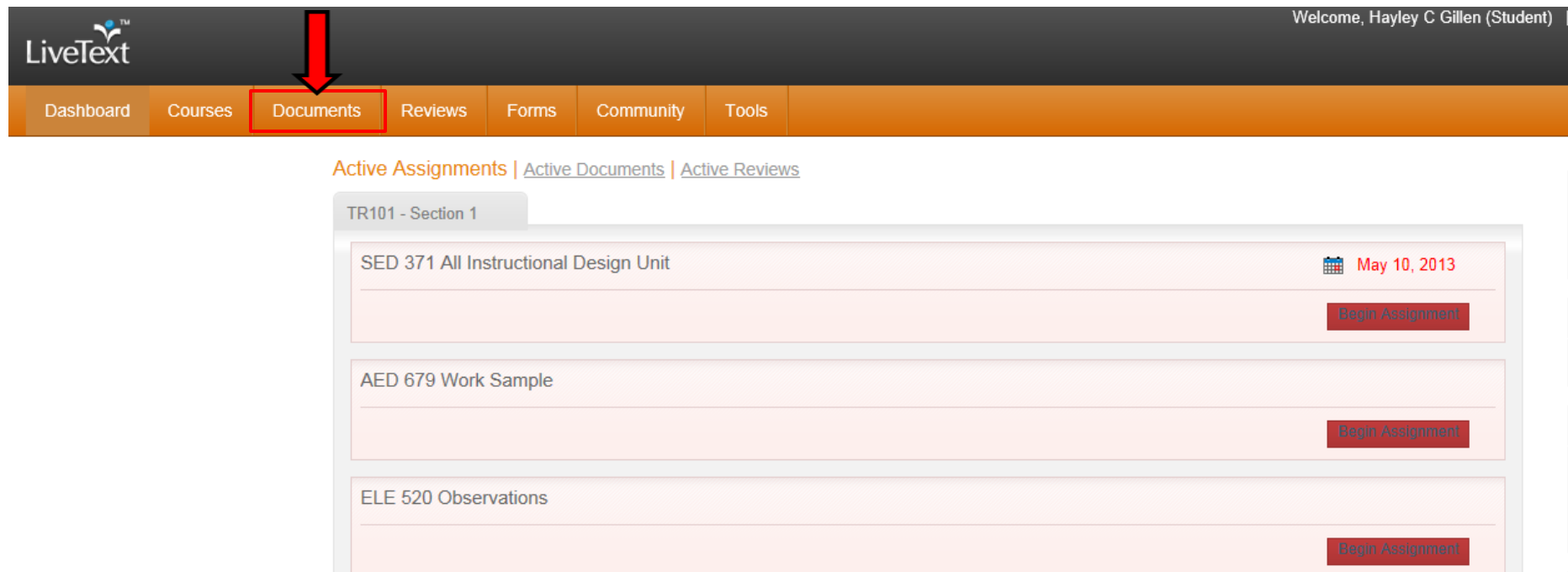


LiveText – Student Portfolio Exporting

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 shows the LiveText user interface. At the top left is the LiveText logo. At the top right, it says "Welcome, Hayley C Gillen (Student)". Below this is a navigation bar with tabs: Dashboard, Courses, Documents, Reviews, Forms, Community, and Tools. The "Documents" tab is highlighted with a red box and a red arrow pointing down to it. Below the navigation bar, there are links for "Active Assignments", "Active Documents", and "Active Reviews". The main content area is titled "TR101 - Section 1" and contains three assignment cards:

- SED 371 All Instructional Design Unit (Due: May 10, 2013) with a "Begin Assignment" button.
- AED 679 Work Sample with a "Begin Assignment" button.
- ELE 520 Observations with a "Begin Assignment" button.

3. Find the Portfolio that you need to export.

4. Click on it.



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

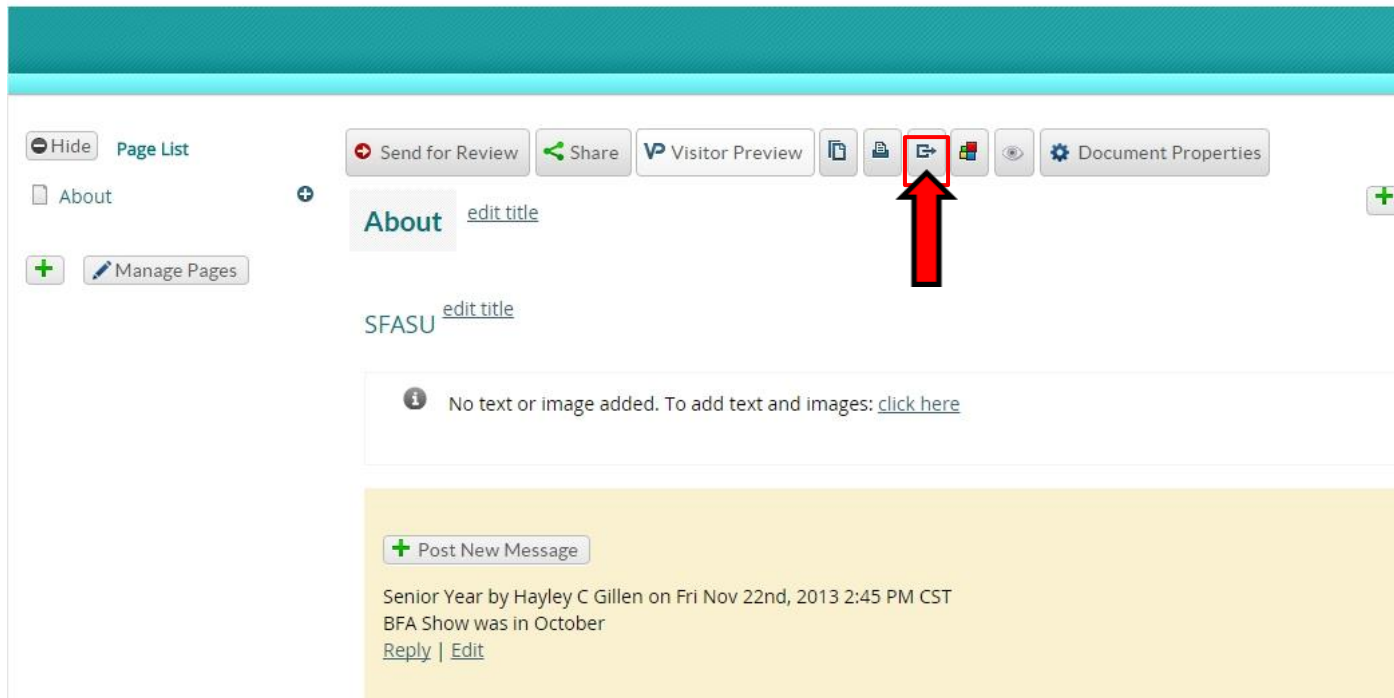
Showing 1-3 of 3 1



5. Click on the icon that is 4th from the right on the top of your portfolio (shown below).

6. This will export your portfolio as a zip file.

Test - Hayley



The screenshot displays a portfolio management interface for a user named Hayley. At the top, there is a teal header bar. Below it, a toolbar contains several icons and buttons. From left to right, the icons are: a minus sign, a document, a share icon, a visitor preview icon, a document with a plus sign, a document with a minus sign, a document with a plus and minus sign, and a gear. The button with the document and plus/minus icon is highlighted with a red square and a red arrow pointing to it. To the right of the toolbar is a 'Document Properties' button. Below the toolbar, there is a 'Page List' section with a 'Hide' button and a 'Page List' button. Underneath, there is a list of pages, including 'About' with an 'edit title' link. Below the page list, there is a 'Manage Pages' button. The main content area shows a page titled 'About' with an 'edit title' link. Below this, there is a section titled 'SFASU' with an 'edit title' link. A message box indicates 'No text or image added. To add text and images: [click here](#)'. At the bottom, there is a 'Post New Message' button and a message from Hayley C Gillen dated Fri Nov 22nd, 2013 2:45 PM CST, with 'Reply' and 'Edit' links.