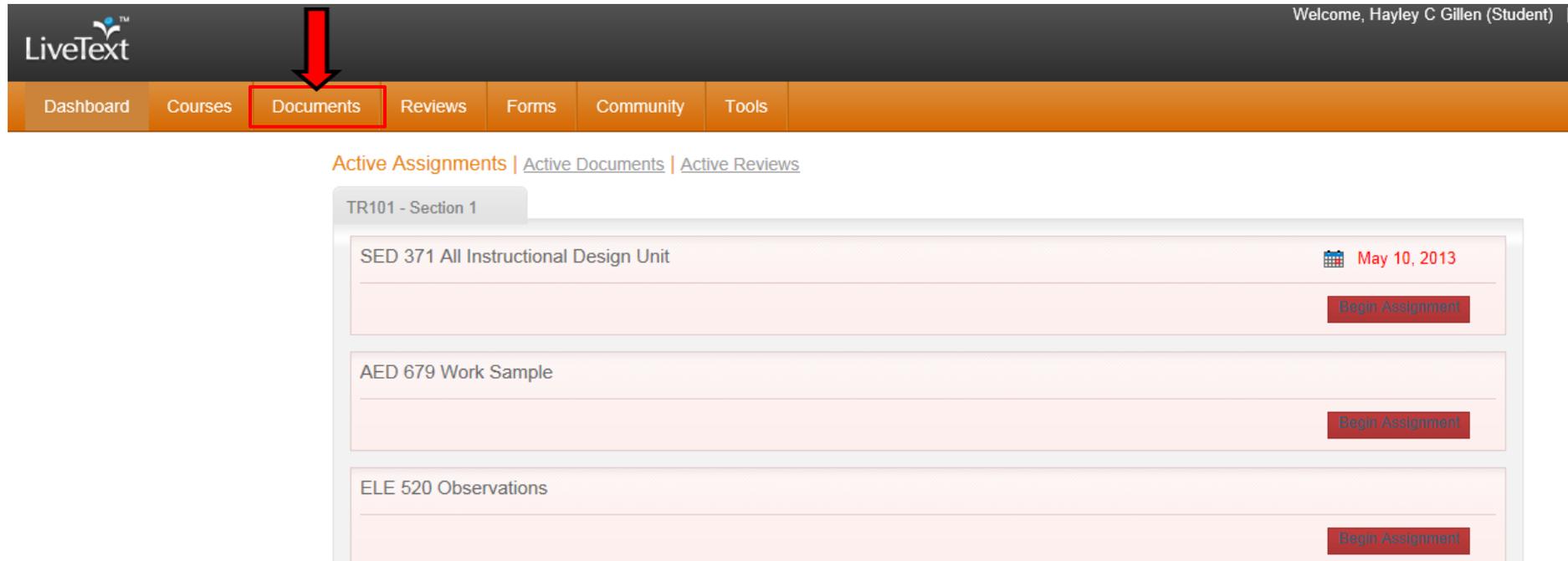


LiveText – Student Portfolio Creation

1. Login to LiveText (<https://www.livetext.com>). **Note: your course sections will be named differently, but the process is the same.*
2. Click on the “Documents” tab at the top of your screen.



The screenshot displays the LiveText user interface. At the top left is the LiveText logo. On the right side of the top bar, it says "Welcome, Hayley C Gillen (Student)". Below the top bar is a navigation menu with tabs for "Dashboard", "Courses", "Documents", "Reviews", "Forms", "Community", and "Tools". The "Documents" tab is highlighted with a red box, and a red arrow points down to it from above. Below the navigation menu, there are links for "Active Assignments", "Active Documents", and "Active Reviews". The main content area shows a list of assignments under the heading "TR101 - Section 1". Each assignment entry includes the course name, a date, and a "Begin Assignment" button.

Assignment Name	Due Date	Action
SED 371 All Instructional Design Unit	May 10, 2013	Begin Assignment
AED 679 Work Sample		Begin Assignment
ELE 520 Observations		Begin Assignment

3. You will see a gray box stating, “My Work”. **Note: your titles will be named differently, but the process is the same.*

4. Click on “+New” to the far left of the gray box.



Documents

My Work Inbox Sent Trash All Manage My Labels

My Work

Showing 1-3 of 3 1

 [+ New](#) Apply label ↓ Change label ↓ [Remove Label](#) [Delete](#) [Search](#) ↓

<input type="checkbox"/>	Title	Type	Date Created	Date Modified
<input type="checkbox"/>	Test - Hayley	Portfolio	Sep 25, 2013	Sep 25, 2013
<input type="checkbox"/>	Test - Hayley	Portfolio	Nov 22, 2013	Nov 22, 2013
<input type="checkbox"/>	Test_HMS	Portfolio	Nov 21, 2013	Nov 21, 2013

Showing 1-3 of 3 1

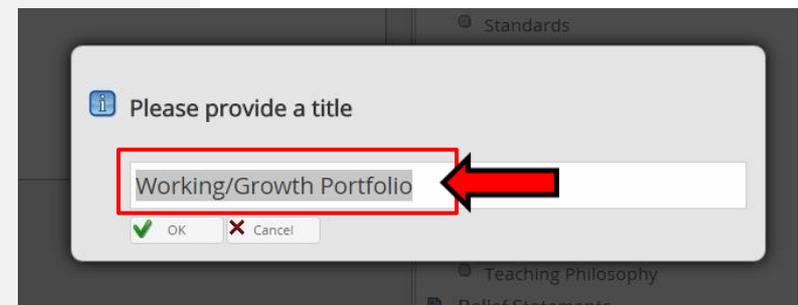
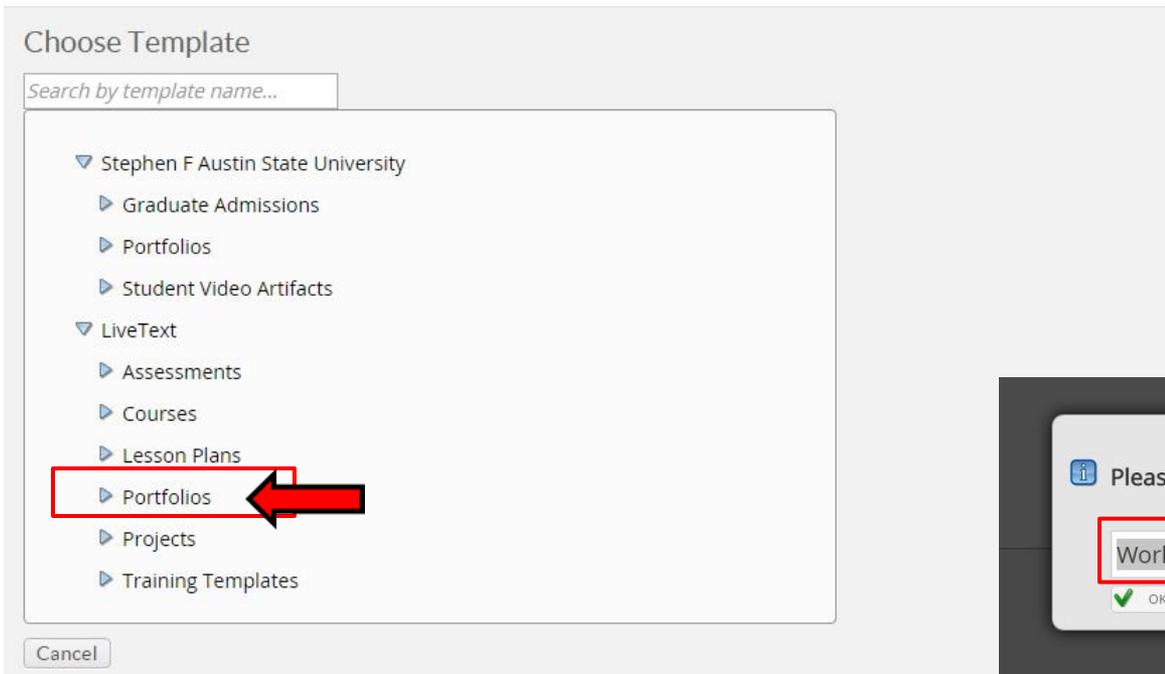
5. You will see list of options. Click “Portfolios” *under “LiveText”*.

6. You will now see a drop down with 2 options to choose from. Selecting either of them will display a preview to the right of your screen.

7. Click “Create Document” on the bottom of your screen.

8. You will see a pop-up box (right picture) asking you to type a title for your Portfolio. Click “Ok”.

Create a Document



9. You will now see an blank / editable version of your portfolio.
10. To edit specific title sections click on them on the left.
11. To edit the entire portfolio title click on “Document Properties”.
12. To edit/add sub-sections click on “Manage Content” on the right.
13. If at any point you wish to edit the style you can do so by clicking on the “Apply Style” symbol in the middle.

Test Portfolio

by Hayley Gillen

The screenshot shows a portfolio editor interface. On the left, a 'Page List' sidebar is highlighted with a red box and a red arrow pointing to it. The sidebar contains a list of sections: Standards, Purpose, Mission and Resume, Teaching Philosophy, Belief Statements, Standards Growth, Artifacts, and Rubrics, each with a plus icon. The main content area is titled 'Standards' and has an 'edit title' link. Below the title, there is a message: 'No standards added. To add standards: [click here](#)'. On the right side of the main content area, there is a 'Manage Content' button with a plus icon and a pencil icon, highlighted with a red box and a red arrow. Above the main content area, there is a toolbar with several buttons: 'Send for Review', 'Share', 'Visitor Preview', a document icon, a print icon, a link icon, a red box around a multi-colored square icon (the 'Apply Style' symbol) with a red arrow pointing to it, an eye icon, a 'Document Properties' button with a gear icon and a red box around it with a red arrow pointing to it, and a 'Manage Content' button with a plus icon and a pencil icon and a red box around it with a red arrow pointing to it. At the bottom left, there is a 'Manage Pages' button with a plus icon.

20. Below is a simple example of a portfolio that includes 1 image, 1 file attachment, and text.

21. The “Apply Style” that is shown is the “SFASU”.

Student Portfolio Creation

Document View Edit Properties Manage Pages



Send for Review Share Copy Print Export Apply Style Visitor Preview

Table of Contents

- Experience
- Goals

Hide

Experience

Next Page Manage Sections

Edit

Stephen F. Austin State University



College of Education

The James I. Perkins College of Education (PCOE) at Stephen F. Austin State University is a reflection of the successes and achievements of its students, faculty, administration, and staff. The PCOE is a vibrant and inclusive learning community that embodies access, equity, diversity, cultural relevance, and collaboration in teaching, research, service, and community engagement. Our programs offer real-world knowledge to prepare students to be successful professionals. We offer 27 undergraduate/graduate degree programs and 45 educator certifications. We invite you to explore the many opportunities available in the PCOE. You will find here details about our degrees, certifications, accreditations, centers, grants, advising, annual reports and other important information. Thank you for your interest in the James I. Perkins College of Education. Please do not hesitate to contact us if we can be of assistance.

Attachments

 [E_Portfolios_PDF.pdf](#)

22. To submit the portfolio to your course click on the “Dashboard” tab at the top of your screen.
23. Find the course / assignment you need to submit it to. **Note: your courses / assignments will be named differently, but the process is the same*
24. Click “Begin Assignment” in the bottom right of the box.

The screenshot shows a course dashboard interface. At the top is a navigation bar with tabs: Dashboard, Courses, Documents, Reviews, Forms, Community, and Tools. A red arrow points to the 'Dashboard' tab. Below the navigation bar are links for 'Active Assignments', 'Active Documents', and 'Active Reviews'. The main content area is titled 'TR101 - Section 1' and contains a list of assignments. Each assignment card includes the assignment name, a due date (where applicable), and a 'Begin Assignment' button. A red arrow points to the 'Begin Assignment' button for the first assignment, 'SED 371 All Instructional Design Unit', which has a due date of 'May 10, 2013'. Other assignments listed are 'AED 679 Work Sample', 'ELE 520 Observations', 'HMS 420 - Internship Evaluation', and 'Observation Assignment Informal 1'.

Assignment Name	Due Date	Action
SED 371 All Instructional Design Unit	May 10, 2013	Begin Assignment
AED 679 Work Sample		Begin Assignment
ELE 520 Observations		Begin Assignment
HMS 420 - Internship Evaluation		Begin Assignment
Observation Assignment Informal 1		Begin Assignment

25. This will take you to a new screen. Click on “Attach Files” (*top image*).

Step 1 of 3 Review Assignment Details

Step 2 of 3 Author & Attach Assignment Materials

Assignment requires use of Instructor-provided Template

Click **Begin Using Template** and a copy of the template will be attached to this assignment. You may then edit it.

Test-HMS
 Begin Using Template

Have you already created files or LiveText documents for this assignment?



Attach Files

You can upload a file from your computer or attach a document that has already been created or uploaded within the LiveText system

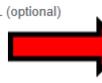
Do you need to create a new LiveText Document?

Create a New LiveText Document

A LiveText document may be a portfolio, lesson plan, project, assessment, or a training template and can be authored and edited within the LiveText system. Once you create a new LiveText document from this screen, it will be attached to this assignment.

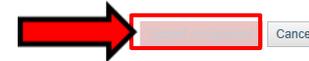
Step 3 of 3 Submit Assignment

Comments/URL (optional)

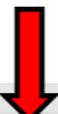


Add comment here

In order to submit you must include attachments or provide a comment.



Cancel



Attach Files

Upload New File **LiveText Documents** Previous Files

Attach a new file / video from your computer or device.

Browse your computer to upload:

Maximum allowed file size is 1GB.



+ Attach Selected Files

33. You will now see a pop up box (*left image*). Click on “LiveText Documents”. Check the box to the left of the portfolio you want to turn in. Click “+Attach Selected Files”.

34. Add a comment in the comment box (*top image*).

35. Once this is complete the “Submit Assignment” box will no longer be highlighted (*top image*). Click on it.

If you have any questions or need assistance you can email livetext@sfasu.edu or call 936-468-7050 (Hayley Gillen).