

# LiveText – Form Reports

1. Login to LiveText (<https://www.livetext.com>)
2. On the top of your screen you will see a blue “Forms” tab. Click on it.



The screenshot shows the LiveText interface with the 'Forms' tab selected in the navigation bar. The main content area displays a list of form reports for 'TR101 - Section 1'. Each report includes a title, a 'View Report' link, a date, and a progress bar with numerical values.

Form Title	View Report	Date	Progress
SED 371 All Instructional Design Unit	<a href="#">View Report</a>	May 10, 2013	10
AED 679 Work Sample	<a href="#">View Report</a>		9 / 1
ELE 520 Observations	<a href="#">View Report</a>		10
HMS 420 - Internship Evaluation	<a href="#">View Report</a>		7 / 3
Observation Assignment Informal 1	<a href="#">View Report</a>		7 / 1 / 2

The right sidebar contains sections for 'Terms' (Training Term Fall 2013), 'Course Sections' (ELE 440 - 001, TR101 - 1), 'Quick Links' (Groups, Visitor Passes, File Manager), and 'Support' (Faculty Online Training, Faculty FAQ).

3. You will now see a new screen with a gold box that states “Datasets”. Find the form you want to run a report on. Click on it. *\*Note: your forms will be different from this list (2013 Fall Test), but the process is the same.*



## Forms

Inbox Datasets

### Datasets

( showing 1-4 of 4 ) << 1 >>

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<input type="checkbox"/>	Dataset	Form	Owner	Open Date	Close Date	Role	Actions
<input type="checkbox"/>	<a href="#">2013 Fall Test</a>	Test	College of Education Administrator	~	~	Clerk	<a href="#">manage</a>
<input type="checkbox"/>	<a href="#">Candidate Final Dispositions Fal...</a>	COE SFA-TDI (Revised Final Dispo...	College of Education Administrator	~	~	Clerk	<a href="#">manage</a>
<input type="checkbox"/>	<a href="#">Field Experience/Clinical Evalua...</a>	ST Field Experience/Clinical Eva...	College of Education Administrator	~	~	Clerk	<a href="#">manage</a>
<input type="checkbox"/>	<a href="#">Program Evaluation Fall 2012</a>	COE Program Evaluation/Cooperati...	College of Education Administrator	~	~	Clerk	<a href="#">manage</a>

4. You will now see a new screen with your report on it. In the middle of your reports you will see a drop down box stating “Last Submission”. Click the drop down arrow and select “All Submissions”.
5. To the right of “All Submissions” you will see a box stating “View Data”. Click on it.

## Form Builder

### View collected data for 2013 Fall Test

Use the corresponding buttons to edit existing data, import data into this dataset using a comma separated value (CSV) file, or export data from this dataset (either to a CSV file or your computer's clipboard).

Choose Recipients:  Choose Submissions:



#	record_id	record_type	username	first_name	last_name	email	What is your name?
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[questions](#) | [field ids](#)

6. At the bottom of your report you will see a box stating “Export to CSV/Excel”. Click on it.

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