About LiveText:

LiveText (LT) is a new tool that the School of Education will be utilizing to modernize the student experience at AIC. As well, LT is a fun and unique way for students, faculty and staff to reflect on your own growth and development as an educator. Through LT, the School of Education will be able to best assist our students in personalized development and improve instruction, from theory to practice. The emphasis has always been to assist our students in achieving their professional goals and this is one more tool to help!

Purchasing LiveText:

1. Go to livetext.com and click on the “Register” link at the top of the page.

2. Scroll down and click the “Purchase” button under the “Purchase Membership” heading. You will be directed to the membership form. Please complete this form as accurate and detailed as possible. When finished with the form, please click continue.
   - Name, Date of Birth, and Intuition/Personal emails are required fields.
   - You will also be asked to create a username and password for your membership. If the credentials are already in use by another user, you will be asked to modify your information.

3. Choose the Field Experience Edition membership from the drop down box. Select the Terms of Service checkbox and click “Register My Membership Account” button.

4. Next you will be directed to process your payment information. Please enter this information and click “Submit Billing and Create account”. After completion, you should receive an email from LiveText and be able to access your account. If you have any questions regarding registration, please contact LiveText here.

Navigation and Features of LiveText:

Dashboard

Your dashboard is unique to you and the courses you are enrolled in. It is your main page once logged in and serves as your access point to your assignments, courses, announcements, and recent LT files. At the top left of the page, you will find a “Logout”, “My Account”, and “Help”. To change any information for your account, please use the “My Account” button and to access Frequently Asked Questions, more specific user guides developed by LT, and discussion boards, please click “Help”.

As well, directly below is your Navigation Toolbar. Here you can access a variety of helpful tabs (Please see the next image). As well, you will see any pending assignments, new announcements, and LT docs.

Courses and Assignments

From either your Dashboard or the “Courses” tab, you are able to access your pending and completed assignments. The courses tab will provide you with more detailed information regarding your course but for ease of access to assignments, your Dashboard may be more convenient.

Assignments are color coded:

**Red = Not Submitted**

**Yellow = Awaiting Instructor’s Assessment or Awaiting a Resubmission**

**Green = Assignment has been Assessed and the Student Can View Grade**
To begin or continue an assignment, please click the button with that message and a new page will appear. Please follow instructor’s directions, including providing any attachments. Due dates are visible and should be followed. If there is no due date listed, than the assignment will need to be completed prior to day of class. For specific instructions, please ask your instructor.

AIC Training Assignment

From within your “Courses” tab, you will see a listing of all the courses you are enrolled in for the term selected. To see information within a course, please click on the “Course Code” associated with the specific course you are seeking. Once there, you will see materials associated only with that course, including: a basic overview, your assignments, standards being assessed in the course, announcements, and a discussion board.

If at any point you have a question regarding an assignment or for your course, please refer to your syllabus or contact your instructor.
**LiveText Docs**

Some Instructors may encourage or require their students to utilize their LiveText Docs. This is an area within LT that allows students to create and save different types of documents and share them with classmates, Instructors, and other LT users. To create a new LT Doc, click the green “New” button.

You will be brought to a new page with a list of LT Doc options. Please choose the correct option for the assignment/task you are completing. Please keep in mind that the instructor may not require the use of a LiveText Document.

Once you are at the new screen, entitle your new document, choose the type you are seeking, and then choose the specific document. New information will appear on the right of your screen for your selected template. If the information is correct, please click “Create Document”.

Click Here to Create New LT Doc

**Documents Toolbar**

Click Create Document & Entitle It
After entitling it, please follow the steps to create your document. From the main Documents page, you are able to apply “Labels” to each document. This allows you to sort and filter certain documents. To apply a “Label” to a document, please click the small check box to the left of the document(s) that you wish to group and to the right of the “New” button is an “Apply Label” button. For all new, please click the option of “New Label” but if you have an existing group you would prefer to use, please choose the preferred “Label”.

Once the label is created, it appears in a new tab and your document is within this new tab. Repeat these steps to create new “Labels” or to add documents to current groups. There is also a “Manage My Labels” tab.

Note Regarding Field Experience

The Field Experience tab will only appear on your Navigation Toolbar if you are enrolled in a course that encompasses a field experience or practicum. There will be a separate guide for those who will be enrolled in Field Experience/Practicums.
Final Note:

This is meant to be a guide that helps you get started and comfortable in your LiveText account and is not meant to be exhaustive. For more specific questions and guides for further information, please use the “Help” button.

For access, account, and technical issues, please contact LiveText directly. For help regarding course content, submission of assignments, and AIC specific information, please contact your instructor or the LiveText Administrator for the School of Education, Mike Maberry by emailing michael.maberry@aic.edu.