HOW TO SHARE A NEW DOCUMENT IN LIVETEXT

1. Team Leader of the group **LOG IN** to your LiveText account. Type in your username and password.
2. Click on the **"COURSES"** tab along the top left of screen. Search for your course.
3. Find and click the course code for your course.
4. Click the **"ASSIGNMENTS"** tab at the top left located under the title of your course.
5. Click the assignment title for the assignment you are working on.
6. In the assignment details tab you will find the assignment templates section. In this section find and click the **"USE THS TEMPLATE"** button that is underlined. You have now created the assignment document template in "My Work" of your documents tab. The document automatically is opened. (You may also create the document from the new tab and folder then select what template you wish to create)
7. Team Leader <u>ONLY</u> creates the document.
    a. Document will be titled CSU Methods Integrated Thematic Unit
    b. Click **EDIT PROPERTIES**
       Change the title
        Give the unit a title, grade number
        List the last name and first name of all the students in the group
        Click on **SAVE** (green, lower right of screen).

The document is in the Team Leader's MY WORK tab inside DOCUMENTS

a. Team leader will now click on **"SHARE"** tab of the document.
b. Click in the **SEARCH EDITOR** box where you will need to type in student names from your group.
c. (DO NOT CLICK ON SEARCH VIEWER) This will only allow students in your group to be viewers NOT editors.
d. The Team Leader will now type in the last name of a student in the group. A list of names will appear below the search editor box and you will select the student name that corresponds to the student in your group (obviously you will need to know the first name of the student as well). Similarly, type in the last name of another student from the group and repeat steps for all students in the group.
e. Click on **ADD TO SHARE**, now all students from the group are added as editors to the specific document located in the team leader's MY WORK.
f. Team Leader will now have each member in the group log in to their accounts
    1. Each member in the group will click on **DOCUMENTS** and then click on INBOX to see the shared document. (Since the team leader shared the document as editors with group members, the document is located in the INBOX of the group members.)
    2. Now all of the members of the group can see and edit the document.

TEAM LEADER ONLY:

To remove a group member, click on SHARE, ADVANCE SHARING OPTION, CLICK ON EDITORS, CHECK BOX TO DELETE OR ADD NEW MEMBERS.