

## INTRODUCTION

- Introduce yourself
- COE Exchange Website for info on Livetext
- Ask if everyone purchased their membership (ask them if they have a full version with Learn360® Video Library, Discovery Education Streaming™ Video Library)

## ACCOUNT BASICS

- Registering your LiveText Account (students/new faculty-need to talk to Olena Zhadko)
- Logging in to your LiveText Account
  - Troubleshooting Login Errors (Forgot Username / Password, Password Reminder; Reset Password Answer a Security Question Invalid Login Error, Retrieving your Username, Resetting your Password, Contact LiveText Support at [support@livetext.com](mailto:support@livetext.com))

## Dashboard Tab/Courses Tab

- Assignment details and template(s)
- Assessment Method: The Rubric

## Documents Tabs

- Create and delete a portfolio

## Create and Work

- Creating a LiveText Document (e.g. Portfolio)
  - Choose a folder...UMSL Portfolios
  - Choose a template ...UMSL Teacher Certification Portfolio
  - Layout: make sure you chose multipage
- Working with a LiveText document
  - View Mode/Edit Mode
  - Save Changes versus Save & Finish
  - Adding Content to a Document
  - Renaming a section
  - Hiding/Unhiding a section/a page
  - Deleting/Restoring a document (Trash)
  - More...
    - Copying a Document
    - Printing a Document
    - Exporting a Document
- Editor functions like a word processor
  - Paste versus paste as plain text tool
- Adding an Image to a LiveText Document
  - One Image per section(only Text & Image sections)
  - Setting the display size
  - Choosing an image placement
- Adding Attachments to a LiveText Document

- 10 file attachments per section (only Text & Image sections): word processor documents, multimedia presentations, etc. movie not longer than 3 minutes

### Creating Hyperlinks

- Adding Learn360® Video Library/Discovery Education Streaming™ Video Library (UnitedStreaming) artifacts to a LiveText Document
  - Can only be added to a resources section within a LiveText document, first go to a specific standard then go to manage sections, create section-resources, and keep the name 'resources', go to Add Learn360® Video or Discovery Education Streaming™

### Creating Labels & Smart Labels

- Creating Visitor's Passes(After you create a pass, share your work with that visitor), otherwise they will not be able to see your work

### Share (Use this option just to share with the visitors)

- Sharing Documents
- Unsharing (Remove)

## Review

- Submitting Documents for Review(Students)
- 2 tabs: Received for review(default)/Sent for review
- Checking the status of a submission
- Performing Document Reviews and Assessments (faculty)
- Final Submission of the Portfolio for students that are graduating this semester
  - Through an Assignment Submission, due April 22, 2009

## General

- Don't refresh the page when it is not displayed, hit the Back button

## Training Notes:

Trainee:

Trainer:

Date: