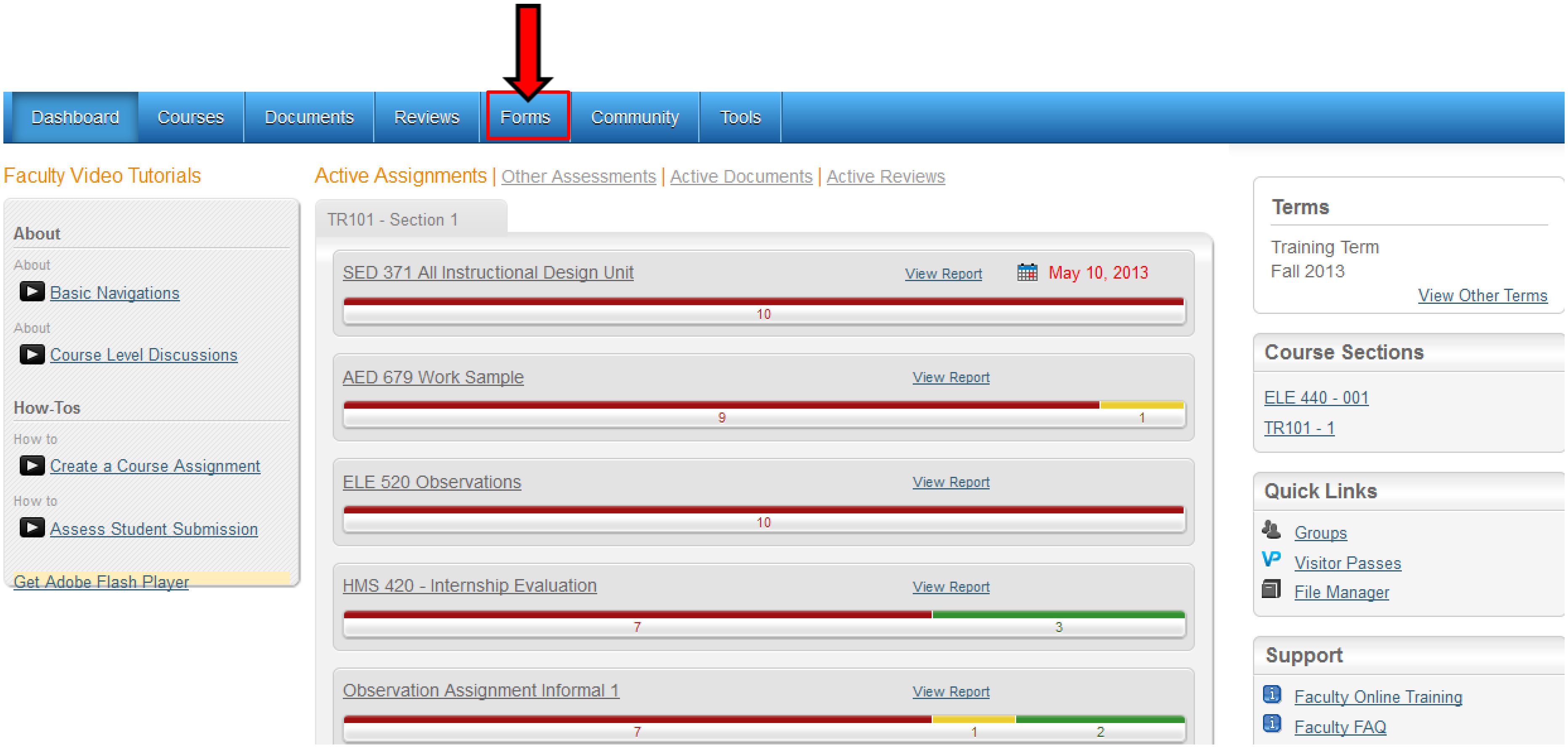
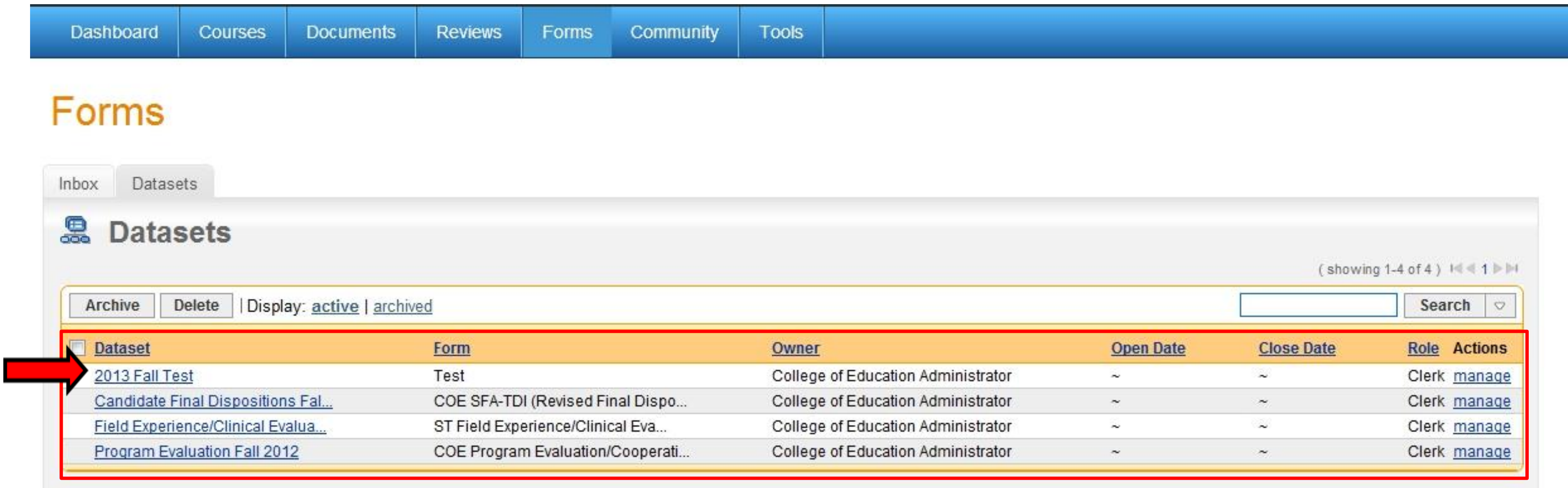
LiveText – Form Reports

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.



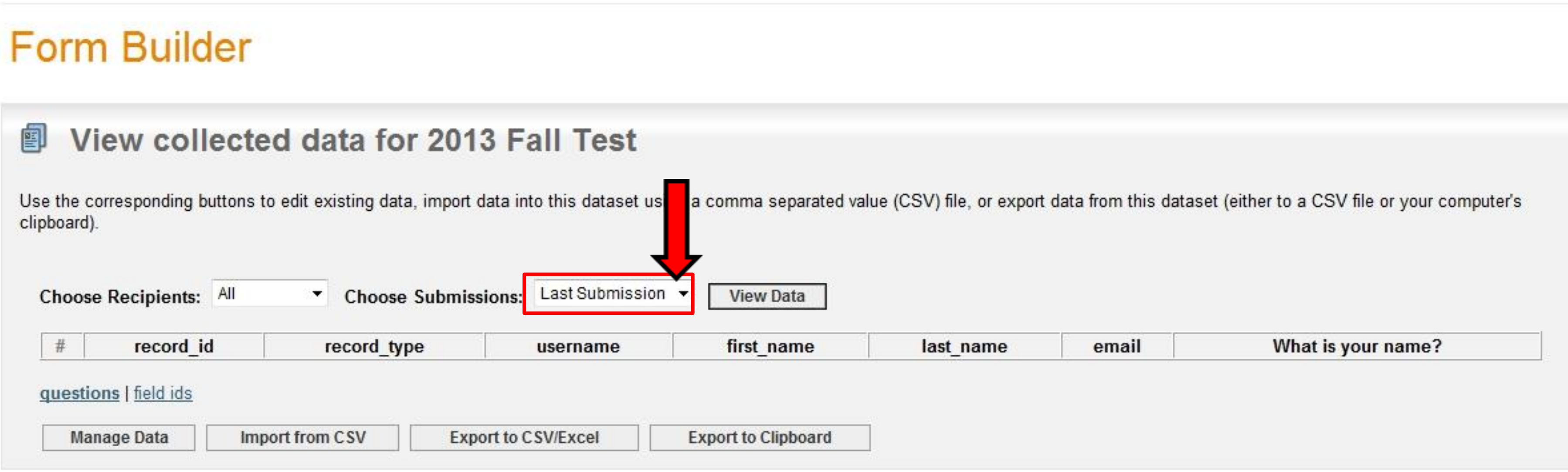
3. You will now see a new screen with a gold box that states “Datasets”. Find the form you want to run a report on. Click on it. **Note: your forms will be different from this list (2013 Fall Test), but the process is the same.*



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

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.



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