Via Group Owner User Guide

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**Who is this Guide for?**
This guide is intended for LiveText via™ users who will act as group owners. A group owner manages a group, which can include creating templates and activities, building rubrics for assessment, and completing assessments of group members. Often in the academic field, a group owner is the instructor of a course, group members are students, and a group is a course.

This guide provides to group owners general information regarding navigation, various features and abilities, and common tasks. Additional user guides are available covering the setup or implementation of other advanced features.

**Accessing via™**
To access your via™ account, visit [www.vialivetext.com](http://www.vialivetext.com). Enter your email address and password.

**In Progress Tab**
After logging in to via™, the group owner’s landing page will display, and the In Progress tab will be shown. The In Progress tab will list all of the group owner’s active groups. For each individual group, submitted activities that are ready for assessment will be listed with the group information.

TIP: If, within an individual group, there is more than one activity ready for assessment, 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 screen allows a group owner to view, create, and manage a group’s membership and activities. The group details screen has four tabs: Activity, Members, Group Information, and Gradebook.

The Activity Tab
When the group details page is displayed, the Activity tab is selected by default. The Activity tab displays all activities in a group, as well as the details and assessment status of each activity. Additionally, a new activity can be created from the Activity tab.
Activities
Activities are a fundamental component of a group. Activities can also be thought of as assignments, and are tasks that are completed by group members, often followed by assessment of the member’s work. Activities contain a template, which specifically defines the requirements of the activity, and includes any rubrics used for assessment.

To create an activity:

1. Click on the Create Activity button.
2. Type a title for the Activity in the Title text field.
3. 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.
4. Click the Submitter dropdown menu to choose the member role that will submit work to the activity.
5. Click the Visible field to choose a date and time that the activity will become viewable to group members.
6. Click the Open for submission field to choose the earliest date and time that members will be able to submit to the activity.
7. Click the Due field to choose a date and time that the activity will be due.
8. Click the Submitters can withdraw submission checkbox if members will be permitted to undo a submission.

NOTE: Once the assessment of a submission has begun, withdrawing the submission is no longer possible.
9. Click the **This activity is required** checkbox if members are required to complete the activity.
10. Click the **Grade will be sent to LMS/CMS grade book** checkbox if the activity is integrated with a Learning Management System.
11. Click the **Save** button to save current settings, and continue building the activity at a later date.
12. OR...
13. Click the **Publish** button to distribute the activity to group members.

![Create activity]

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**The Activity Details Page**

When on the group details page, clicking on an activity will display the activity details page. The activity details page shows the details of the activity, the activity’s overall assessment status, and allows an owner to edit the activity. This page also displays a list of all members of the group, the assessment status of each member’s submission, and allows the owner to manage the assessment status of all members at one time.
To edit an activity:

1. On the activity details page, click the menu button (three vertical dots).
2. Click Edit.

Important: Altering or deleting parts of the activity template that have already been completed by a member will affect or delete the member’s responses.

3. If the Edit Activity Warning message appears, click the Edit button to continue.
4. Edit the template as necessary.
5. Click the Save button.

**Managing Submissions**

On the activity details page, a member listed in the *Awaiting Submission* column has not yet submitted work to the activity. The *Awaiting Assessment* column shows members that have submitted work, but have not yet been assessed by the group owner. The *Done* column indicates that the assessment is complete.

**Force Submit Submissions**

Group owners can move all member submissions forward in the assessment process without requiring members to submit by using the Force Submit option. The Force Submit option will move all submissions into the *Awaiting Assessment* column at one time. This is often used when an assessment will take place, but there is no member submission, such as an oral presentation or disposition evaluation.

**To move all submissions to the Awaiting Assessment column [using Force Submit]:**

6. On the activity details page, click the menu button (three vertical dots).
7. Click Force Submit.
8. In the **Manual Submission** popup window, click **Submit**.

**Rollback Submissions**

The **Rollback** option allows a group owner to move all members’ submissions backwards in the assessment process at one time. The options for **Rollback** are based on the status of the submissions.

If submissions have an **Awaiting assessment** status, Rollback will move all submissions back to the **Awaiting submission** column. This is used to require all members to resubmit to an activity.

If submissions have been assessed, and so have a **Done** status, Rollback allows a group owner to move the submissions back to either **Awaiting assessment** or **Awaiting submission**. This can be used to require all members to resubmit, or to allow assessors to reassess submissions.
To move all submissions backwards in the assessment process [using Rollback]:

9. On the activity details page, click the menu button [three vertical dots].
10. Click Rollback.

To move all submissions to the Awaiting Submission column, click Rollback.

11. On the Rollback popup window, choose to rollback status from the dropdown menu.
12. Click Rollback.

The Assessment Page
Assessment of member submissions takes place on the assessment page. The assessment page displays the member submitted template. This page also allows an assessor to score any rubrics included in the template, provide general feedback to the member, type comments directly into the submitted template, and send the template back to the member for revision.

The assessment page is divided into two halves. The left side shows the template submitted by a member. The right side displays the Assessment Panel.

The Assessment Panel
The assessment panel occupies the right side of the assessment page. The assessment panel contains several components useful in assessing a submission, including any rubrics to be scored, a Feedback text box for responding to a submitter, and a scoring field.
To assess a member submission:

13. On the activity details page, click on the member to be assessed.
14. The assessment page will display, showing the submitted template.

NOTE: If the member is still in the Awaiting Submission column, the assessment page will appear, but no assessment will be possible.

15. To score a rubric, click on the desired description box for each element.

TIP: Hover over a description box to see the performance level, element name, and description. TIP: The rubric can be expanded into a new tab. The expanded rubric shows all level and element names, as well as descriptions. To expand a rubric, click Detail.
16. To make general responses to the submitter, type your responses in the Feedback text box.

17. Type a score into the Scoring text field.

NOTE: The scoring text field may be automatically completed, based on the settings of the template.

The Submitted Template Area
The left side of the assessment page shows the template submitted by the member. Assessors can view member responses, view or download submitted attachments, and play included videos. Assessors are also able to comment on any individual part of the submitted template.
To add a comment to a submitted template:

18. On the assessment page, double click any word or area in a submitted template.
19. Click the comment icon that appears.
20. Type a comment into the Comment text box.
21. When finished, click the checkmark icon.

Assessment Submission
After completing an assessment, click the Save button to save all work, and return to the activity details page. Click the Submit button to finish the assessment process.

Revising Completed Assessments
When a completed assessment is submitted by clicking the Submit button, the status of the assessment will change to Done on the activity details page, and no further editing of the assessment is possible. However, if revisions to an assessment do need to be made, an assessment can be “undone”. Undoing an assessment will change its status back to Awaiting Assessment om the activity details page, and an assessor can re-assess the submission.

To Undo a completed assessment:

22. On the activity details page, click on the assessment in the Done column that will be revised.
14. Click the **Undo** button.

**Requesting Revisions of Activity Submissions**
If the member’s submission is incomplete or incorrect, the assessor can send the submission back to the member, allowing the member to make changes and resubmit the template. Assessors can include feedback, comments, and rubric scoring to the member as part of the request.

**To request that a member resubmit to an activity:**

23. On the assessment page, add any comments, feedback, and rubric scoring that should be included as part of the record.
24. Click the **Request Revision** button.

**Viewing Members’ Previous Submissions**
When a member's submission has been sent back for revision, a record is kept of the initial submission, as well as any comments, feedback, and rubric scoring provided by the assessor. The group owner can view a member’s previous submissions using the Assessments History button, located on the assessment page.

**The Assessment Results report**

When member submissions to an activity are assessed by scoring rubrics, those scores are made part of an activity assessment report. Group owners can view the report by clicking the Assessment Results button, located on the activity details page.

The assessment results report contains two views. The Per Group Member view shows rubric scoring for each group member individually. The Aggregated Result view shows the total number of times a rubric element was scored at a specific performance level, as well as statistical calculations. Both views provide “drilldown” capabilities, and both views can be exported as a .csv file or a PDF.
To see the Per Group Member view of the Assessment Results report:
25. On the activity details page, click the *Assessment Results* button.
26. The Assessment Results report will display.
27. Click the *Per Group Member* button.
28. Click on a member’s name to see the member’s submission and completed assessment.
29. Click the *Cancel* button to return to the activity details page.

**NOTE:** The width of the columns can be resized by dragging the vertical table bars.

To export the report:

30. To export the data into a .csv (Microsoft Excel) report, click the *Export to CSV* button.

OR...

15. To export the data into a PDF, click the *Export to PDF* button.
To export the report to a .csv (MS Excel) file, click the EXPORT TO CSV button.

To export the report to a PDF file, click the EXPORT TO PDF button.
To see the Aggregated Result view of the Assessment Results report:

31. On the activity details page, click the Assessment Results button.
32. The Assessment Results report will display.
33. Click the Aggregated Result button.
34. Click on a colored bar in the bar graph section or a number in the table section.
35. A popup table will appear displaying the name of the submitter and assessor, and a time stamp of the assessment.

36. On the popup table, click an assessment in the list to see the submission and competed assessment.
16. Click the Cancel button to return to the activity details page.

**To export the report:**

37. To export the data into a .csv (Microsoft Excel) report, click the Export to CSV button.

    OR...

17. To export the data into a PDF, click the Export to PDF button.
The Homepage Tab
On the group details screen, selecting the Homepage tab allows a group owner to view the group homepage. A homepage is a special type of template that is tied directly to a group. It can provide information and resources about the group to group members. A homepage can be included by an administrator when creating the group, and/or created or edited by a group owner.

To view or edit a group Homepage:

38. From the group details page, click the Homepage template.
39. To edit the homepage, click the **Edit Homepage** button.

**The Members Tab**

On the group details screen, selecting the **Members** tab allows a group owner to create and manage roles within a group. When a via™ administrator creates a group, all members are given a default role. However, group owners can create unique roles within groups, and re-assign members those new roles.

**To create a new member role:**

40. On the group details page, click the **Members** tab.
41. Click the **Create Role** button.

42. Type a name for the new role into the **Role Name** text field and click **Save**.

To assign a member to a new role:

43. On the group details page, click the **Members** tab.
44. Click the member[s] that will be moved.
45. Click the **Arrow (Move)** icon.
46. Select the new role from the dropdown menu.
47. Click the Save button.

The Scores Tab
On the group details screen, the Scores tab allows group owners to view scoring information for any activities in which scoring was included as part of the assessment. Scoring information is presented in a table showing group members, any activities that have been scored, and a total score for each member across all score activities.
Click the Scores tab to view the scoring of activities in the group.
NOTE: For scores to be available in the Scores tab, a score must have been typed into the scoring component included in the assessment panel of a template, and that scoring component must be set up as Primary Score.

Managing Groups

Ending Groups
By default, all groups in via™ remain open indefinitely. However, once a group has been deemed complete, group owners can end a group. Ending a group will remove the group from the In Progress tab for all members of the group, and add the group to members’ timelines. Ending a group will also prevent any further submission or assessment to the group’s activities.

To end a group:

18. On the In Progress tab, hover over a group.
19. Click the **check mark** in the top right corner of the group.

Reopening Groups

Group owners can reopen groups from their timeline. Reopened groups return to the In Progress tab, and any activities in the group, and their submission/assessment status, will be retained.

**To reopen a group:**

48. On the Timeline, hover over a closed group.
20. Click the **pencil** icon in the top right corner of the group.
Timeline Tab

The Timeline provides a place for documenting events. Assignments and work, achievements, and events can be posted to the Timeline, which will store and display them in chronological order. The Timeline is private. However, Timeline entries can also be included in showcases for sharing with specific people or with the public.

To add entries to the Timeline:

49. Click on the plus icon in the lower right hand corner.
50. Click Add Work to Timeline.
51. Click on the Add Content tab at the top of the page.
21. Type a title for the Timeline entry into the Title text field.
22. Add a time and date to the entry by clicking the Time field, and choosing from the popup calendar.
23. 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

24. Click the new component in the entry to edit the component.
25. Edit the component, and click the Save button.
26. Click the Edit Description tab at the top of the page.
27. Type a description of the entry in the Description text field.
28. Click Upload to attach a cover image to the entry.
29. When finished, click the Save button.

To edit a Timeline entry:

52. Click on the Timeline entry.
50. Make any additions or changes necessary.
31. Click the Save button.
Showcase Tab

The Showcase tab provides an area for students to make aspects of their via account including their timeline and activities viewable to others.

To create a Showcase:

53. Click on the plus icon in the lower right corner.
54. Click on Create Showcase.
55. Enter a title for the showcase.
56. 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.

Choose Theme

The Choose Theme tab allows the showcase’s look to be changed using themes.

To change how a showcase looks:

57. Click on Choose Theme.
58. Choose from the options of Classic, Material, Modern, or Macaron.
59. Select the desired preset of available color schemes.
60. 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.
61. Click on View to get a preview of the Showcase.
62. When finished, click Save.

Sharing and Making a Showcase Public

To share a finished Showcase:

63. Click on the Share tab.
64. Click on the Public slide bar to enable public sharing.
65. 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.
66. The showcase can also be shared with Facebook, Twitter, or via email.
67. Enable Public Comments so external viewers can comment on the completed Showcase.
68. When finished, click Save.

To Edit a Showcase

To edit a Showcase:

69. On the group owner landing page, click on the Showcase tab.
70. Click on the appropriate Showcase.
71. Add any content or make edits and then click Save.

Template Tab

The Template tab is found on a group owner’s landing page. The Template tab is used to create, edit, and view templates available to a group owner. Also in this list are templates that have been shared with a group owner by a via administrator.

Templates

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.

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:
72. **Standard Workflow** – Submitters complete and submit a template and the template is assessed by a supervisor.

73. **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.

74. **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.

75. **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.)

76. **Observational Assessment Workflow** – The submission step is skipped, and the template is assessed by a supervisor. (oral presentations, dispositions, etc.)

**To create a Template:**

77. Click the Template tab.

78. Click the **CREATE TEMPLATE** button.

79. In the Title text field, type in a title for the template.

80. Click the Workflow dropdown menu and choose a workflow.

81. 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 affects the template as a whole.
82. **The Add Content tab**: This tab provides tools for the construction of a template.
83. **The Choose Theme tab**: This tab allows the template’s look to be changed using themes.
84. **The Settings tab**: This tab provides settings for changing visibility to members, and converting the template to a showcase.
85. **The Preview tab**: This tab displays the template as it will appear to an activity’s participants.

*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.  
86. **Title:** Text box with large type  
87. **Text:** Text box with small type  
88. **Multimedia:** Include an image or embedded YouTube video  
89. **Attachment:** Include external files for download

**Input Components:**  
Input components are tools provided to submitters for putting their own content into the template.  
90. **TextArea:** Text box in which submitters can type  
91. **Attachment:** Provides the ability to attach external files  
92. **Rich:** Text box in which submitters can type, insert images or web links, and use formatting tools such as text alignment and color  
93. **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.  
94. **Radio Button:** Submitters answer a multiple choice question by selecting a circular button next to the answer. Submitters must choose only one answer.  
95. **Dropdown:** Submitters answer a multiple choice question by selecting the answer from a dropdown menu. Submitters must choose only one answer.  
96. **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.  
97. **Portfolio Reference:** Inserts an event from from the submitter’s portfolio
98. **Gallery**: Inserts an entry from the submitter’s Timeline, and presents the entry as a “card.”
99. **Timeline**: Inserts an entry from the submitter’s Timeline, and presents the entry with a date stamp.
100. **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 and BY a group owner, these components can optionally be assigned to any role in a group.

101. **Scoring**: Provides a scoring box, with a max number of points assigned.
102. **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:**
103. Click on a section below which new sections will be added. A selected section will have a blue outline around it.
104. Click on the blue **add sections** button.

105. Click on a new section layout to add sections.
To delete template sections:
106. Click on a section to be deleted.
107. Click the delete section button (trash can icon).
To add components to a template section:
108. Click a section to which a component will be added.
109. Click on the component to be added.
110. 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:
111. Hover over the component to be deleted.
32. Click the delete button (trash can icon).
33. In the Are you sure? popup, click Delete.
To move a component to a different location:
   112. Hover over the component to be moved.
   113. Click and hold on the move button (crosshair icon).
   114. 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. 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:
   115. In the assessment panel area, click the add item button (plus icon).
   34. Click Rubric, Scoring, or Feedback from the menu.
35. Complete the item details popup, and click the popup's Save button.

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

The Rubric Tab
The Rubric tab is found on a group owner’s landing page. The Rubric tab is used to create, edit, and view rubrics available to a group owner.

Rubrics
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.

The Create Rubric Page
Building a rubric takes place on the create rubric page. via provides the group owner with complete control over the content of a rubric, including performance levels (columns), elements (rows) and their associated standards, descriptions, and point values.

To create a rubric:
116. On the landing page Rubrics tab, click the CREATE RUBRIC button.

117. On the create rubric page, type a title for the rubric into the Title field.

118. Add or delete levels and elements as necessary.

119. 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.
120. To map standards to an element, click the SELECT STANDARDS button.

121. When finished mapping standards, click the mapping page SAVE button.

122. 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.
Editing Rubrics

Once a rubric is published, some attributes of the rubric become “locked,” and cannot be changed. Locked attributes include:

1. The title
2. The number of performance levels
3. The number of elements
4. Point values
5. Associated standards and outcomes

While associated standards and outcomes cannot be deleted, additional standards can be added at any time.

**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:**

123. Click on the bell icon to view notifications.
124. Click on a notification to view details.
125. Click Clear All to delete all notifications from the list.

![Notification example](image)

**Profile Settings**

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

**To change user profile settings:**

126. Login in to via.
127. Click the account name in the upper right corner.
128. From the dropdown menu, select Settings.
129. To set an avatar, click the Set Avatar button to browse the system for the desired picture.
130. To change the account password, click the Change button next to Password.
131. To change the default Language displayed in via™, click the Change button next to Language.
Getting Help & Learning More

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:
132. Log into via™.
133. Click the account name in the upper right corner.
134. From the dropdown menu, select Help Center.