

Eastern Illinois University: Creating Discussions with LiveText



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Introduction

In this tutorial, you will learn how to create discussions using LiveText. After logging into LiveText, you will be taken to your main page (**MyDesk**). You will see that it is very similar to an email account. On the left-hand side of the screen, there is an *inbox*, *sent*, *all*, and *trash* label. This is your “homepage” for LiveText (figure 1.1). To access this page at any time during your login to LiveText, just click the box at the upper, left-hand corner that says **MyDesk**.

Figure 1.1

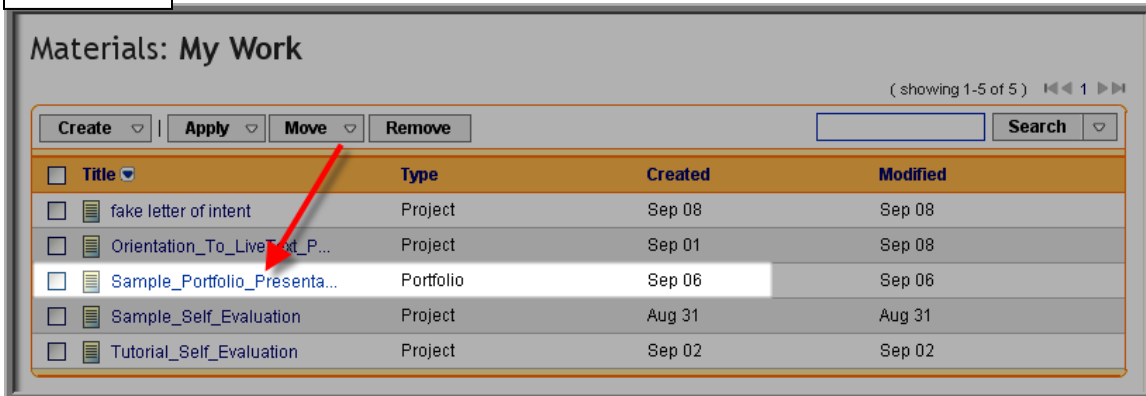
The screenshot shows the LiveText MyDesk interface. At the top, there is a header with the collegeLiveText logo, user information (Hi, Gina Paladino), and the date (Tuesday, September 13, 2005). A navigation menu on the left is organized into sections: Materials (My Work, Inbox, Sent, All, Trash), Labels (Copies, Faculty Training Helps, fake label, Items shared by Dr. Bower, MyStuff, old projects, Practice Projects, Rubric Assessments, Student Teacher Eval..., edit labels...), Collaboration (Reviews, Groups, Visitors), and Tools (PlanBook). The main content area is titled "Materials: My Work" and displays a table of materials. The table has columns for Title, Type, Created, and Modified. Below the table, a white box contains the text: "MyDesk is the Main Page of your LiveText account".

Title	Type	Created	Modified
fake letter of intent	Project	Sep 08	Sep 08
Orientation_To_LiveText_P...	Project	Sep 01	Sep 08
Sample_Portfolio_Presenta...	Portfolio	Sep 06	Sep 06
Sample_Self_Evaluation	Project	Aug 31	Aug 31
Tutorial_Self_Evaluation	Project	Sep 02	Sep 02

Creating a Discussion

While on **MyDesk**, find the title of the document that you wish to add a discussion (figure 1.2). Navigate your mouse to hover over the title and click.

Figure 1.2



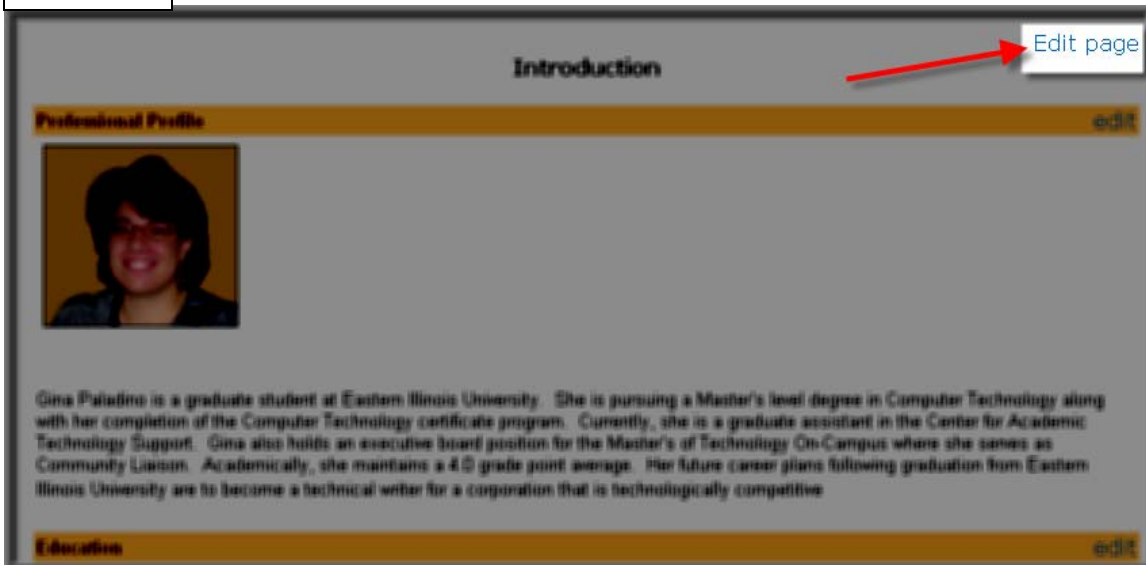
Materials: My Work (showing 1-5 of 5) << 1 >>

Create | Apply | Move | Remove Search

Title	Type	Created	Modified
fake letter of intent	Project	Sep 08	Sep 08
Orientation_To_LiveText_P...	Project	Sep 01	Sep 08
Sample_Portfolio_Presenta...	Portfolio	Sep 06	Sep 06
Sample_Self_Evaluation	Project	Aug 31	Aug 31
Tutorial_Self_Evaluation	Project	Sep 02	Sep 02


After you have clicked the title of your document, a new page will appear. At the (figure 1.3). Click that link.

Figure 1.3



Introduction Edit page

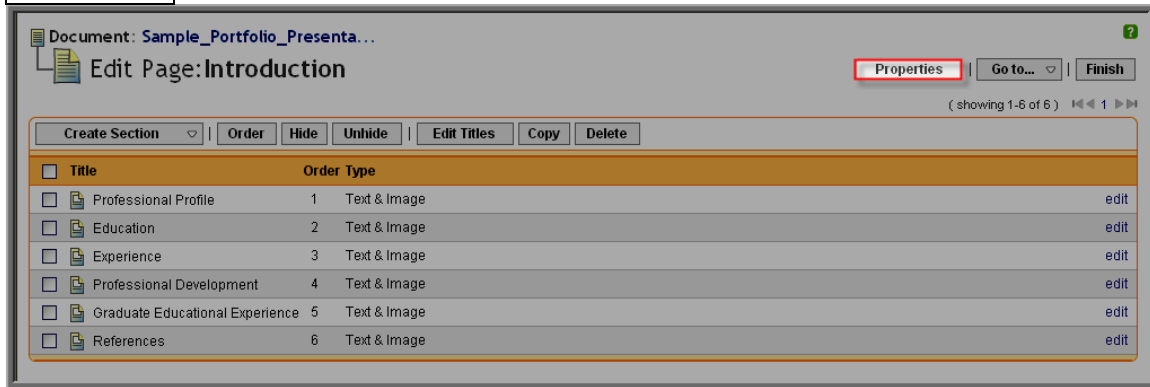
Professional Profile edit



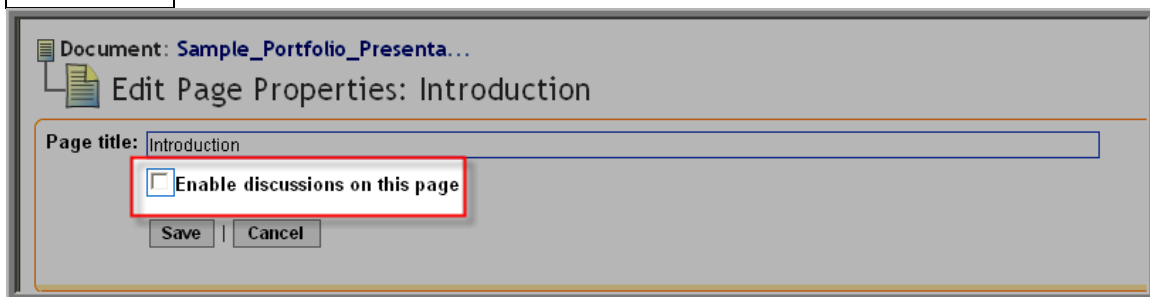
Gina Paladino is a graduate student at Eastern Illinois University. She is pursuing a Master's level degree in Computer Technology along with her completion of the Computer Technology certificate program. Currently, she is a graduate assistant in the Center for Academic Technology Support. Gina also holds an executive board position for the Master's of Technology On-Campus where she serves as Community Liaison. Academically, she maintains a 4.0 grade point average. Her future career plans following graduation from Eastern Illinois University are to become a technical writer for a corporation that is technologically competitive.

Education edit

This will take you to yet another page. On this page, you should see at the top a title that says “**Edit Page**”. Navigate your mouse to the upper, right-hand side of the screen and click the **Properties** button (figure 1.4).

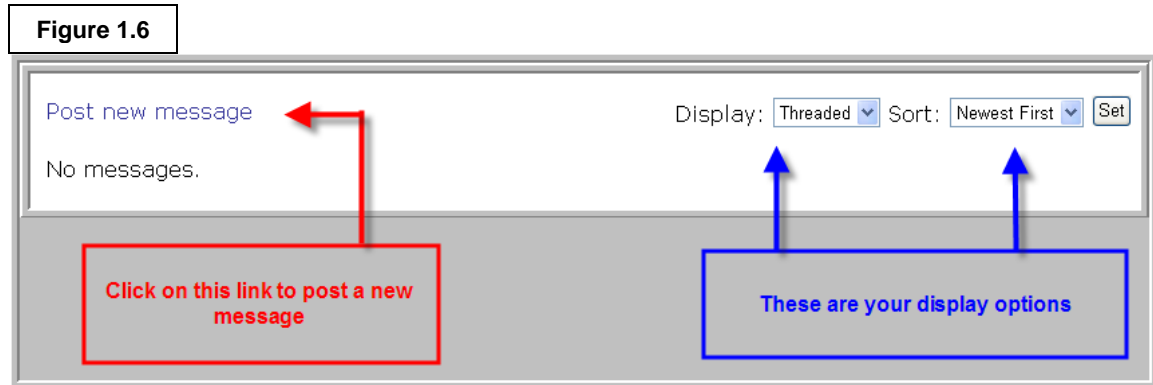
Figure 1.4

Another page will appear that is titled “**Edit Page Properties**” (figure 1.5). Place a check in the box next to **Enable discussions on this page** > and click **Save**.

Figure 1.5

You will be taken back to your **Edit Page** section. Click the **finish** button at the upper, right-hand side of the screen. This will take you back to your document.

Navigate your mouse to the bottom of your document. Here you will see that you have the discussion option enabled in your document.



In figure 1.6, to start a discussion, simply click, **post new message**. At the right-hand side of the screen, you have display options (threaded/unthreaded) and sorting option (newest first, etc.).

If there are further questions that you have pertaining to creating a discussion, you can email support@livetext.com