

Log into Livetext: www.livetext.com using Mozilla Firefox



A. To Work on your e-Portfolio:

- a. Click the "Documents" tab on at the top of your Livetext Account Page
- b. Click on your "Teacher Education Portfolio"
- c. Click on the Standard "page" you want to work on

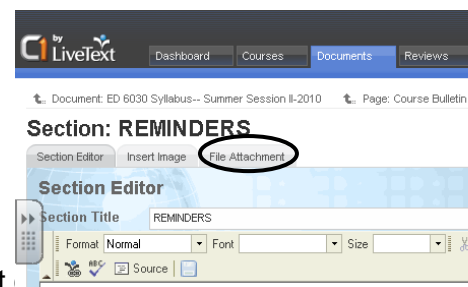
B. To Add/Revise/Delete content in a 'Section'

- a. Begin by clicking the "edit" button on the SECTION you wish to work in:
- b. If you are working in "Word" you can open up that document and copy/paste your work over.
 - i. You will need to hold down "ctrl" button AND "V" at the same time to paste work into Livetext once you have already copied it over.
- c. If you are experiencing formatting issues:
 - i. Copy your text needed to be pasted
 - ii. Click "edit" in the section you want to paste it in
 - iii. Click on the icon "paste as plain text"
 - iv. or if it is a WORD document, click on the icon "paste from word"
- d. A "window" will pop up: paste all your text into that box, then Click ok.
- e. Increase font, insert line breaks, etc , reformat in Livetext.
- f. Be sure to hyperlink your artifacts **AFTER** you have finished formatting.



C. To Add an Attachment/Artifact:

- a. Go to the Standard/section you want to attach the hyperlink in.
- b. With the Editor window open...
- c. **Click the "File Attachment" tab** above "section editor"
- d. **Click "Upload File"**, then **"Browse."**
- e. Then select the document to be attached.
- f. **Click "Upload File"**, again.
- g. After the attachment is complete, **click " Save and Finish."**
- h. The document is now attached. Complete any other attachment then **click Finish** above the edit window. *Note that the attached document's name is shown under Attachments in the lower left corner of the window.*
- i. Note: for advanced users, you can also add files from your file manager, please to click "add".



D. To Begin/Create/Work on an assignment

- a. Click on "view assignment details..." from the assignment on your Dashboard
- b. If there is a template you need to use, click "**Use this Template**" this will create the document for you that you can come back to again and again in your "documents" tab (my work". You only need to click "open" ONCE, not every time you want to work on the assignment.
- c. Once you have created the Livetext document/if there is a template for the assignment, you simply just go to "Documents" tab, then select the template next time you want to work on it, be sure to "save changes"/"save and finish" often.

E. To Submit Your Assignments:

- a. *From your Portfolio or Livetext document:* click on the **red Submit Assignment button**, then choose the assignment which corresponds to the document you are submitting, then click the **red Submit Assignment**. Your assignment status will turn **yellow**.
- b. *From your "Dashboard":* click on the red **Submit Assignment** button that corresponds with the assignment to be submitted.
 - i. The "latest submission" tab opens and displays three choices for you to submit assignments: Livetext Document, URL, File Attachment. Choose

which method your instructor/professor has requested you to submit the assignment.

- ii. LiveText Document: Select (check the box) for the document you want to submit and Select “insert documents”
 - iii. URL: simply paste the URL address and click “add”
 - iv. File Attachment: Click “upload new”, then “browse” then find where you have saved your document, click “upload file”. Be sure to wait until it states “completed. Check the box next to it and click” insert documents”.
 - v. Click the **red Submit Assignment** button.
 - vi. Your “status” on your dashboard for that assignment will turn **yellow** until it has been graded by your portfolio mentor.
- c. Make sure your document you want to submit appears under the “artifacts” section directly above before submitting assignment
 - d. You may also add notes to your submission in the **Note** text box before submitting the assignment.

F. To View Feedback/Assessment for Submission Assignments:

- a. Click the green “View Assessment” for the assignment on the Dashboard.
- b. Blue Areas will appear where comments/feedback from your mentor. You may open up the “bubble comments” by simply clicking on them.
- c. To view the “Assessment Rubrics”, you may click on that tab (towards the top center of your assessment, and open each rubric.
- d. If you have previously submitted it, click on “Previous Submissions” then click on the link to the document to view past feedback.

G. You can retract an assignment unless your professor has blocked that option.

H. Create a Visitor’s Pass to share with external viewers:

- a. Click on the **Tools** tab
- b. Click on the **Visitor Passes** tab.
- c. Click the **New** button.
- d. Give your Visitor's Pass a unique title, usually the name of the visitor, and description.
- e. Click the **Save** button.
- f. You will see your Visitor's Pass listed with a code consisting of letters and numbers. You can share it with as many people as you wish.
- g. Now go to the document you wish to use for the visitor’s pass. From within the document, click the **Share** button. The Share button is located above the page title in the center.
- h. Click the **Advanced Sharing Options...** button.
- i. Choose the **Visitors** tab.
- j. Choose the visitor pass title from the **Add from visitors** drop down menu.
- k. Once the visitor pass title is chosen, click on the **Add** button.
 - l. Return to the **Visitor Passes** feature, which is under the **Tools** tab. By clicking on the **Documents** link under the Actions column heading, you now see the shared documents associated with that Visitor's Pass.

You can always click on your “Courses” tab to view your assignment grades, course information, have a discussion, etc. See your professor for more details about this.

BEFORE YOU Contact Dr. Sonnenberg or Carl Gregg:

- Have you visited our Department of Education WIKI?:<http://rueducators.wetpaint.com/>
- **Make sure you ALWAYS use Mozilla Firefox Browser. Free Download:**
 - <http://www.mozilla.com/en-US/firefox/personal.html>
 - REVIEW this quick reference sheet
 - Use the “Help” tab at the top right corner of your account:Click ‘help’ then Click the tab ‘for students’

Mandi Sonnenberg (Dept of Ed Livetext Support): Mandi.sonnenberg@Rockhurst.edu or Carl Gregg (RU Livetext Support): carl.gregg@rockhurst.edu