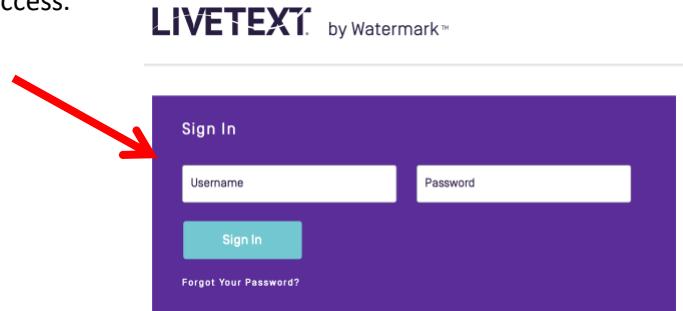
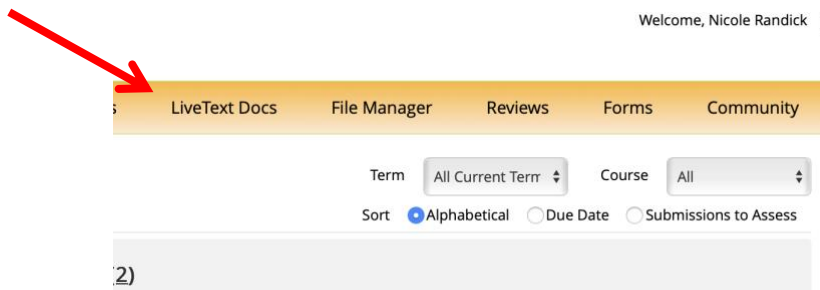


Instructions for Creating a Faculty e-Portfolio in LiveText

1. Sign in to LiveText (www.livetext.com). If you do not currently have a LiveText account, please contact the Director of Assessment, Nicole Randick, at Nicole.randick@alfredadler.edu to request faculty LiveText access.

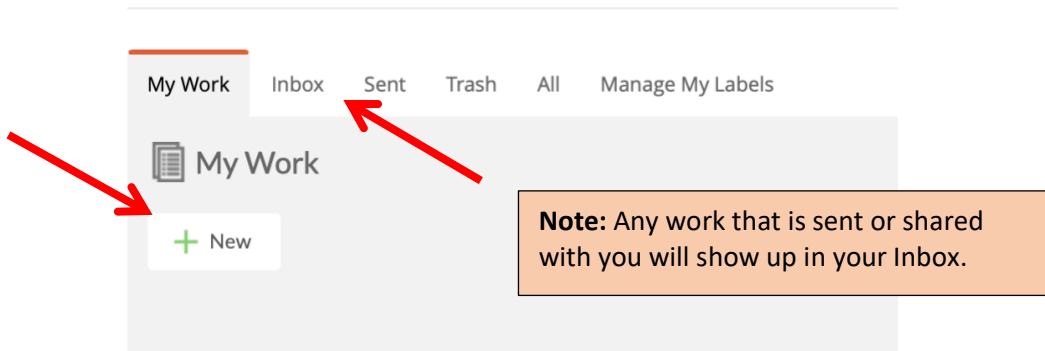


2. Once you sign in, you will see your DASHBOARD. Your Dashboard will be essentially vacant if you have a new account or do not use LiveText in your courses regularly. From the DASHBOARD, click the LIVETEXT DOCS button.



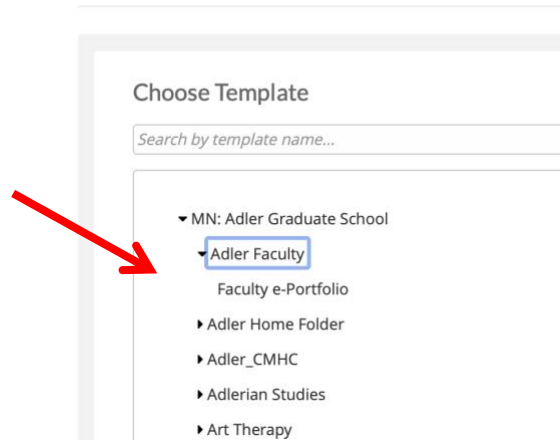
3. The LIVETEXT DOCS button takes you to the MY WORK section of your LiveText account. All of the documents that you create and/or copy will initially be housed here. From this screen, click the NEW button (Green "+" sign) to begin the portfolio creation process.

Documents

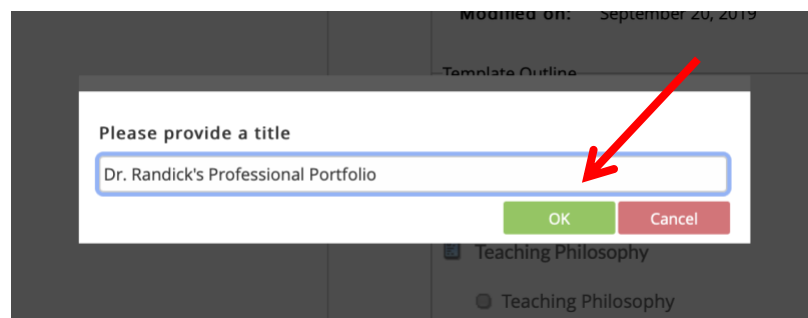
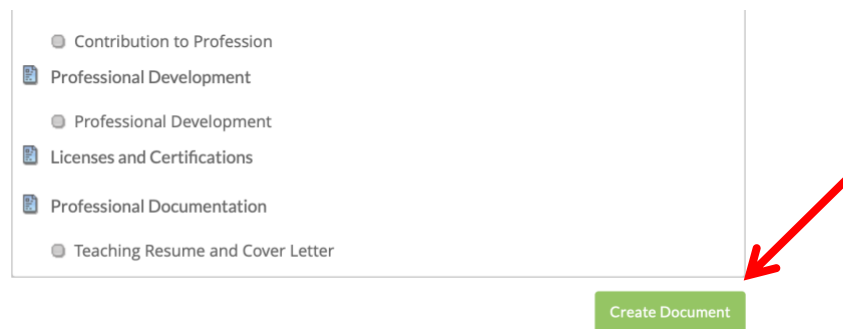


- Once you click the NEW button, you will be taken to the Create a Document- Choose Template screen. Select and Click on the Adler Faculty folder and then **Faculty e-Portfolio**.

Create a Document



- After choosing the "Faculty e-Portfolio" template, you should notice a template outline to the right-hand side of the screen; scroll to the bottom of the screen and click on **CREATE DOCUMENT** (Green Box). You will then be able to give your portfolio a TITLE. Click on OK to complete the creation process.



6. After clicking the OK button, you will be taken to a screen showing your newly created document. At this point, you will actually be inside the newly created Portfolio. To navigate through the Portfolio, click the tabs in the Page List on the left side to open each page. Once the page opens, you can edit the individual sections by using the edit buttons. To edit click on the "pencil" icon.

Documents Main Page

Dr. Randick's Professional Portfolio

The screenshot shows the 'Dr. Randick's Professional Portfolio' interface. At the top, there are buttons for 'Send this document for review', 'Share this document', and 'Document Properties'. Below these is a 'Page List' on the left side with items: 'Introduction', 'Licenses and Certifications', 'Teaching Philosophy', 'Theoretical Approach', and 'Diversity Statement'. The main content area displays the 'Introduction' page with a pencil icon for editing. At the bottom, there is a 'Manage Pages' section with a green '+' sign and a pencil icon. Three callout boxes provide instructions: one for the Page List, one for the pencil icon, and one for the Manage Pages section.

Your Page List is on the Left. Click on each page, or tab, to move from page to page.

To edit click on the "pencil" icon.

Manage your pages with this icon. You can rename, rearrange, add, delete, etc.
Add a page by clicking the green "+" sign.

- For instructions on editing and submitting the portfolio for review, please see the next portion of the instructions.

Editing and Submitting the Portfolio

To edit and submit the portfolio for review, follow the steps below. While step #1 may not be necessary if you have not left your newly created document, it does show how to access a saved portfolio in the DOCUMENTS section of LiveText.

1. Once you sign in, you will be taken to your DASHBOARD. From the DASHBOARD, click the LIVETEXT DOCS button.
2. The **LIVETEXT DOCS** button takes you to the **MY WORK** section of your LiveText account. All of the documents that you create and/or copy will initially be housed here. From this screen, click the title of your e-Portfolio.
3. Once you click the title to your e-Portfolio, your document will open.
4. Once inside, click any tab in the Page List section (on the left side) to open that page and begin editing the individual sections. Click the edit button – “pencil icon” to edit specific sections.
5. Once you click the edit button, you will be taken to a new screen, showing only the section being edited. For example, If I have clicked the edit button corresponding to the Teaching Philosophy section, you will see the standard text editor to enable editing for that section. Here you have an editing bar like the one you would find in MS Word and Moodle. The text inside the section gives you suggestions of what you can put in that section – these are suggestions based on the faculty evaluation form. Personalize each tab and make your portfolio unique to you.
6. Once you have entered the text you would like to include in that section, you may want to use the spell check feature, add attachments, save your work, or click save & finish to return to the main document page. If you do not click on the “Save and Finish” button, your work will be lost.
7. You can add files to any section. If you would like to add an attached file, while you are in the section editing mode, click the **FILE ATTACHMENT** button, then click on the **UPLOAD NEW FILE** button to the right, **BROWSE** and select the desired file by clicking **OPEN**, much like you would for an email attachment. **NOTE:** Allow the Status Bar (blue and white horizontal bar) to complete the upload until the word **COMPLETED** (in Green) appears to the right. If you leave the screen prior to this process of **COMPLETION**, the file will not be attached. The attached file shows up below the section text box. Click save and finish.
8. After you have edited each desired section and uploaded all attachments, you can to submit your portfolio to your department Chair. You can **SEND THIS DOCUMENT FOR REVIEW**. Click the **SEND THIS DOCUMENT FOR REVIEW** button. A **SEARCH FOR REVIEWERS** box will appear.
9. Type the name of the person who will be reviewing your portfolio in the search box. You can type a first name, a last name, both, or the username if you know it. Once you have finished typing, you’ll see a list populated below the search box, showing available users associated with the search you entered. Click on the appropriate name. Then click on the **SUBMIT FOR REVIEW** button (Red Box). A confirmation message will appear.

10. Then, you can click the White X beside SEARCH FOR REVIEWERS to close the box. You may PRINT a copy of your Portfolio by clicking on the Printer Icon.
11. Another option to submit your portfolio: To simply SHARE your portfolio with your program Chair (or anyone else), click the SHARE THIS DOCUMENT button. Once you've clicked the **SHARE THIS DOCUMENT** button, you'll see a gray menu box. Here you should enter your department Chair's name in the SEARCH VIEWER box.
12. After you have entered the recipient's first name, last name, first and last name, or username (if you know it), you'll see a list of potential viewers to select.
13. Select the appropriate name, then click the ADD TO SHARE button. The next screen shows you verification that you have shared your portfolio with a recipient. Once you have seen verification of the share, you can click the White X in the upper right to close the window and return to your portfolio; you can then also print your portfolio if you would like to have a paper copy (Click on the Printer Icon and proceed).
14. Once you return to your portfolio, you may also click the LiveText Docs button to visit other documents or Logout of LiveText.
15. **Important:** If someone shares a portfolio with you it will show up in your **INBOX** in your LiveText Docs screen. You will also see it on the right side of your **DASHBOARD** in the blue box titled **Recent Files**.

For assistance with LiveText, contact Dr. Nicole Randick via email at Nicole.randick@afredadler.edu.

Please check out the help links below.

- [LiveText Help Page](#) (Official LiveText Help page for faculty)
- [LiveText Portfolio Tutorial](#) (created for students, but has helpful information)