CHICAGO STATE UNIVERSITY

A Guide to Submitting and Reviewing
the Unit PME Report Using LiveText

LiveText™

Contents:

Preliminaries:

*Credentials to an administrative LiveText account must be obtained and available for login.

*Prior to submitting in LiveText one must first have the report finalized in a Microsoft Word or .pdf format.

*Once the file or files are saved on a computer or flash drive they can be uploaded into LiveText from the source and submitted in a specific way. *(Specific uploading and submitting procedures follow below).*

Logging-in to LiveText:

STEP A: In the browser address bar type in the following web address for LiveText: *www.livetext.com*

STEP B: In the top right corner of the screen you can type in your *username* and *password* in the corresponding text boxes.

Creating the LiveText Document to House/Archive PME files:

STEP 1: Once you are logged-in to LiveText you need to click on the **"Documents"** tab located at the top left of the screen.

STEP 2: Click on the **"New"** tab with green plus sign at the left of the screen.
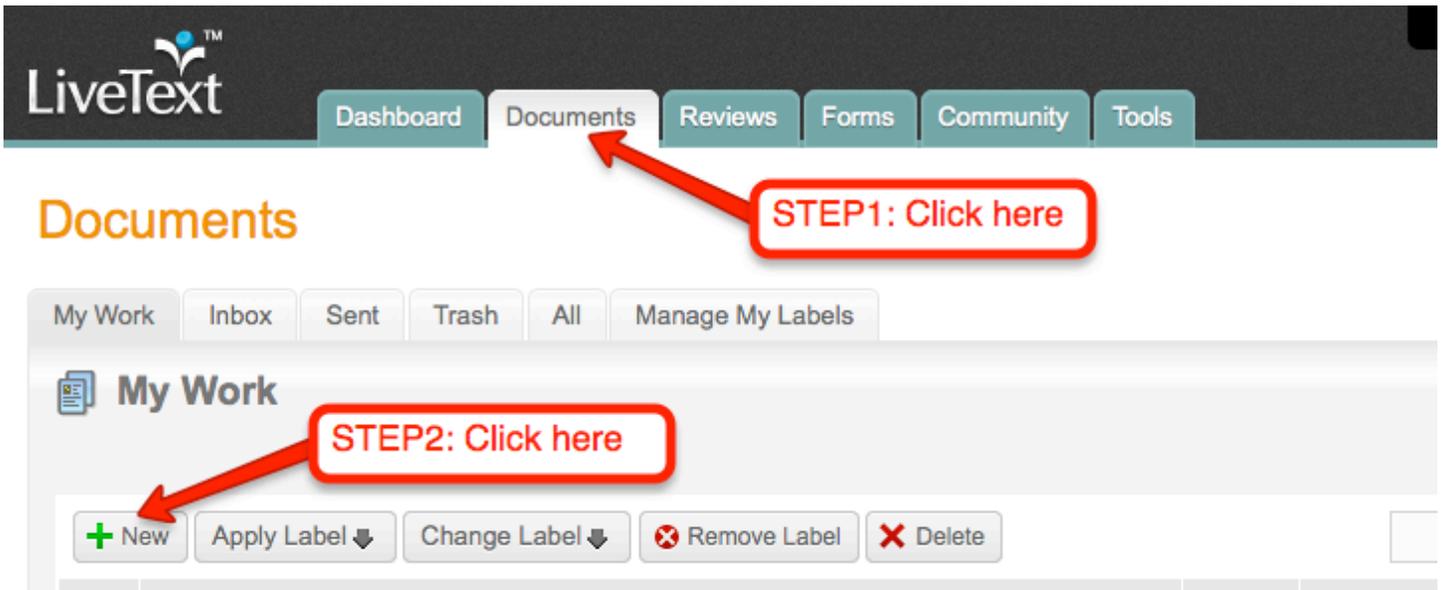
STEP 3: Click on the **Folder drop down menu** (down arrow).

STEP 4: Click on the **"University Assessment Committee – Master Documents"** text for the folder selection.
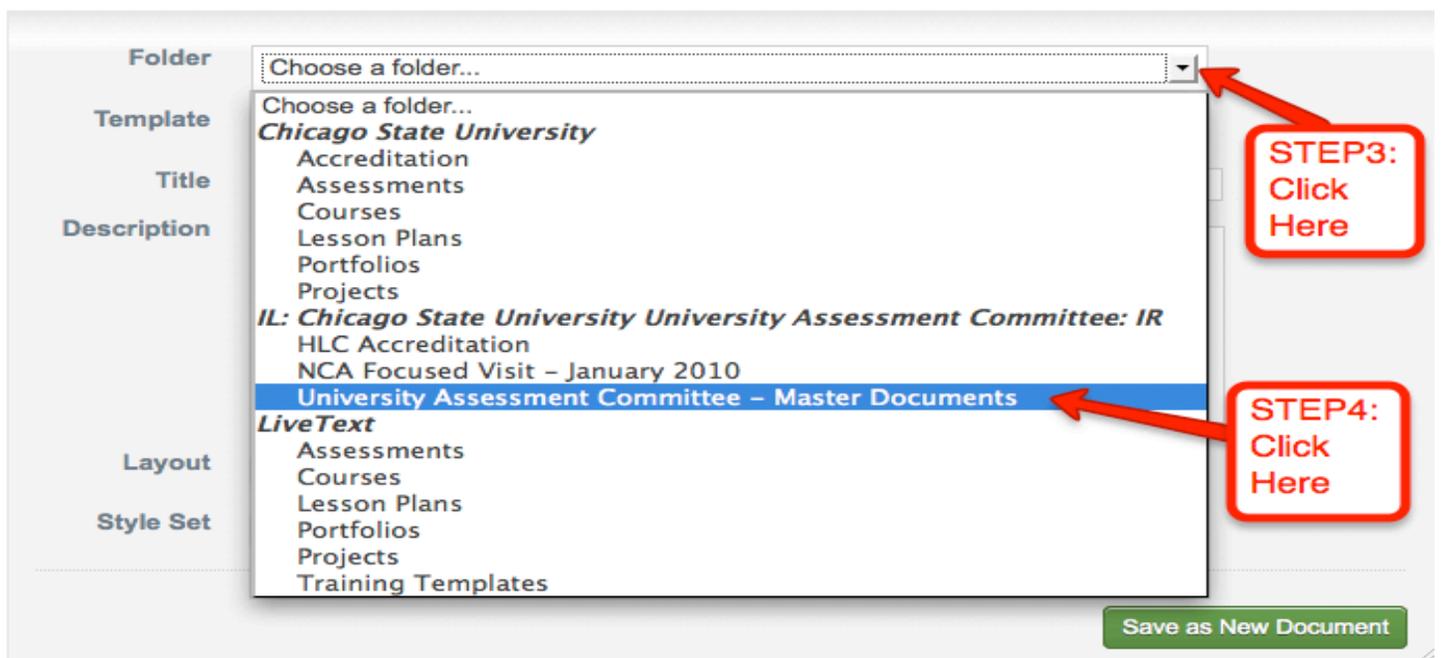
STEP 5: Click on the **Template drop down menu** (down arrow).

STEP 6: Click on the "**ART – Id – UAC – PME – Annual Plan FY2014"** text for the template.

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STEP 7: Click in the title text box and type the following text format for your title including your specific unit and the year instead of ART and 2014: **ART – Id – UAC PME – Annual Plan FY2014.**

STEP 8: Click on the green **"Save as New Document"** button.

Adding Name and the Unit Name to the LiveText Document:

STEP 9: Click on the **"Edit"** button in the first section of the LiveText document.

STEP10: Click inside the table and **type your unit name** and the **name of the person submitting** the report.

STEP 11: Click on the green **"Save & Finish"** button.
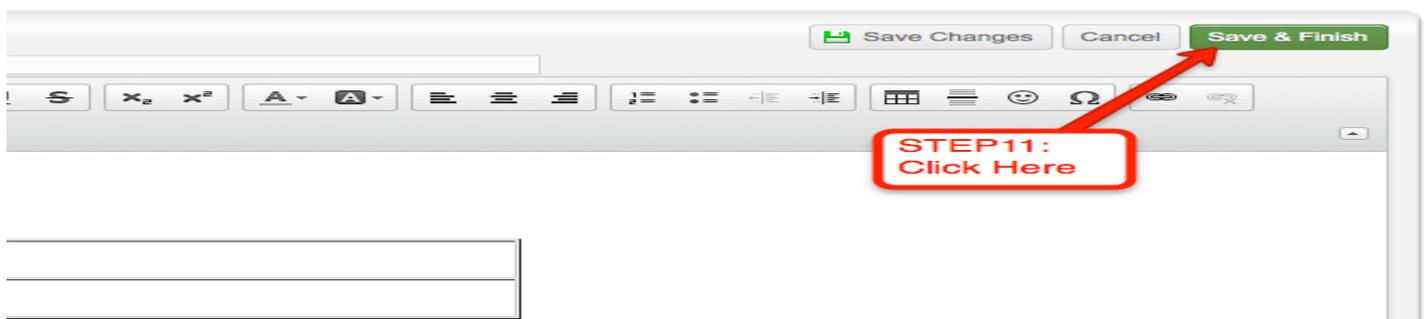
Downloading the Master Template PME files:

STEP 12: Click on the **"Edit"** button in the second section of the LiveText document titled University PME Unit Plan.

University PME Unit Plan
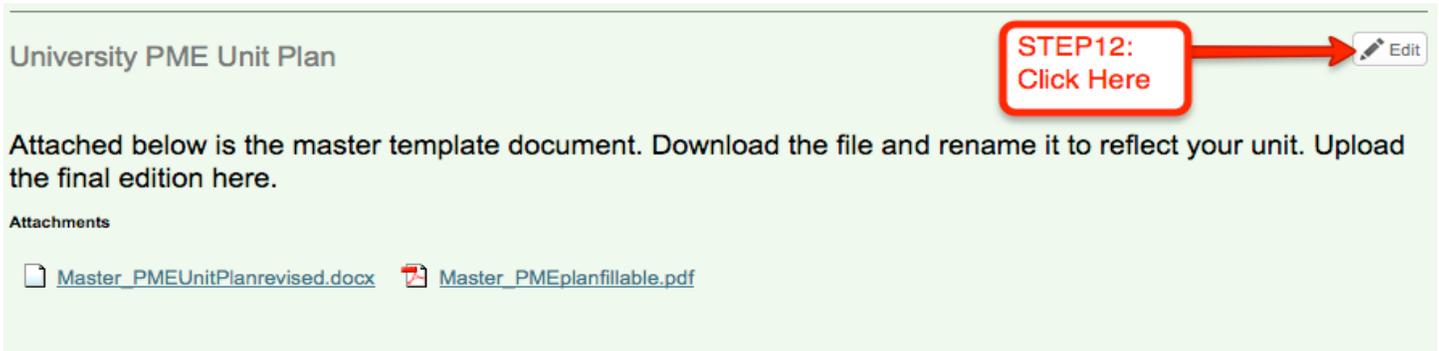
STEP12:
Click Here

✎ Edit

Attached below is the master template document. Download the file and rename it to reflect your unit. Upload the final edition here.

Attachments

☐ Master_PMEUnitPlanrevised.docx   🔲 Master_PMEplanfillable.pdf

STEP 13: Scroll to the very bottom of the screen and Click on the **"Edit"** button under File Attachment(s) section.
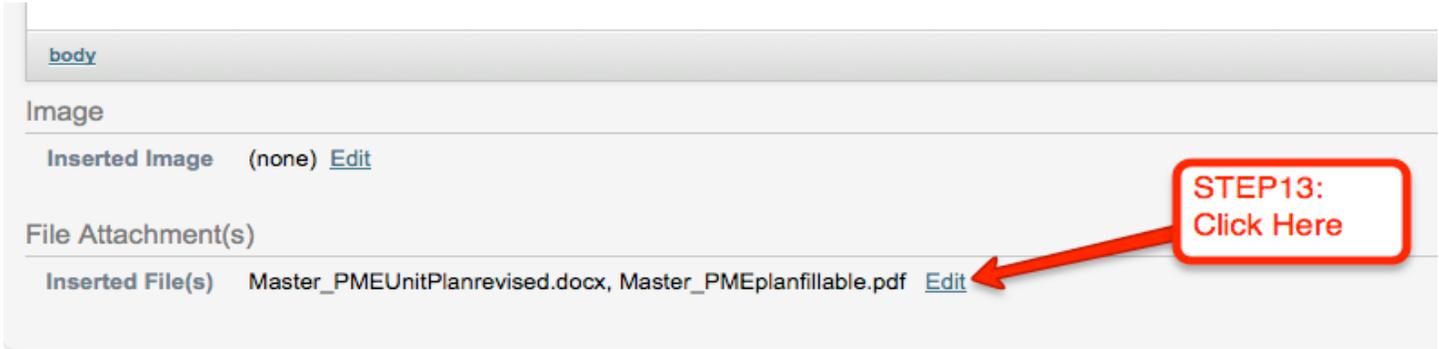
body

Image

Inserted Image   (none) Edit

STEP13:
Click Here

File Attachment(s)

Inserted File(s)   Master_PMEUnitPlanrevised.docx, Master_PMEplanfillable.pdf Edit

STEP 14: Click on either of the files titled **"Master_PMEUnitPlanrevised.docx"** or **"Master_PMEplanfillable.pdf"** to download.
(This is if you need the template files, if not, skip to step 16.)
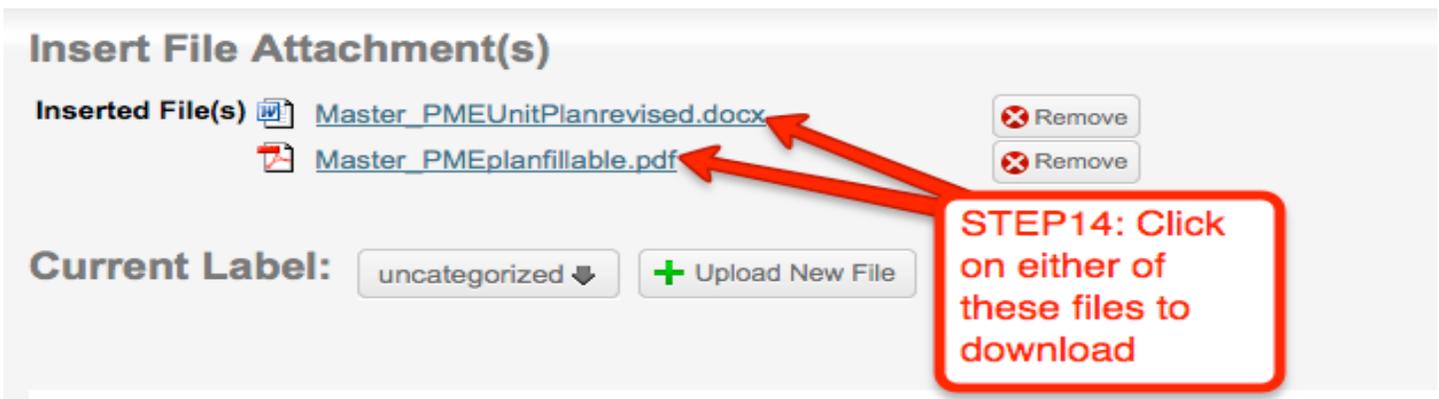
Insert File Attachment(s)

Inserted File(s) 📄   Master_PMEUnitPlanrevised.docx   ❌ Remove
                🔲   Master_PMEplanfillable.pdf   ❌ Remove

Current Label: uncategorized ⬇   ➕ Upload New File

STEP14: Click on either of these files to download

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STEP 15: To save the file you selected click the radio button for **"Save File"** and then click **"OK."** (Similar steps for other browsers/computers)
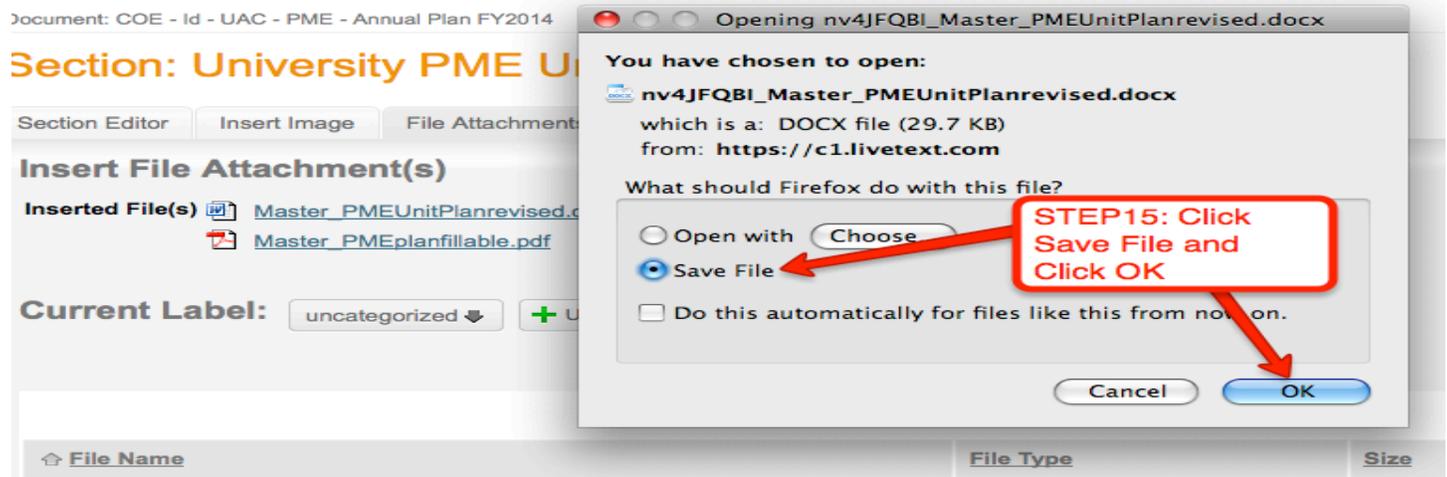
Uploading your PME report file:

STEP 16: Remove the Master Documents by clicking the **"Remove"** buttons.
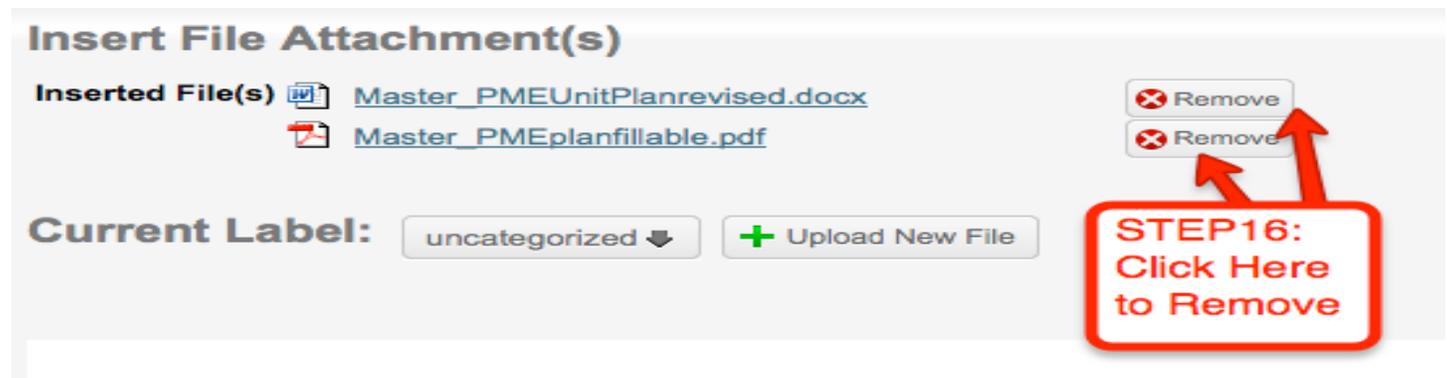
STEP 17: Click on the **"Upload New File"** with green plus sign.
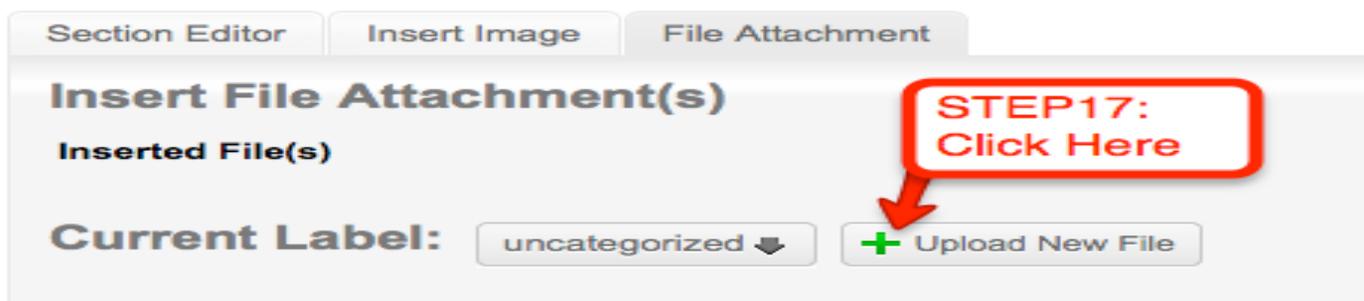
STEP 18: Click the **"Browse…"** or **"Choose File…"** button to select a file (the PME Unit Plan) from your computer or flash drive.
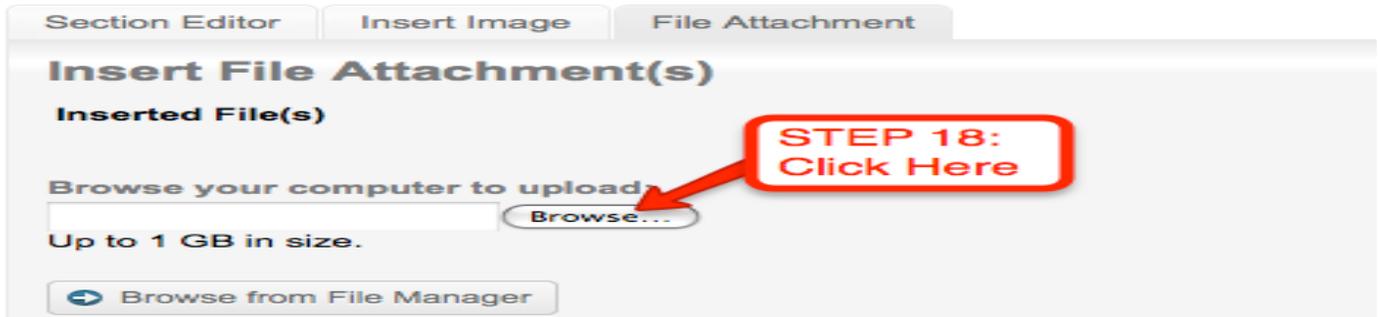
STEP 19: Search for the PME unit plan file on your computer. Once you locate the file that you want to upload, click on it, and then click open.
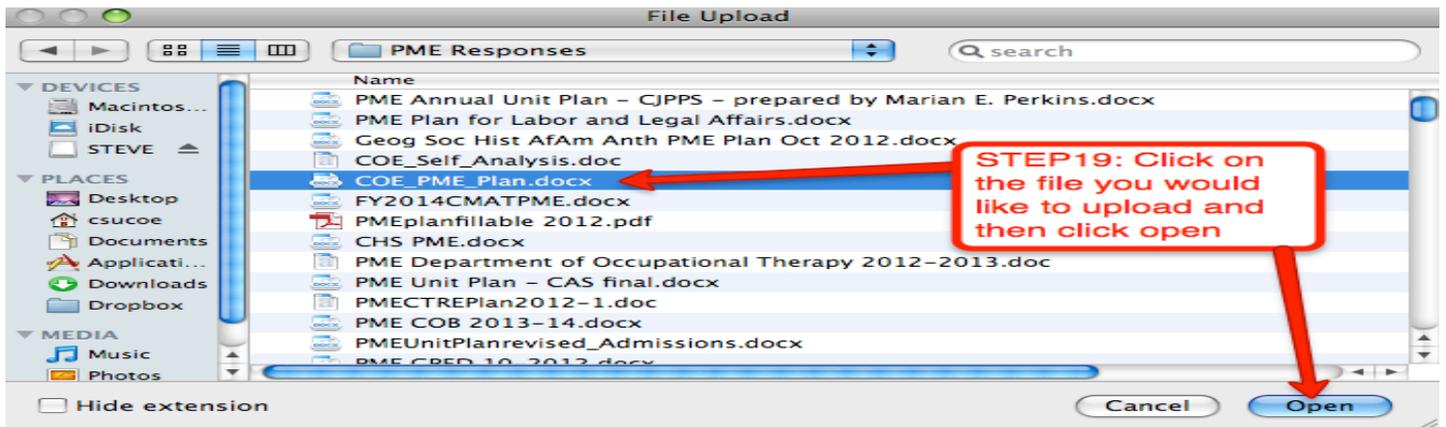
STEP 20: The file selected will upload and LiveText will provide a progress bar for the process. Once the file is uploaded, a green font Completed text will appear. Now click **"Save & Finish."**

Uploading your Baldridge Worksheet/Environmental Scan report file:

If you also need to upload the Baldridge Worksheet/Environmental Scan repeat steps 12 – 20 in that section of the LiveText document.

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Sharing the LiveText Document:

STEP 21: Click on the **"Share"** button at the top of the document.
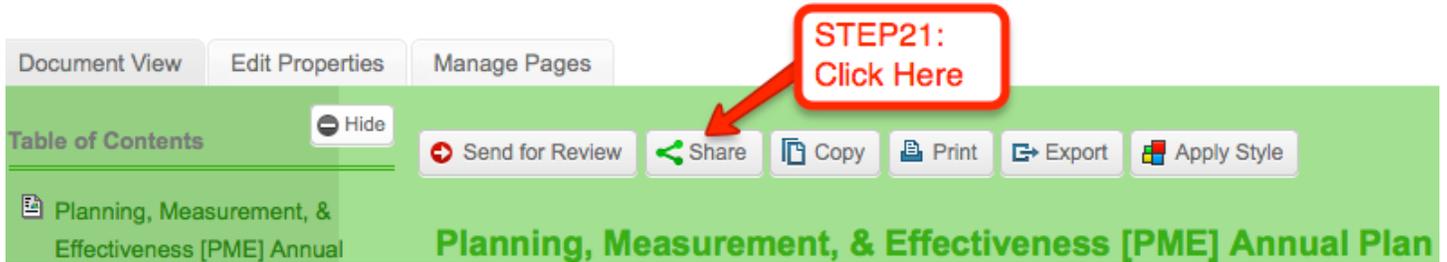
STEP 22: Click in the **Search Editor** text box and type the following account name text: *csuac_06*

STEP 23: From the drop down menu click **"Assessment Committee Review 6 CSU <csuac_06>."**

STEP 24: Click the **"Add to Share"** button
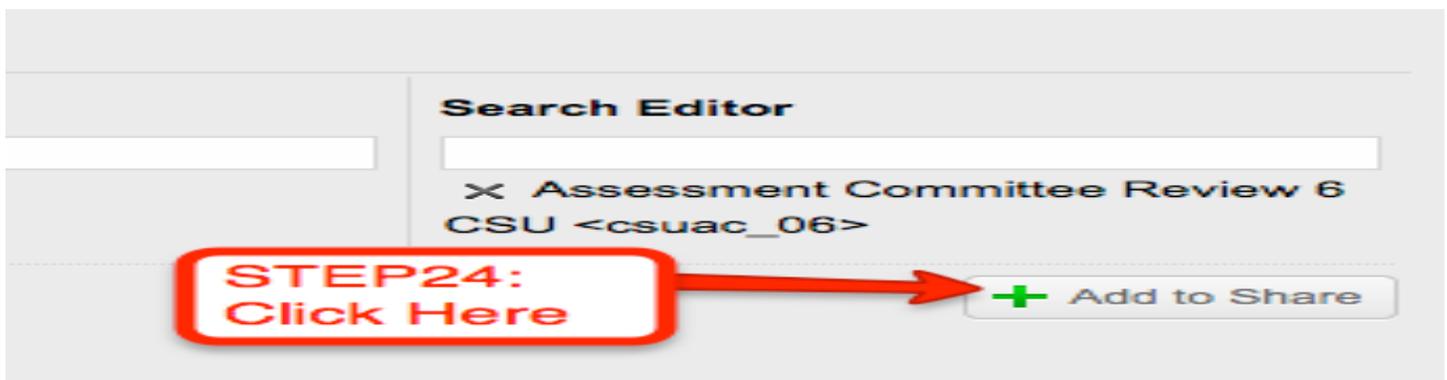
Sending the LiveText Document for Review:

STEP 25: Click on the **"Send for Review"** button at the top of the document.
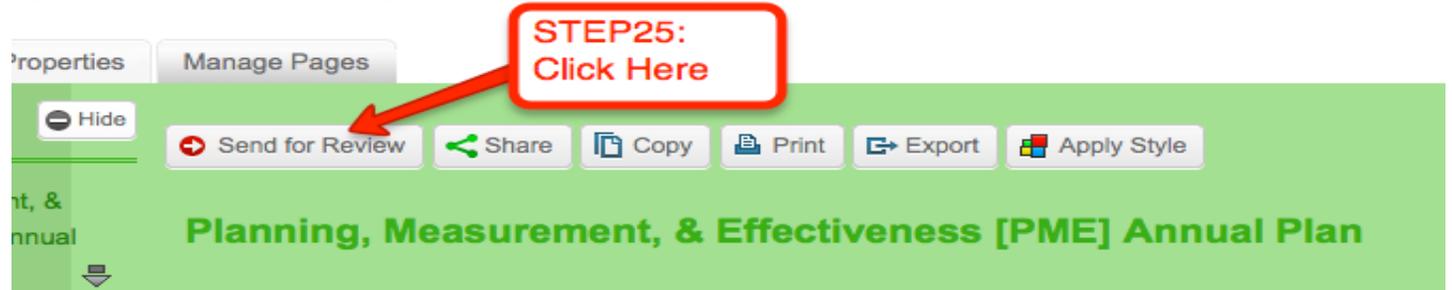
STEP 26: Click in the **All Users** text box and type the following account name text: *csuac_06*

STEP 27: From the drop down menu click **"Assessment Committee Review 6 CSU <csuac_06>."**
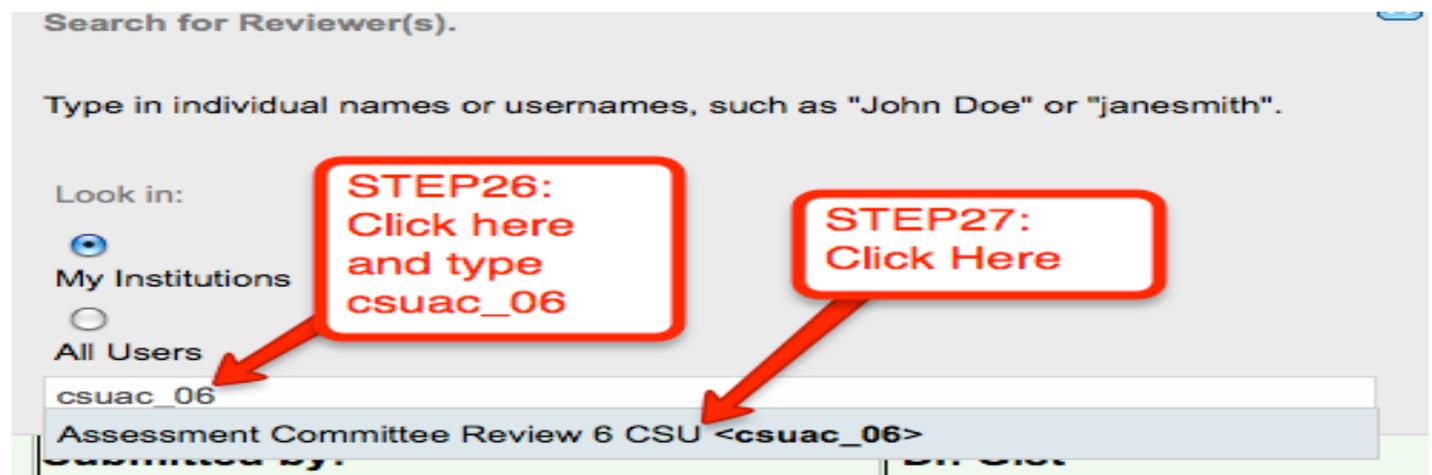
STEP 28: Click the **"Submit for Review"** button. Once submitted, a verification notice stating, *"You have successfully sent this document to 1 user."* will be provided.
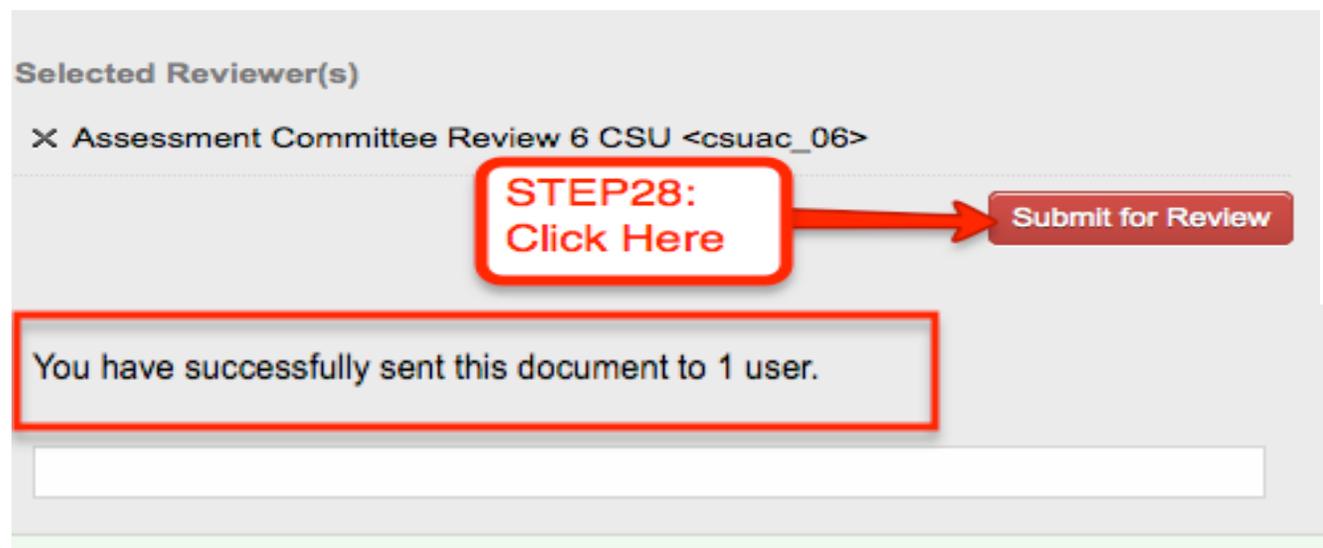
Viewing the Assessment Results:

STEP 29: Click on the **"Reviews"** tab at the top of your screen.
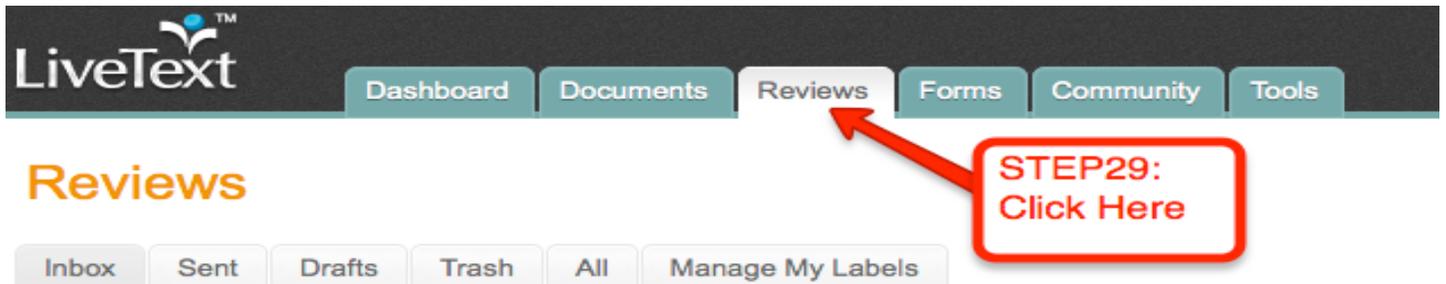
STEP 30: In the **"Inbox"** of the Reviews tab you will find the assessed versions of the PME Unit reports. These are the reports sent back to you after being reviewed by the university committee. The assessed report will have a green highlighted checkmark next to it as seen below. The report will be visible by the title and by the date in which you received the assessed PME report.
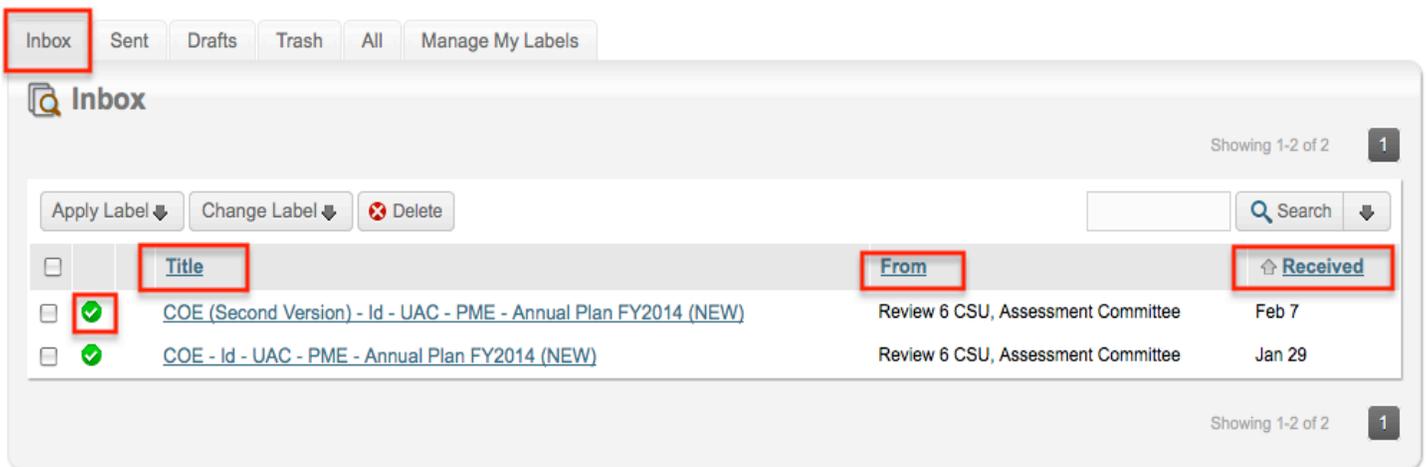
STEP 31: Click on the title of the assessed PME report that you wish to view. Remember that the title of your report is not the same as what is represented in the image below.

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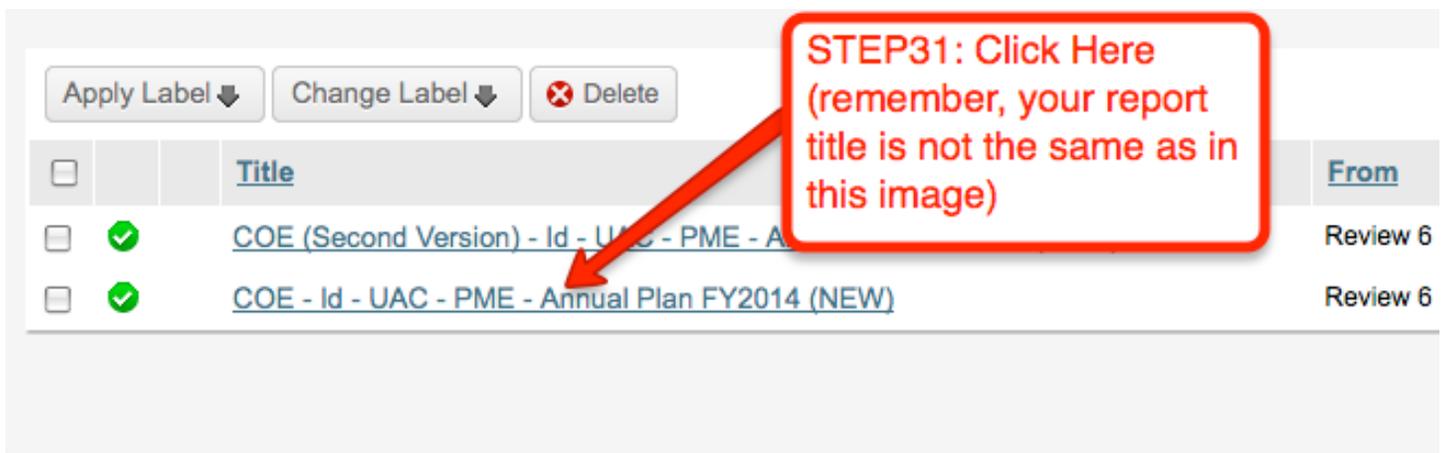
STEP 32: Click on the green **"View Assessment"** button. A new window will open.

STEP 33: In the top right corner of the new window click the undock button.

STEP 34: View the assessment results and comments in the new window. The results are based on the scoring of the university assessment committee rubric. In the column titled **"Attained,"** you will find the score for each indicator of the rubric.

		No Evidence	Developing (1 pt)	Accomplished (2 pts)	Attained
	Outcomes Alignment with University Strategic Plan and Division Planning (1, 16%)	There is no evidence presented to evaluate this indicator.	Outcomes for the unit are partially aligned with the university strategic plan and divisional planning	Outcomes for the unit are clearly aligned with the university strategic plan and divisional planning	Developing
	Evidence to Support Achievement of Outcomes (1, 16%)	There is no evidence presented to evaluate this indicator.	Evidence partially indicates achievement of effectiveness outcomes.	Evidence clearly indicates achievement of effectiveness outcomes.	Developing
	Analysis and Unit Change (1, 16%)	There is no evidence presented to evaluate this indicator.	Analysis of evidence relative to criteria and KPIs is partially used to make changes to improve program effectiveness	Analysis of evidence relative to criteria and KPIs is clearly used to make changes to improve program effectiveness.	Developing
	Evaluation as a Unit-Level Priority (1, 16%)	There is no evidence presented to evaluate this indicator.	The program partially demonstrates shared responsibility for unit effectiveness. Results are not shared consistently.	The program clearly demonstrates shared responsibility for unit effectiveness. Results are clearly shared consistently.	Developing
	Effectiveness of Unit Evaluation (1, 16%)	There is no evidence presented to evaluate this indicator.	The program's unit evaluation process is partially evaluated and improved on a regular basis to improve effectiveness.	The program's unit evaluation process is clearly evaluated and improved on a regular basis to improve effectiveness.	Developing
	Publicizing Evaluation and Effectiveness (1, 16%)	No mechanism publicizing the program's commitment to evaluation is developed and in use.	One mechanism publicizing the program's commitment to evaluation is developed and in use.	Two or more mechanisms publicizing the program's commitment to evaluation are developed and in use.	Developing

6 pts (50%)

Other comments:
An excellent plan.

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