



## **Faculty Guide for Winter 2008 LiveText Implementation**



### **STEP 1) Determine if you are teaching a class this semester that has an assessment in LiveText.**

- If you have questions, please contact your department head/school director or program area's accreditation coordinator. If you don't get an answer from those sources, then your other option is to contact [coe.livetext@emich.edu](mailto:coe.livetext@emich.edu).

### **STEP 2) Obtain a LiveText account if you are doing an assessment within the system.**

- E-mail [coe.livetext@emich.edu](mailto:coe.livetext@emich.edu) with your name, department, E\_ID (e.g. E0000000), and the classes you are teaching. Follow the directions you receive to activate your account. Print and remember your username and password.

*If you already have an active account, then you do not need to complete this step.*

### **STEP 3) Register for a training session to learn how to evaluate students' work in LiveText (i.e. FACULTY training).**

- There is a registration process for faculty training. Visit <http://www.emich.edu/coe/livetext/faculty/>. Click Descriptions & Registration Information under Faculty Training. Then read about evaluator training. Further down the page, you will see a link that connects you to the registration process (i.e. Click HERE, to go to the Faculty Evaluator Training calendar; look for "evaluator training" on the calendar).

*If you have already attended a training session on how to evaluate students' work, then you do not need to complete this step.*

### **STEP 4) Tell students that an assessment in your class will be done in LiveText this semester.**

- Some students will already have active LiveText accounts. These students don't need to activate a new account.
- List LiveText as a requirement in your syllabus. LiveText has been adopted by the educator preparation programs at EMU as a tool to help us improve our programs and maintain national accreditation. Certain classes have assessments that must be completed within LiveText. You may list LiveText as "required materials" on your syllabus.
- Your department/school has been provided two handouts to share with students: 1) Student Quickstart (a yellow sheet that explains how students activate their accounts) and 2) a LiveText manual written *for* students.

#### **FYI:**

- a) EMU students obtain a keycode from EMU *then* activate their account directly with LiveText.
  - b) EMU students pay the wholesale price (\$66.75) instead of the retail price (\$89).
  - c) Financial aid can be used to pay for the LiveText subscription since the cost is billed to the student's EMU account.
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### Resources for Faculty

- Faculty LiveText page at EMU: <http://www.emich.edu/coe/livetext/faculty/>
- The place to register for faculty training:  
[http://ict.emich.edu/training/index.cfm?fuseaction=calendar&topic\\_id=8](http://ict.emich.edu/training/index.cfm?fuseaction=calendar&topic_id=8)
- Access to LiveText login: [www.livetext.com](http://www.livetext.com)
- Assistance: [coe.livetext@emich.edu](mailto:coe.livetext@emich.edu)

### Resources for Students

- <http://www.emich.edu/coe/livetext/students/> (this Web site includes a FAQ section, information on student training and training registration, online training videos available 24/7, a downloadable student manual, and other helpful resources).

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## Faculty Training Dates through April 2008

- To **view and register** for a training session,
  - Go to <http://ict.emich.edu/training>.
  - Click Calendars and then click LiveText. (the current month's schedule displays)
  - Next, click on the title of the training session that you want to attend (to go to another month click View Next Month).
  - Lastly, scroll down and click Register Now.

*NOTE:* If you want to attend a LiveText training session and cannot attend one of the scheduled dates, please contact Toni Stokes Jones, Ph.D. - [tjones1@emich.edu](mailto:tjones1@emich.edu).

- All training sessions are in 205E Porter.
- All training sessions require pre-registration so that we can accommodate faculty appropriately. Thank you for your cooperation.