Who is this Guide for? ............................................................................................................................. 4

Accessing via™ ..................................................................................................................................... 4

In Progress Tab ........................................................................................................................................ 4

Group Details ............................................................................................................................................ 4

Page ......................................................................................................................................................... 4

The Homepage Tab .................................................................................................................................... 5

Activities .................................................................................................................................................... 5

The Activity Tab ....................................................................................................................................... 5

To begin or continue an activity: ...................................................................................................................... 5

To withdraw a submitted activity: ...................................................................................................................... 6

To view a completed assessment: ....................................................................................................................... 7

Timeline Tab ............................................................................................................................................. 7

To add entries to the Timeline: ............................................................................................................................. 8

To edit a Timeline entry: ......................................................................................................................................... 8

Showcase Tab ............................................................................................................................................ 9

To create a Showcase: ........................................................................................................................................ 9

Choose Theme ............................................................................................................................................... 9

To change how a showcase looks: ......................................................................................................................... 9

Sharing and Making a Showcase Public ............................................................................................................ 10

To share a finished Showcase: ............................................................................................................................ 10

To Edit a Showcase ......................................................................................................................................... 10

To edit a Showcase: ......................................................................................................................................... 10
Notifications ........................................................................................................................................... 10

To access notifications: .......................................................................................................................................... 10

Profile Settings ............................................................................................................................................... 11

To change user profile settings: ......................................................................................................................... 11

Getting Help ................................................................................................................................................... 12

The Help Center .................................................................................................................................................. 12

To access the Help Center: .................................................................................................................................... 12
Who is this Guide for?
This guide is intended for LiveText via™ users who will act as group members. A group member participates in a group, which can include completing activities and assessing the work of peers. Often in the education field, a group is a course, a group member is a student, and a group owner is the instructor.

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

In Progress Tab
After logging in to via, the group member's landing page will display, and the In Progress tab will be shown. The In Progress tab will list all of the group member's active groups. For each individual group, activities ready to be started or continued will be listed with the group information.

TIP: If, within an individual group, there is more than one activity ready to be started, click the Expand button to see all activities.

Group Details Page
Clicking on an individual group will display the group details page. The group details page allows a group member to view, begin, or continue activities. If an activity has been assessed, the group member can also see the results of the assessment. The group details page also provides access to the group homepage.
The Homepage Tab
On the group details screen, selecting the Homepage tab allows a group member to view the group homepage. The group homepage can provide information and resources about the group to group members.

Activities
Activities can be thought of as assignments, and are tasks that are completed by group members, often followed by assessment of the member’s work. Activities can contain several methods for group members and owners to provide information. Group owners may include in the template such information as directions for completing the activity, or attached files for reference. Group members can submit information in various ways, such as text boxes, answering multiple choice questions, and attachments.

The Activity Tab
The activity tab shows all current activities for a group, including an activity’s name, due date, and submission status.
To begin or continue an activity:
1. From the In Progress tab, or from a group details page, click on the activity to be completed.
2. Populate any required fields and provide any necessary information.
3. Click the SAVE button to save all work, and return to the activities list, or click SUBMIT to complete the activity submission.

**To withdraw a submitted activity:**

1. From the In Progress tab, or from a group details page, click on the activity to be withdrawn.
2. Click the WITHDRAW button.
The assessor has begun the assessment process.

The withdraw feature was disabled for the activity when it was created.

The activity due date has passed.

The course end date has passed.

NOTE: Not all submitted activities can be withdrawn. There are four cases in which the WITHDRAW button will be greyed out:

1. The assessor has begun the assessment process.
2. The withdraw feature was disabled for the activity when it was created.
3. The activity due date has passed.
4. The course end date has passed.

**To view a completed assessment:**

1. From the In Progress tab, or from a group details page, click on an assessed activity to view the assessment results.
2. Any previous submissions to the activity can be viewed by selecting it from the Assessment History dropdown menu.
3. When finished, click Cancel.

**Timeline Tab**

The Timeline provides a place for documenting events. When an activity is assessed, the assessment is automatically added to a group member’s Timeline. Group members can also
To add entries to the Timeline:

1. Click on the plus icon in the lower right hand corner.
2. Click Add Work to Timeline.
3. Click on the Add Content tab at the top of the page.
4. Type a title for the Timeline entry into the Title text field.
5. Add a time and date to the entry by clicking the Time field, and choosing from the popup calendar.
6. Click a component type to place it in the Timeline entry. Component types include:
   - **Text**: Rich Text feature does include editing the font type, font size, color, bullet points, bold italics, underline, text alignment, images, and hyperlinks
   - **Image**: Images can be uploaded from a local computer, the Timeline, Google Drive, or Dropbox. Via is compatible with jpg, jpeg, gif, tiff, png, and bmp
   - **Image Gallery**: The Image Gallery allows the viewer to select and enlarge the image that is provided by the Group Member. Images can be uploaded from a local computer, the Timeline, Google Drive, or Dropbox. Via is compatible with jpg, jpeg, gif, tiff, png, and bmp
   - **Video**: Paste a YouTube URL or retrieve videos from the Timeline
   - **Attachment**: Attach external files from a local computer, the Timeline, Google Drive, or Dropbox
7. Click the new component in the entry to edit the component.
8. Edit the component, and click the Save button.
9. Click the Edit Description tab at the top of the page.
10. Type a description of the entry in the Description text field.
11. Click Upload to attach a cover image to the entry.
12. When finished, click the Save button.

To edit a Timeline entry:
Showcase Tab

The Showcase Tab provides an area for students to create custom portfolios. Showcases may include original content and reference components of a member’s timeline entries, as well as display activity and assessment information. Showcases can be shared publicly [url], with Facebook, Twitter or LinkedIn, or be sent using email.

1. Click on the Timeline entry.
2. Make any additions or changes necessary.
3. Click the Save button.

To create a Showcase:

1. Click on the plus icon in the lower right corner.
2. Click on Create Showcase.
3. Enter a title for the showcase.
4. Click a component type to place it in the Showcase. Component types include:

- **Text**: Rich Text feature does include editing the font type, font size, color, bullet points, bold italics, underline, text alignment, images, and hyperlinks
- **Image**: Images can be uploaded from a local computer, the Timeline, Google Drive, or Dropbox. Via is compatible with jpg, jpeg, gif, tiff, png, and bmp
- **Image Gallery**: The Image Gallery allows the viewer to select and enlarge the image that is provided by the Group Member. Images can be uploaded from a local computer, the Timeline, Google Drive, or Dropbox. Via is compatible with jpg, jpeg, gif, tiff, png, and bmp
- **Video**: Paste a YouTube URL or retrieve videos from the Timeline
- **Attachments**: Attach external files from a local computer, the Timeline, Google Drive, or Dropbox
- **Gallery**: Inserts entries from the owner’s Timeline, and presents the entry as a “card”. Multiple entries can be included, as well as individual parts of a single entry.
- **Timeline**: Inserts entries from the owner's Timeline, and presents the entry with a date stamp. Multiple entries can be included, as well as individual parts of a single entry.
- **My Info**: Add your personalized profile card
3. Select the desired preset of available color schemes.
4. Or select Customize to design a unique color pallet. The customization of colors can be applied to the Title color, Text color, Top bar color, and tab color.
5. Click on View to get a preview of the Showcase.
6. When finished, click Save.

Sharing and Making a Showcase Public

To share a finished Showcase:

Choose Theme
The Choose Theme tab allows a member to customize a showcase’s layout and colors by using themes.

To change how a showcase looks:

1. Click on Choose Theme.
2. Choose from the options of Classic, Material, Modern, or Macaron.

1. Click on the Share tab.
2. Click on the Public slide bar to enable public sharing.
3. The URL for the Showcase will now display. This can be shared with others or placed in a location [document, website, email] to be accessed by external viewers.
4. The showcase can also be shared with Facebook, Twitter, LinkedIn, or by email.
5. Enable Public Comments so external viewers can comment on the completed Showcase.
6. When finished, click Save.

To Edit a Showcase

To edit a Showcase:

1. On the group owner landing page, click on the Showcase tab.
2. Click on the appropriate Showcase.
3. Add any content or make edits and then click Save.
Notifications
Notifications, represented by a bell icon in the top right of the workspace, alert a group owner to various events in via™, such as a group member submitting to an activity.

To access notifications:

1. Click on the bell icon to view notifications.
2. Click on a notification to view details.
3. Click Clear All to delete all notifications from the list.
Profile Settings

From the profile settings page, an avatar can be set, email address changed, and default language selected.

To change user profile settings:

1. Login to via.
2. Click the account name in the upper right corner.
3. From the dropdown menu, select Settings.
4. To set an avatar, click the Set Avatar button to browse the system for the desired picture.
5. To change the account password, click the Change button next to Password.
6. To change the default Language displayed in via™, click the Change button next to Language.
Getting Help

The Help Center
The Help Center provides user guides and resources for via.

To access the Help Center:

1. Log into via.
2. Click the account name in the upper right corner.
3. From the dropdown menu, select Help Center.