

Viewing Past and Future Terms in LiveText



By default, LiveText displays only the contents of terms (semesters) that are current. There is sometimes a need to work with past or future terms. Examples:

- Assessments need to be completed for the Spring 2011 term, even though the end date of the term has passed.
- A syllabus and/or other course materials need to be loaded for the Fall 2011 term before it officially begins.

To view non-current terms, follow these instructions:

1 When viewing the *Dashboard* or *Courses* tabs, click on the “View other terms...” link found in the right side column. It should be contained in a notepad-style graphic. (Figure 1)

Figure 1



2 On the “Change Current Term View” page that follows, select desired term from the dropdown menu and click the “View Selected Term” button.

Figure 2

Change Current Term View



LiveText should now be displaying the desired term. With the exception of displaying all current terms, only one term may be selected at a time. If desired future term is not available in LiveText, please contact the LiveText administrator (livetext@mckendree.edu).