

LIVETEXT

Effective as of Fall, 2008, the College of Education required that all students pursuing a degree in any education program purchase a LiveText subscription as part of the required texts.

LiveText provides you with a personal online digital workspace to complete assignments, journals, and e-portfolios, or to create your own secure web space. Your work can then be shared with professors for review and other students in your class and the program. You won't have to buy paper and other costly supplies and services to submit and present your work professionally. In addition, because all of your course work has been digitally completed, retrieval of past work will be fast and simple.

LiveText also allows you to create Visitor's Passes which enable you to quickly and easily showcase your work to prospective employers. Your membership is valid for the entire time you are enrolled, plus for an additional year after your date of graduation.

The cost for the LiveText subscription is \$90 and is available for purchase in the NJCU bookstore. This is a one-time fee, and the subscription is valid for the entire length of the program, and an additional year after graduation. Regardless of your graduation date, your subscription will remain active until you have completed the program, and the additional year.

For more information on the features and benefits of LiveText, please visit <https://www.livetext.com/>.

C1 LiveText Handout for Candidates

(updated in Spring 2009)

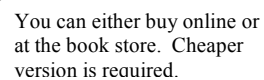
How to create an account on LiveText

→ Purchasing LiveText online

- Go to <http://www.livetext.com>, click on Buy Online, and follow the procedures.

→ Purchasing LiveText from the bookstore

- Go to <http://www.livetext.com>, click on Register Account, and follow the procedures.
- Make sure to put key code correctly. Key code is case sensitive.



You can either buy online or at the book store. Cheaper version is required.

NOTE:

- Make sure to choose **New Jersey City University** for university section.
- You need to have active email address to create LiveText account.
- PLEASE REMEMBER YOUR LIVETEXT USERNAME AND PASSWORD!! Both username and password are case sensitive.

How to login to LiveText

1. Go to <http://www.livetext.com>. Since LiveText is online, you should be able to log into your account globally.
2. Login using your own username and password. Both are case sensitive. If you have forgot username/password, click on **Forgot Username/Password** under login page.
3. After using LiveText, make sure to log out.

How to Create a Document using Template

https://c1.livetext.com/c1_help/for_students/flash_start_assignment.html (tutorial video)

1. Click on Dashboard tab on the top.
2. Click on **Click here for assignment details** under Active Assignments in the middle of the page.
3. Click on **Use this Template** under Assignment Templates.

NOTE:

- Click on **View** under Assessment Method to view the rubric associated with the assignment. Rubric helps you to better prepare for the assignment.
- If you cannot access LiveText embedded courses or assignments, please contact LiveText Coordinator, Sachie Tsumura, at stsumura@njcu.edu. Email her your full name, the course and the section number, and brief statement of the problem.

How to Edit document

https://c1.livetext.com/c1_help/for_students/flash_start_assignment.html (tutorial video)

1. Click on Documents tab on the top.
2. Select the name of the document by clicking on the title of the document.
3. Click on **Candidate's Work** under Table of Contents on the right.
4. Click on **Edit**.
5. Post your assignment.
 - a. We recommend you to copy and paste from your Word document to LiveText.
 - b. In case of attachment (any type of file), click on **Edit** under attachments. Make sure you **Upload File**. You can attach up to 10 files.
6. Click on **Save and Finish**.

After Save and Finish, you can view what you have posted and/or attached.

How to Submit an Assignment

https://c1.livetext.com/c1_help/for_students/flash_submit_assignment.html (tutorial video)

1. Click on Documents tab on the top
2. Select the name of the document by clicking on the title of the document.
3. Click once on **Submit Assignment** in red on top left.
4. Select a term (semester) and check an assignment for the submission.
5. Click on **Submit Assignment** once more for confirmation.

NOTE:

- Make sure you COMPLETE your assignment before submitting anything.
- Review your document before submission.
- Once you submit the assignment, you will not be able to revise/edit your document unless your professor releases (request resubmission) your assignment. If you need to revise the assignment, contact your professor.

How to View an Assignment

https://c1.livetext.com/c1_help/for_students/flash_view_assessment.html (tutorial video)

1. Click on Dashboard on the top tab.
2. Click on **View Assessment** under Active Assignments in the middle of the page.
3. Click on **Grade/Comments** tab for general grade and comments from your professor.
Click on **Assessment Rubrics** tab for scoring on the rubric.

LiveText Technical support is available!

support@livetext.com

(866) 548-3839 / (866) LIVE-TEXT - Ask for technical support.

7:00am to 9:00pm (CDT, Monday-Friday)

1:00pm to 7:00pm (CDT, Saturday and Sunday)

LiveText Tutorial videos are available!

How to create document using template, and how to edit the document:

https://c1.livetext.com/c1_help/for_students/flash_start_assignment.html

How to submit an assignment:

https://c1.livetext.com/c1_help/for_students/flash_submit_assignment.html

How to view an assignment:

https://c1.livetext.com/c1_help/for_students/flash_view_assessment.html

These videos are accessible from Student Quick Guides in Dashboard as well.

Voices from other users

- The best way to learn LiveText is to explore and mess around. (Fall 2008)
- Don't double click or click multiple times. You end up creating tons of documents. (Spring 2009)