Student Registration Instructions

1. Go to www.livetext.com and click on the PURCHASE/REGISTER tab at the top of the LiveText homepage.

2. Click the Select This Option button under the Register Membership button.
3. The registration form opens below. STEP 1: Choose your role and select the radio button for **Student**.

4. STEP 2: Enter the 16 character key code that was provided to you.

5. STEP 3: **Register Your Student Membership.** Please complete your profile to the best of your ability. Name, Date of Birth, and Institution and Personal Email Addresses are required fields. Use your UIU PEACOCKS email address in all email fields.
6. **Step 4: Create Your LiveText Membership Account.** You will be prompted to create a unique username and password. When creating a username, the name will be compared to all LiveText users. If you receive the message “Username is already taken”, you will have to modify your username.

Select a security question from the dropdown menu. This may used in the username/password recovery process. Your security question ANSWER must be different than your security question HINT. For instance, if the answer is “SPOT” -- the hint could be “starts with S.”

Select the **Terms of Service** check box and Click the **Register My Membership Account** button to complete the registration process.
7. **Account Activation completed.** After successfully completing the registration process, LiveText will display this screen with your newly created username and password. Your login information will also be sent to the personal email address provided during account registration.

![Congratulations](#)

**Congratulations**

You have successfully activated your LiveText membership account.

Below is your account information summary.

- **Username:** [Redacted]
- **Password:** (click to reveal)
- **Membership Type:** student

[Click to Login](#) or visit the homepage of [www.livetext.com](http://www.livetext.com) and click the Login button located at the top right.
8. **Complete UIU Single Sign-On.** A single sign-in through myUIU has been created so that you can go to LiveText after signing in to myUIU. After receiving the Congratulations message in LiveText, open a new tab and log in to myUIU. Select the LiveText tab on the left of the page, then click the Single Sign-On link in the center of the page.

You will be asked to sign in to LiveText one more time. After you have done this, your single sign-on will be validated and you can reach LiveText directly through myUIU on the above page.

If you are having problems registering your LiveText account, please call UIU at (563) 425-5385 or LivText Technical Support at (866) LIVETEXT (548-3839).
Instructions for uploading student assignments in LiveText.

To upload an assignment in LiveText you will
> Select the course
> Begin using the template
> Edit the student artifact section
> Attach and upload a file
> Save & finish
> Continue to Step 3
> Submit assignment
From the DASHBOARD, find the course and select BEGIN ASSIGNMENT.
Next, select BEGIN USING TEMPLATE

remembering to save training

**Step 1 of 3** Review Assignment Details

- **Assignment Due:** Oct 16, 2011 4:00 PM
- **Description:** uploading a rubric

**Assignment requires use of Instructor-provided Template**

Click **Begin Using Template** and a copy of the template will be attached to this assignment. You may then edit it.

**Step 2 of 3** Author & Attach Assignment Materials

- **Have you already created files or LiveText documents for this assignment?**
  - [Attach Files]
- **Do you need to create a new LiveText Document?**
  - [Create a New LiveText Document]

A LiveText document may be a portfolio, lesson plan, project, assessment, or a training template and can be authored and edited within the LiveText system. Once you create a new LiveText document from this screen, it will be attached to this assignment.

**Step 3 of 3** Submit Assignment

- **Comments/URL (optional):**

You must include attachments before you can submit your assignment. Click on **Submit Assignment** when you are ready to submit.
Scroll down to the STUDENT ARTIFACT section, then select EDIT.
Scroll down to FILE ATTACHMENTS, then click EDIT

Section: Personal Statement (Optional)
Section: Personal Statement (Optional)

Insert File Attachment(s)

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Current Label: uncategorized

[Upload New File]
Section: Personal Statement (Optional)

Insert File Attachment(s)

Browse your computer to upload:

Browse.

Up to 1 GB in size.
Locate the file or files you would like to send to the instructor. Some courses may have more than assignment to upload to LiveText; if this is the case, press the CTRL key to select both files. Click OPEN to attach the file(s).
It will take a moment for LiveText to upload the files. The upload will be complete when the name of the file is displayed next to INSERTED FILE(S). Click SAVE & FINISH.
You will see the message ASSIGNMENT NOT SUBMITTED. Click the red button CONTINUE to STEP 3.
remembering to save training

Assignment Due: Oct 16, 2011 4:00 PM
Description: uploading a rubric

Step 2 of 3: Author & Attach Assignment Materials

Assignment requires use of Instructor-provided Template
You have already used the template, DeenaSerra provided by the instructor. Click the document below to continue editing.

Have you already created files or LiveText documents for this assignment?

- Attach Files

Do you need to create a new LiveText Document?

- Create a New LiveText Document

Attached Files

Step 3 of 3: Submit Assignment

Comments/URL (optional):

You must include attachments before you can submit your assignment. Click on Submit Assignment when you are ready to submit.

Submit Assignment

Assignment Not Submitted

Past Due
The message AWAITING ASSESSMENT is displayed on screen, as well as the date the assignment was submitted.

removing to save training

Congratulations! Your assignment has been submitted to your instructor.

Assignment Details & Instructions

Assignment Due: October 16, 2014 at 4:00:00 PM CDT
Submitted: December 6, 2012 at 3:47:36 PM CST

Description: uploading a rubric

Attached Assignment Materials

Attached Files: None

Withdraw Submission
This submission cannot be withdrawn because the due date has passed.
The assignment is now awaiting assessment by the instructor. The button will turn green after the assessment is complete.

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