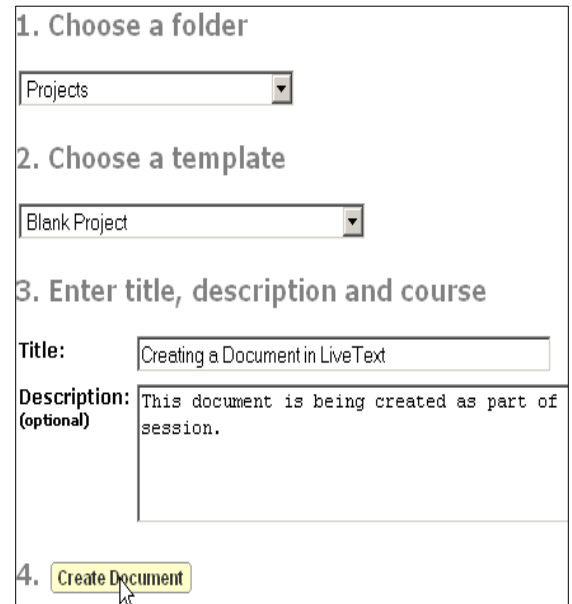
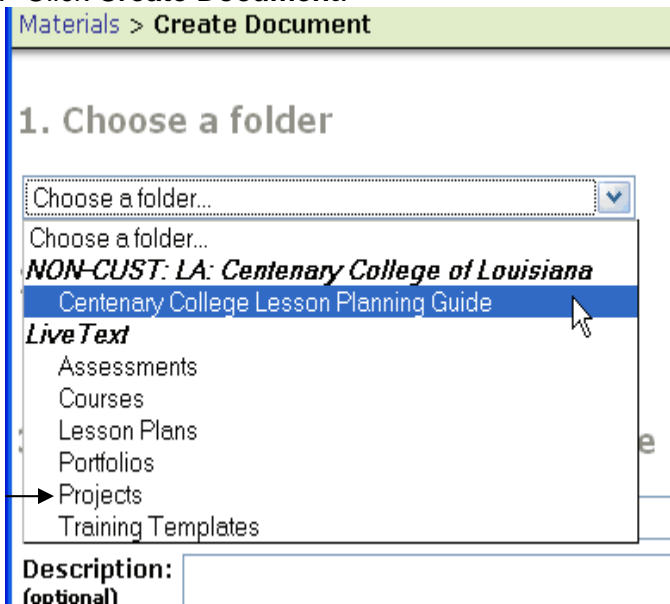
- Create, modify, sort, hide, rename, copy, and delete sections (Text & Image, Standards, Resources, Rubric, and Form Viewer).
- Modify page properties, including title, and enable discussions on a page.

Section Level

- Develop, add, edit, and manage content. Methods of authoring content are contingent upon the type of section.

Creating Documents

1. Click **Create** in the **My Work** section.
2. Choose a folder. NOTE: The folders under Centenary contain templates created specifically for Centenary. The folders under **LiveText** contain templates that are basically generic. For the purpose of this training click on Projects
3. Choose a template. We will choose Blank Project.
4. Give your document a name "**Creating a Document in LiveText**" and type in a description.
5. Click **Create Document**.



ation

[show properties](#)

Blank Page

[edit page](#)

Blank Section

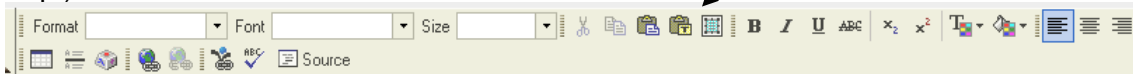
[edit](#)

You will get a screen similar to this. You must edit the page and section with your titles.

TEXT & IMAGE SECTION

Adding Text to a Text & Image section:

1. Use the toolbar to format your text. (Hold your cursor over each button to read the screen tip.)



2. You can copy and paste from another document. In some instances, formatting problems may arise when copying from a word processor. To avoid problems, you can paste using the **Paste as plain text** icon. Using this tool will remove formatting of text.
3. To copy and paste from another document or from the web, left-click once right before the first letter of text to be copied. You will not see anything, but you are telling the computer where to begin to copy.
4. Locate the end of the text to be copied. Hold the shift key down and left-click at the end. All text in-between the two clicks will be selected.
5. Do one of the following to copy the text onto the computer's clipboard:

Press **Ctrl-C**... OR... Select **Copy**... OR... Right-click on the selected text and choose **Copy**

6. Put your cursor in the **LiveText** text & graphic section.
7. Do one of the following to paste the text onto the text box:

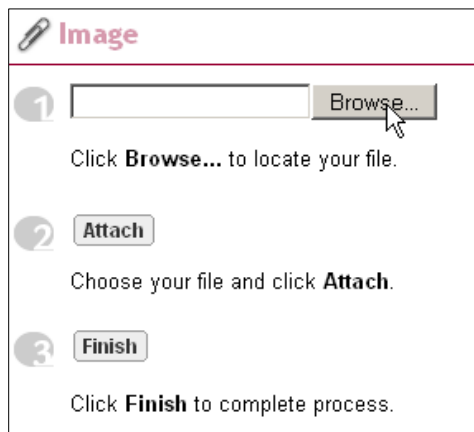
Press **Ctrl-V**... OR... Select **Paste**... OR... Right-click on the selected text and choose **Paste**... OR... Click on the **Paste** icon

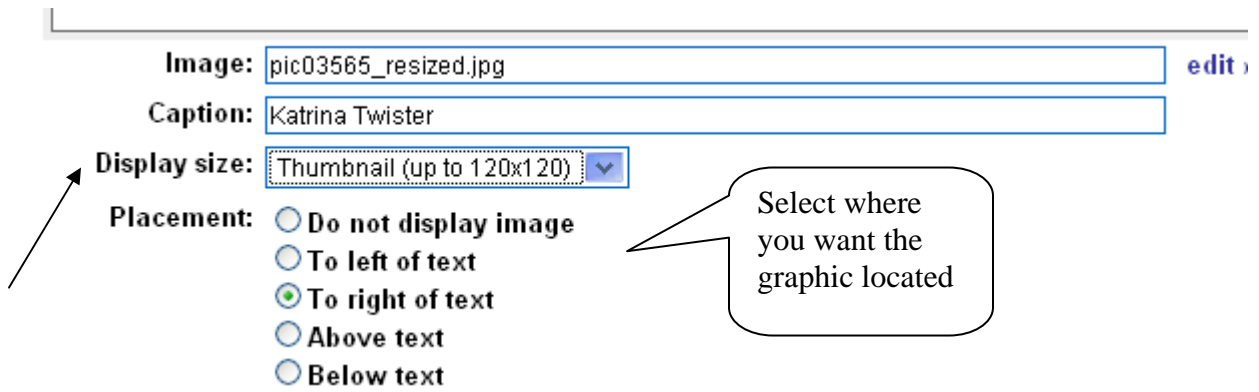
NOTE: Clicking Save saves the document and allows you to keep working in that section. Clicking Finish saves the document and brings you to the preview page so that you can see the document as it will look to others.

IMPORTANT: Because web browsers give users so much control (font family, font size, text color, background color) there is no guarantee that a single web page, from any source, will look the same on two different computers or even two different browsers. installed on the same computer. Much of this is beyond the control of the person (or services like **LiveText**) that builds web pages.

Adding an image to a text and image section:

1. Click on **Edit** across from the section title to edit the section.
2. After typing in your text, click on **Edit** across from Image at the bottom of the text box.
3. **Browse** for your saved image and select it.
4. Click **Attach**. When it indicates that it is attached, click **Finish**.
5. While you are still in the edit mode, the graphic will appear at the bottom of the screen. You can select where you want it located on the page.





6. Note the **Display Size**.

If the original size of the graphic is larger than 200X300, you should probably change the display size to 300X200 or to the Thumbnail size. **LiveText** automatically resizes the original for use in the section, but also saves a copy of the full sized original. Click **Finish** to view the graphic in the Text & Image Section.

If the size of the original is reduced, the graphic will be hyperlinked so that the viewer can left-click on the photo to view the original.

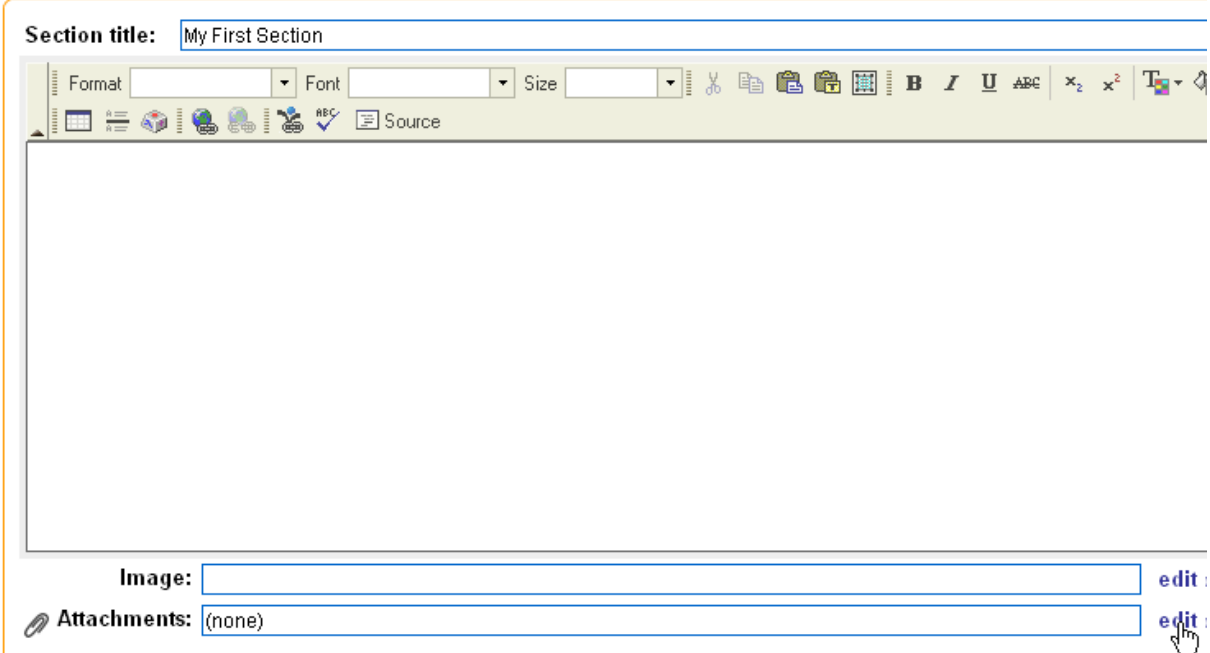
☆☆☆☆☆ This can be useful for scanned documents. If you scan a document and attach it as a JPEG, you can reduce the size to thumbnail. The viewer can then click on the thumbnail to view the scanned document.

Adding Attachments

Another way to add content to a **LiveText** document is to add attachments. Attachments may include word processing documents, spreadsheets, images, multimedia files, or any other file type. Disable any activated pop-up blocking software before uploading an attachment to allow the **Attachments** pop-up window to open.

Click **edit** »

Edit Section: My First Section



The screenshot shows a web editor interface. At the top, there is a "Section title:" field containing "My First Section". Below this is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. The main editing area is a large, empty white box. At the bottom of the editor, there are two fields: "Image:" with an empty input box and an "edit" link to its right; and "Attachments:" with the text "(none)" and an "edit" link to its right. A mouse cursor is pointing at the "Attachments:" edit link.

1. While editing a Text & Image section, click the [edit »](#) link to the right of the **Attachments** field located below the HTML editor.

Tip: Holding the **Control** key on a PC or the **Command** key on a Mac while clicking the [edit »](#) icon will disable pop-up blocker for one action.

2. Click the **Browse...** button in the **Attachments** pop-up window.

3. After the attachment is located and opened on the computer, click the **Attach** button to upload the attachment.

4. To close the **Attachments** pop-up window, click the **Finish** button when the upload process is complete.

There is a limit of ten attachments per Text & Image section. Create additional Text & Image sections to add additional attachments. Please note that larger images will take longer to attach.

collegeLiveText.edu solutions help logout


MyDesk Hi, University Professor | Monday, June 4, 2007

Document: Example Project ?

Page: Page 3: Practice in Document Authoring

Edit Section: Practice: Editing the Text & Image section & This ... Finish

Section title: Practice: Editing the Text & Image section & This Title


Format Font Size 

Practice editing this Text & Image Section. Click edit to the right of the Text & Image title to edit this section.

Type text in this section and/or copy and paste content from another source (i.e. MSWord document).

Tip: If you are pasting text from another application or source, choose the paste as plain text icon (clipboard with the T).

Image: [edit »](#)

 Attachments: (none) [edit »](#)

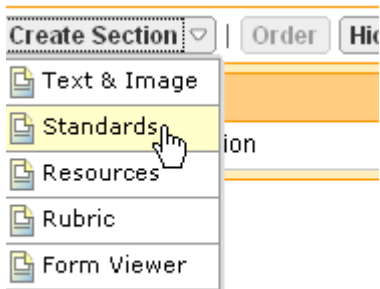
|

5. Click the **Save** button.
Attachments will appear as links at the bottom of the Text & Image section in view mode.
6. When finished editing, click the **Finish** button to return to view mode.

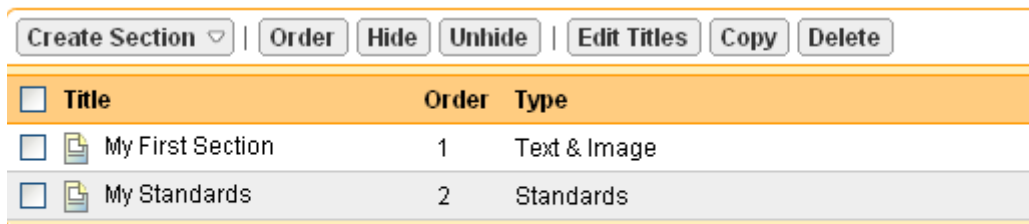
STANDARDS SECTION

You can add standards to any type of **LiveText** document to indicate the learning goals you have achieved and also link selected standards to an assessment rubric. If there is no standards section pre-defined in your document, you must first create a **standards section** to add standards to your document. This section will illustrate how to search and add standards to the Standards section of a **LiveText** document.

1. What we teach and how we teach should align with State and National Standards. To add a Standards section, click **Edit Page**.
2. Click on **Create Section** and select **Standards**.

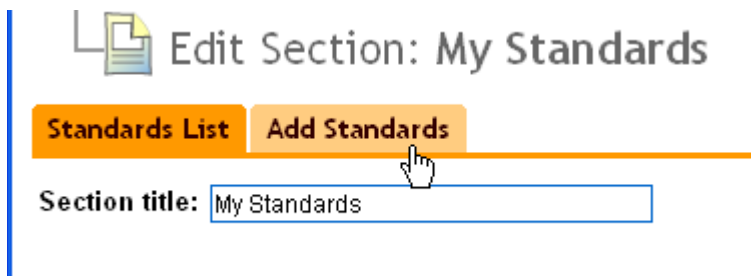


3. Give the section the name “**My Standards**” and click OK.

A screenshot of a software interface showing a table of sections. The table has columns for 'Title', 'Order', and 'Type'. There are two rows: 'My First Section' (Order 1, Type Text & Image) and 'My Standards' (Order 2, Type Standards). Above the table, there are buttons for 'Create Section', 'Order', 'Hide', 'Unhide', 'Edit Titles', 'Copy', and 'Delete'.

<input type="checkbox"/>	Title	Order	Type
<input type="checkbox"/>	My First Section	1	Text & Image
<input type="checkbox"/>	My Standards	2	Standards

4. Click on **edit** to the right of **My Standards**.
5. Click on the **Add Standards** tab.



6. By **Standard Set**, click on the drop down list to select the desired set of standards.
7. Click on LA.
8. By **Standards Set Level I**. Click on **Subjects**.
9. Check **Language Arts**
10. Select **Grade(s) 5 to 5**.

Edit Section: Standards

Standards List **Add Standards**

LiveText Standards

LA:Louisiana-Content Standards

Search using the following criteria:

Standard Set:
([Personal](#) | **All**)

LA

Subject(s):
([Levels](#) | **Subjects**)

Foreign Language
 Mathematics
 Science
 Arts
 Social Studies
 Language Arts

Grade(s):

5 - 5

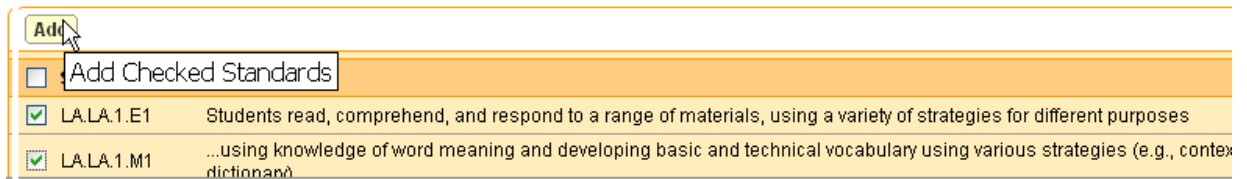
Keywords:
(optional)

(Example: 'NCATE.1' or 'Economy')

11. Click **Search**.

12. Click the first two standards under **Standard Set**.

13. Click **Add**.



14. You will see “**successfully added 2 standards**”

15. Click **Finish**.



To add a Resource Section

1. To add a Resource Section, click **Edit Page**
2. Click **Create Section** and select **Resources**.
3. Enter the section title **My Resources**.
4. Click on **edit** across from the **My Resources** to edit this section.

Account Information

1. Go back to **MyDesk**.
2. Under **Tools** click on **Account Information**
3. Under **Site Preferences** change **List Length** from **20** to **100**.
4. Under **Site Preferences** you can also change your **Theme** or color scheme.

The screenshot shows the MyDesk interface with the following sections:

- Materials:** My Work, Inbox, Sent, All, Trash, Labels, edit labels...
- Collaboration:** Reviews, Groups, Visitors
- Tools:** PlanBook, Reports, Account info (highlighted with a mouse cursor), Forms, Document Styles
- User Profile:** Name: Sharon Little, Username: testocl, Email Address: doclittle@bellsouth.net, Password: Change password, Security Question: Change security question
- Memberships:**
 - Service type: College LiveText edu solutions™, Status: Active
 - Service type: unitedstreaming™ Video Library, Status: Active, Go to unitedstreaming™
- Site Preferences:** Theme: Sunset, MyDesk Start Page: My Work, List Length: 20 (highlighted with a callout box saying "Click on List Length")
- Standards Sets:** Selected Sets: AAHE, ACEI, AECT, ALA, CEC, CEC2002, ELCC, INTASC, IRA, ISLLC, ISTE, I... NAEYC, NASP, NASPE, NBPTS, NCATE, NCSS, NCTE, NCTM, NMSA, NSTA

IMPORTANT: You can also access [UNITEDSTREAMING](#) by clicking on **Account Information** when you first log into **LiveText**. Accessing [UNITEDSTREAMING](#) this way allows you to download videos to your computer, but you cannot add them to a document unless you are in a **Resources Section** of a document.

Sharing and Submitting Documents for Review

A benefit to creating materials within **LiveText** is the ability to distribute those materials quickly and easily. Everything authored within **LiveText** can be shared with members at the domain level or with members of the entire **LiveText** community. Furthermore, **LiveText** documents may be submitted for review for formative feedback and summative assessment.

About Sharing

Sharing a document allows another **LiveText** user to access the document. Documents can be shared for viewing or editing. Documents can be shared with **LiveText** users, **LiveText** groups, or visitor's passes. A person with view access can view, copy, and print the document. A person with edit access can modify the document as well as view, copy, and print it. Visitors cannot be added as editors, they can only be added as viewers. *This training session focuses on sharing with individual members.*

- Sharing a document does not create a copy of the document.
- Each person that is given access to the document has access to the original document.
- If a shared document is modified by **ANY** user, then **ALL** users with shared access will see the modifications.
- If a shared document is deleted by **ANY** user, then that document is deleted for **ALL** users with shared access.

Sharing a LiveText Document

1. Go back to **MyDesk**.

2. Select one of your documents.
3. While viewing your LiveText document, click the [Share](#) link.
4. Enter the **LiveText** username, group, visitor's pass, or the first and last name of a friend(s). Separate multiple entries with a comma or semicolon, or enter multiple entries on separate lines. As you type, the system will begin to search, refining the search as you enter more characters. The system will display what it found to match your entry. Select the appropriate match(es). It will show up under **Viewers**.

Edit Document | Submit for Review | Share

Type in individual names or usernames.
(example: John Doe, Jane Smith, or janesmith)

Share with Viewers:
Sue Hernandez <shernand12>

Share with Editors:

Share Advanced sharing options

Type in names or usernames as shown

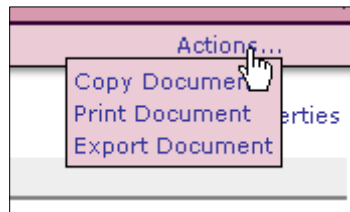
Note: This search is limited to only users within your domain. A domain is often, but not always, synonymous with a school. To search for **LiveText** users in other domains, click the [Advanced Share Options](#) link.

5. Click the **Share** button. If the user is listed under **Viewers**, below the **Share** button, then the share was successful. Your document has been shared with your friend(s). If not, then the system was not able to identify the user. There were either no matches or several matches. Revise your entry, and try again.

Note: Once the document has been shared with another **LiveText** user as a **Viewer**, the user can access the document from his/her **Materials Inbox**.

To locate and work with a document that was shared with you

1. Go back to **My Desk**.
2. Click on **Inbox**.
3. In your **Inbox**, you should see the document that your friend shared with you.
4. Select that document.
5. Mouse over the word **Actions** at the top of the document.
6. Select **Copy Document**.
7. In the window that opens at the top, you will see the title, "**Copy of**". You may keep this title, or rename the document. Click **OK**.
8. Automatically, the same document will open with the new name.
9. If you click on **Edit Document**, you can edit it.
10. Also, when you mouse over **Actions**, you can print the document.



NOTE: For the purposes of this training we will not explore **Export Document** at this time.

Submitting a Document to Your Professor for Review

1. Go back to **My Desk**.
2. Select the document that you created earlier.
3. Click on **Submit for Review** at the top of the document.
4. Under **Submit to Reviewers**, enter your professor's name. For the purposes of this workshop, enter Sharon Little. You will see two accounts listed for her. Select the one entitled, **testccl**. Click **Submit**. If your submission was successful, it will say "**Submitting was Successful**."
5. Check under **Reviews in My Desk**. Select **Sent for Review**. You will see that your document has been reviewed and the date/time of review.
6. Click on **View** to see your professor's comments about your document.
7. Your document can also be assessed by your professor. You will learn more about this process from Dr. Little or your professor.

HELP!!!! Click on the **Help** button at the top right hand corner of your screen to go to the **LiveText Help Center**. Click the different [Quick Start Guides](#) to help you. You should also see the document tab that you were working in. To go back click that tab.

Adding Learn 360 Resources

Create a Resource section.

Edit the section and choose which resource you would like to add.

See the following information about adding Learn360 resources.

Blank Section

[edit](#)

Resources

[edit](#)

No resources added.
Click **edit** to add resources.



Edit Section: **Resources**

[Finish](#)

- [Resource List](#)
- [Add Personal Resource](#)
- [Add LiveText Resource](#)
- [Add Learn360 Resource](#)
- [Add Discovery Education Streaming Resource](#)

Section title:

(showing 0-0)

Remove	Edit
<input type="checkbox"/> Title	

No items found.

Browse By


- **Subject Area**
 - Social Studies
 - Science
 - Language Arts
 - Mathematics
 - Guidance & Health
 - Arts
 - World Languages
- **Grade Level**
 - K-2
 - 3-5
 - 6-8
 - 9-12
 - Staff
- **Media Format**
 - Full Videos
 - Video Clips
 - Audio
 - Images
 - Newsreels
 - Speeches Audio
 - Speeches Video

Featured Videos

from our award-winning collection

Just getting started?
[Visit the Help Center.](#)


Elementary School



Cyberchase
from PBS

[View Content](#)


Middle School



Social Studies Collection
from National Geographic


[View Content](#)

High School



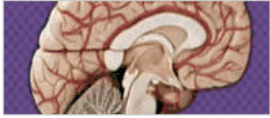
Geology Module
from Standard Deviants

[View Content](#)




WordPower
from Slim Goodbody

[View Content](#)



Real World Science
from Mazzarella Media

[View Content](#)



Vocabulary
from Rock the SAT

[View Content](#)

About Learn360® For Legacy Users

www.livetext.com

Technical Support is available at 1-866-LiveText (1-866-548-3839) or support@livetext.com

1 S. La Grange Road, 2nd Floor, La Grange, IL 60525

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What is Learn360®?

LiveText and Learn360® are proud to partner to provide outstanding digital media content through LiveText solutions.

Learn360® provides access to a web-based digital video library comprised of thousands of K-12 core-curriculum videos, video clips, newsreels, audio and video speeches, still images, and audio files. Users even have the option of adding their own customized content to their Learn360® accounts. Learn360® offers play list creation and is the only streaming service to provide slide show capability. All resources can be used to enhance and support LiveText work – portfolio projects, lesson plans, assignments, journals, and more.

Easily accessible from home or school, Learn360® videos and video clips are aligned to state and

provincial standards by Academic Benchmarks, providing targeted curriculum support. Awardwinning producers PBS, National Geographic, Standard Deviants, Slim Goodbody, Sunburst Visual Media™ and dozens of other educational video content producers provide this best quality, standards-based content – made searchable by state standards, preferred media formats, grade levels, and subject areas.

Learn360® is a division of AIM Education, Inc. AIM Education, Inc., based in Plainview, NY, is a visual media publisher and distributor that supports educators by offering supplemental curriculum, guidance, and health products to help students achieve academically, socially, and emotionally. The company is a division of AIM Learning Group, Inc., based in Delaware. AIM Education, Inc.'s product lines provide digital, video, and print media products. The online Learn360® video streaming service for K-12 schools sets a superior standard of quality for video streaming and was built specifically for educators. To learn more about Learn360®, visit <http://www.learn360.com>.

About Learn360® For Legacy Users

www.livetext.com

Technical Support is available at 1-866-LiveText (1-866-548-3839) or support@livetext.com

1 S. La Grange Road, 2nd Floor, La Grange, IL 60525

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How To Search for a Video in Learn360®

Searchable content aligned to state standards bolsters lessons, themes, and topics to ensure concept understanding, meeting expectations, and making adequate yearly progress. The Learn360® search engine returns the most accurate results, based on an extremely complex, weighting algorithm, every time.

Keyword Search

1. Enter a keyword into the search box in the top right corner of any page and click the **Go** button. A complete list of all the full-length videos, video clips, still images, and audio files relating to your keyword search will display.
2. You may also use the filter menu located next to the keyword search box if you only want results for a certain media type.

Advanced Search

1. Using the **Advanced Search** link next to the filter menu, you can narrow your search results by grade level, media type, state standards, and/or by a more specific search term.
2. Select any number of checkboxes in Subject, Grade Level, and Type to get more useful results. A display list of Secondary Subjects in the text box to the right will appear.
3. From this list, hold down the Ctrl key (Command key for Macs) to select multiple Secondary Subjects, Publishers, and/or Copyright Years.

Browse By

Browse by media type, subject area, grade level, and/or state standards using the navigation tools and links on the left-hand side. Results can be refined even further by choosing additional Browse By options.

How To View a Video in Learn360®

Learn360® offers an unprecedented number of video format options, allowing users to select between Flash, Windows Media, and QuickTime formats.

Playing Media

Once you have clicked on a specific title of interest, the media player page will load, and the video or audio file will begin to stream. You may also move the progress bar forward or backward to be taken to a specific point within the video.

Full Screen Viewing

1. Watch any video in full screen by using the **Enlarge** button located directly below the Windows or QuickTime video player.
2. Click the rectangular icon button located on the player control bar to watch a video in full screen.