

Via™ by Watermark™

Administrator User Guide
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Via Administrator User Guide

Who is this Guide for?	4
Accessing via™	4
Roles	4
The Administrator Role	4
The Administrator Home Page	6
Area Selection	6
The Hierarchy Area	6
The Hierarchy Tier List	7
To create a tier list:	7
To change the name of a tier:	7
The Hierarchy Area Workspace	8
The Admin Tab	9
To assign administrator rights to a user account:	9
The Group Template Tab	10
Group Templates	10
To create a new group template:	10
To edit an existing group template:	11
Groups	12
To create and add new groups to a group template:	12
To edit an existing group:	14
To close or reopen a group:	15
Memberships	15
To add new members to a group:	15
Adding Templates to Group Template	18
To add templates to a group template:	18
The Standard Tab	20
To create a standard set:	20
To create a standard:	21
The Rubric Tab	23
To create a rubric	23

To edit an existing rubric	25
The Template Tab	26
To create a Template:	26
The Template Page	27
The Banner Menu	28
The Component Area.....	28
Resource Components.....	28
Input Components.....	29
Question Components	29
Reference Components	29
Assessment Components.....	29
The Content Area	30
To add template sections:	30
To delete template sections.....	30
To add components to a template section:	31
To delete a component from a template section:	31
To move a component to a different location:.....	32
The Assessment Panel.....	32
To add rubrics, a scoring box, or feedback box to the assessment panel:.....	32
Saving a Completed Template.....	33
To edit an existing template:.....	33
Activities	33
To create an activity within a single group:.....	34
To create and distribute an activity to multiple courses.....	36
Getting Help.....	38
The Help Center	38
To access the Help Center	39

Who is this Guide for?

This guide is intended for LiveText via users who will be responsible for the setup and management of Via for their organization unit. These users have/are given specific abilities and are called administrators.

Accessing via™

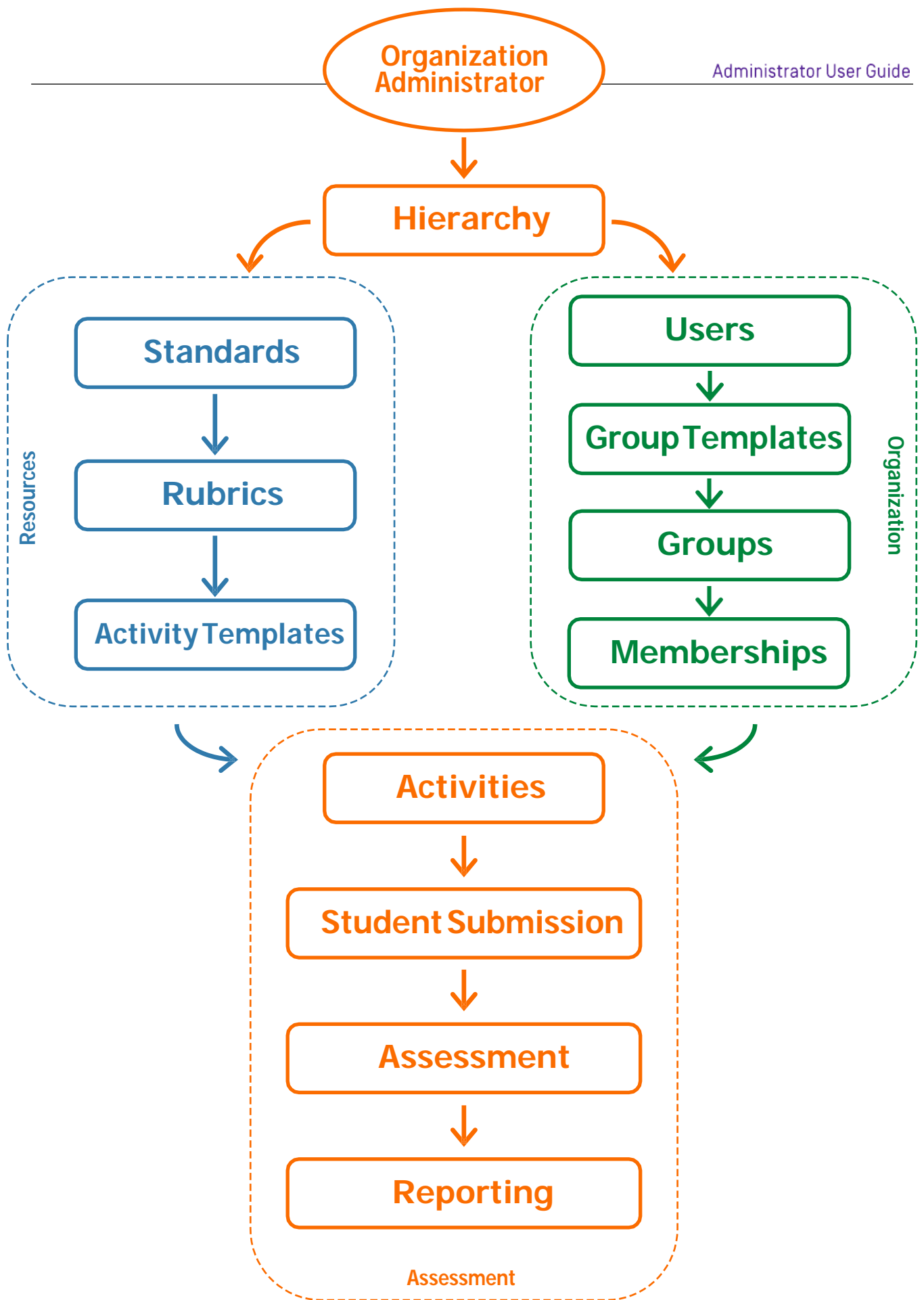
To access your via™ account, visit www.vialivetext.com. Enter your email address and password.

Roles

Via™ defines several roles that allow users to be logically divided based on the tasks they will be performing. The primary roles include administrator, group owner, and submitter. For each role, via provides a unique interface which optimizes workflow and displays role-specific content.

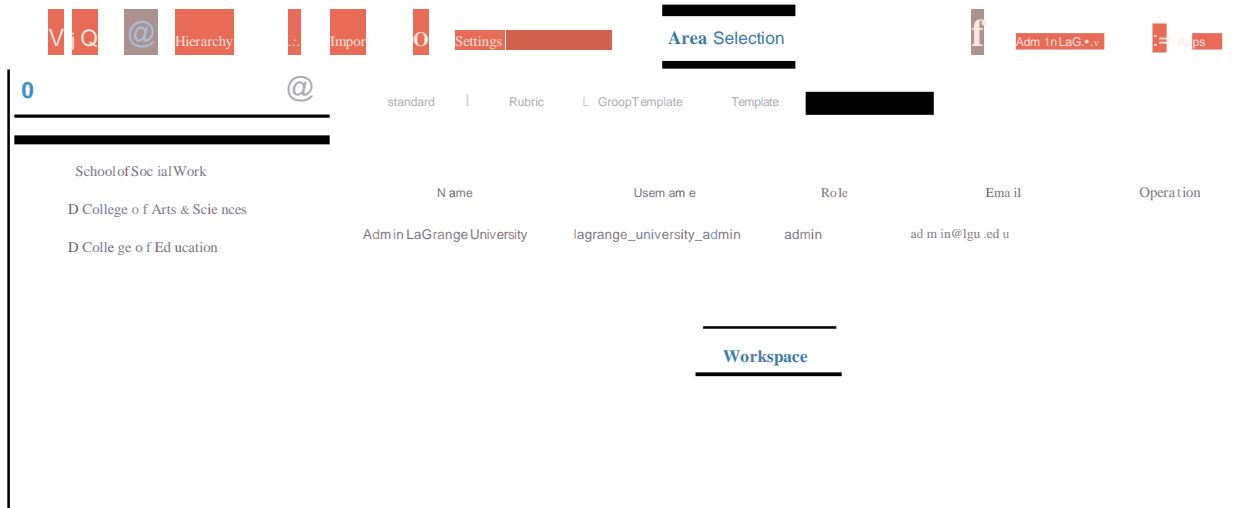
The Administrator Role

The administrator role is responsible for building the hierarchy for an organization unit, creating and defining user accounts, building groups, creating standards, and generating reports on collected data.



The Administrator Home Page

After logging in, the Administrator homepage will display. The homepage is divided into three sections: the area selection section across the top, the workspace list on the left side, and the workspace on the right side.

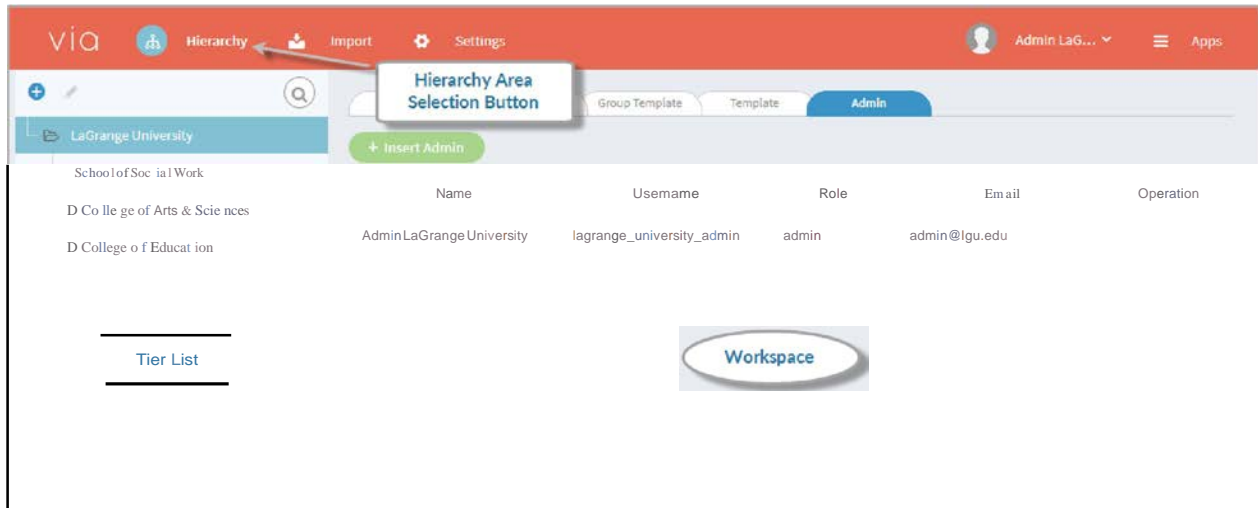


Area Selection

In the Area Selection section of the homepage, there are 3 primary buttons: Hierarchy, Import, and Settings. Clicking on these buttons will display the corresponding area of the Administrator's homepage. The options found in the workspace and workspace list are based on the Area Selection button chosen.

The Hierarchy Area

The Hierarchy area is displayed immediately after logging into an administrator account, or when the Hierarchy area selection button is clicked. The Hierarchy area has two sections. The left side allows an administrator to view and create a tier list. The right side provides a workspace containing several options for viewing, creating, and editing components and resources that provide the framework for the day to day usage of via.



The Hierarchy Tier List

The tier list is a fundamental part of Via. It establishes the structure of the organization, as well as users' access to resources. The tier list can be created and viewed on the left side of the Hierarchy area. The top tier is created by via. Within this top tier, administrators can create secondary tiers. Within 2nd level tiers, administrators can create 3rd level tiers, and 4th level tiers within 3rd level tiers.

To create a tier list:

1. Highlight the existing tier inside which the new tier will be created.
2. Click the Plus button, located in the top left corner of the hierarchy tier list section.
3. Type the name of the new tier and press enter.

NOTE: Once a tier is created, it is permanent and cannot be moved or deleted. However, a tier's name can be changed.

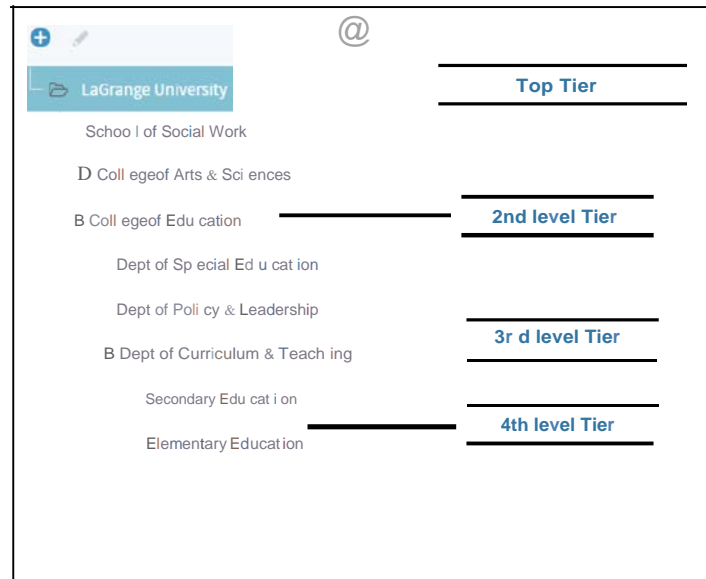
To change the name of a tier:

1. Highlight the existing tier to be changed.
2. Click the **Pencil** button, located to the right of the Plus button.
3. Type in the new name and press enter.

As users are created, they are placed into a tier. As administrators create various resources, they create those resources within a tier. The relationship between a user's tier and a resource's tier determines whether a user can access a resource. The rules governing access follow a "top down" model:

1. A resource created at the top tier is accessible to all users.

2. A resource created at a second tier is accessible only to users in that secondary tier. If the secondary tier has a third and fourth tier within it, users in those tiers have access as well.
3. A resource created at a third tier is accessible only to users in that third tier. If the third tier has a fourth tier within it, users in that tier have access as well.
4. A resource created at a fourth tier is accessible only to users in that fourth tier.



The Hierarchy Area Workspace

The Hierarchy workspace occupies the right side of the Hierarchy Area home page. This section allows an administrator to create, view, and edit components and resources for tiers and the users in those tiers.

There are five tabs at the top of the Hierarchy workspace. They include Admin, Group Template, Template, Rubric, and Standard. The settings and options within each of these tabs is specific to the tier that is highlighted.

The Admin Tab

The Admin tab allows the assignment of tier administrator rights to a user account. By highlighting a specific tier, a unique account can be assigned as administrator to each tier.

To assign administrator rights to a user account:

1. Click the **Hierarchy** button located at the top of the page.
2. On the right side of the page, click the Admin tab.
3. Highlight the tier to which an administrator will be added. To highlight the tier, click on it.
4. Click the Insert Admin button.

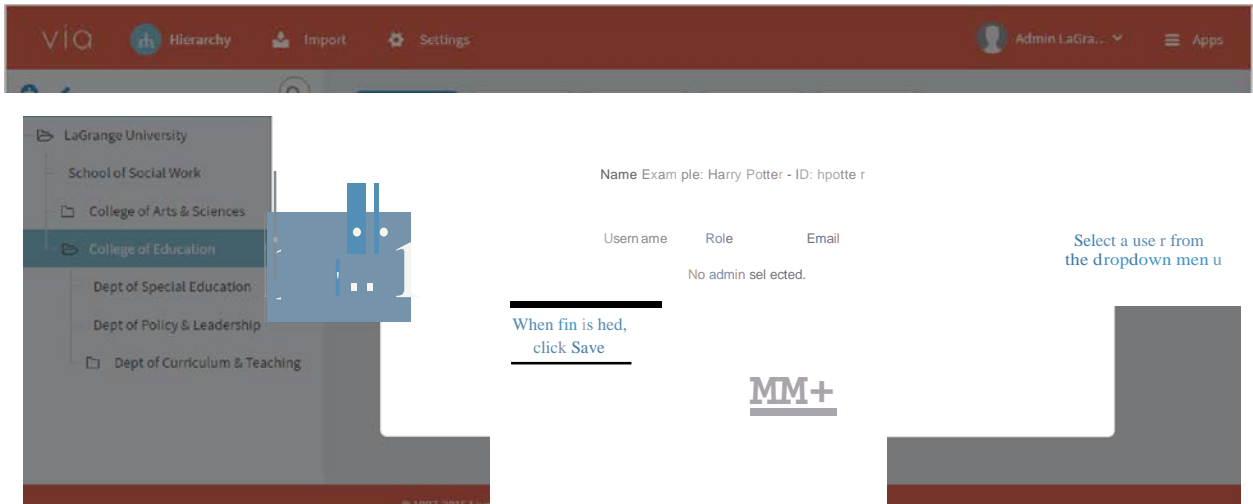


5. In the 'Name' dropdown menu, select the user account to be added.

NOTE: The user account list can be filtered according to role by clicking the Role dropdown menu and selecting a specific user role.

6. Click the **Save** button.

TIP: If a user account is added in error, the account can be removed by clicking the trashcan icon in the far-right Operation column.



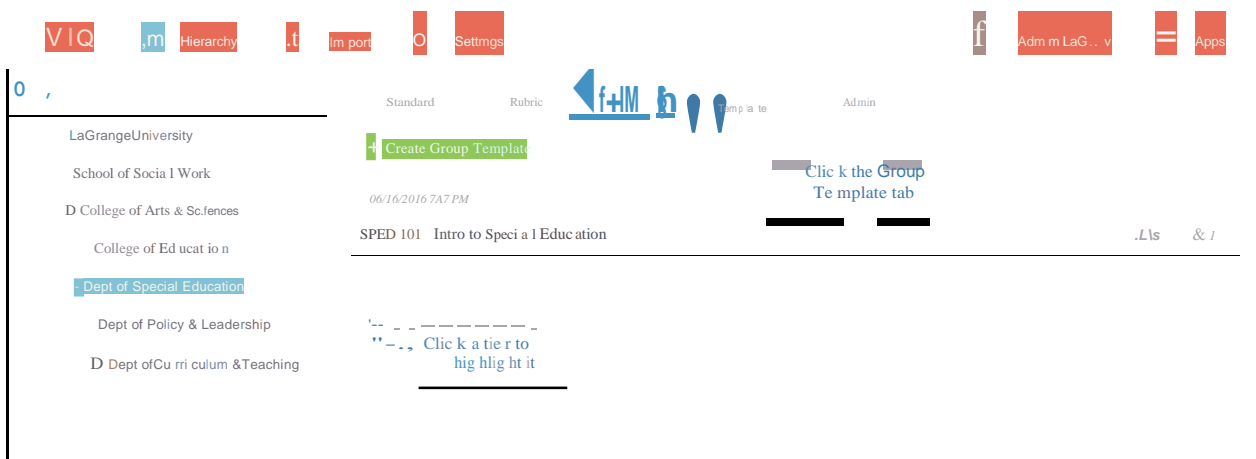
The Group Template Tab

The Group Template tab is used to create, edit, and view group templates associated with a tier. A group is composed of members and a group owner. Groups are created by first building a group template in which the groups will be contained. A group template contains groups that will utilize the same templates. Commonly, a group template can be considered a course, while a group can be thought of as a section.

Group Templates

To create a new group template:

1. Click the **Hierarchy** button, located at the top of the page.
2. On the right side of the page, click the **Group Template** tab.
3. Highlight the tier in which the group template will be added. To highlight the tier, click on it.
4. Click the **Create Group Template** button.



5. In the Name text field, type a name for the group template.
6. From the Category dropdown menu, select course or group.
7. In the Code text field, type in an identifier unique to this group template.
8. In the Homepage Template dropdown menu, select which homepage template should be displayed for every group in this group template.
9. Click the **Create** button.

The screenshot shows the 'Create Group Template' form in the LMS administrator interface. The form includes the following fields and annotations:

- Name**: A text field with the placeholder text 'Name'. An annotation points to this field with the text: "Type a name for the group template".
- Category**: A dropdown menu with the selected option 'Course'. An annotation points to the dropdown with the text: "Select a category from the dropdown menu".
- Code**: A text field with the placeholder text 'code'. An annotation points to this field with the text: "Type a unique identifier".
- Homepage Template**: A dropdown menu with the selected option 'Default Homepage Template'. An annotation points to this dropdown with the text: "Select a homepage template from the dropdown menu".
- Create Button**: A green button labeled 'Create Group Template'. An annotation points to this button with the text: "When finished click Create".

To edit an existing group template:

1. Click the **Hierarchy** button located at the top of the page.
2. On the right side of the page, click the **Group Template** tab.
3. Highlight the tier in which the group template is located. To highlight the tier, click on it.
4. From the group template list, hover the pointer over the group template to be edited.
5. Click the Edit button that appears on the far right end of the group template listing.

The screenshot shows the LMS interface with a sidebar on the left containing a hierarchy of departments: LaGrangeUniversity, School of Social Work, College of Arts & Sciences, College of Education, Dept of Special Education (highlighted), Dept of Policy & Leadership, and Dept of Curriculum & Teaching. The main content area shows a list of group templates. The first template is 'SPED 101 Intro to Special Education' with a date '00/16/2016 7:47 PM'. An 'Edit' button is visible next to the template title. A callout box with a blue arrow points to the 'Edit' button, containing the text: 'Hover the pointer over a group template, and click the Edit button.'

6. Edit the group template.
7. Click the **Save** button.

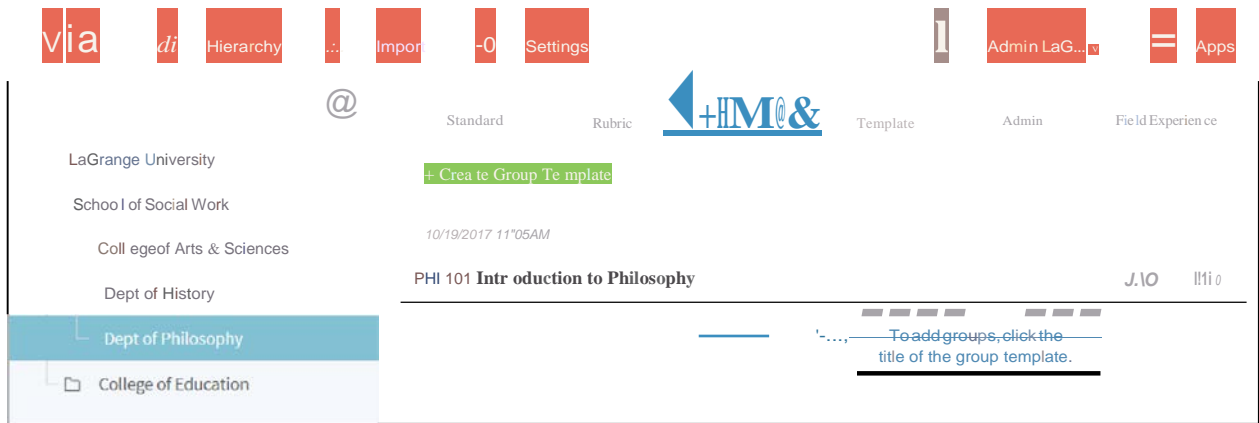
Groups

Groups are composed of a Group Owner and members. In the context of academia, a Group Owner is an instructor, and members are students. Groups will appear on Group Owners' and Group Members' In Progress tab.

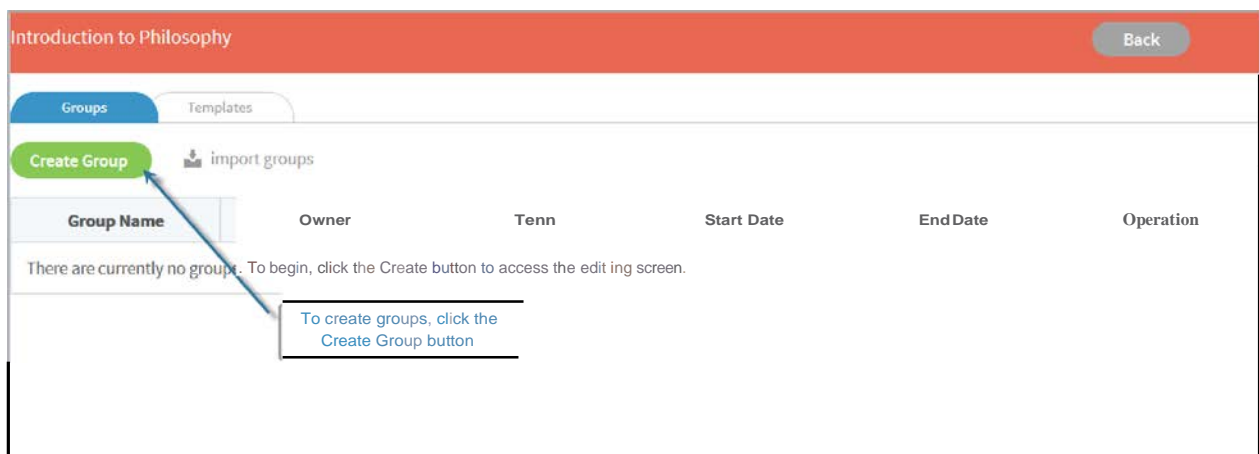
By default, all groups in via™ remain open indefinitely. However, once a group has been deemed complete, administrators can close a group. Closing a group will remove the group from the In Progress tab for all members of the group, and add the group to members' timelines. Closing a group will also prevent any further submission or assessment of the group's activities. Closed groups can be reopened, returning the group to the In Progress tab for its members.

To create and add new groups to a group template:

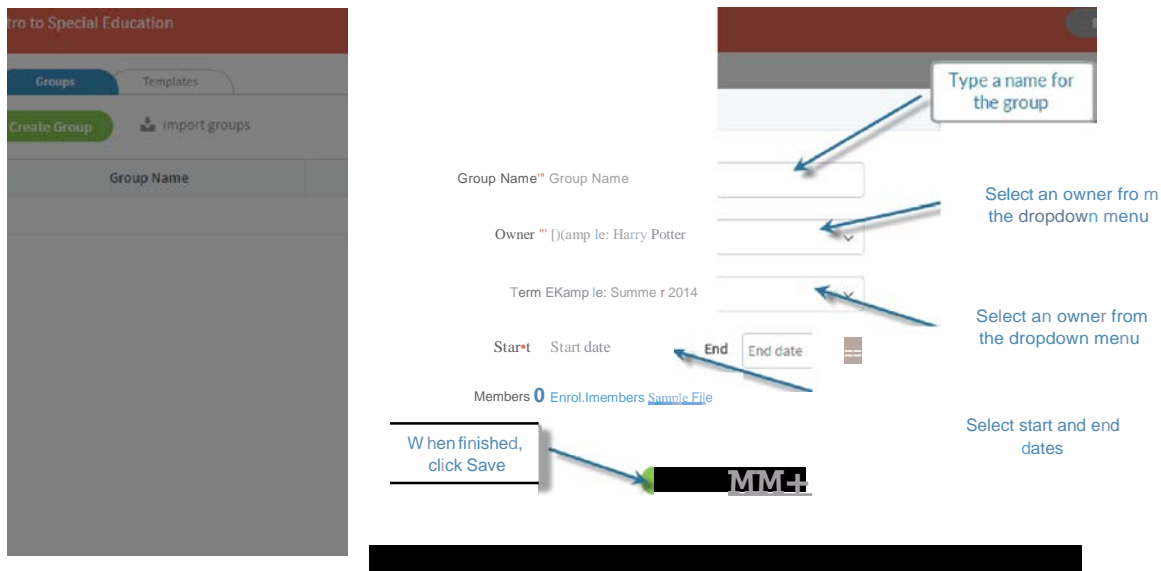
1. Click the **Hierarchy** button located at the top of the page.
2. On the right side of the page, click the **Group Template** tab.
3. Highlight the tier in which the group template is located. To highlight the tier, click on it.
4. In the group template list, click the title of the group template to which groups will be added.



5. Click the **Create Group** button.



6. In the Group Name text field, type in the name of the group.
7. In the Owner dropdown menu, select the user account that will be the group owner.
8. In the Term dropdown menu, select the term in which to create the group.
9. In the Start field, select the start date for the group.
10. In the End field, select the end date for the group.
11. Click the **Save** button.



To edit an existing group:

1. Click the **Hierarchy** button located at the top of the page.
2. On the right side of the page, click the **Group Template** tab.
3. Highlight the tier in which the group template containing the group to be edited is located. To highlight the tier, click on it.
4. From the group template list, click the title of the group template that contains the group that will be edited.
5. Find the group to be edited, and click the paintbrush icon located in the Operation column.

Introduction to Philosophy

Group Name	Owner	Tenn	Start Date	EndDate	Operation
PHI 101 - 001	Lgu Faculty2	Fall 2017 08/01/2017-12/31/2017	08/24/2017	12/31/2017	Open

6. Edit the Group.
7. Click the **Save** button.

To close or reopen a group:

1. Click the **Hierarchy** button located at the top of the page.
2. On the right side of the page, click the **Group Template** tab.
3. Highlight the tier in which the group template containing the group to be closed or reopened is located. To highlight the tier, click on it.
4. From the group template list, click the title of the group template that contains the group that will be closed or reopened.
5. Find the group to be closed or reopened, and click the **Open/Closed** slider icon located in the Operation column.

Introduction to Philosophy

Groups Templates

Create Group ,: import groups

Group Name	Owner	Tenn	Start Date	End Date	Operation
PHI 101 - 002	Lgu Faculty	Fall 2017 08/01/2017~12/31 / 2017	09/01/2017	12/31/2017	<input type="checkbox"/> Closed
PHI 101 - 001	Lgu Faculty2	Fall 2017 08/ 01/2011~12/31 / 2017	08 / 24/ 2017	12/31/2017	<input type="checkbox"/> a.)

To close or reopen an group, click the Open/Closed slider icon.

Memberships

When members are added to a group, they are organized into roles. **Roles** are used to assign responsibilities to members. In typical academic assessment, the most common role is *student*.

When creating memberships of a group, the first step is to create a role. After the role is created, users are added to the role, making them members of the group.

NOTE: Most commonly, memberships are created in via™ by using an import process. The following describes the manual process, and is best used when creating very small memberships, or editing existing memberships.

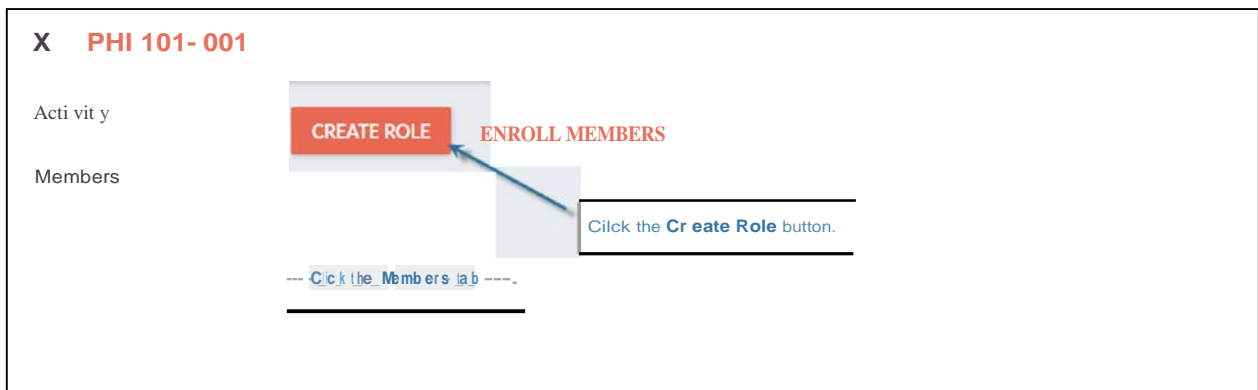
To add new members to a group:

1. Click the Hierarchy button located at the top of the page.
2. On the right side of the page, click the Group Template tab.

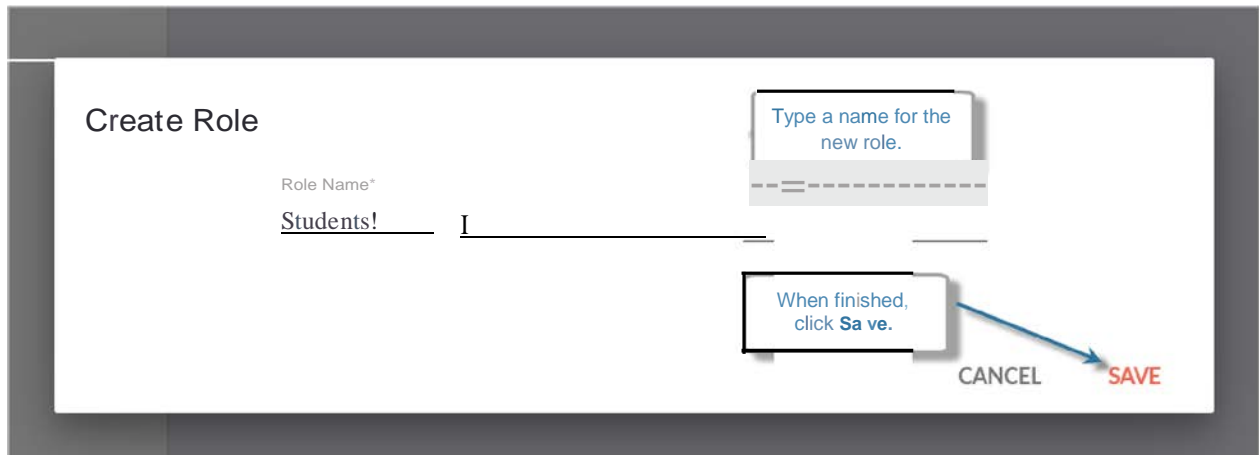
3. Highlight the tier in which the group template is located. To highlight the tier, click on it.
4. In the group template list, click the title of the group template containing the group to which members will be added.
5. From the group list, locate the group to which members will be added.
6. Click the Gear icon in the row of the group.



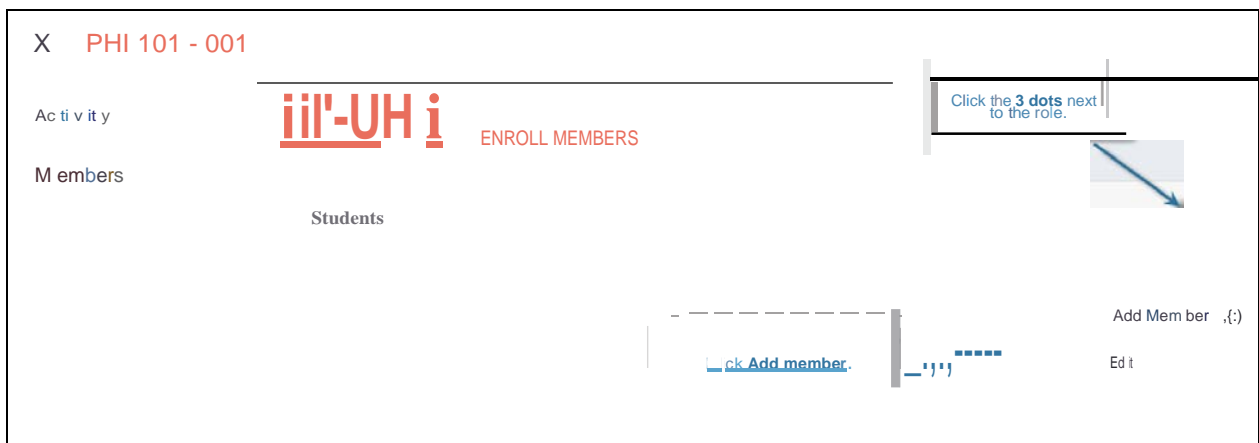
6. Click the **Members** tab.
7. Click the **Create Role** button.



8. On the *Create Role* popup window, type in a name for the new role.
9. Click the **Save** button.

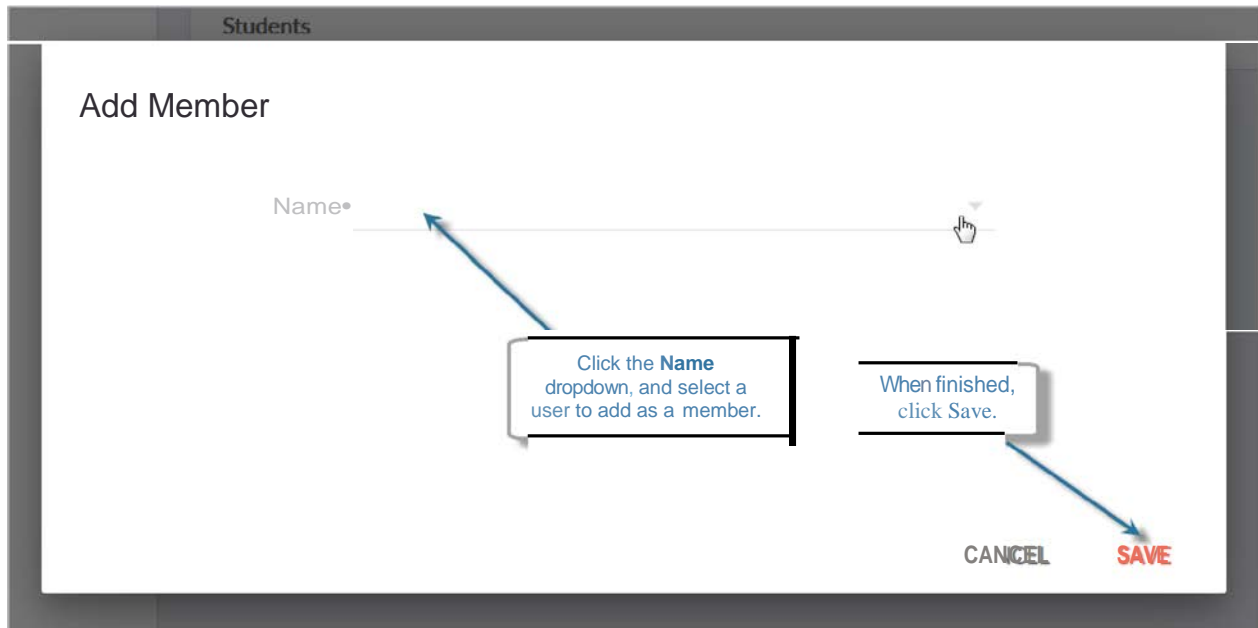


10. Click the 3 dots menu icon for the new role.
11. Click Add Member.



12. On the *Add Member* popup window, click the dropdown menu and select a user account to add as a member to the group.
13. Click the **Save** button.

TIP: User accounts can be quickly located by clicking the dropdown menu and typing a name.



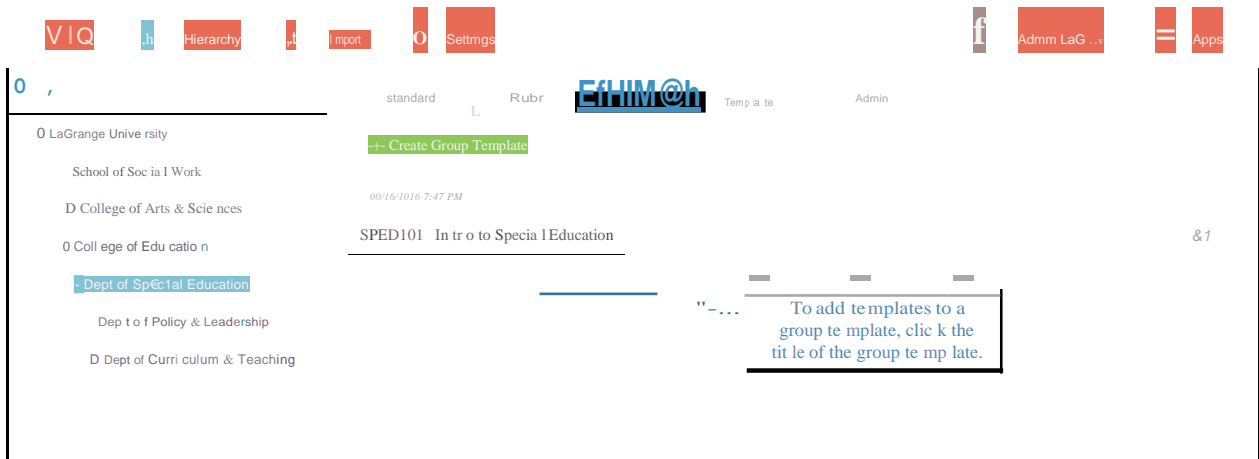
14. Repeat steps 11-14 for all members of the group.

Adding Templates to Group Template

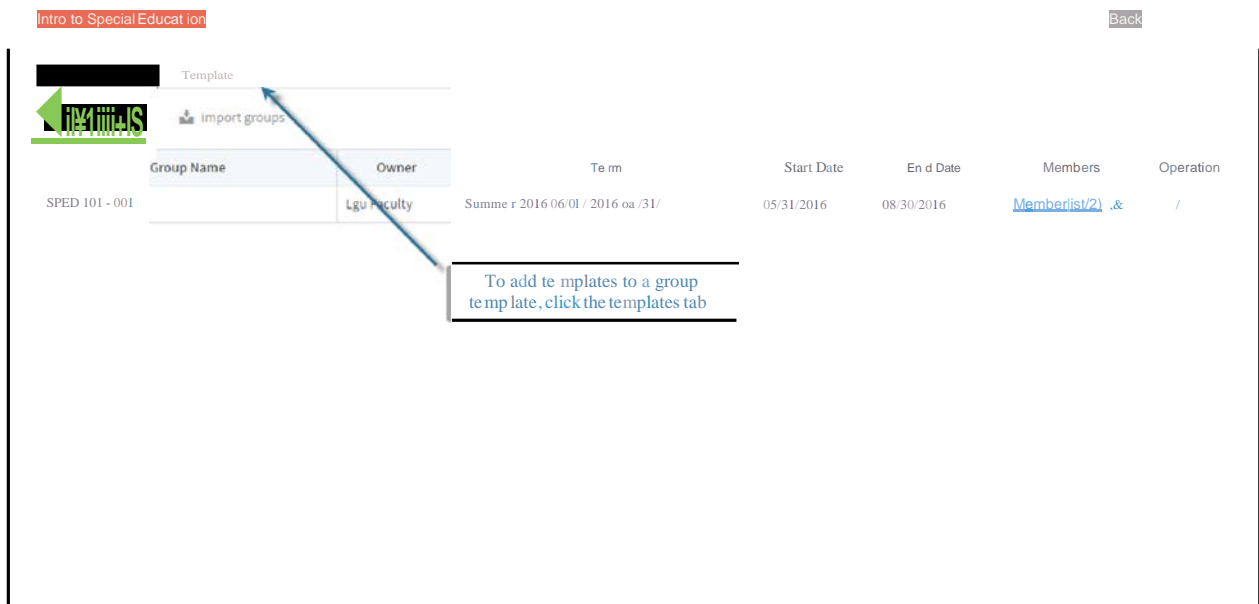
When templates are added to a Group Template, those templates become available for use by any Group Owner that owns a group in the Group Template. [See **The Template Tab** section.]

To add templates to a group template:

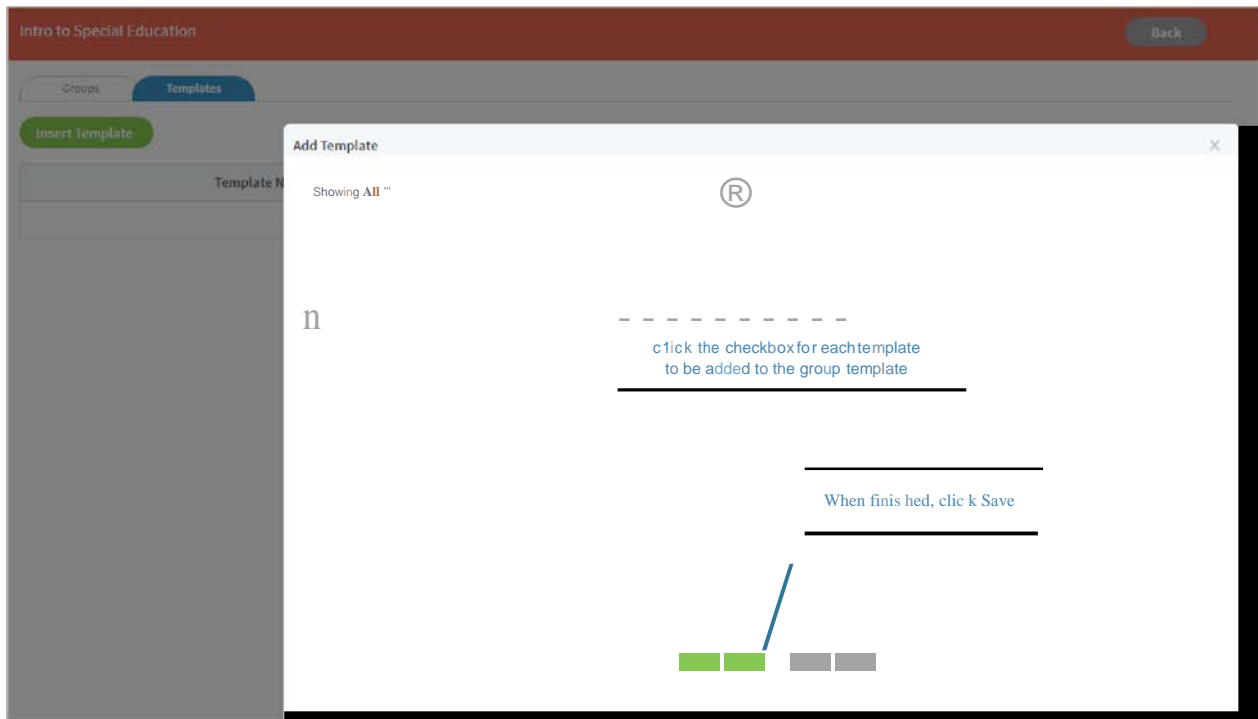
1. Click the **Hierarchy** button located at the top of the page.
2. On the right side of the page, click the **Group Template** tab.
3. Highlight the tier in which the group template is located. To highlight the tier, click on it.
4. In the group template list, click the title of the group template to which groups will be added.



5. At the top of the page, click the Templates tab.



6. Click the **Insert Template** button.
7. Click the checkbox for each template that will be added to the group template.
8. When finished adding, click the **Save** button.

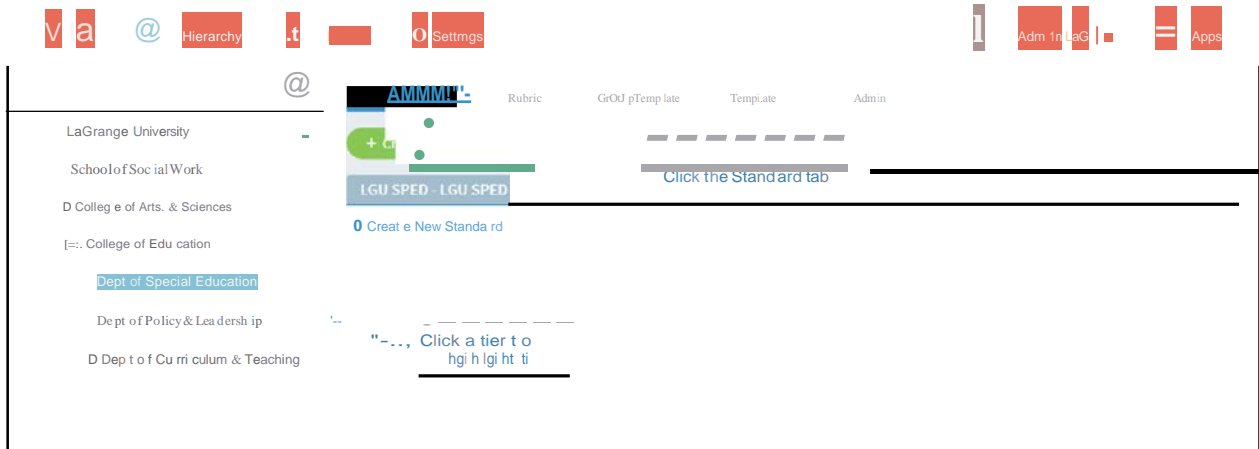


The Standard Tab

The Standard tab is used to create and view standards. Standards are concise and specific descriptions of an organization's expectations of and goals for its members. Within via™, standards can be aligned with rubrics to allow correlations to be made between these defined expectations and member performance. A standard set contains a group of standards that are related to each other. To create a standard, a standard set must first be created to contain individual standards.

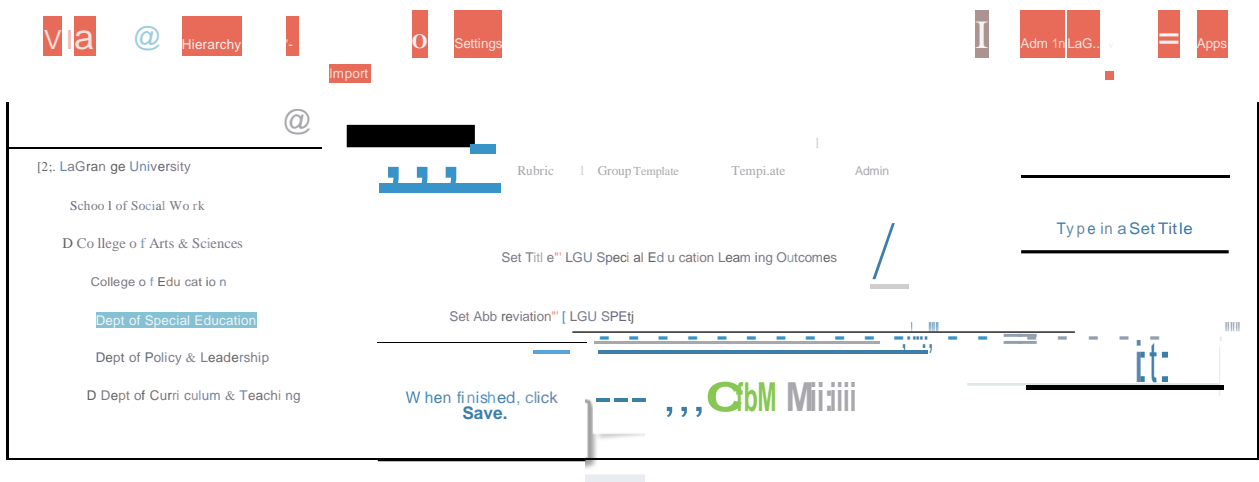
To create a standard set:

1. Click the **Hierarchy** button located at the top of the page.
2. On the right side of the page, click the **Standard** tab.
3. Highlight the tier in which the standard set will be added. To highlight the tier, click on it.



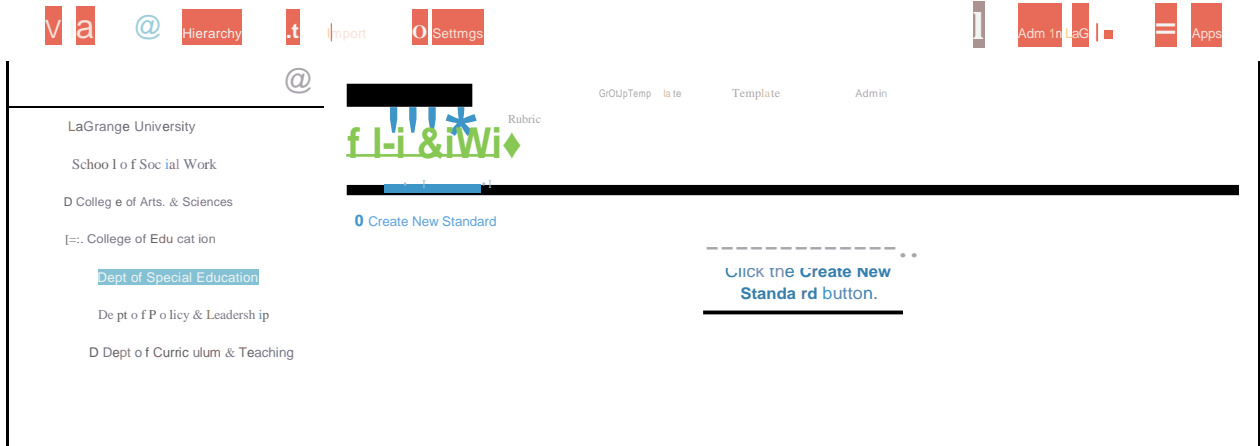
4. Click the **Create New Set** button.
5. In the Set Title text field, type in a title for the standard set.
6. In the Set Abbreviation text field, type in an abbreviation for the set.
7. Click the **Save** button.

NOTE: Once a standard set is created, it is permanent and cannot be edited or deleted.



To create a standard:

1. Click the **Hierarchy** button located at the top of the page.
2. On the right side of the page, click the **Standard** tab.
3. Highlight the tier in which the standard will be added. To highlight the tier, click on it.
4. In the standard set list, click the **Create New Standard** button below the title of the set to which a new standard will be added.



5. In the Standard Title text field, type in a title for the standard.
6. In the Standard ID text field, type in an ID for the standard.
7. In the Standard Description text field, type in a description of the standard.
8. Click the **Create** button.
9. Repeat the above steps for each standard.



The Rubric Tab

The **Rubric** tab is used to create, edit, and view rubrics associated with a tier. A rubric is a table used to define assessment criteria and to evaluate the submitter's performance of each criterion. Rubrics are a component of a template and are scored through the template.

To create a rubric:

1. Click the **Hierarchy** button located at the top of the page.
2. On the right side of the page, click the **Rubric** tab.
3. Highlight the tier in which the rubric will be added. To highlight the tier, click on it.
4. Click the **Create Rubric** button.



5. On the create rubric page, type a title for the rubric into the **Title** field.
6. Add or delete levels and elements as necessary.

X Create rubric SAVE PUBLISH

Title *

SELECT STANDARDS

Elements	Level1 0	Level2 0	Level3 0	ADD LEVEL
Element 1 0 No description SELECT STANDARDS	- Points No description	- Points No description	- Points No description	
Element 2 0 No description SELECT STANDARDS	- Points No description	- Points No description	- Points No description	

ADD ELEMENT

To delete an element, click the X button.

To delete a performance level, click the X button.

To add a performance level, click the ADD LEVEL button.

To add an element, click the ADD ELEMENT button.

- To add descriptions, click the description box, and type in the desired text. To change the label of elements and levels, click the labels and type in the desired text. For each level of an element, point values can also be added.

X Create rubric SAVE PUBLISH

Title *

SELECT STANDARDS

Elements	Level 1 0	Level 2 0	Level 3 0	ADD LEVEL
Element 1 No description SELECT STANDARDS	- Points No description	- Points No description	- Points No description	

ADD ELEMENT

To edit the label of a level or element, click the label and type in the desired text.

To add point values, click the Points box, and type in a value.

To edit the description text, click the description box and type new text.

- To map standards to an element, click the **SELECT STANDARDS** button.



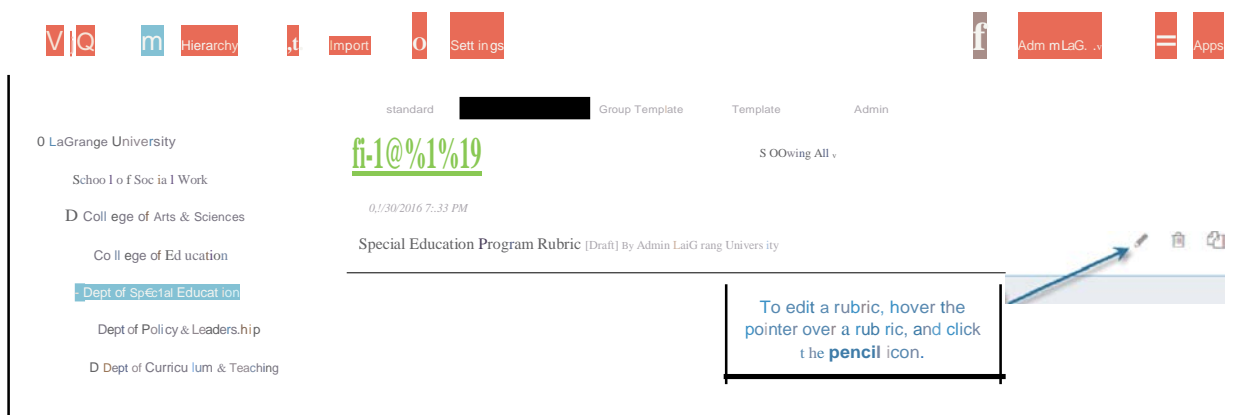
9. When finished mapping standards, click the mapping page **SAVE** button.
10. When finished building the rubric, click the create rubric page **PUBLISH** button to make the rubric usable in templates.

TIP: Instead of publish, clicking the **Save** button will save the rubric but will not make it available for use in a template.

NOTE: Once a rubric has been published, it can still be edited. However, the rubric's point values and associated standards are "locked in" and cannot be changed. Additional standards can be added at any time.

To edit an existing rubric:

1. Click the **Hierarchy** button located at the top of the page.
2. On the right side of the page, click the **Rubric** tab.
3. Highlight the tier in which the rubric is located. To highlight the tier, click on it.
4. From the rubric list, hover the pointer over the group template to be edited.
5. Click the **Edit** button that appears on the far right end of the group template listing.



6. Edit the rubric.
7. Click the **Publish** or **Save** button.

NOTE: If edited a previously published rubric, only the **Publish** button will be available.

The Template Tab

The Template tab is used to create, edit, and view templates associated with a tier. A **template** is a customizable, interactive document that defines the requirements of a submission. A template acts as a container, providing a single document in which a submitter can enter text and images, respond to questions and tasks, attach files, and create links to their Timeline or portfolio. It also includes any **rubrics** that will be used for assessment or grading. To be submitted and/or assessed, templates are included in **activities** .

Every template has a specific type of workflow. The workflow type defines how and by whom the template will be submitted and assessed.

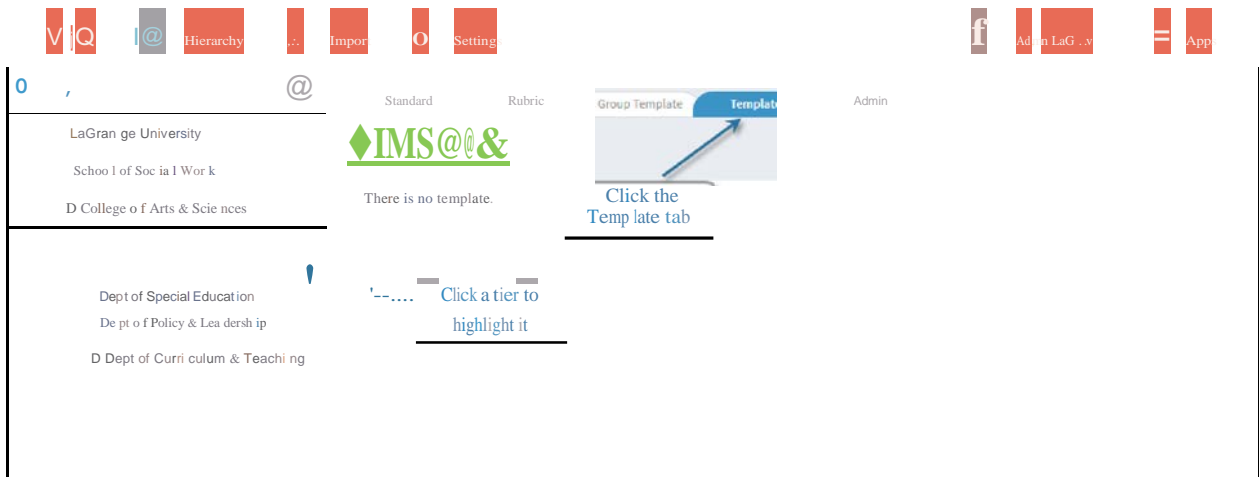
Workflow types include:

1. **Standard Workflow** - Submitters complete and submit a template and the template is assessed by a supervisor.
2. **Peer Review Workflow** - Submitters complete and submit a template. The template is then randomly assigned for assessment to another submitter or peer. After peer assessment, the template is assessed by a supervisor.
3. **Assisted Assessment Workflow** - Submitters complete and submit a template. The template is then assessed by a third party assessor or coordinator. After coordinator assessment, the template is assessed by a supervisor.
4. **Form Submission Workflow** - Submitters complete and submit a template. The assessment step is skipped, and the data from the student submission is available for reporting. [forms, surveys, etc.]
5. **Observational Assessment Workflow** - The submission step is skipped, and the template is assessed by a supervisor. [oral presentations, dispositions, etc.]
6. **Group Homepage Workflow** - This special template type is not used for submission or assessment. Rather, it is intended to provide information and resources about a group to all of the group's members. Unlike the other types of templates, the Homepage template is tied directly to a **group template** .

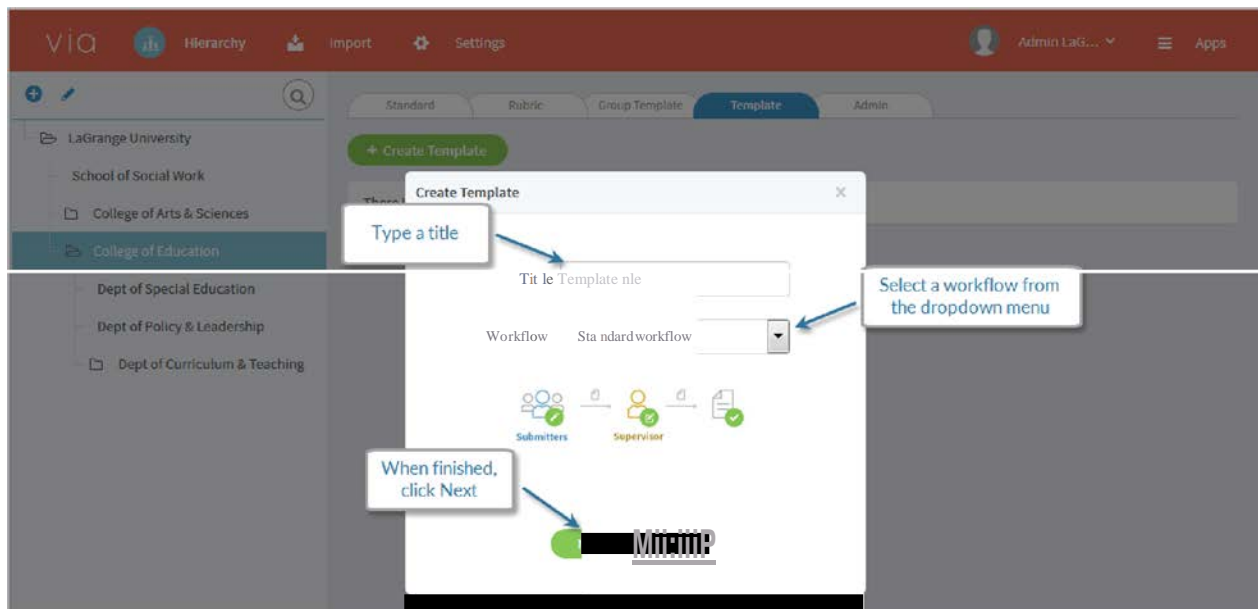
To create a Template:

1. Click the **Hierarchy** button located at the top of the page.
2. On the right side of the page, click the **Template** tab.
3. Highlight the tier in which the template will be added. To highlight the tier, click on it.

4. Click the Create Template button.

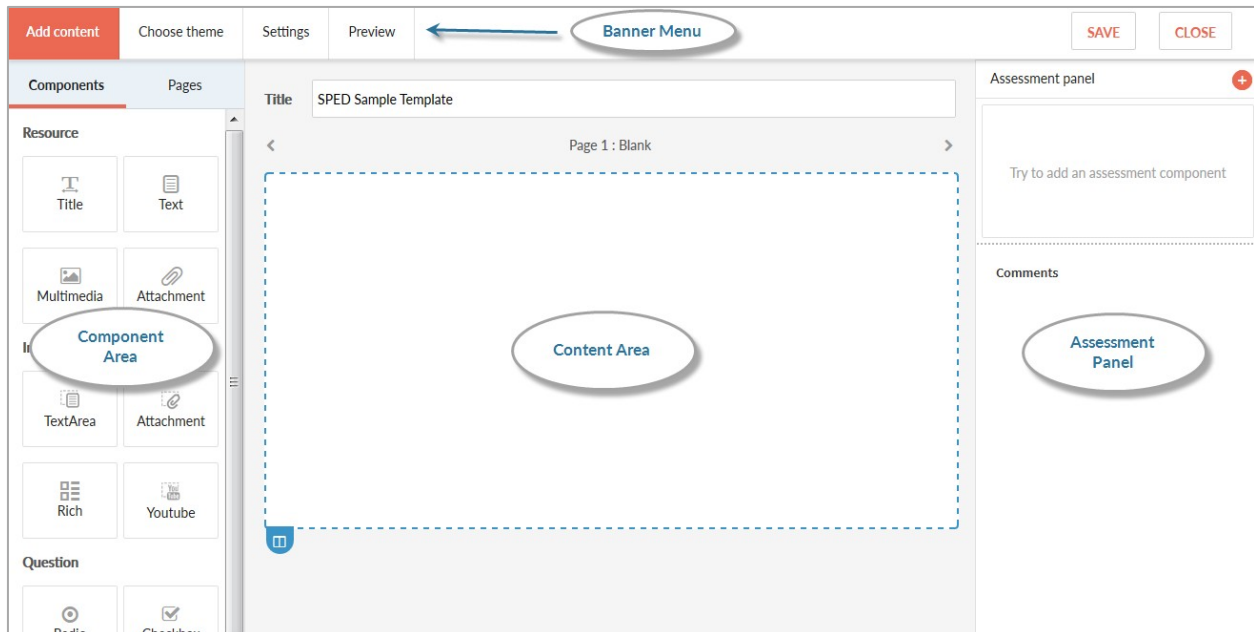


5. In the Title text field, type in a title for the template.
6. Click the Workflow dropdown menu and choose a workflow.
7. Click the **Next** button.



The Template Page

The process of building a template takes place on the template page. The template page is divided into four main sections: the **banner menu** area, the **component** area, the **page layout** area, and the **assessment panel**.



The Banner Menu

The banner menu has four tabs, each of which effects the template as a whole.

- **The Add Content tab:** This tab provides tools for the construction of a template.
- **The Choose Theme tab:** This tab allows the template's look to be changed using themes.
- **The Settings tab:** This tab provides settings for changing visibility to members, and converting the template to a showcase.
- **The Preview tab:** This tab displays the template as it will appear to submitters.

The Component Area

The component area provides several different tools, or components, that can be added to the content area of a template. Each component has different capabilities.

Resource Components:

Resource components are tools for giving or displaying resources to submitters of the template. Submitters cannot edit or delete these components.

- **Title:** Text box with large type
- **Text:** Text box with small type
- **Multimedia:** Include an image or embedded YouTube video
- **Attachment:** Include external files for download

Input Components:

Input components are tools provided to submitters for putting their own content into the template.

- **Text Area:** Text box in which submitters can type
- **Attachment:** Provides the ability to attach external files
- **Rich:** Text box in which submitters can type, insert images or web links, and use formatting tools such as text alignment and color
- **YouTube:** URL [web address] text field for submitters to include a video from YouTube into an embedded player

Question Components:

Question components allow the template to ask questions of the submitter, and provide various methods for selecting answers.

- **Radio Button:** Submitters answer a multiple choice question by selecting a circular button next to the answer. Submitters must choose only one answer.
- **Dropdown:** Submitters answer a multiple choice question by selecting the answer from a dropdown menu. Submitters must choose only one answer.
- **Checkbox:** Submitters answer a multiple choice question by selecting a checkbox next to an answer. Submitters can choose more than one answer.

Reference Components:

Reference components allow submitters to include information contained within their Via accounts.

- **Portfolio Reference:** Inserts an event from from the submitter's portfolio
- **Gallery:** Inserts an entry from the submitter's Timeline, and presents the entry as a "card."
- **Timeline:** Inserts an entry from the submitter's Timeline, and presents the entry with a date stamp.
- **My Info:** Inserts a pre-made widget containing a submitter's via™ information, such as name, gender, and email address, as well as the submitter's avatar picture.

Assessment Components:

Assessment components provide tools for completing an assessment. Although assessment is typically performed ON a group member, BY a group owner, these components can optionally be assigned to any role in a group.

- **Scoring:** Provides a scoring box, with a max number of points assigned.

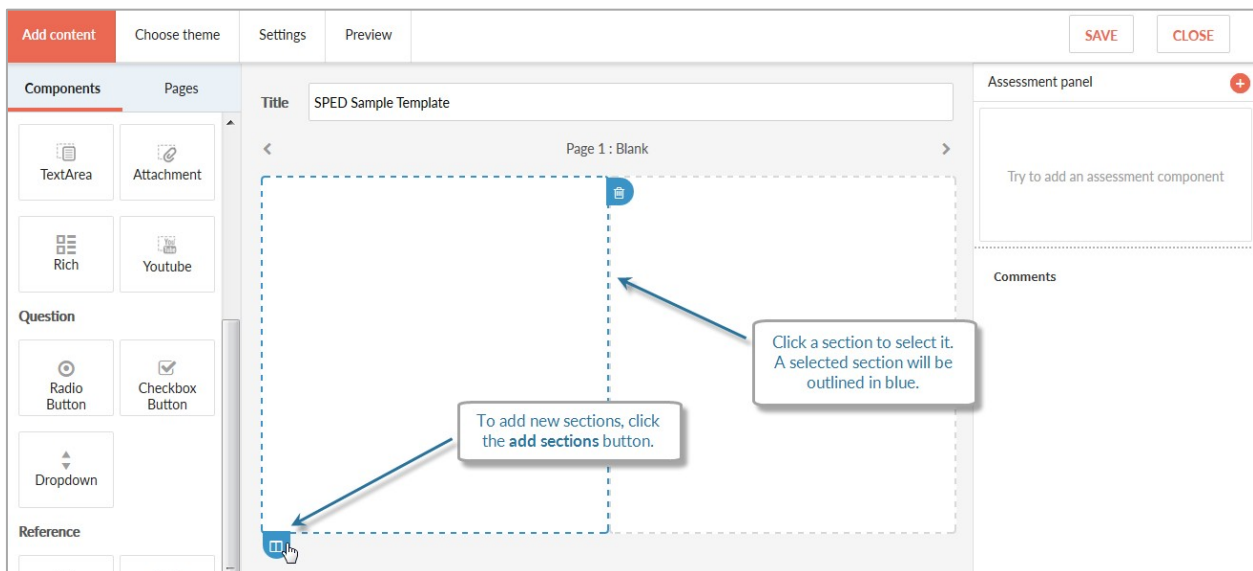
- **Rubric:** Adds a rubric from the rubric list (rubrics are listed on the Rubrics tab of the group owner's landing page)

The Content Area

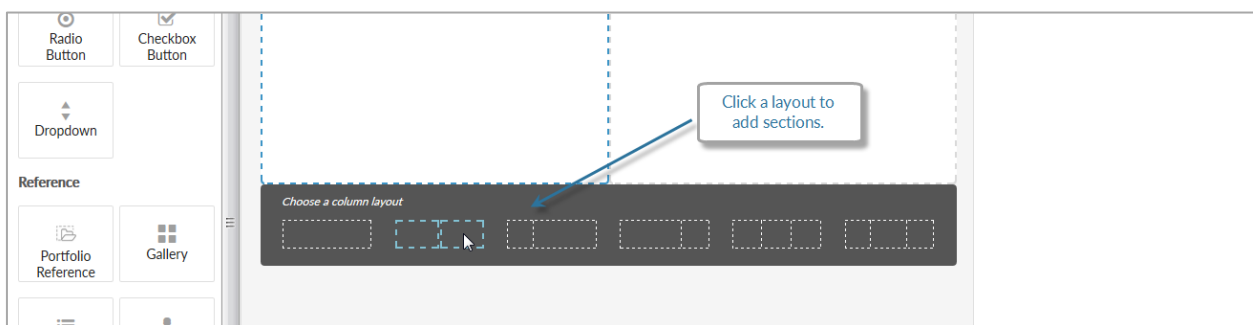
The content area of the template page consists of page sections, which can be added and deleted to control the look of the template. Then, components are added to the sections. Sections can be added in several pre-made layouts.

To add template sections:

1. Click on a section below which new sections will be added. A selected section will have a blue outline around it.
2. Click on the blue **add sections** button.

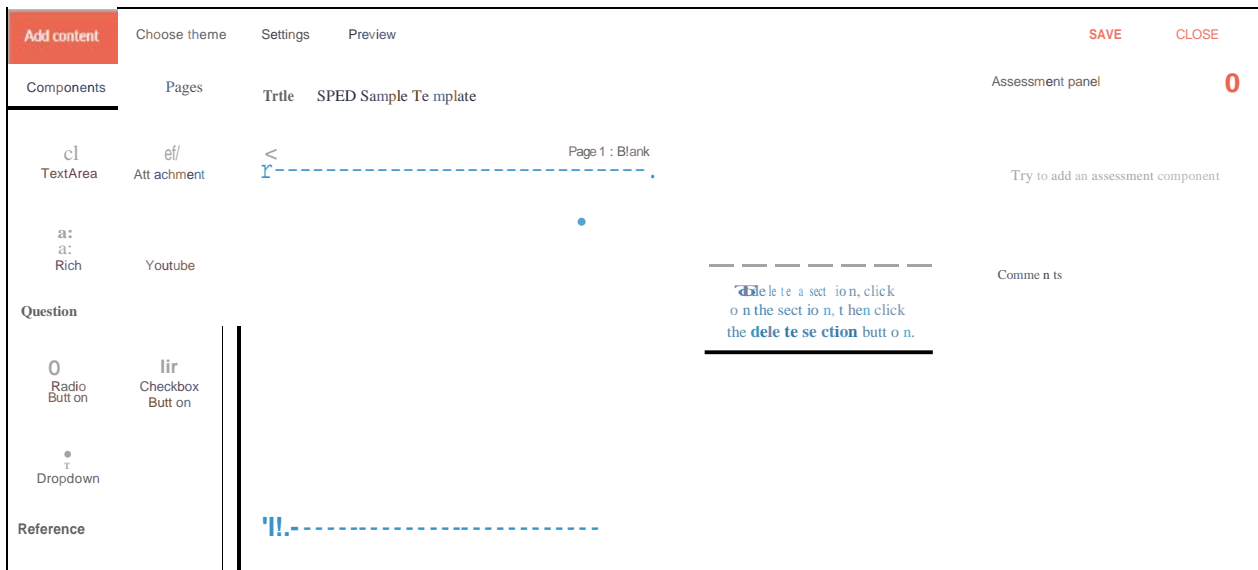


3. Click on a new section layout to add sections.



To delete template sections:

1. Click on a section to be deleted.
2. Click the **delete section** button [trash can icon].

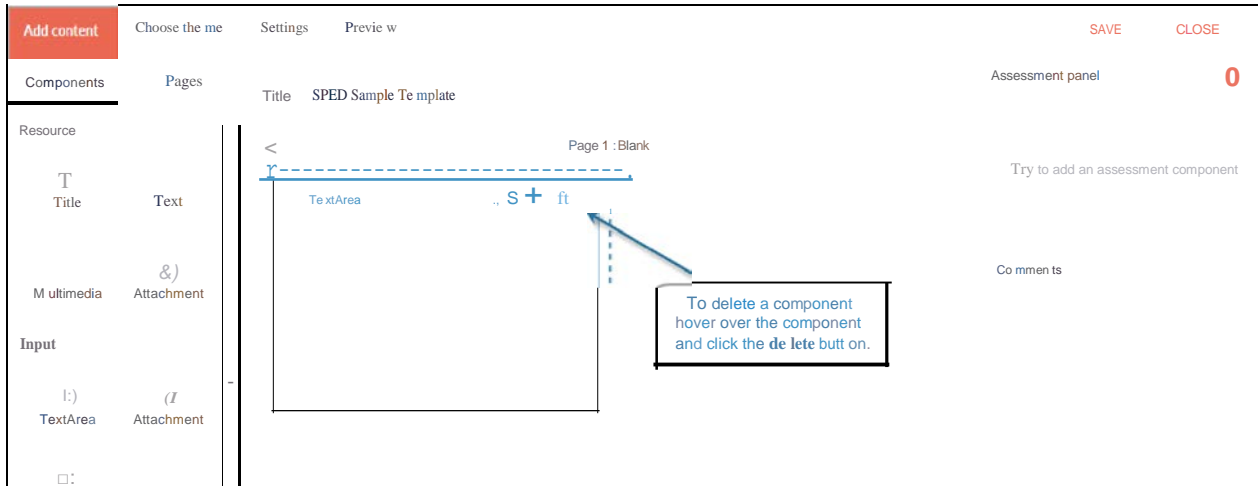


To add components to a template section:

1. Click a section to which a component will be added.
2. Click on the component to be added.
3. If necessary, complete the component details popup, such as giving the component a label or whether or not it is optional, and click the popup's **Save** button.

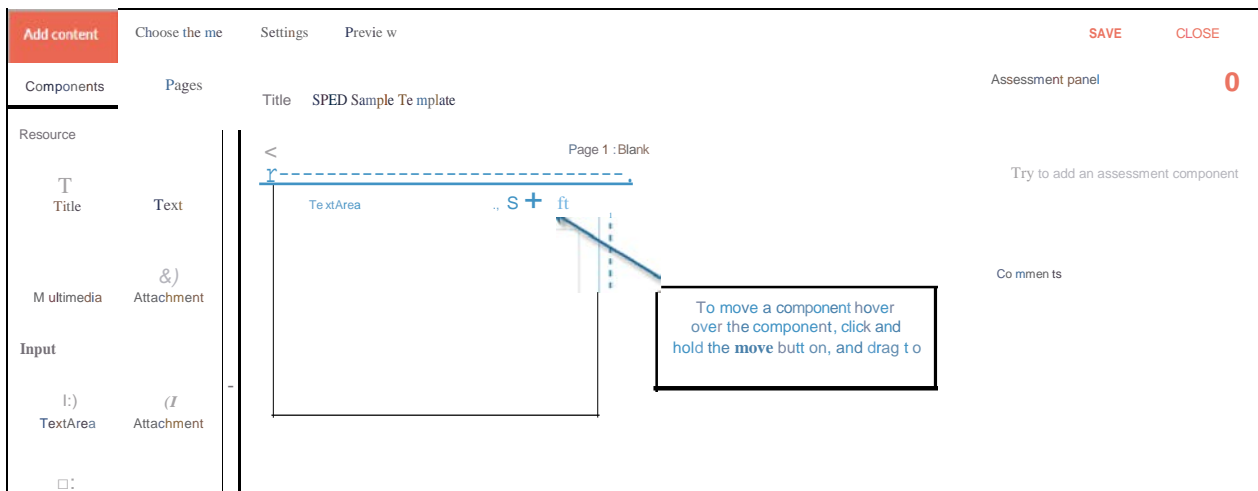
To delete a component from a template section:

1. Hover over the component to be deleted.
2. Click the delete button [trash can icon].
3. In the **Are you sure?** popup, click **Delete**.



To move a component to a different location:

1. Hover over the component to be moved.
2. Click and hold on the **move** button [crosshair icon].
3. While holding, drag the component to the new location.

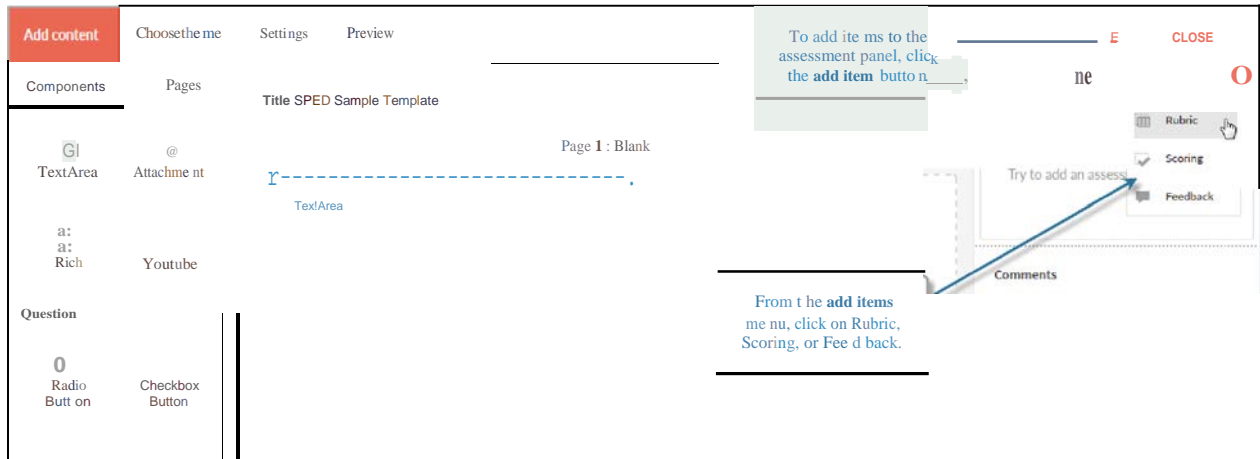


The Assessment Panel

The assessment panel area of the template page provides space for adding a rubric, scoring box, and feedback text box to a template. Like the Scoring and Rubric components, placing these items in the assessment panel area establishes a visual separation between submitted work and assessment tools during the assessment process.

To add rubrics, a scoring box, or feedback box to the assessment panel:

1. In the assessment panel area, click the **add item** button [plus icon].
2. Click Rubric, Scoring, or Feedback from the menu.



3. Complete the item details popup, and click the popup's **Save** button.

Saving a Completed Template

While building a template, the system automatically saves progress once every minute. However, the template can be saved at any time by clicking the **SAVE** button on the template page.



To edit an existing template:

1. Click the "Hierarchy" button located at the top of the page.
2. On the right side of the page, click the **Template** tab.
3. Highlight the tier in which the template is located. To highlight the tier, click on it.
4. In the template list, click the title of the template that will be edited.
5. Edit the template.
6. Click the **Save** button.

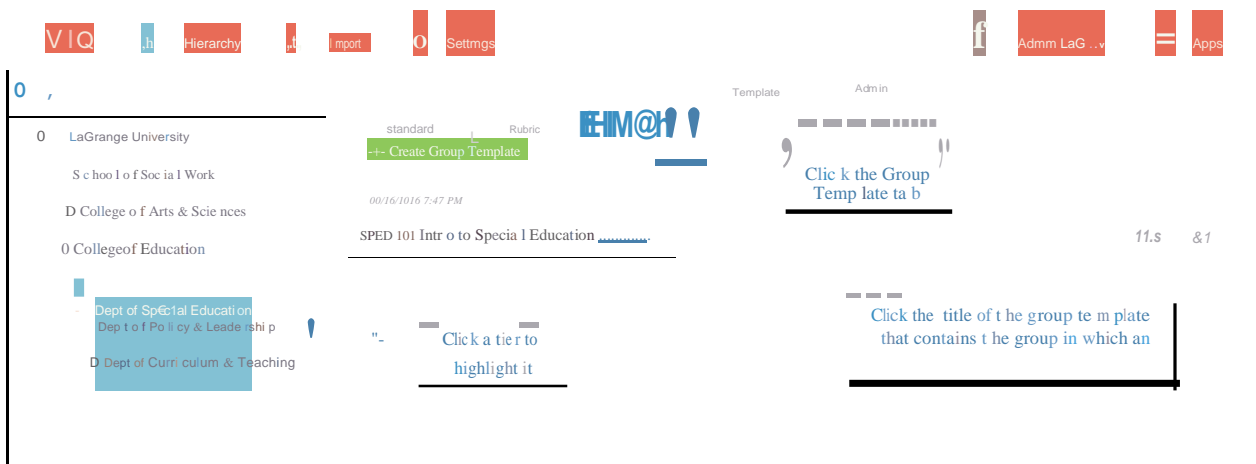
Activities

Activities can be thought of as assignments. An activity is the component that allows the distribution of a template to a group. Activities define the template to be completed by submitters, as well as the date and time the submission will be due, and whether the submission is required.

Group owners can create activities within their groups. Likewise, administrators can also create activities within a group. However, administrators can also distribute an activity to multiple groups, even if those groups have different group owners. This is especially useful when the same rubric will be used for assessment across several courses, or when completion of the same template will be required of submitters who are in different groups.

To create an activity within a single group:

1. Click the **Hierarchy** button located at the top of the page.
2. On the right side of the page, click the **Group Template** tab.
3. Highlight the tier in which the group template containing the desired group is located. To highlight the tier, click on it.
4. In the group template list, click the title of the group template containing the desired group.



5. From the group list, locate the group in which an activity will be created.
6. Click the **Create Activity** icon [paper airplane icon] for the desired group.



7. A list of any existing activities for the group will be listed.
8. Click the **Create Activity** button.

X SPED 101 - 005

SPED Critical Thinking MidTerm

Visible on: 01/16 / 2017 Due on: 12/ 31/ 2017

Template: Special Ed Program-wide Template/ Standard workflow

PUBLISHED

0 Awaiting submission

0 Awaiting assessment

2 Done

SPED 101 Critical Thinking 1

Visible on: 01/16 / 2017 Due on: 0 6/30/ 2018

1 Awaiting submission

9. Type a title for the Activity in the Title text field.
10. Click the Template dropdown menu to choose a template to be completed by group members.

TIP: The chosen template can be previewed by clicking the Detail button next to the dropdown menu.

11. Click the Submitter dropdown menu to choose the member role that will submit work to the activity.
12. Click the Visible field to choose a date and time that the activity will become viewable to group members.
13. Click the Open for submission field to choose the earliest date and time that members will be able to submit to the activity.
14. Click the Due field to choose a date and time that the activity will be due.
15. Click the This activity is required checkbox if members are required to complete the activity.
16. Click the Grade will be sent to LMS/CMS grade book checkbox if the activity is integrated with a Learning Management System.
17. Click the **Save** button to save current settings, and continue building the activity at a later date.
OR...
18. Click the **Publish** button to distribute the activity to group members.

X Create activity

To create an **Activity**, complete all the fields. Fields marked with an asterisk (*) are required.

Click **Save** to keep settings, and complete at a later time. Click **Publish** to distribute the activity to group members.

SAVE PUBLISH

title=

Template *

Special Ed Program-wide Template

DETAIL

Submitter

Visible *

3/21/2017

Time-

10:39 am

To preview the chosen template, click the **Detail** button.

Open for submission *

3/21/2017

Time-

10:39 am

Due

Time

If submitters will be permitted to undo a submission, click this checkbox.

Submitters can withdraw submission.

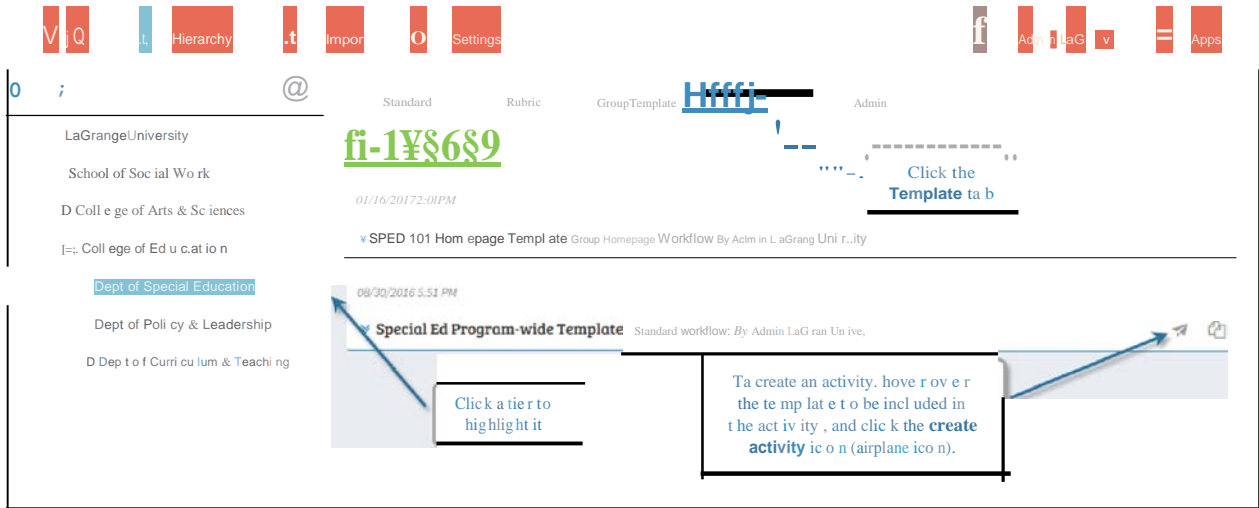
This activity is required.

Grade **will** be sent to LMS/ CMS grade book.

If the activity is integrated with an LMS, click this checkbox.

To create and distribute an activity to multiple courses:

1. Click the **Hierarchy** button located at the top of the page.
2. On the right side of the page, click the **Template** tab.
3. Highlight the tier which contains the template to be included in the activity. To highlight the tier, click on it.
4. From the template list, hover the pointer over the template to be included.
5. Click the **Create Activity** button [the paper airplane icon] that appears on the far right end of the template listing.



6. In the Title text field, type in a name for the activity.
7. Click in the Groups text field. A list of a group within the selected tier will display.
8. Click the plus sign next to each group to which the activity will be distributed.

NOTE: The groups available are based on the tier selected in step 3. Only groups that are within that tier, or within a contained tier, will be available.



9. For each group, choose a submitter type from the dropdown menu.
10. In the Visible field, choose a date and time that submitters will first be able to see the activity.
11. In the Open for Submission field, choose a date and time that submitters will first be able to submit the completed activity.
12. In the Due field, choose a date and time that the activity will be due.
13. If the submitters will be required to submit the activity, click the *This activity is required* checkbox.
14. When all selections have been made, click the **Publish** button in the top right corner.

NOTE: Click the **Save as Draft** button to save the activity setup, but not make the activity available for submission or assessment.

X Create activity PUBLISH

When finished, click the Publish button to create the activity with the below settings

Title
SPED Program-Wide Activity

Special Ed Program-wide Template

Hierarchical node

Hierarchical node	Group template	Term	Group name	Submitter
0 Dept of Special Education	Intro to Special Education		SPED 101 - 002	
0 Dept of Special Education	Intro to Special Education		SPED 101 - 001	

Visible
2016 -08 -30 8:08 pm

Open for Submission
2016 -08 -30 8:08 pm

Due
8:08 pm

This activity is required.

If the submitters are required to complete the activity, click this checkbox

Getting Help

The Help Center

The Help Center provides user guides and resources for via. Additionally, LiveText hosts regular training webinars to discuss and demonstrate how to use via. A list of webinars and registration links can also be found in the Administrator and Group Owner User guides. [See below]

To access the Help Center:

15. Log into Via.
16. Click the account name in the upper right corner.
17. From the dropdown menu, select Help Center.