

Via LiveText

Learning Tools

The university is committed to moving forward with the assessment of all academic programs. VIA is the new assessment platform that we are using campus wide for all program and general education assessment (replacing TK20). This program is not taking the place of OwlNet or Moodle. Each academic program has articulated what assignments in which courses will be assessed through VIA in their Annual Assessment Plan. If you are unaware of an assessment assignment for your class double check with your Division Chair or Program Manager. Not all assignments will go through VIA, only the ones noted as necessary for program assessment in the Syllabus or the Annual Assessment Report.

NOTE: It is recommended that you use Chrome, Mozilla Firefox or Safari when accessing VIA.

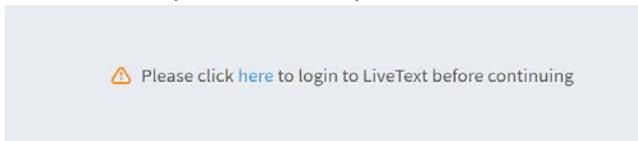
The Help center for LiveText can be reached at: support@livetext.com or by phone 1-866-LiveText (1-866-548-3839). They are open to assist you M-F 7:00AM-9:00PM and from noon -9:00PM on the weekends.

Steps to Submitting your VIA assignment in Moodle

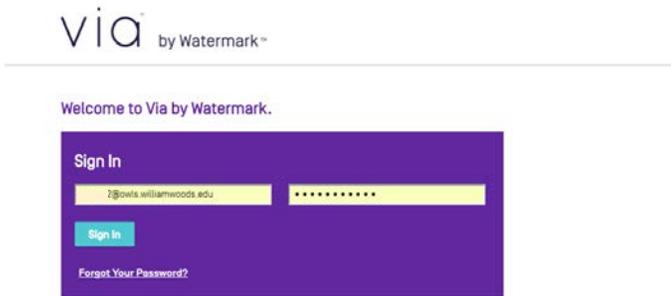
1. You will click on the green puzzle piece that is shown below



2. This will take you to VIA and you will see the below message. Click on the blue here.



3. Sign In* (To change your password see the directions below.)

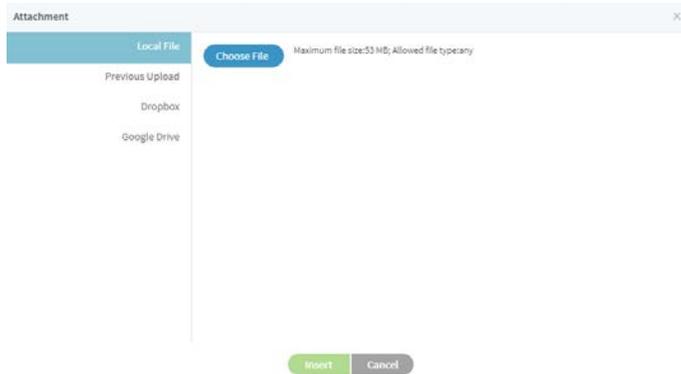


4. This will take you to the assignment screen. On the left side you will find the assignment description. On the bottom of the left side you will need to click on select file to attach your assignment.



Maximum file size:53 MB; Allowed file type:any

5. This will then allow you to select your file that you would like to attach.



6. Once you have selected the file click on insert.
7. On the top right of the VIA screen you can click submit or save. If you click save you will need to click on submit before the instructor can see your submission.



To change your password.

1. Look in the upper-right. You should see your name, unless you are on Internet Explorer, where you might see a vertical bar. (You probably should not be on Internet Explorer.) Click your name, or that horizontal bar.
2. This should give you a dropdown menu with two options, settings and logout. Click settings.
3. This will take you to a new screen with a couple options. One of them will say "Password" and near the right edge of the screen, there will be an orange CHANGE button. Click CHANGE.
4. On the next screen, it will ask for your current password—copy and paste the crazy password from the email. Then, it will ask for the new password and for you to confirm that new password. Do that, and click save or update or whatever it says.