A PDF copy of this presentation with active hyperlinks will be provided at the end of the training session.

Welcome to LiveText Training Back to the Basics

Length of Time	Topic
5 minutes	Welcome and Program Introduction
15 minutes	**Session 1:** LiveText, Accreditation, and Resources: *Lesson Objectives 1 & 2*
10 minutes	**Session 2:** Student View: *Lesson Objective 3*
25 minutes	**Session 3:** Faculty View with Student View Comparison, Rubric Assessment, and Reports: *Lesson Objectives 4 & 5*
5 minutes	Reflection: *Lesson Objectives 6 & 7*

Office of Accreditation, Assessment, and Analytics

Andy Brewer - ebrewer2@fau.edu
Team Email - FAU.LTsupport@fau.edu

Program Goal: Enhance knowledge of Livetext assessment requirements and resources,

Program Goal: develop fundamental skills necessary to use the assessment tool,

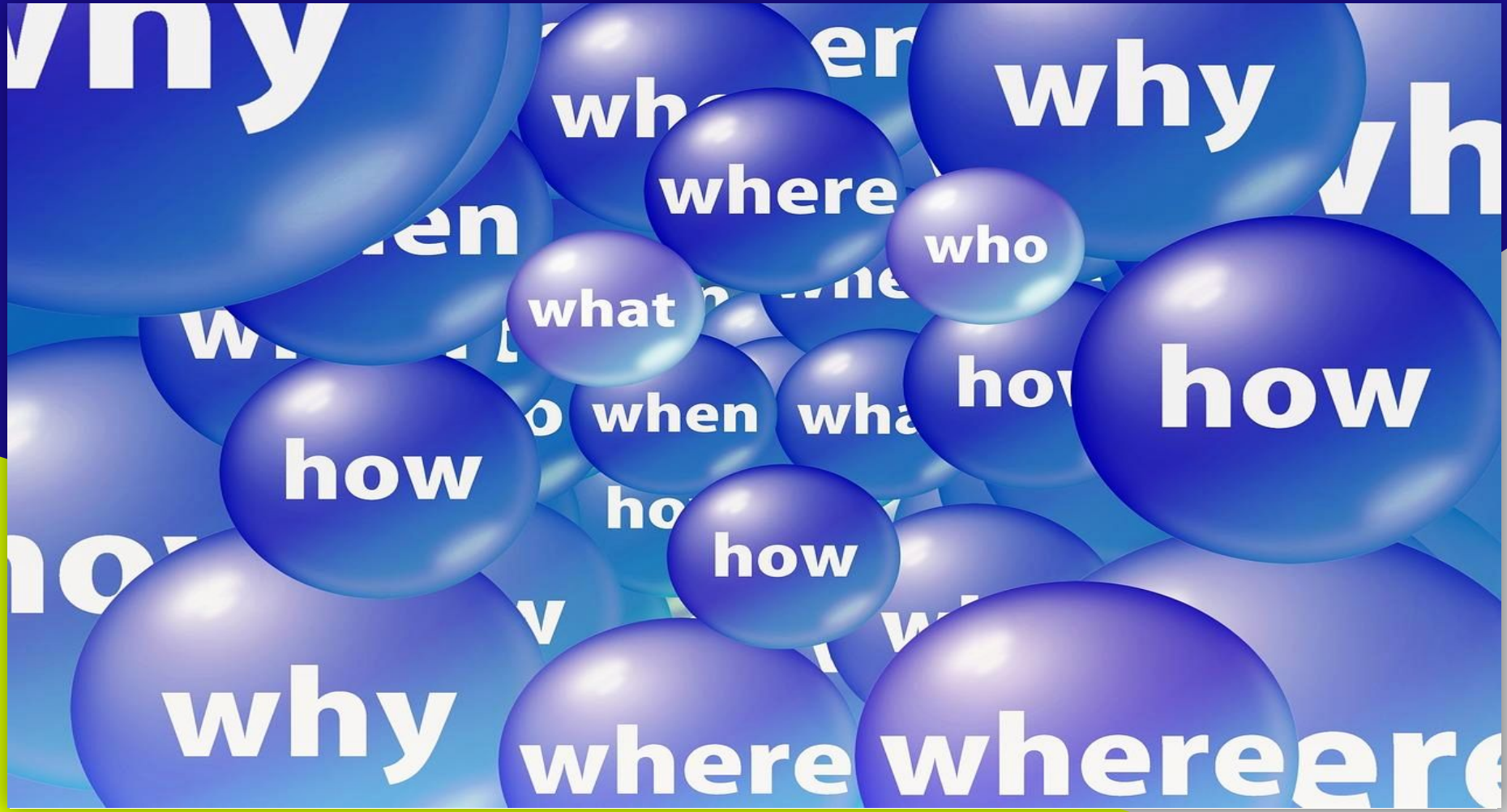
Program Goal: and support your learners

#1: Online training program

#2: LiveText assessment requirements and available resources

#3: Experiential opportunities

#4: Attitudinal survey



Learning Objective #1: Explain why, how, and when LiveText is used

Learning Objective #2: Discuss available resources

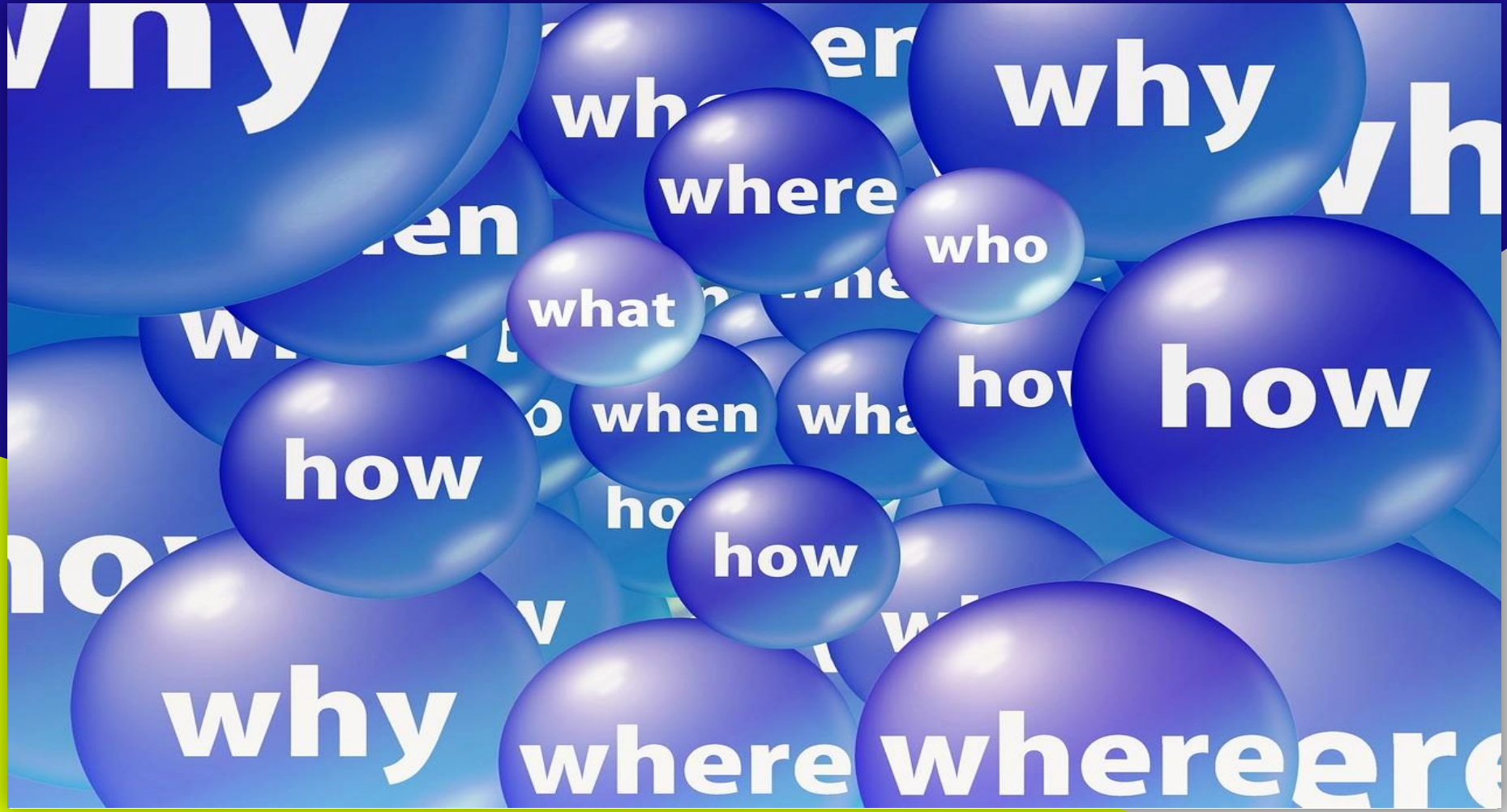
Learning Objective #3: Describe the student view

Learning Objective #4: Describe and demonstrate rubric assessment and feedback

Learning Objective #5: Demonstrating the use of LiveText assessment reports

Learning Objective #6: Evaluate this program and identify perceived usefulness & ease of use with an attitudinal survey

Learning Objective #7: Evaluate and explain future areas of interest and topics that need additional elaboration



Learning Objective #1: Explain why, how, and when LiveText is used

LIVETEXT
Learn what's possible.

Purchase your 7-year LiveText by Watermark Subscription: click HERE

Purchase a 1-Year LiveText by Watermark Subscription: click HERE

Apply for LiveText Financial Assistance: click HERE

Why Watermark (LiveText)?

- Assess your competency progress in your program of study, track your performance, and comply with program approval /accreditation all in one place!
- Use the File Manager to store and manage your external files in one convenient location.
- Transition your familiarity with social networking sites to schoolwork using LiveText's communication capabilities.
- Easily prepare multiple, customized electronic portfolios to share with classmates, instructors, and potential employers.

How to Obtain Watermark (LiveText) Support

If you need assistance, please contact Watermark (LiveText) support or any of the College's LiveText Assistance Team, conveniently available on all partner campuses.

Watermark (LiveText) Technical Support:

- Contact Us
  1-800-311-5656
  support@watermarkinsights.com
- Technical Support Hours
  Phone assistance (All times Eastern):
  - Monday-Thursday 8am-9pm
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  - Sunday 5-10pm
- Watermark (LiveText) Contact Us
  https://www.watermarkinsights.com/support

College of Education LiveText Assistance Team:

(Please email FAU.LTsupport@fau.edu for any issues.)

Performance

+

Feedback

+

E-Portfolio

+

File Manager

+

Reporting

Evidence for Accreditation and State Requirements

Learning Objective #1: Why? https://www.fau.edu/education/students/livetext

Accreditation

External Review

Quality Assurance

Standards, Competencies, & Skills

Continuous Improvement

Employment: Accredited Institutional Degree

Nongovernmental Accreditation Authority

Ensures accrediting agencies advance academic quality and uphold academic value, while advocating accreditation value and credibility to the U.S. Congress and U.S. Department of Education.

Regional Accreditor

Evaluates institutions and determines eligibility to participate in Title IV programs

Programmatic Accreditor

Evaluates Educator Preparation Programs (EPPs) that lead to licensure, certification, or endorsement (B/M)

Programmatic Accreditor

Evaluates audiology and speech-language pathology programs across the United States leading to the initial professional or clinical degree (M/D)

Programmatic Accreditor

Evaluates counseling and its specialties across the United States and globally (M/D)

State Accreditor*

Evaluates Teacher Preparation Programs leading to licensure, certification, or endorsement (B/M)

*Not recognized by CHEA

Learning Objective #1: Why? https://www3.ed.gov/admins/finaid/accred/accreditation_pg6.html#NationallyRecognized

State Requirements

SACSCOC
Board of Governors' Regulation 3.006
Accreditation requirement for all SUS

Academic Program Review (APR)
Board of Governors' Regulation 8.015
Academic Program Review

Learning Objective #1: Why? https://www.flbog.edu/resources/academic/program-review-accreditation

FAU Academic Calendar

Fall 2021

Date	Day	Full Term
Mar 29	Mon	Registration Opens
Aug 9	Mon	
Aug 14	Sat	
Aug 15	Sun	
Aug 16	Mon	Non-Degree Registration Opens
Aug 18	Wed	
Aug 21	Sat	**Classes Begin**
Aug 27	Fri	Last Day to Drop/Add
Aug 30	Mon	60+ Audit Registration
Aug 30	Mon	Last Day to Pay Without Late Fees
Sep 6	Mon	Labor Day *(University closed)*
Sep 10	Fri	**Last Day to Submit Application Degree**
Sep 10	Fri	
Sep 20	Mon	Last Day to Withdraw with 25% Tuition Adjustment
Oct 29	Fri	Last Day to Drop with a "W"
Oct 30	Sat	
Nov 1	Mon	
Nov 11	Thu	Veteran's Day *(University closed)*
Nov 19	Fri	
Nov 25	Thu	Thanksgiving Break Begins *(University closed)*
Nov 28	Sun	Thanksgiving Break Ends *(University closed)*
Dec 4	Sat	**Classes End**
Dec 6	Mon	Reading Days Begin
Dec 8	Wed	Reading Days End
Dec 9	Thu	Final Exams Begin
Dec 10	Fri	
Dec 13	Mon	
Dec 15	Wed	Final Exams End
Dec 20	Mon	Final Grades Due *(at 9am)*

Current Practice

Previous Term assessment completion usually occurs ~*around*~ "Last Day to Submit Application Degree" date

Ideal Practice

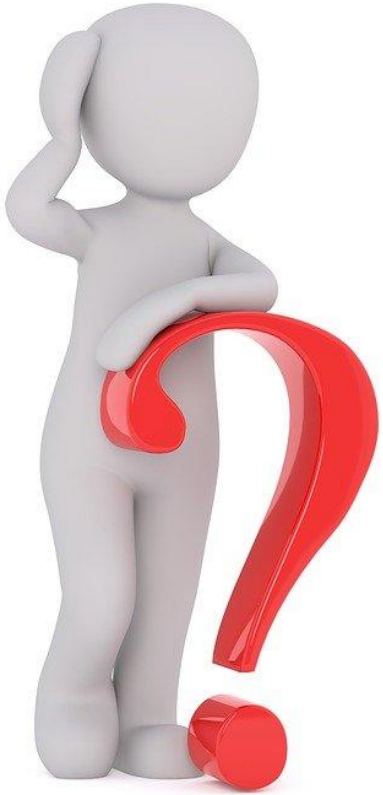
Term assessment completion occurs in the same term that the "Final Grades Due" date

Did You Know

Departmental Assessment Committee Members and the Office of Accreditation, Assessment, & Analytics need these data to respond to annual assessment reports due to the University and Accrediting bodies *every Fall and Spring*.

Learning Objective #1: When are Assessments Due in LiveText? https://www.fau.edu/registrar/registration/calendar.php

Sharing Time

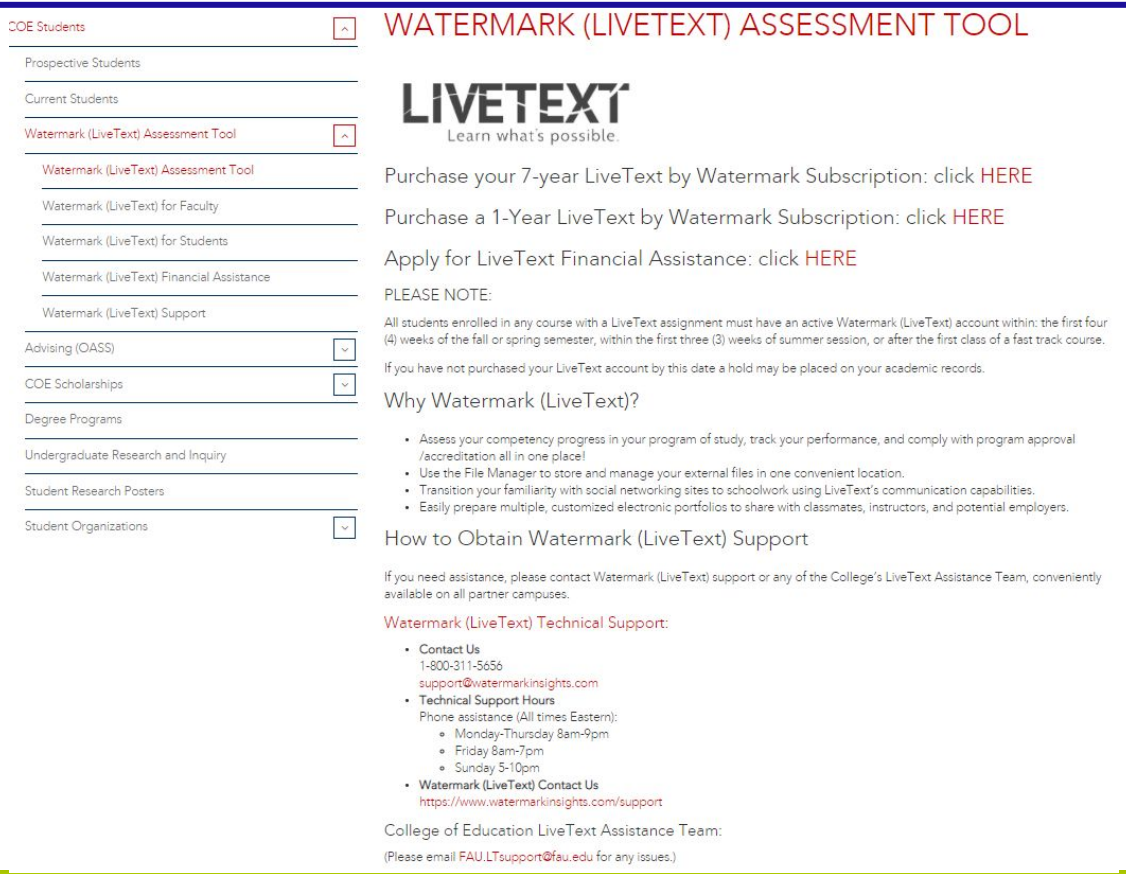


LIVETEXT by Watermark™

Learning Objective #1: Why? https://www.fau.edu/education/students/livetext

Learning Objective #2: Discuss available resources

Resources



COE Students
- Prospective Students
- Current Students
- Watermark (LiveText) Assessment Tool
  - Watermark (LiveText) Assessment Tool
  - Watermark (LiveText) for Faculty
  - Watermark (LiveText) for Students
  - Watermark (LiveText) Financial Assistance
  - Watermark (LiveText) Support
- Advising (OASS)
- COE Scholarships
- Degree Programs
- Undergraduate Research and Inquiry
- Student Research Posters
- Student Organizations

WATERMARK (LIVETEXT) ASSESSMENT TOOL

LIVETEXT
Learn what's possible.

Purchase your 7-year LiveText by Watermark Subscription: click HERE

Purchase a 1-Year LiveText by Watermark Subscription: click HERE

Apply for LiveText Financial Assistance: click HERE

PLEASE NOTE:

All students enrolled in any course with a LiveText assignment must have an active Watermark (LiveText) account within: the first four (4) weeks of the fall or spring semester, within the first three (3) weeks of summer session, or after the first class of a fast track course.

If you have not purchased your LiveText account by this date a hold may be placed on your academic records.

Why Watermark (LiveText)?

- Assess your competency progress in your program of study, track your performance, and comply with program approval /accreditation all in one place!
- Use the File Manager to store and manage your external files in one convenient location.
- Transition your familiarity with social networking sites to schoolwork using LiveText's communication capabilities.
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Did You Know
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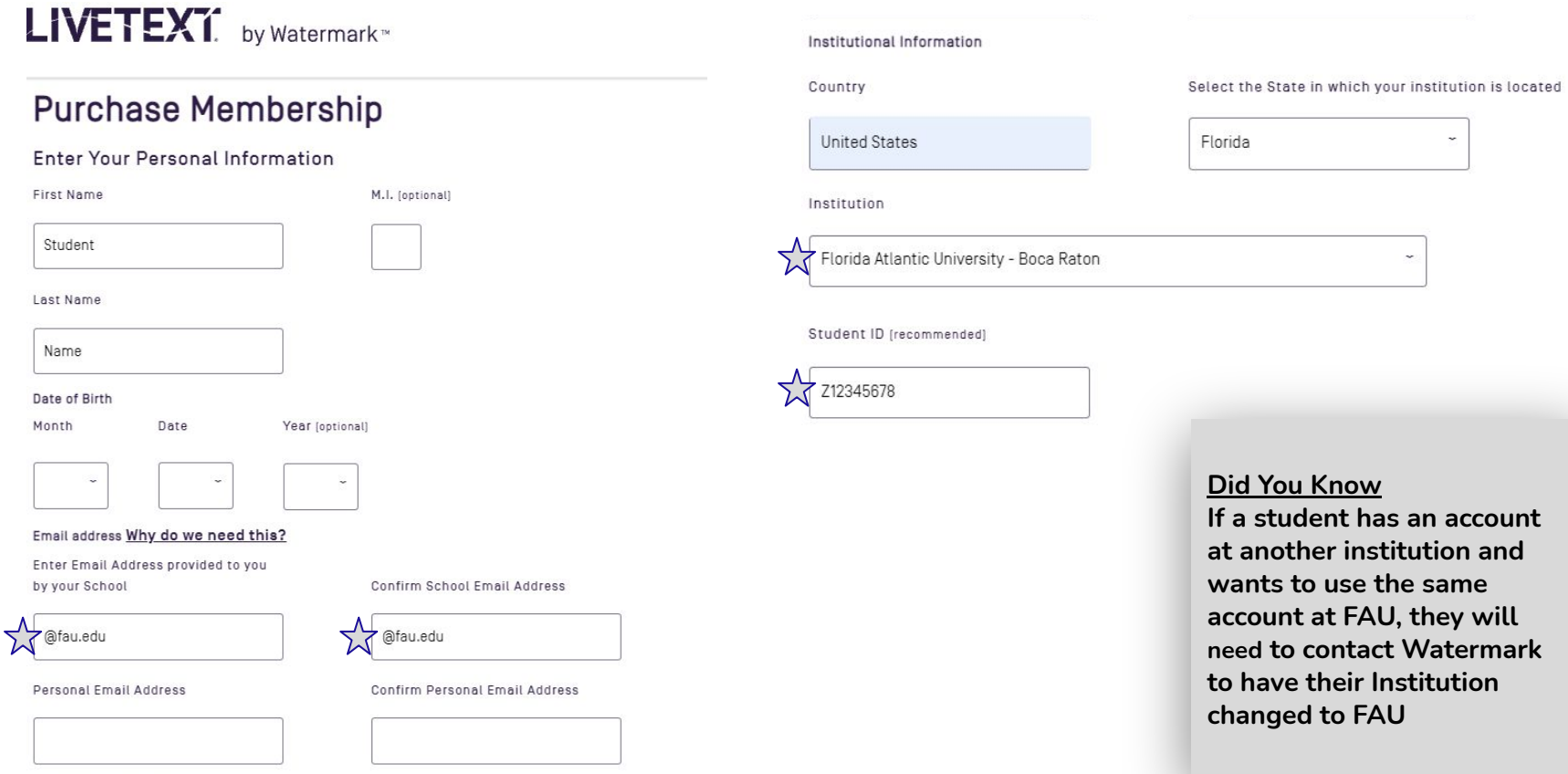
support@watermarkinsights.com

FAU LiveText Team
FAU.LTsupport@fau.edu

Learning Objective #2: College of Education Resources? https://www.fau.edu/education/students/livetext/

LiveText Membership: Key Fields at Setup



Did You Know

If a student has an account at another institution and wants to use the same account at FAU, they will need to contact Watermark to have their Institution changed to FAU

Learning Objective #2: Purchase Membership: 7 year and 1 year options

LiveText Financial Assistance Application (LTFA)

WATERMARK (LIVETEXT) FINANCIAL ASSISTANCE

Application Availability

Fall 2021: Fall students enrolled in a Fall LiveText course (August 15 - September 15)

Fall 2021 Second Half: Fall students enrolled in a Fall LiveText course (October 15 - November 15)

The LiveText Financial Assistance Application is available for College of Education degree-seeking majors. Awards for majors outside the College of Education (non-degree, undecided, and other) are limited and available at a first come, first serve basis each semester. Student applicants must have a minimum cumulative 2.5 GPA, enrolled in a current LiveText course, and not have an existing, active LiveText account. The entire cost of the account is waived and includes a Student Membership Account.

There are no monies distributed with this Assistance Program. Upon receiving application please allow 7-10 business days for review. Upon qualifying, you will be provided a keycode to register your LiveText Student Membership Account.

Note: The link below will take you to a Google Forms page and you may use your FAU email to sign in.

Click here to complete the LiveText Financial Assistance Application

Basic Application Fields

+

Needs Letter

+

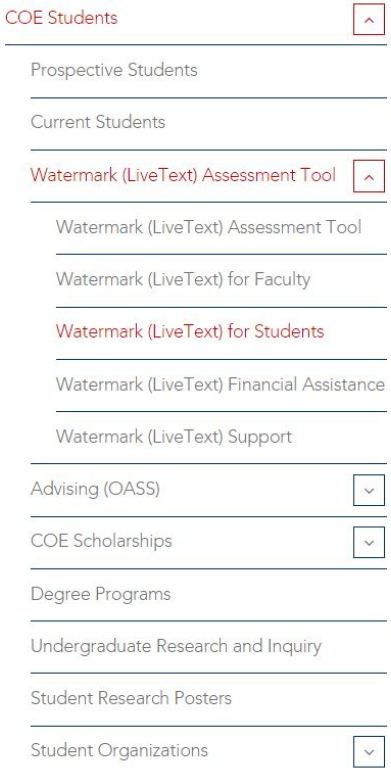
Current MyFAU Transcript

Completed Application and a Confirmation Email sent to the applicant

Questions
FAU.LTsupport@fau.edu

Learning Objective #2: LTFA for Students: Weblink to Application and Copy of Application at of 10/3031

COE LiveText Support Materials: Students



WATERMARK (LIVETEXT) FOR STUDENTS

- How to Obtain Watermark (LiveText) Support
- Frequently Asked Questions
- Student User Guide: Navigation (2016)
- Student User Guide: Course Assignments (2016)
- Student User Guide: Embedding a YouTube Video into a Watermark (LiveText) assignment
- Student User Guide: e-Portfolio for Students - Make It Your Own and Submission
- Student User Guide: e-Portfolio for Students - Make It Your Own and Submission - Video Demonstration
- Video Assessment (2017)
- Uploading Files From A Cloud Dropbox (2016)

Watermark (LiveText) FAQs responses

Why is this something I need to purchase now?

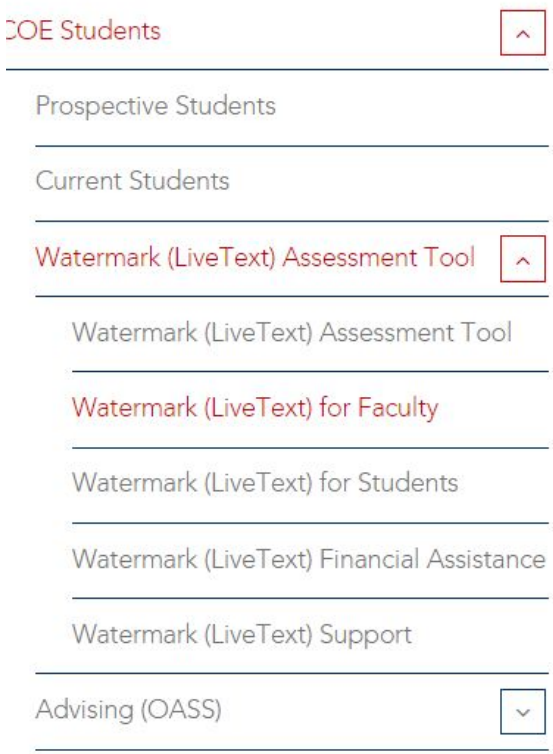
The Florida Department of Education adopted new program approval standards for initial certification programs late in 2006. The new standards called for the collection of assessment data which track competency mastery of CAs for all program participants. The College of Education had to submit a plan to address the new standards in August 2008. Implementation of the FDOE approved plan was targeted for the 2009-2010 academic year. To maintain degree programs and certification eligibility of those state approved degree programs, the college and department must provide programs that comply with these unfunded state mandates.
Watermark (LiveText) is the student assessment tool that will be used in initial certification programs to track individual student competency mastery (CAs) in initial certification programs.

Who is required to purchase Watermark (LiveText)?

ALL students, regardless of the reason for course enrollment, are required to purchase a Watermark (LiveText) account in any course with a competency assessed as a critical assignment.

Learning Objective #2: Student Support Materials: https://www.fau.edu/education/students/livetext/students/

COE LiveText Support Materials: Faculty

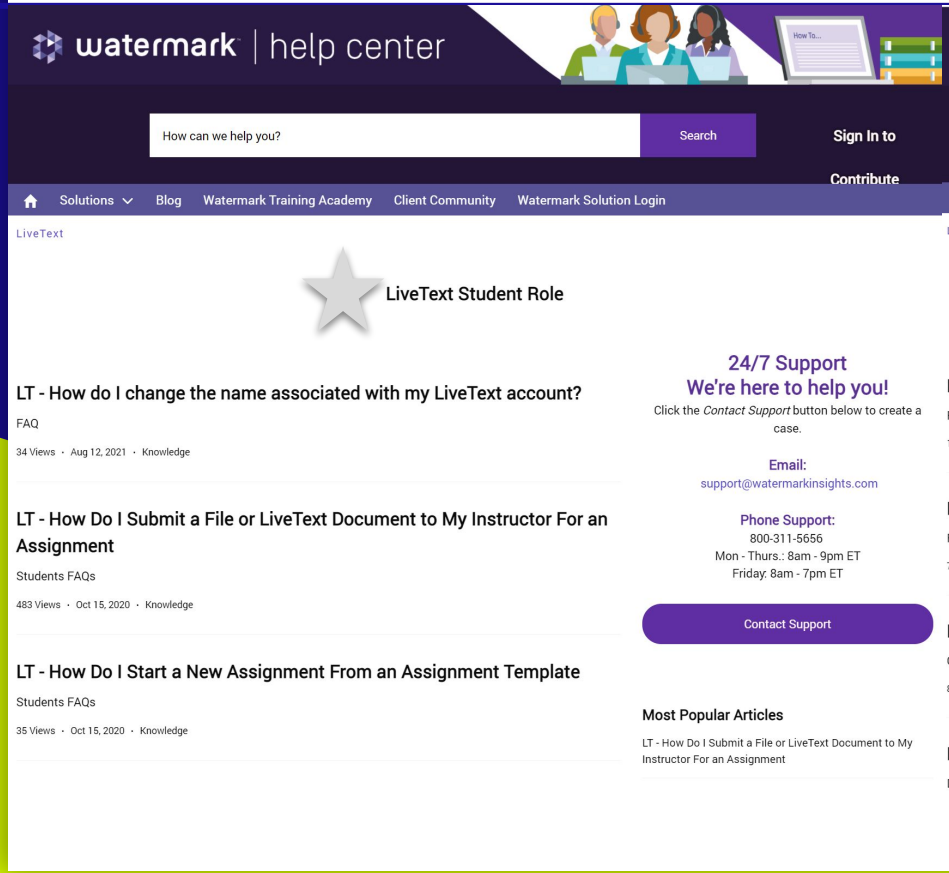


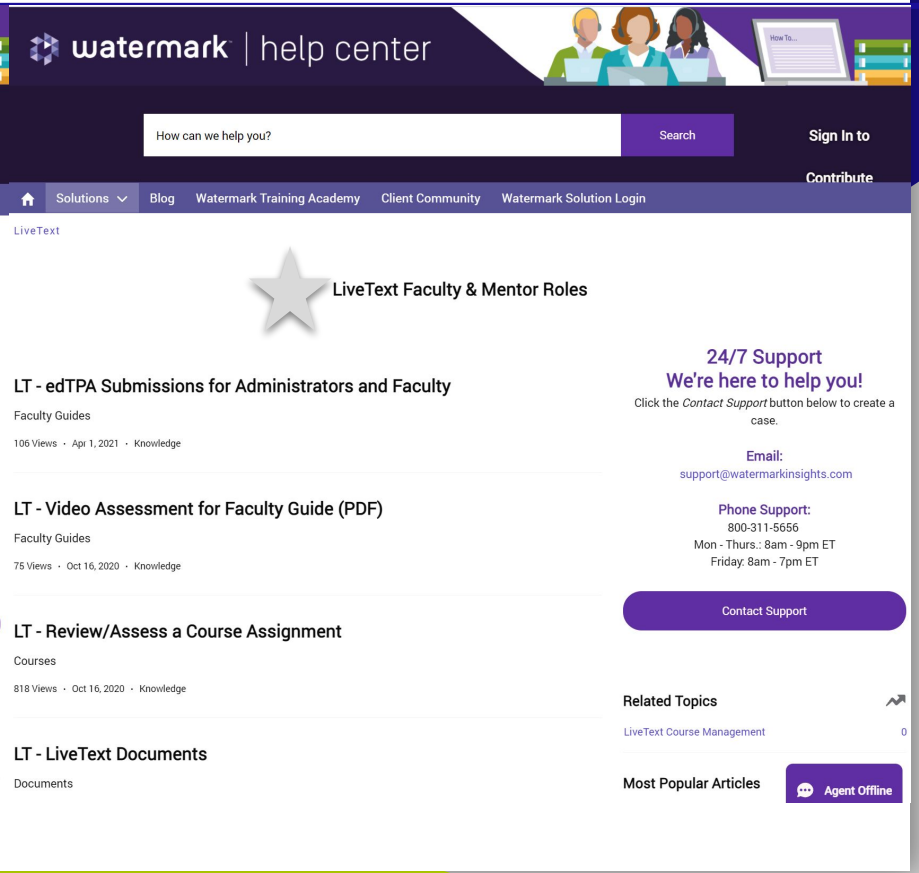
WATERMARK (LIVETEXT) FOR FACULTY

- How to Obtain Watermark (LiveText) Support
- Faculty Assessment Quick Reference Sheet: Faculty Frequently Asked Questions (2018)
- Canvas-LiveText (Watermark) Sync 2019 (2019)
- Uploading Files From A Cloud Dropbox (2016)
- Faculty User Guide: Assessing Submissions (2016)
- Create an Assessment Report (2018)
- Student User Guide: Navigation (2016)
- Student User Guide: Course Assignments (2016)
- Student User Guide: Embedding a YouTube Video into a Watermark (LiveText) assignment
- Student User Guide: e-Portfolio for Students - Make It Your Own and Submission
- Video Assessment (2017)

Learning Objective #2: Faculty Support Materials: https://www.fau.edu/education/students/livetext/faculty/

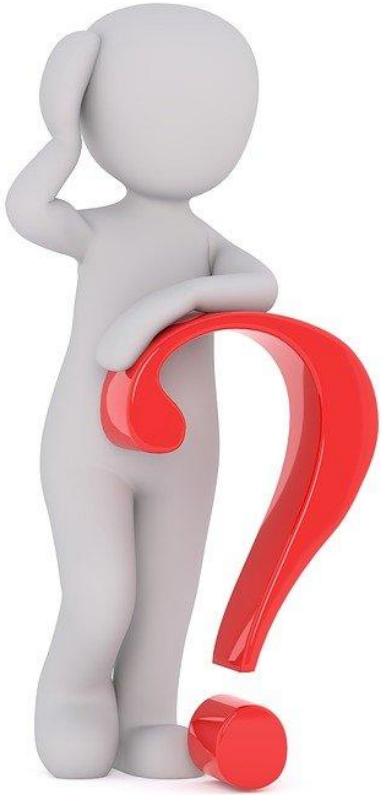
LiveText by Watermark Support Materials





Learning Objective #2: Support Materials: https://support.watermarkinsights.com/s/topic/0TO3h000000LWd6GAG/livetext /

Sharing Time

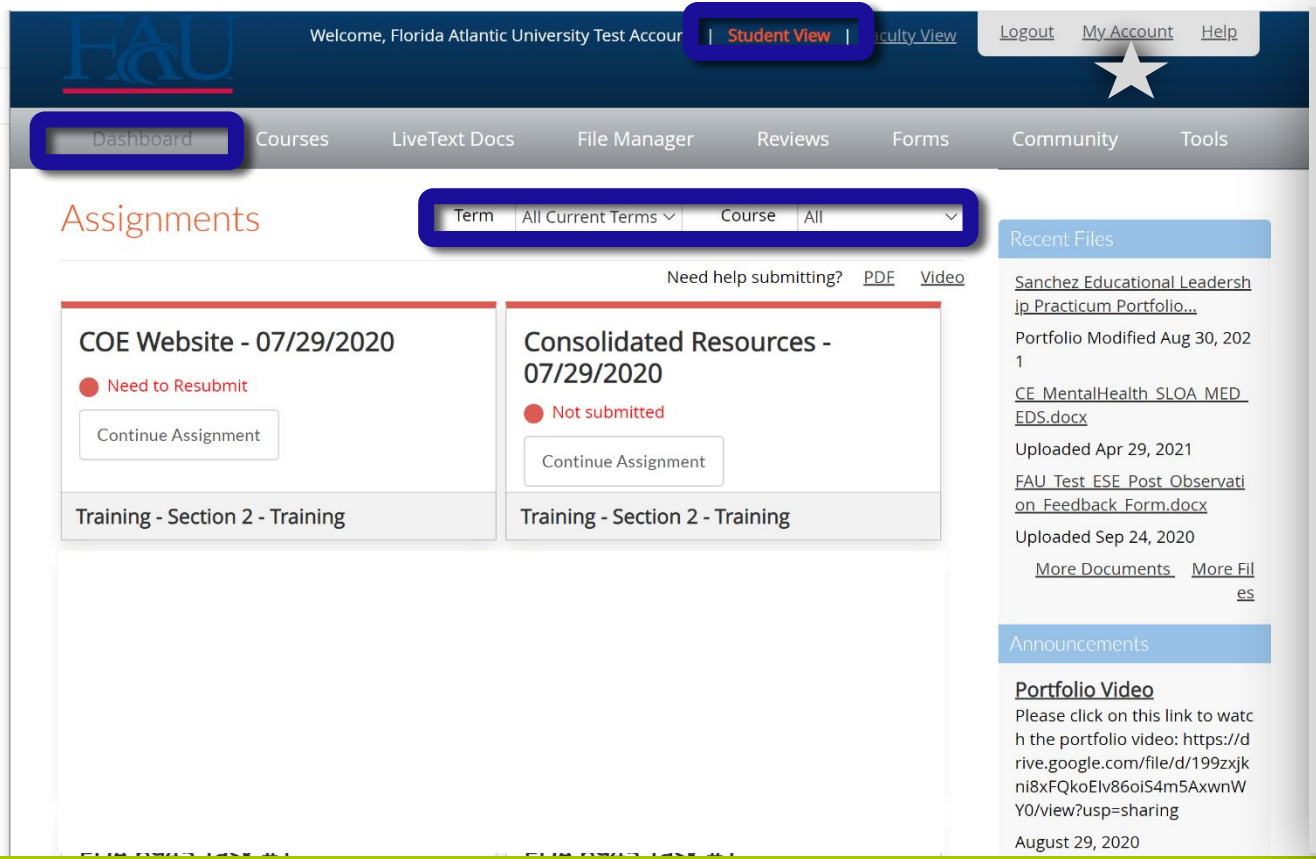


LIVETEXT by Watermark™

Learning Objective #2: Resources Available? https://www.fau.edu/education/students/livetext

Learning Objective #3: Describe the student view

LiveText Student Dashboard



Did You Know

Student - Dashboard:
Quick View of Assignments due in the Term selected

Previous terms and specific courses can be chosen to narrow your assignments in view

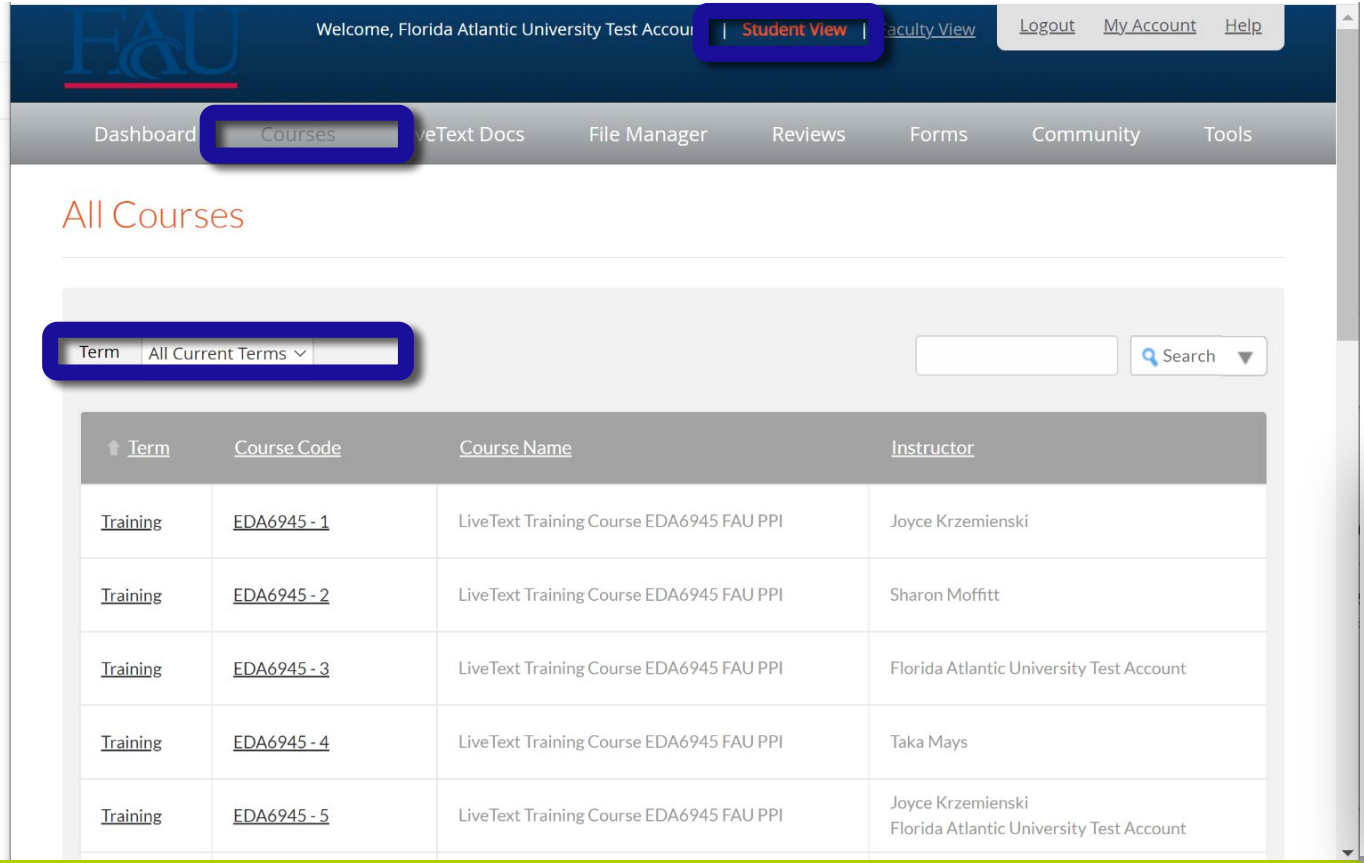
Also, if a student is unable to see their course after Drop/Add date, there are two issues that might prevent the student from accessing course(s).

1. **The primary issue is your FAU email address is incorrectly spelled on your LiveText account**
2. **School ID = Z number. Field not required but we recommend.**

To correct the issue(s), contact Watermark, (800) 311-5656, to update these fields, - or -
Click on My Account on the top right corner.

Learning Objective #3: LiveText Student View - Dashboard

LiveText Student Courses

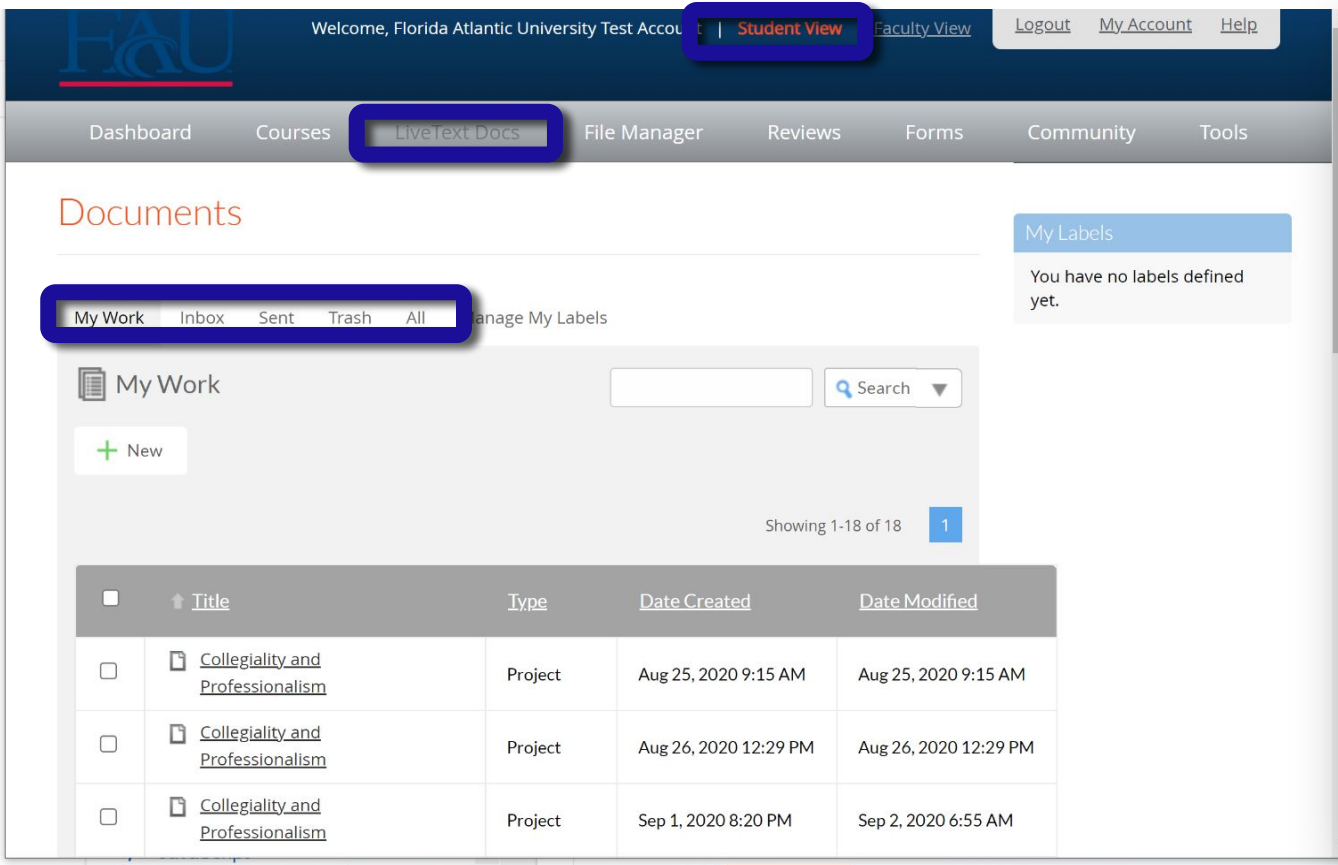


Did You Know

All courses the student has been assigned to.

Previous terms can be chosen, if the student should need to access a previous semester course

LiveText Student LiveText Docs



Did You Know

Student - My Work:
All of the LiveText documents that have been created in the student account (including the Student Portfolio)

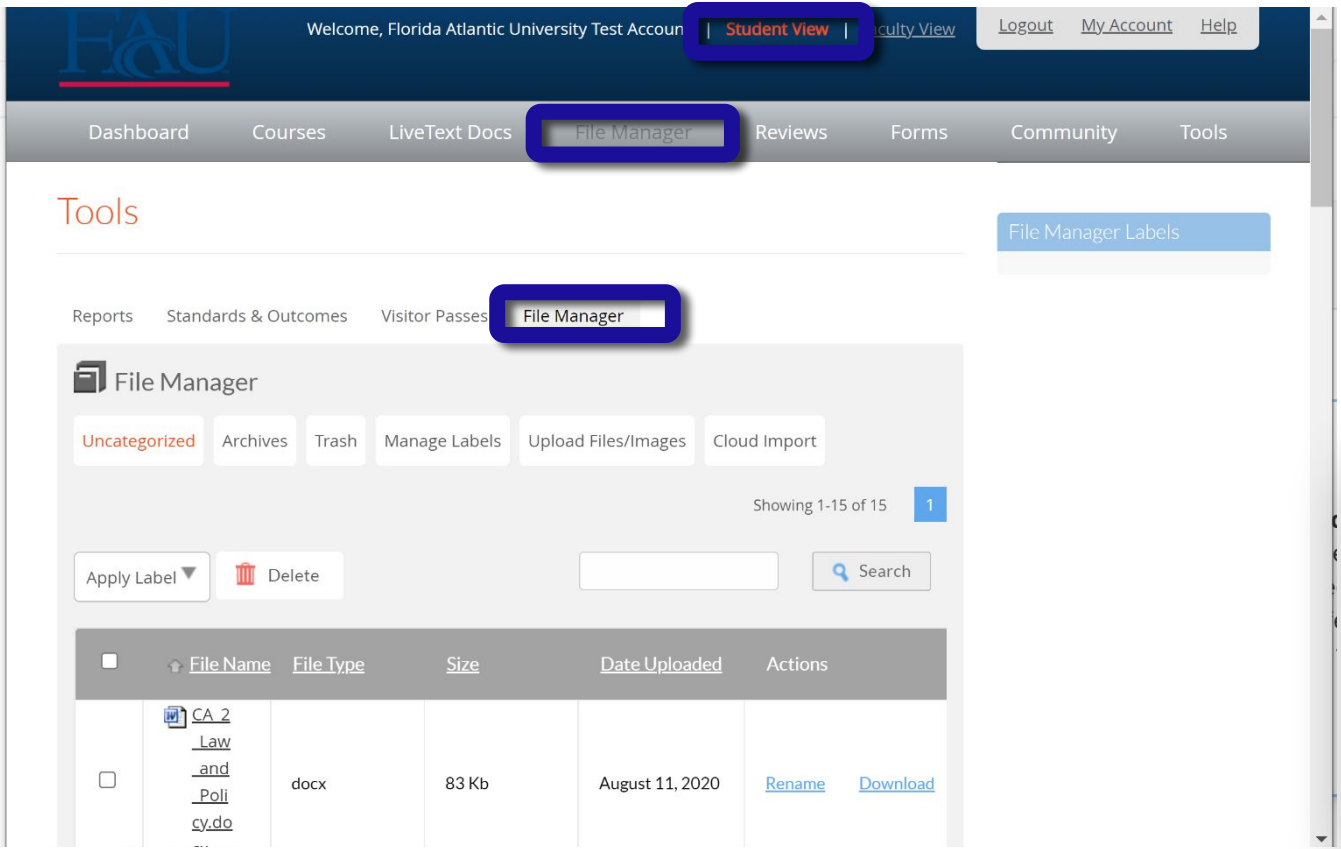
Student - Inbox:
LiveText documents that have been shared with the student account

Student - Sent:
LiveText documents that the student has shared with other LiveText accounts

Student - Trash:
LiveText documents the student has decided to trash

Student - All:
All of the documents regardless of their location, including trash.

LiveText Student File Manager

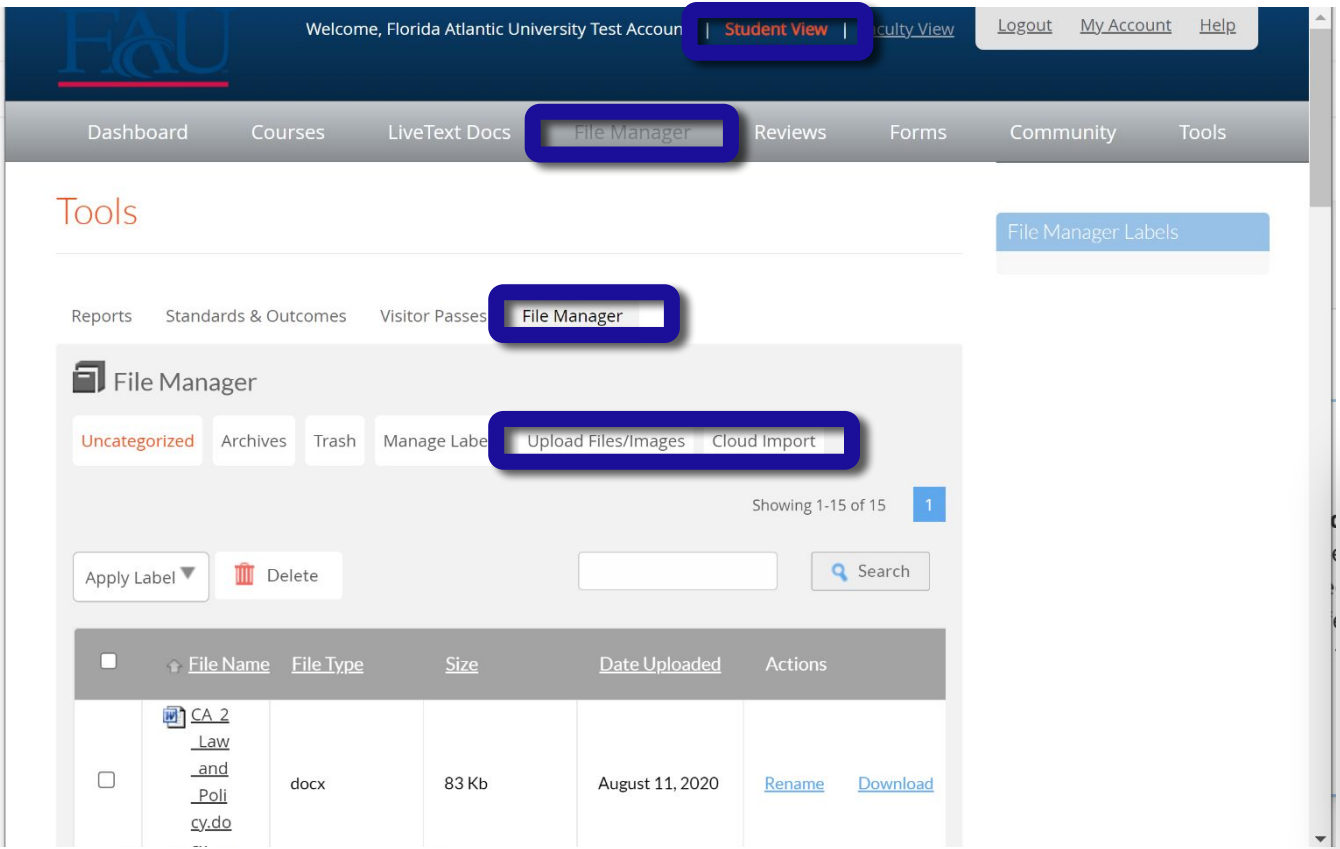


Did You Know
Student - File Manager:

In this manager, a student is able to upload a file, like a document, spreadsheet, PDF, video, etc.. This provides a student the ability to attach the file to an assignment.

Learning Objective #3: LiveText Student View - File Manager

LiveText Student File Manager (cont'd)



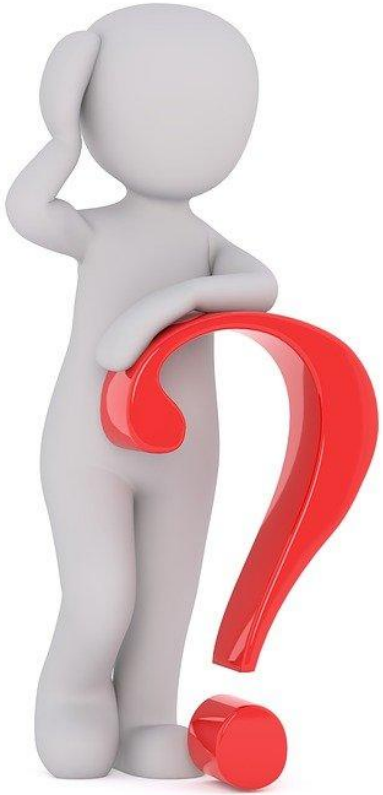
Did You Know

Student - File Manager: There are two options to upload into the File Manager:

- **Upload Files/Images=Computer**
- **Cloud Import=Drop Box**

Max Size = 1 GB upload

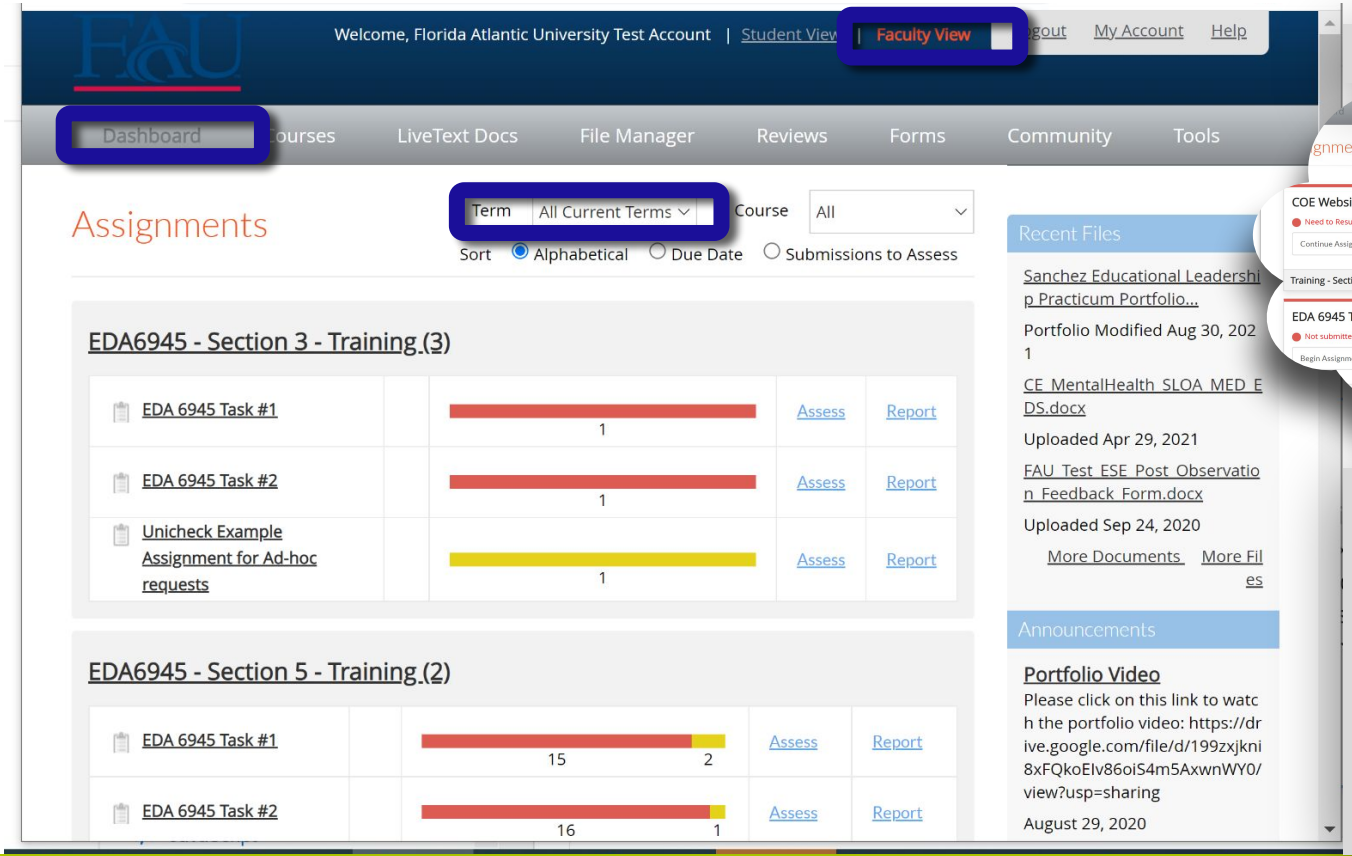
Sharing Time



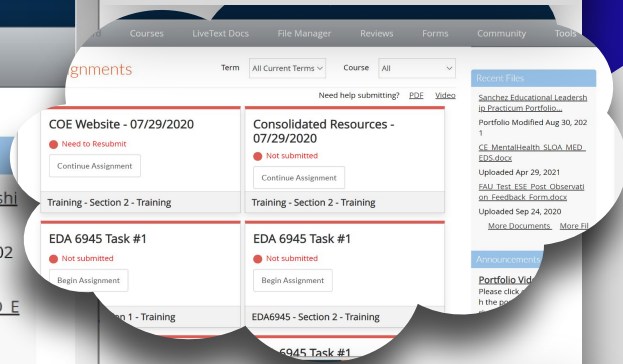
LIVETEXT by Watermark™

Learning Objective #4: Describe and demonstrate rubric assessment and feedback

LiveText: Faculty View - Dashboard



Recall Student View - different



Did You Know

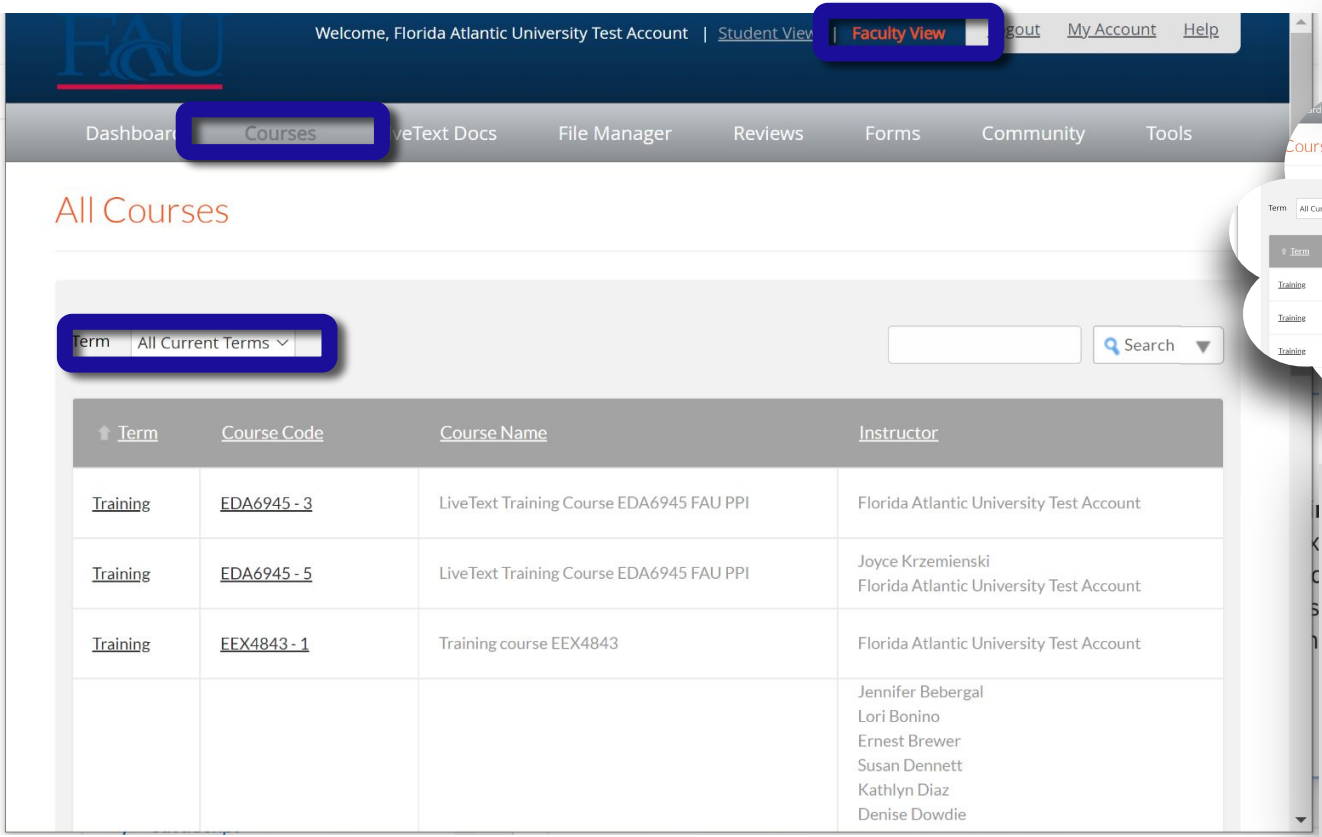
Faculty - Dashboard:
Quick view of assignments submitted status

Red = student did not submit

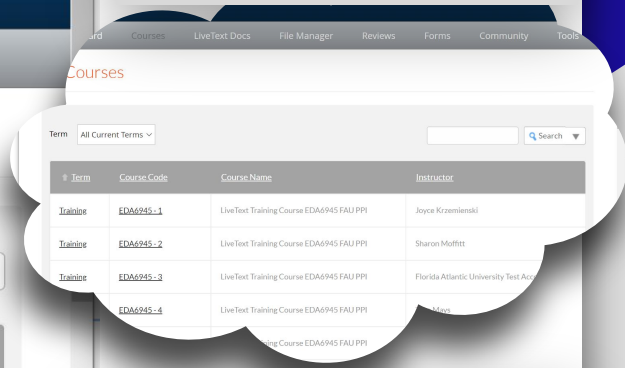
Yellow: student awaiting assessment

Green: student assessment completed

LiveText: Faculty View - Courses



Recall Student View - same



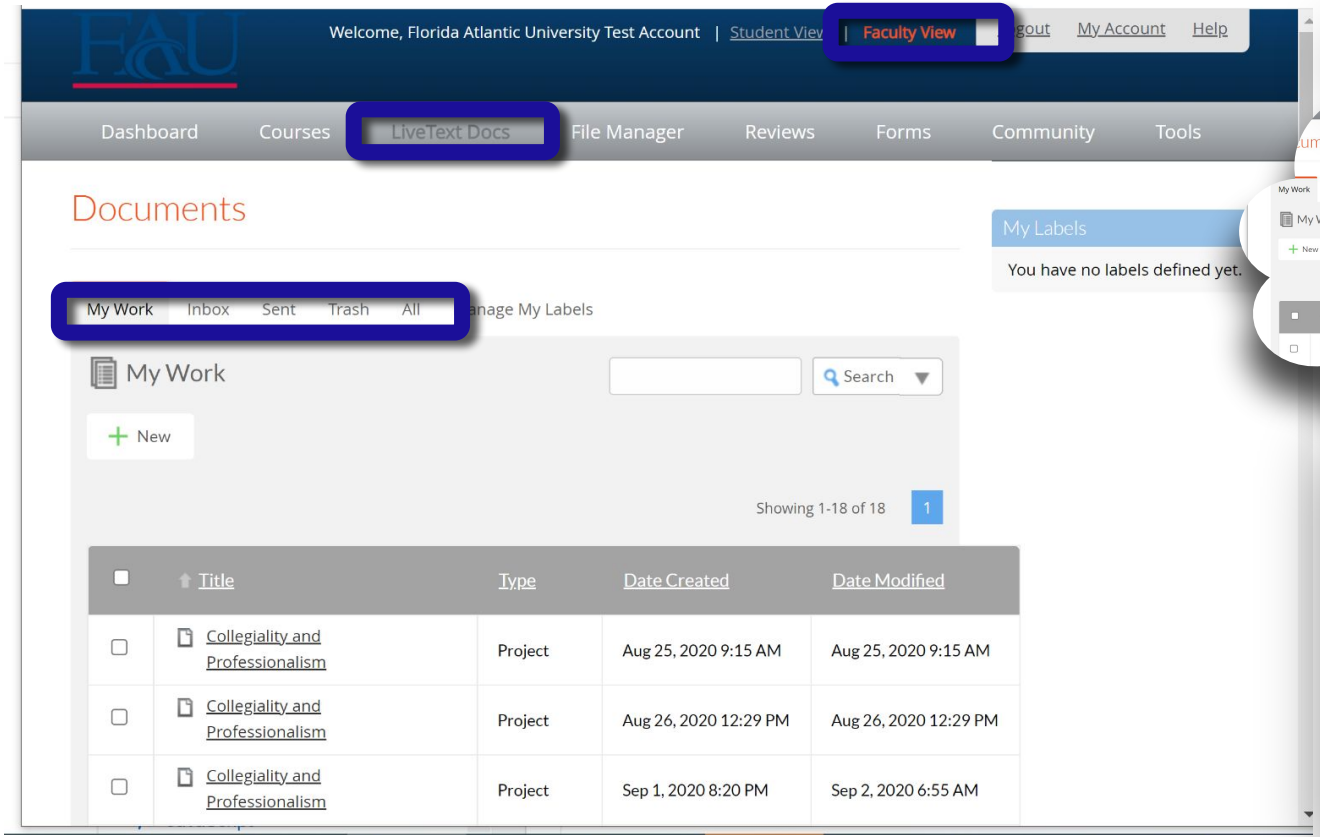
Did You Know

Faculty - Courses:

All courses the instructor has been assigned to.

Previous terms can be chosen, if the instructor should need to access a previous semester course

LiveText: Faculty View - LiveText Docs



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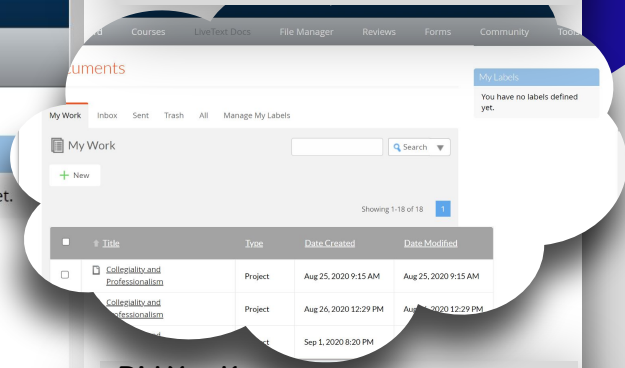


Did You Know

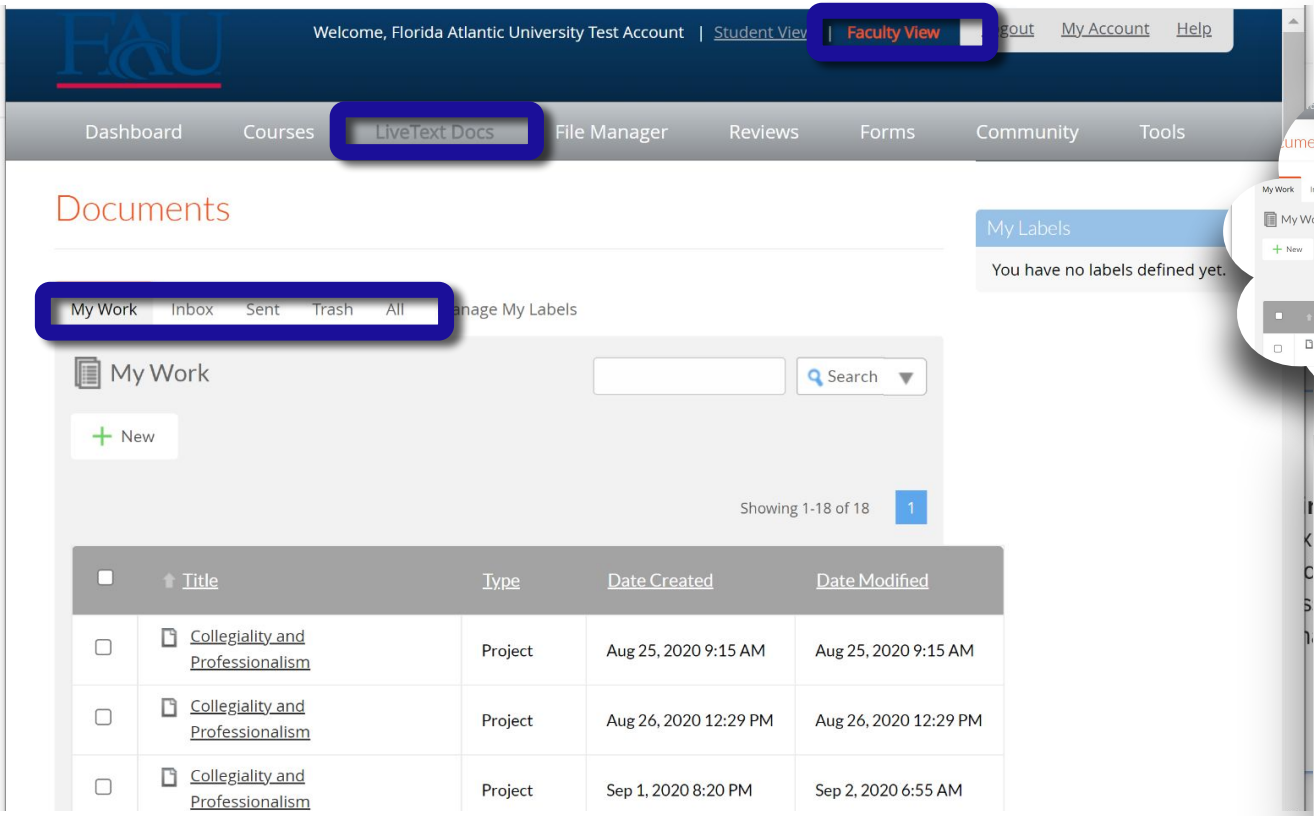
Faculty - My Work:
All of LiveText documents that have been created in the account

Faculty - Inbox:
LiveText documents that have been shared with the faculty account

Faculty - Sent:
LiveText documents that the faculty member has shared with other LiveText accounts

Learning Objective #4: LiveText Faculty View - LiveText Docs continued

LiveText: Faculty View - LiveText Docs (cont'd)



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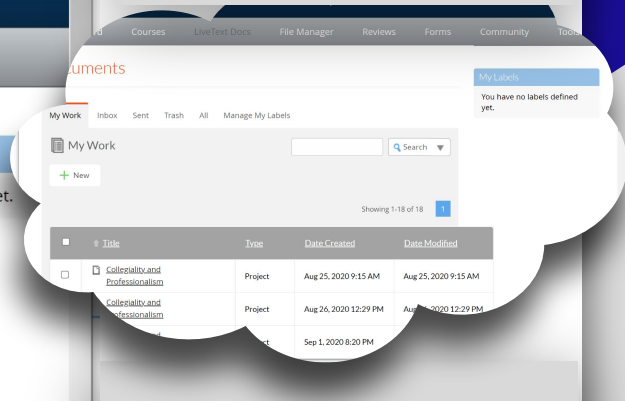
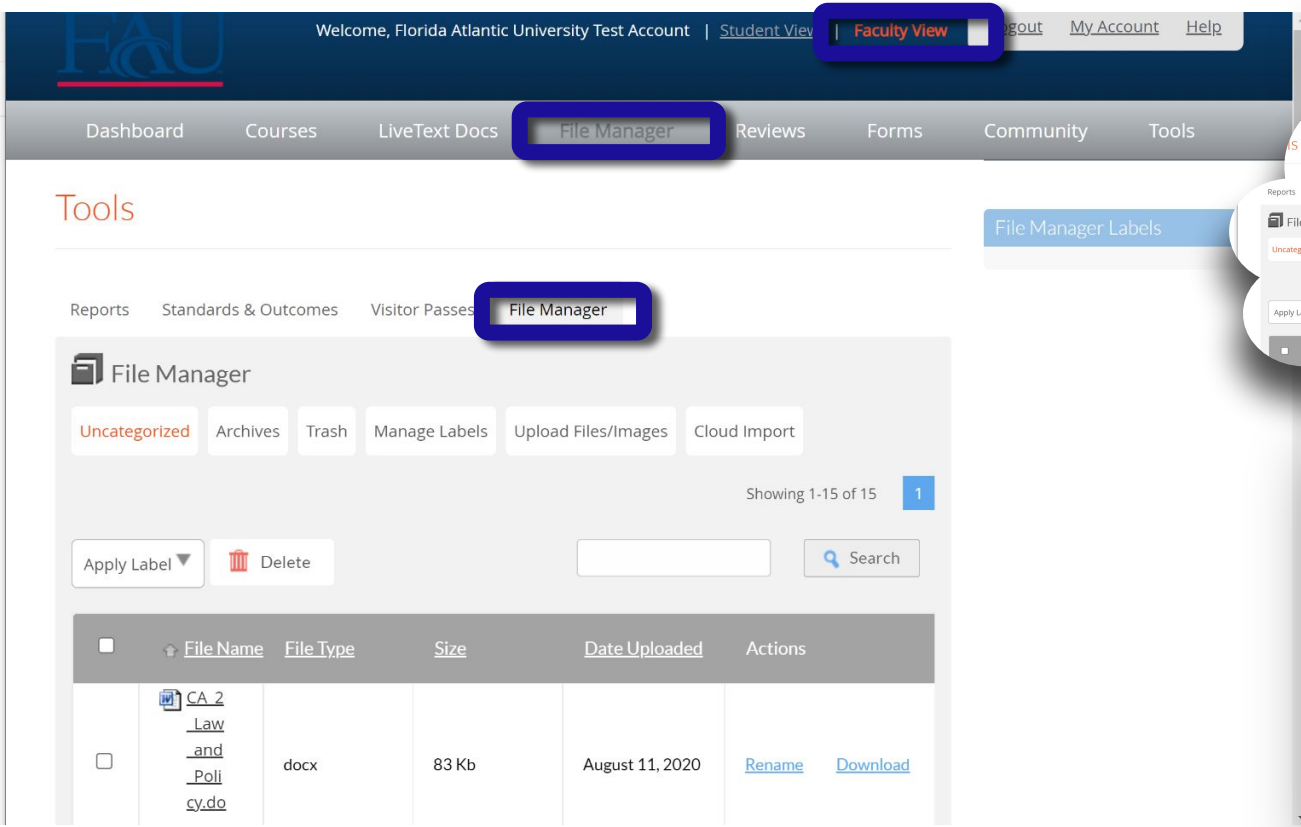


Did You Know -continued

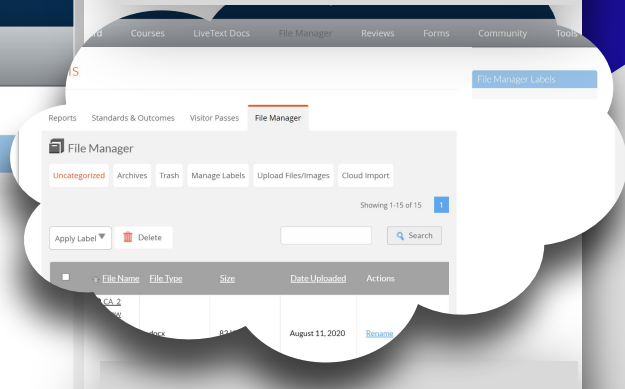
Faculty - Trash:
LiveText documents the faculty member has decided to trash

Faculty - All:
All of the documents regardless of their location, including trash.

LiveText: Faculty View - File Manager



Recall Student View - same



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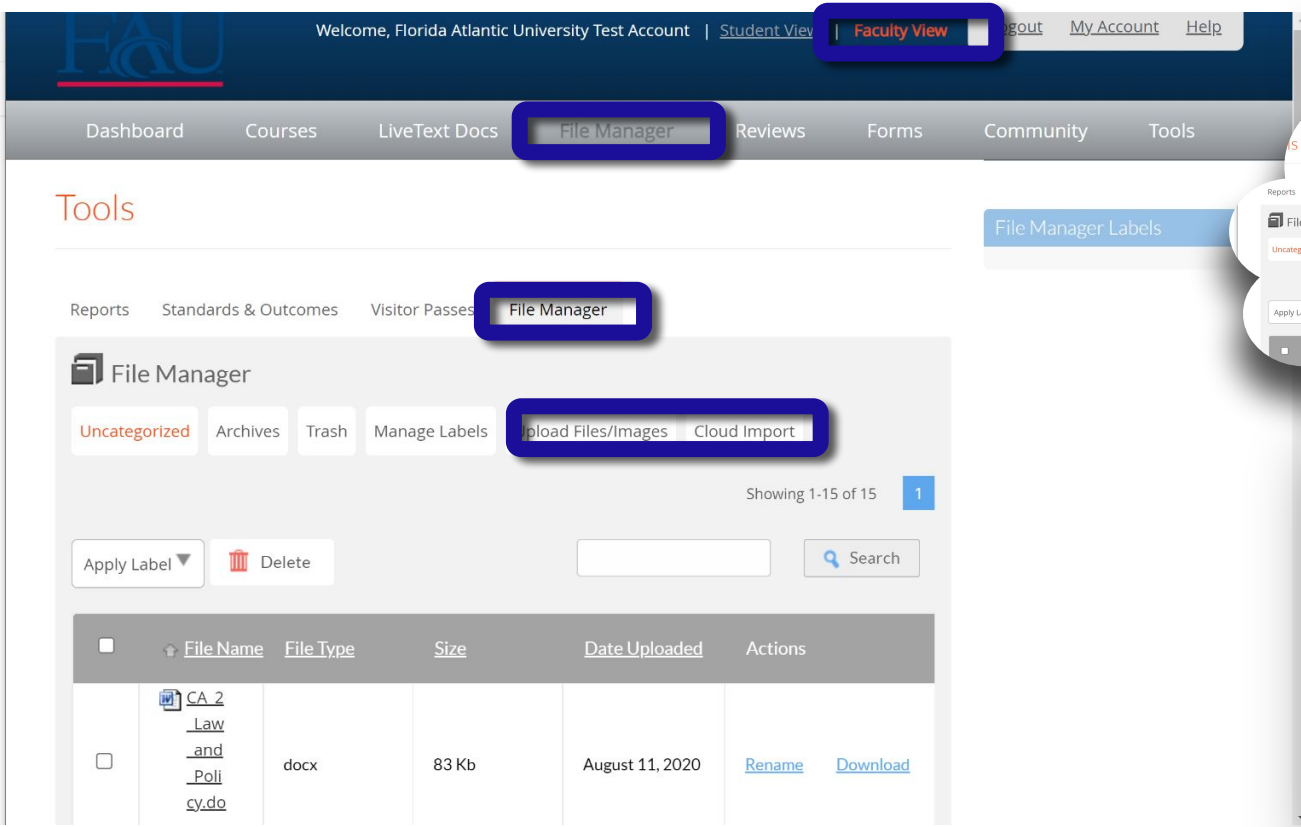
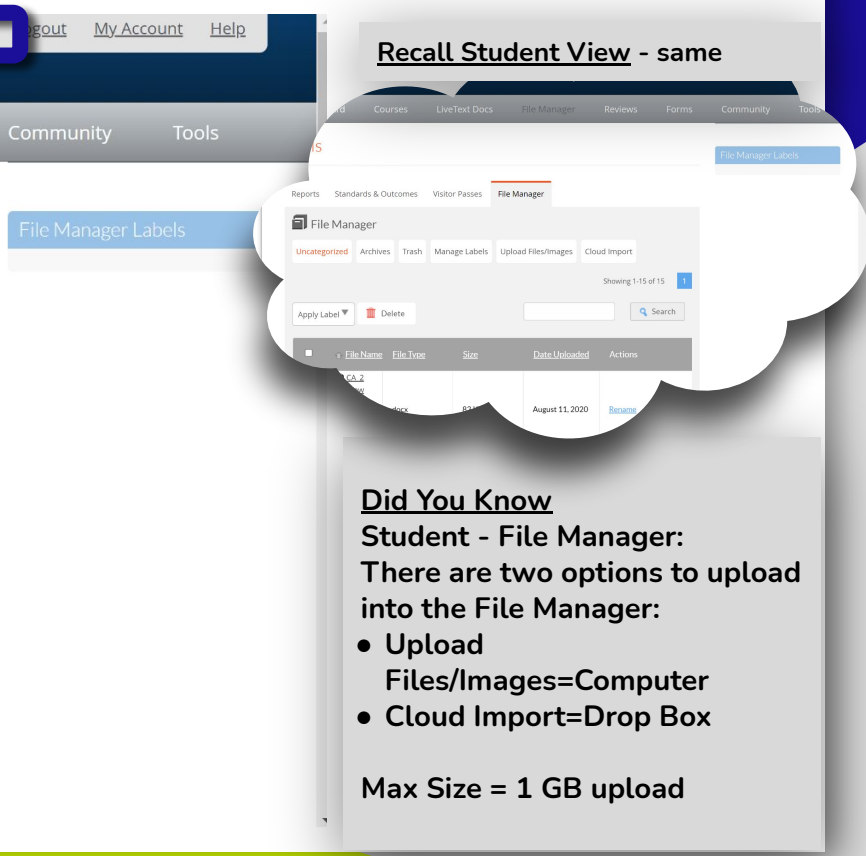
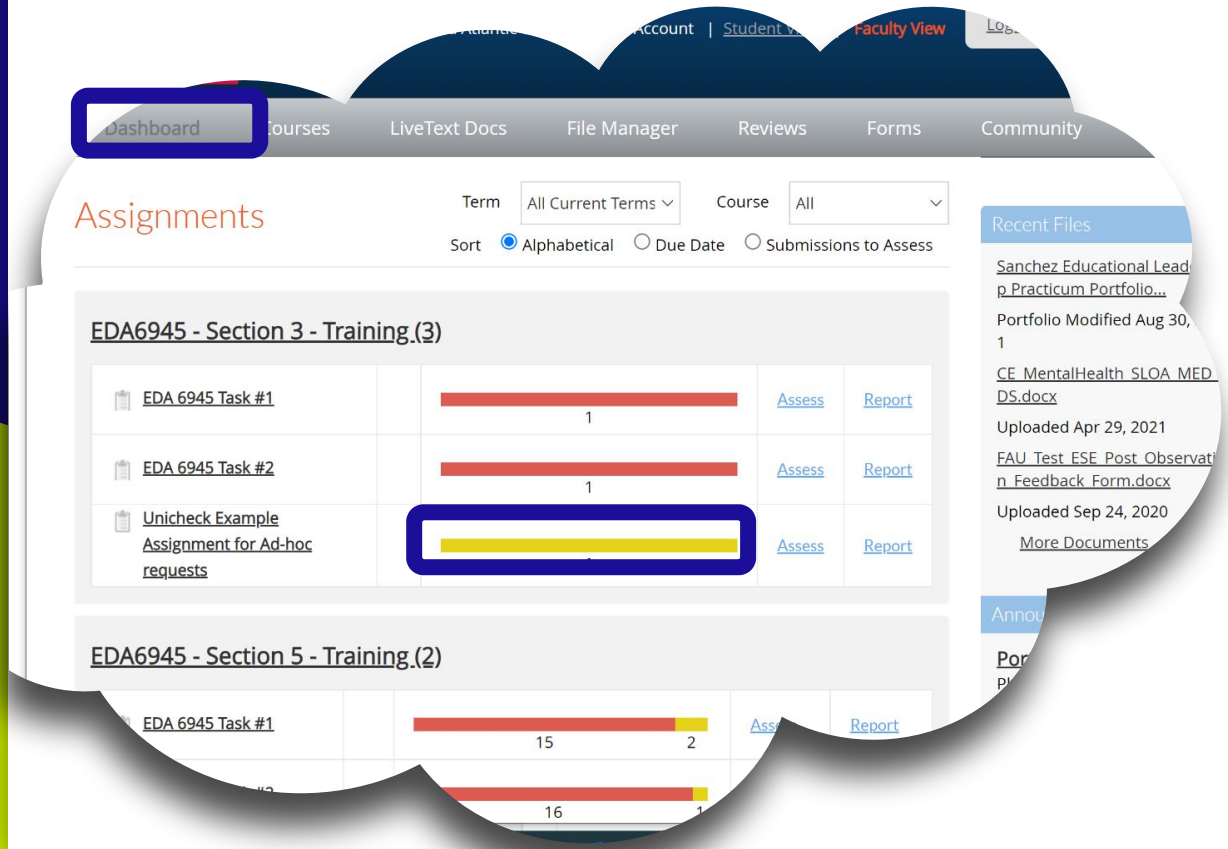
Learning Objective #4: LiveText Faculty View - File Manager

LiveText: Faculty View - File Manager (cont'd)





LiveText: Assess a Rubric - Step 1 - Option 1

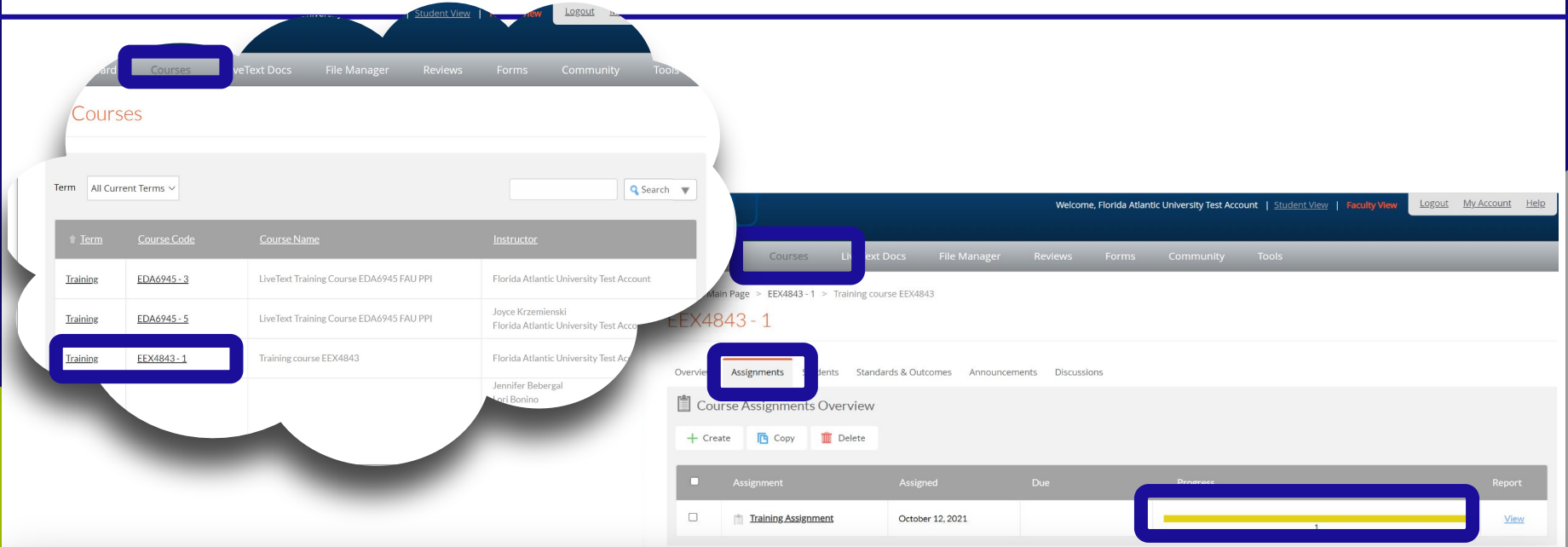


Did You Know
Faculty - Rubric Assessment

To assess rubrics, click on Dashboard > Assignment bar graph (Option 1)

- OR -

LiveText: Assess a Rubric - Step 1 - Option 2

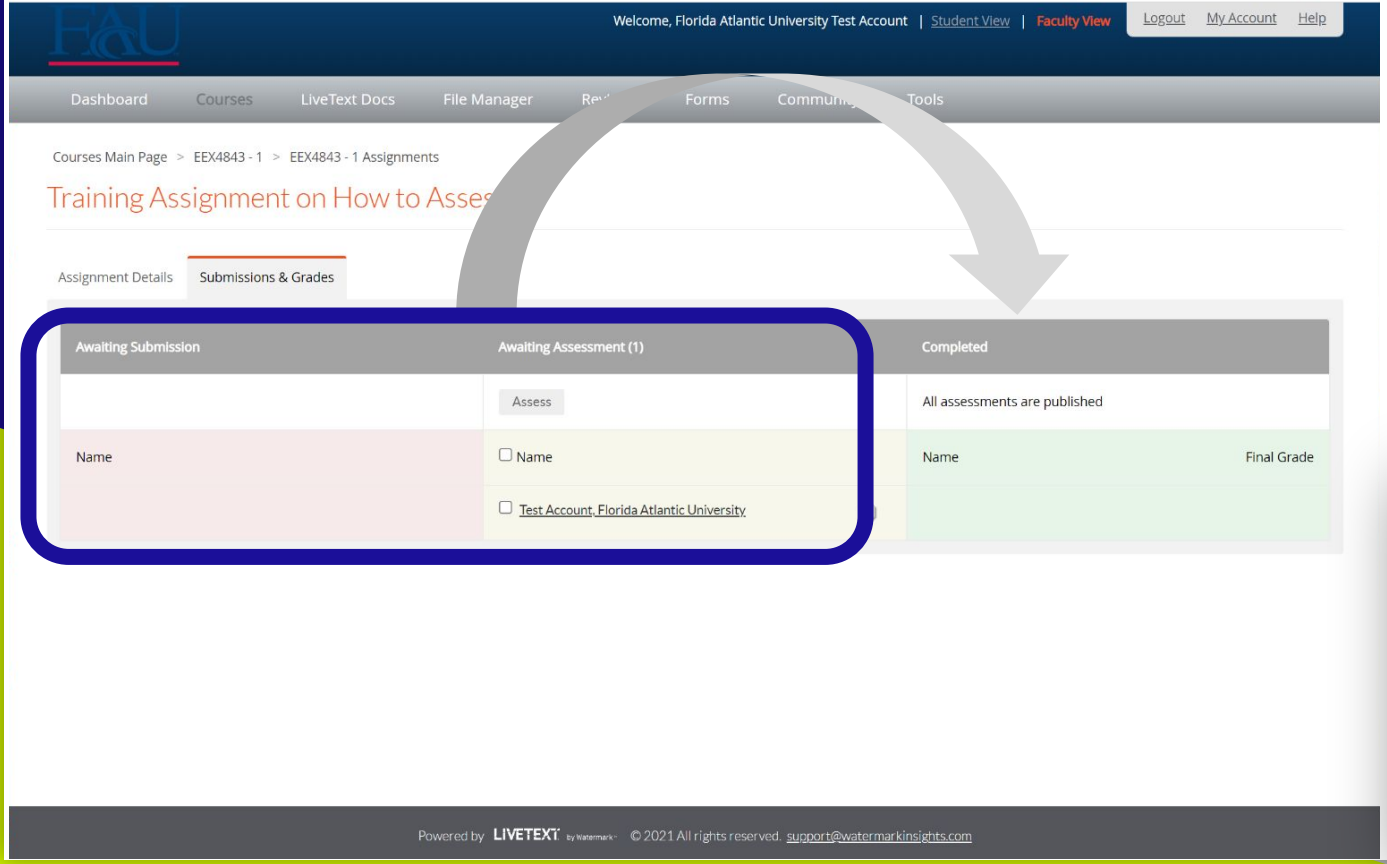


Did You Know
Faculty - Rubric Assessment

To assess rubrics,
Click on the Course > Assignment > Assignment bar graph (Option 3)

Learning Objective #4: LiveText Assess Rubric - Step 1 - Option 2 - Courses

LiveText: Assess a Rubric - Step 2

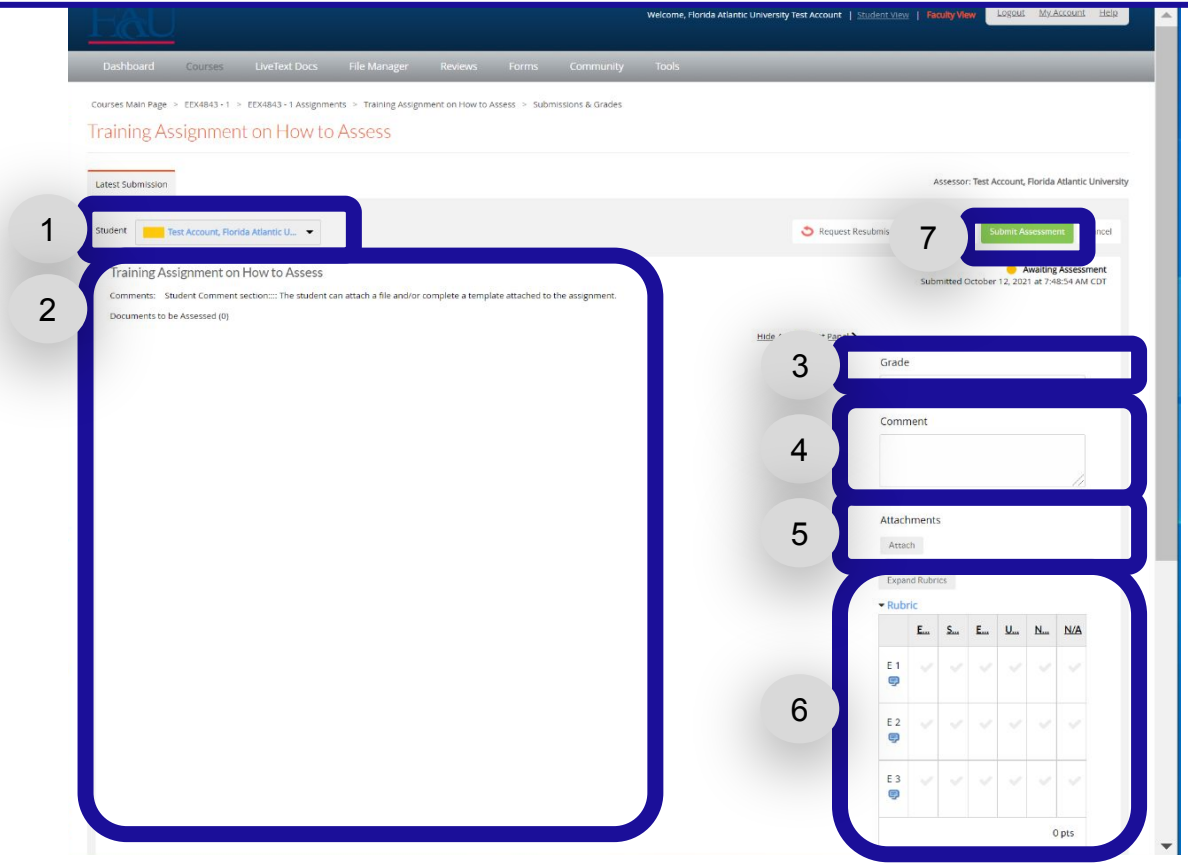


Did You Know
Faculty - Rubric Assessment:

All students by the end of the assignment / semester should have all student rubrics assessed and listed in the green column

Learning Objective #4: LiveText Assess Rubric - Step 2 - Select a Student

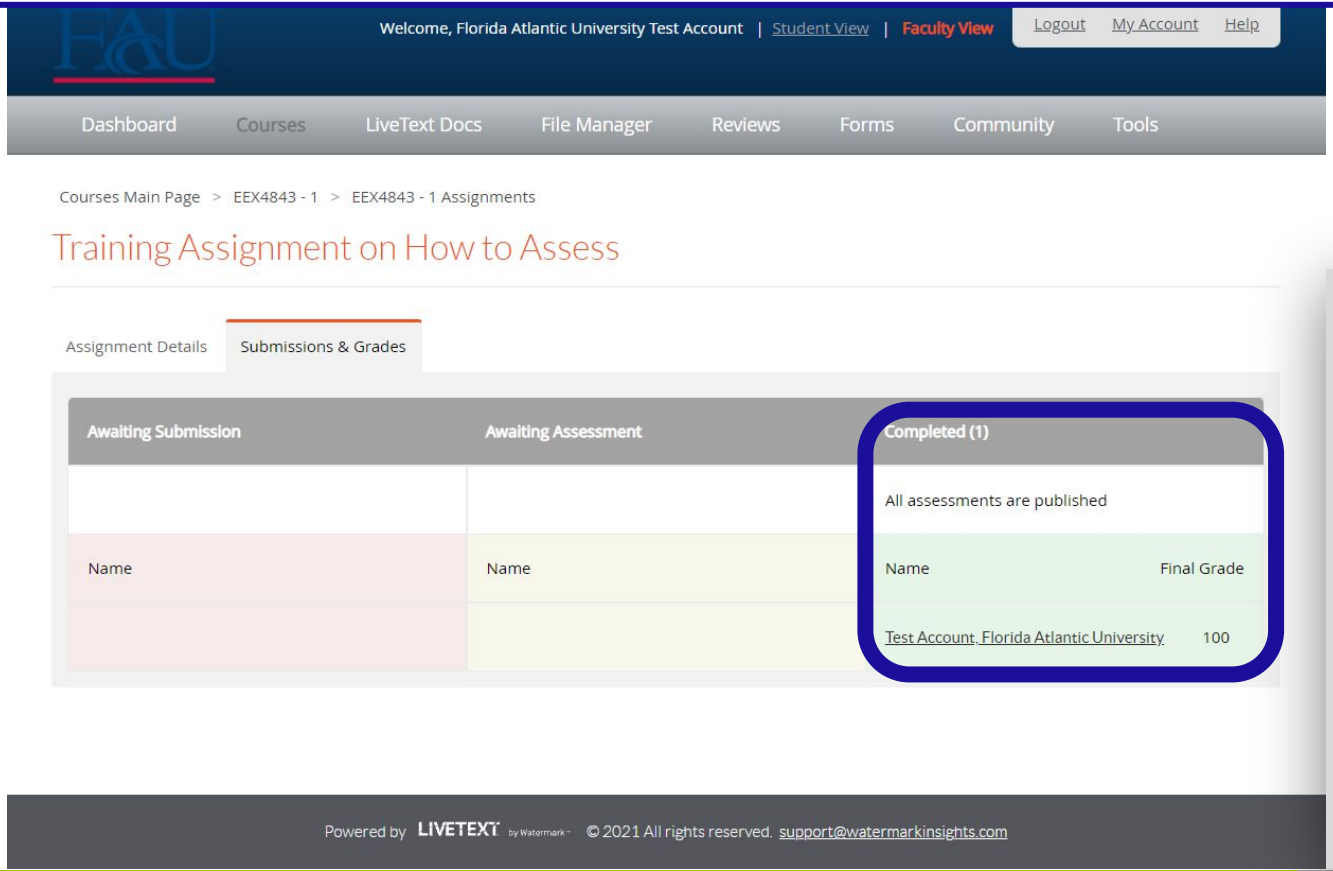
LiveText: Assess a Rubric - Step 3



<u>Did You Know</u>
Faculty - Rubric Assessment

1. Easily change students you need to assess
2. Student comments and attachments
3. Grade optional value
4. Instructor comments
5. Instructor attachments option
6. Expand rubrics to assess students

LiveText: Assessment Complete



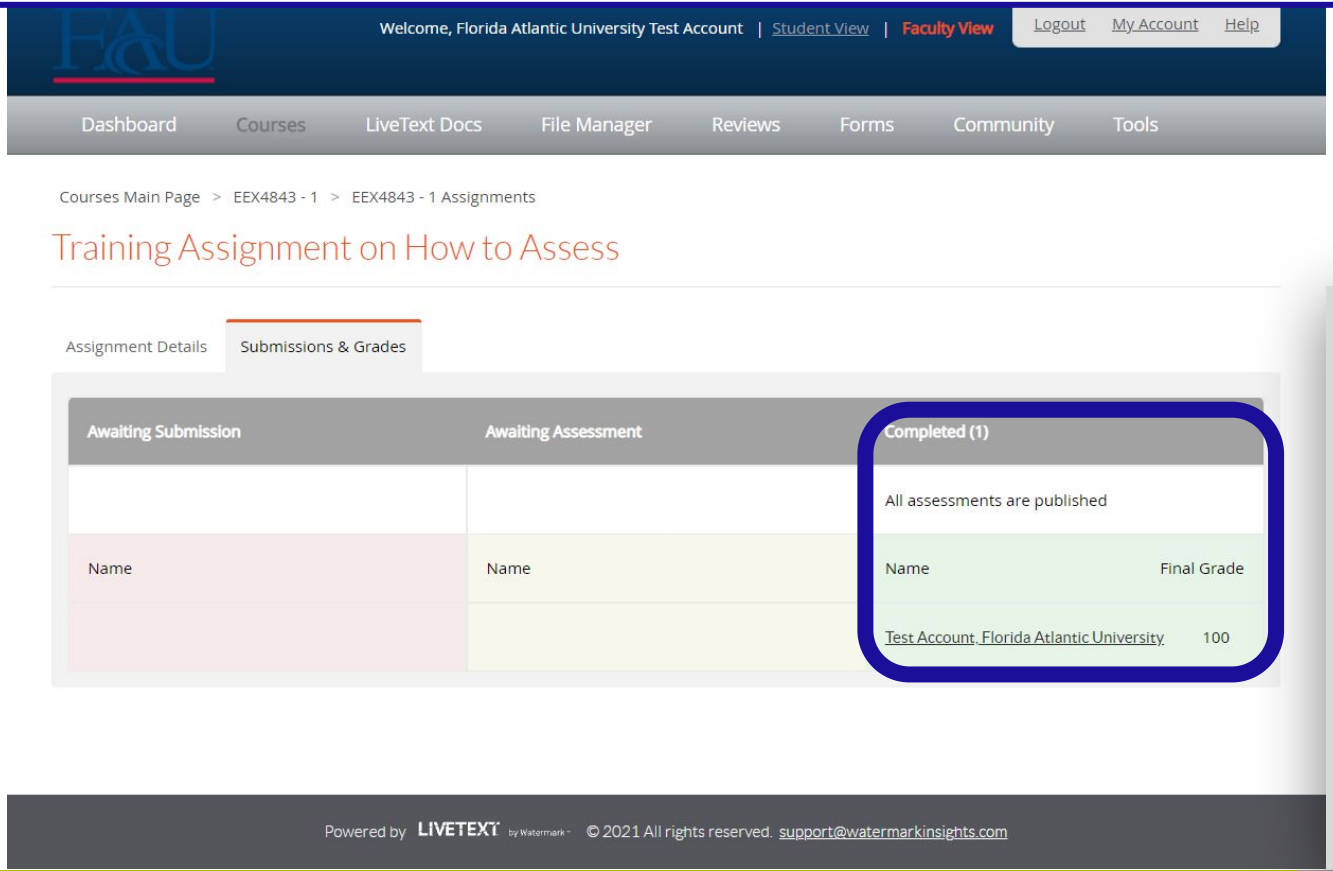
Did You Know

Faculty - Rubric Assessment

1. Easily change students you need to assess
2. Student comments and attachments
3. Grade optional value
4. Instructor comments
5. Instructor attachments option
6. Expand rubrics to assess students

Learning Objective #4: LiveText Assess Rubric - Assessment Complete

LiveText: Undo Assessment



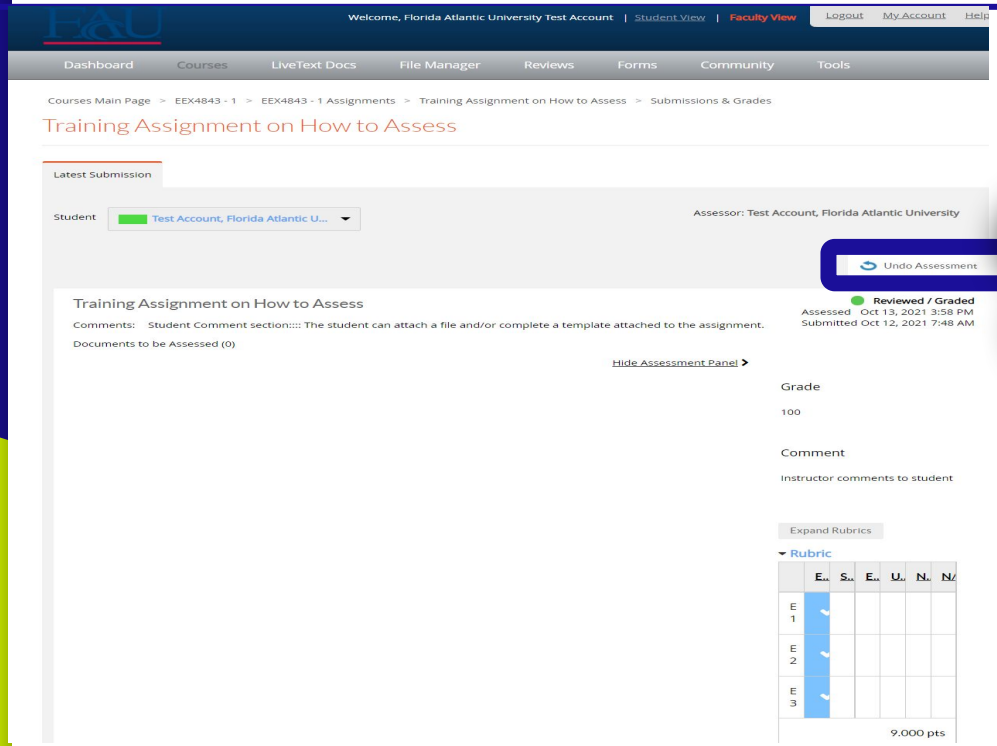
Did You Know
Faculty - Rubric Assessment

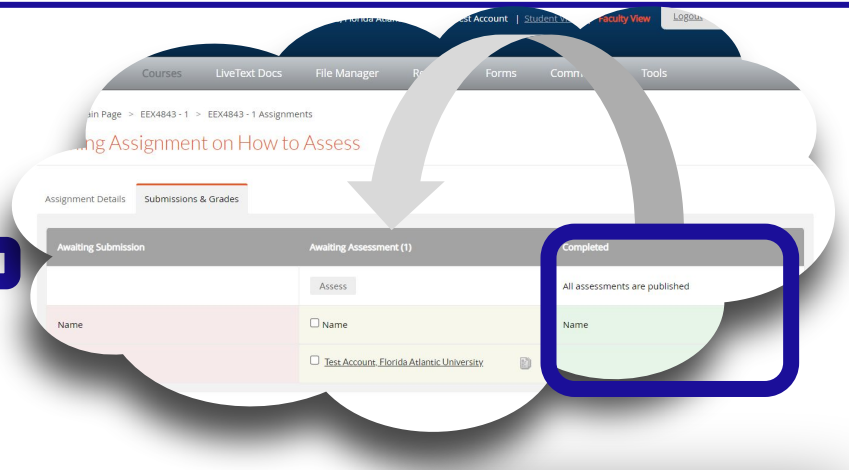
If an entry was incorrect entered during the assessment, the instructor is able to undo and reassess the grade, comment(s), and rubric.

Click on the student that has an incorrectly entered assessment

Learning Objective #4: LiveText Assess Rubric - Undo Assessment

LiveText: Undo Assessment



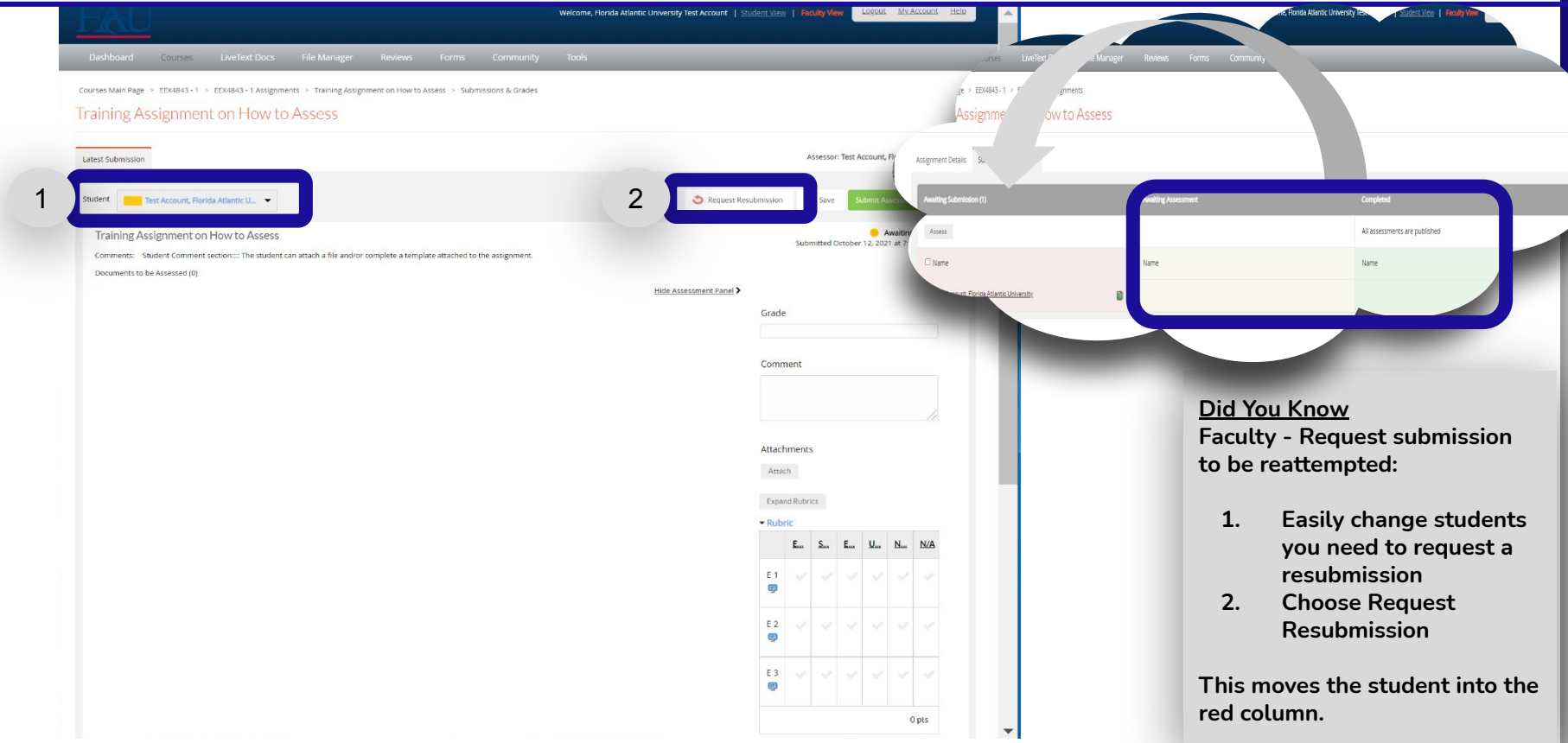


Did You Know
Faculty - Rubric Assessment

Click Undo Assessment
This moves the student from the green column to the yellow column and then the student can be reassessed.

Learning Objective #4: LiveText Assess Rubric - Undo Assessment

LiveText: Request Resubmission



Did You Know

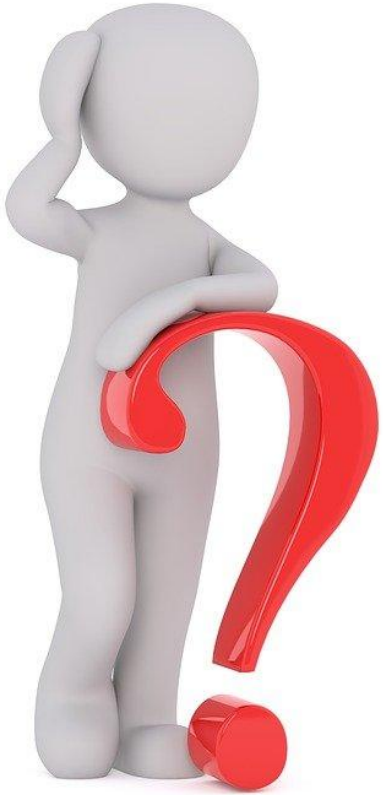
Faculty - Request submission to be reattempted:

1. **Easily change students you need to request a resubmission**
2. **Choose Request Resubmission**

This moves the student into the red column.

Learning Objective #4: LiveText Assess Rubric - Request Student Assignment Resubmission

Sharing Time



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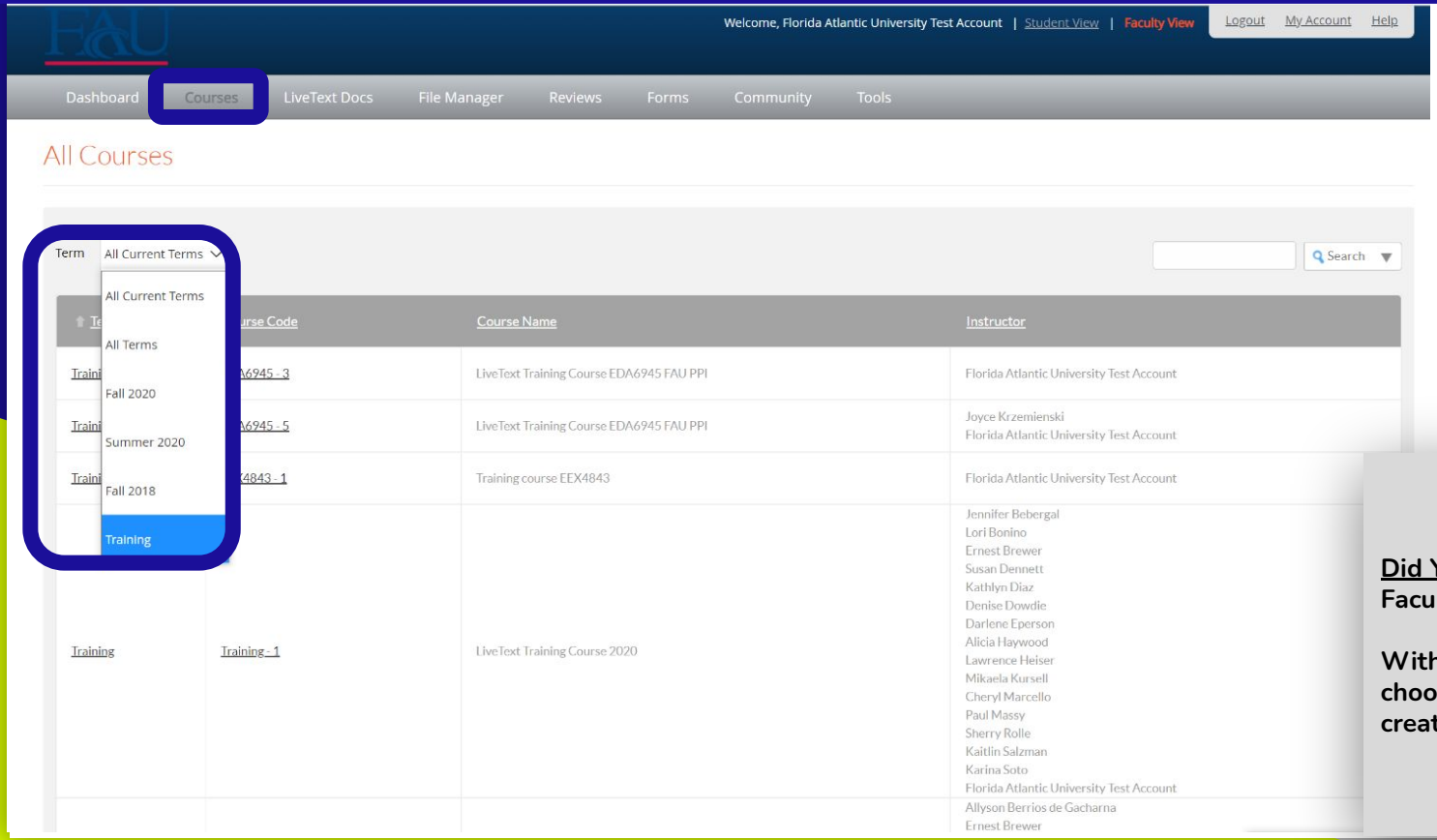
Learning Objective #5: Demonstrate the use of LiveText assessment reports

LiveText: Create a Course Specific Report

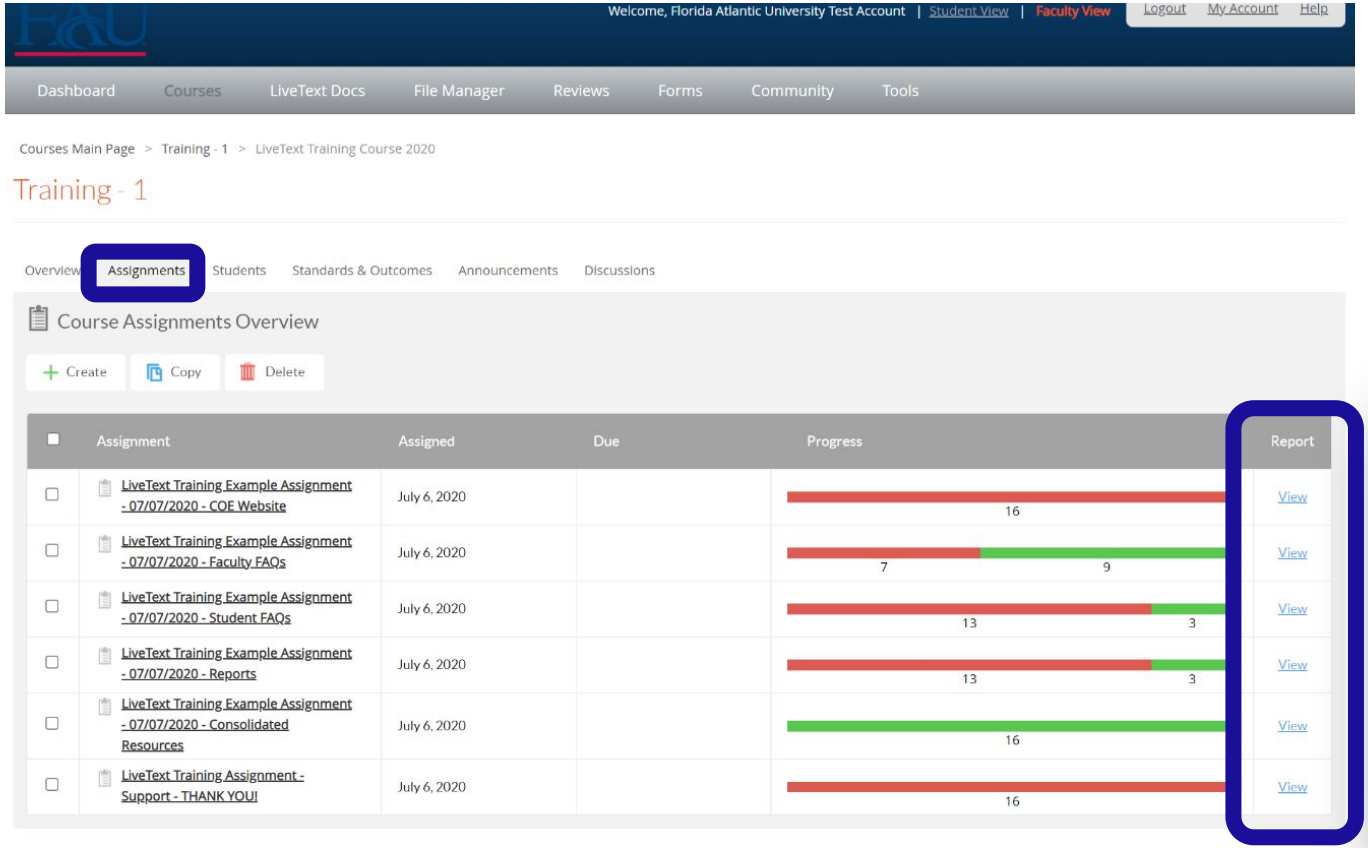


Did You Know
Faculty - Reports:

Within the Courses menu, choose the term and course to create a report on

Learning Objective #5: Create Course Specific Report

LiveText: Create a Course Specific Report

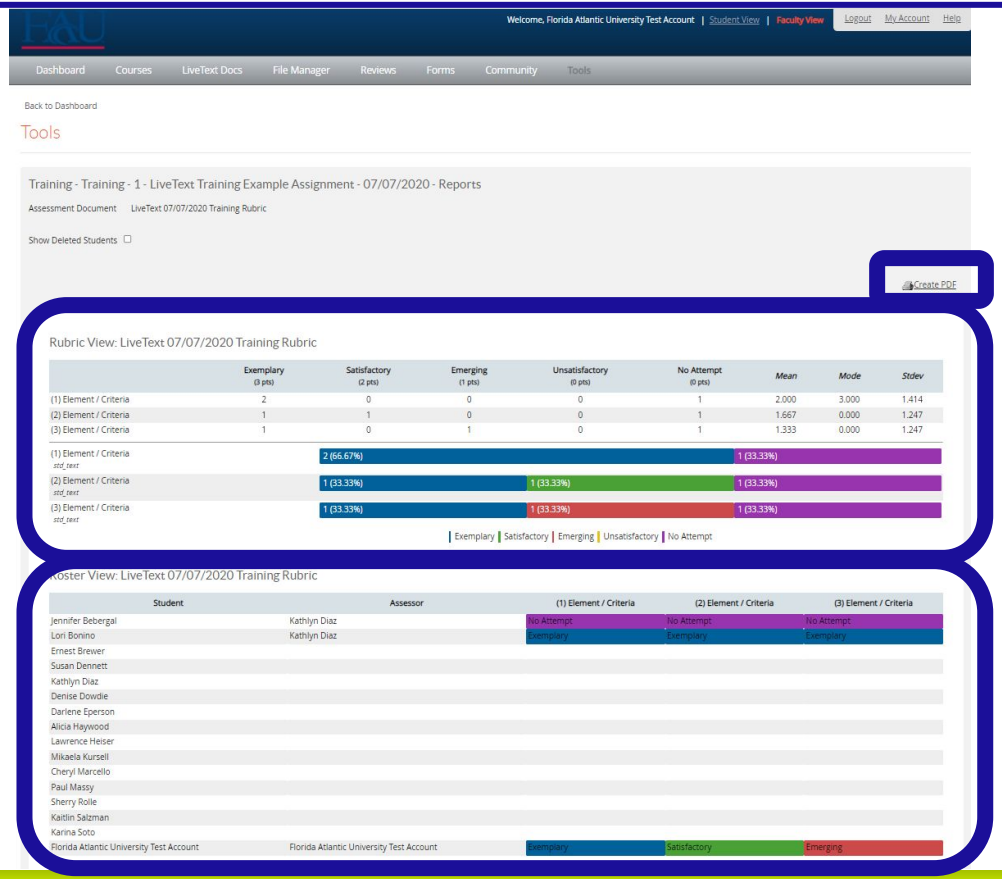


Did You Know
Faculty - Reports:

Once the term and course are selected, click on Assignments. Next to each Assignment bar graph is a View hyperlink. A course specific report is generated.

Learning Objective #5: Create Course Specific Report

LiveText: Create a Course Specific Report



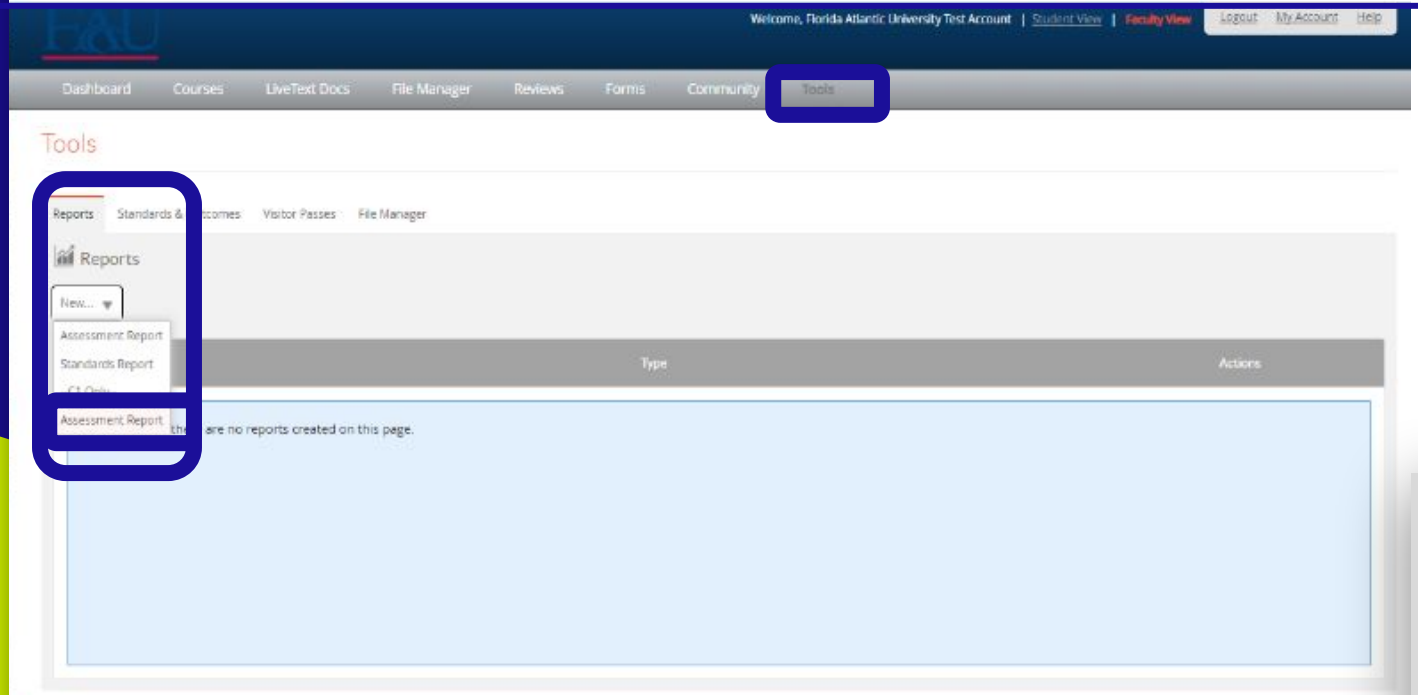
Did You Know
Faculty - Reports:

A course specific report is generated. The option to Create PDF is made available.

This report will show all student attempts; therefore, the statistics of this report may be skewed.

Learning Objective #5: Create Course Specific Report

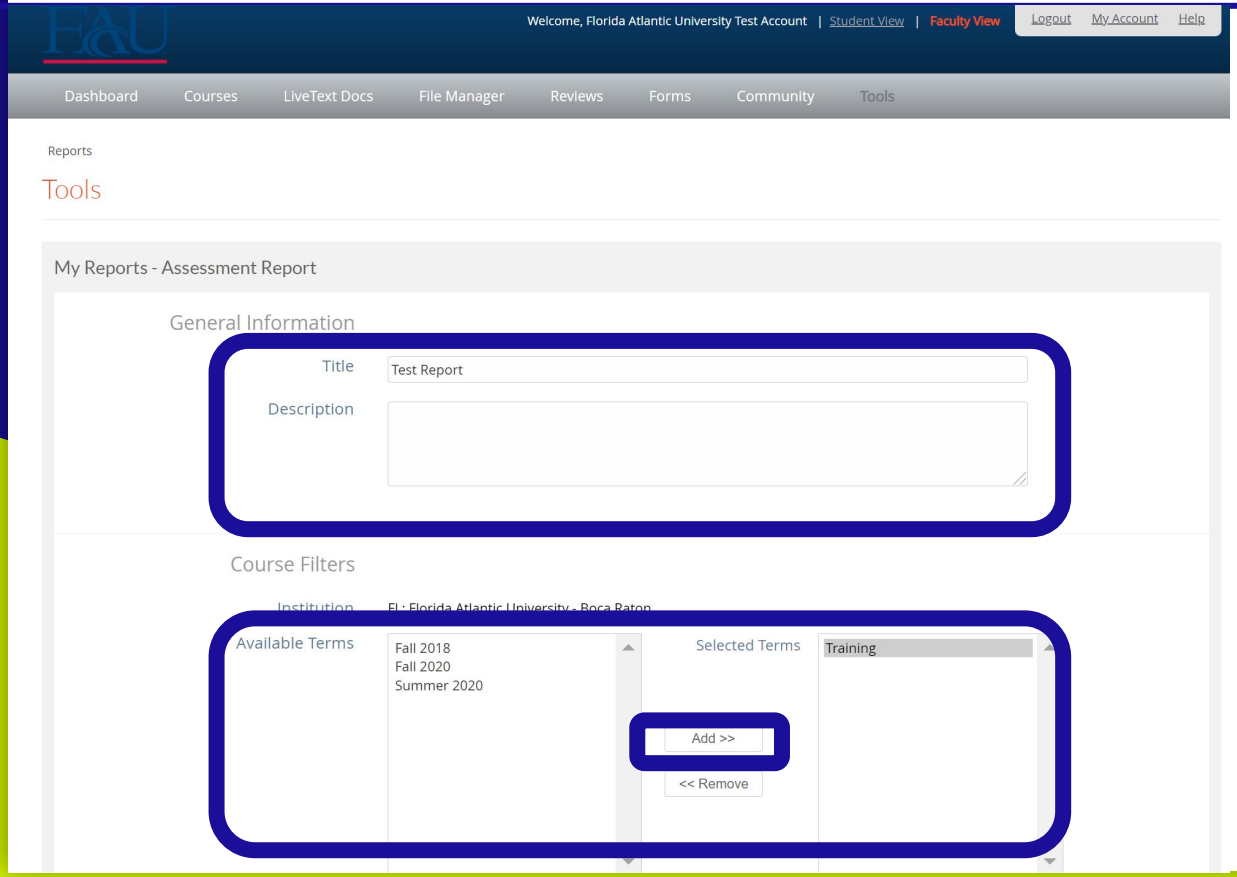
LiveText: Create a C1 Assessment Report



Did You Know
Faculty - Reports:

Within the Tools menu, click New and choose Assessment Report

LiveText: Create an Assessment Report - part 1



Did You Know
Faculty - Reports:

Provide a title and description if saved to LiveText or Save As PDF

Add Terms by selecting a term, then click Add >>

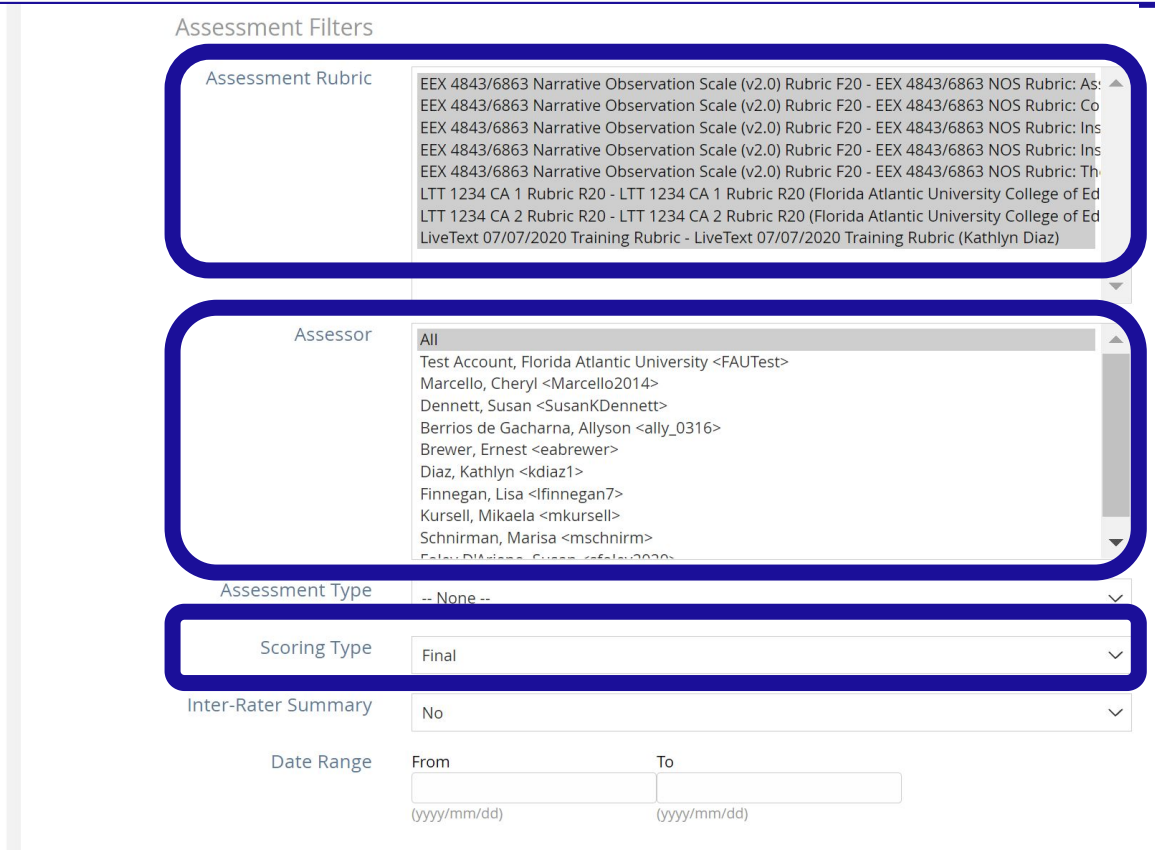
Learning Objective #5: Create C1 Assessment Report - part 1

LiveText: Create an Assessment Report - part 2

Did You Know
Faculty - Reports:

Choose a selection in each box

LiveText: Create an Assessment Report - part 3



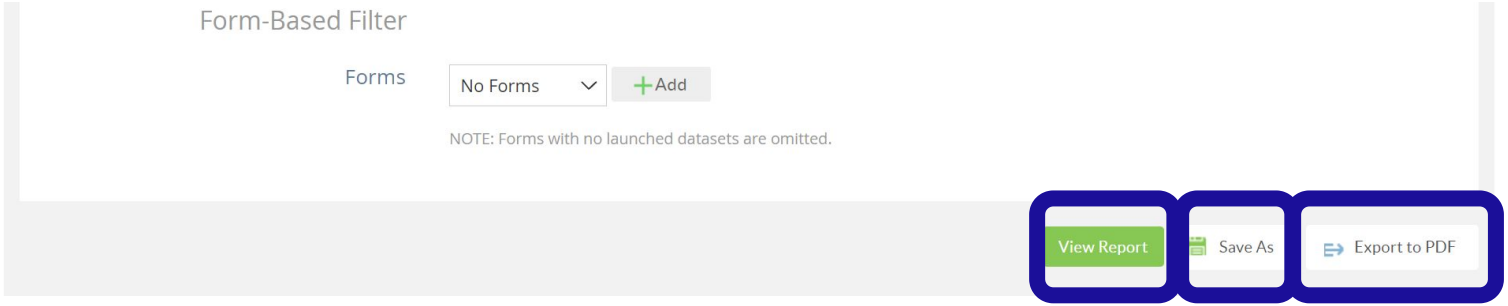
Did You Know
Faculty - Reports:

Choose a selection in Assessment Rubric and Assessor

Skip Assignment Type

Choose Scoring Type Final

LiveText: Create a C1 Assessment Report - part 4



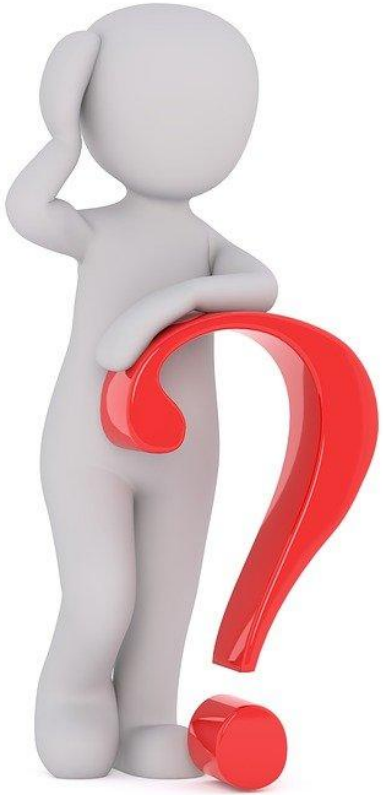
Did You Know
Faculty - Reports:

Click View Report

Choose one or both::
Save As (save to the Tools, Reports page)

Export to PDF

Sharing Time



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Learning Objective #6: Evaluate this program and identify perceived usefulness & ease of use with an attitudinal survey

Learning Objective #7: Evaluate and explain future areas of interest and topics that need additional elaboration

LiveText: Survey & Future Interest and Topics

Please take a few moments to complete an anonymous Qualtrics Survey

https://fau.az1.qualtrics.com/jfe/form/SV_418Ub5a4kS62IIK

A link will be provided to you in the chat or scan the QR code with your smartphone camera

Learning Objective #6: Evaluate this program and identify perceived usefulness & ease of use with an attitudinal survey
Learning Objective #7: Evaluate and explain future areas of interest and topics that need additional elaboration

Thank you

Office of Accreditation,
Assessment, and Analytics

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Andy Brewer - ebrewer2@fau.edu
Team Email - FAU.LTsupport@fau.edu

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