LiveText Student Training

College of Education
Technology & Facilities
Education Complex, ED 106

Hours of Operation:
Monday-Friday 8am-5pm
Phone: (407) 823-6047

What is LiveText?

LiveText is a powerful array of Web-based technology tools purposefully designed to meet the diverse needs of students, faculty, and institutions offering standards-based academic programs such as our teach education programs here at UCF. For example, many of our programs require students to create electronic portfolios on LiveText and to submit portfolio artifacts online via LiveText to their professors for evaluation. LiveText offers many additional features for students' use. These include lesson planning templates, a variety of assessment and reporting tools, an online standards library, and optional access to an extensive inventory of education (unitedstreaming™) video resources to name just a few.

Registering your LiveText Account

If your program requires LiveText, you may purchase LiveText through the UCF Bookstore or directly from LiveText online. If you purchase LiveText from the UCF Bookstore, go to the LiveText home page, http://www.livetext.com, click on "Register Account" near the upper right corner of the LiveText homepage, and fill in the requested registration information. To purchase LiveText online, go the LiveText home page (same URL as above), click on "Buy Online," click on "Student Membership," select your purchase option (standard student membership or with access to unitedstreaming™ video resources), click on "Purchase Online," confirm your selection, then provide the registration and purchase information requested.

When selecting a LiveText user ID during the registration process, please keep in mind that this will be your identity in the LiveText community. Exercise good judgment in selecting an appropriate user ID. Be sure to remember the LiveText User ID and password that you create.

Creating your College of Education Portfolio

1. After you have logged into LiveText, you will be brought to the "My Desk" page. This is your virtual homepage in LiveText. If you ever are lost, you can always easily return to the "My Desk" page by clicking on the "My Desk" icon on the top left corner of any LiveText webpage.

2. Click "Create" under the "Materials: My Work."

3. Under "Choose a folder," select "portfolio" in the University of Central Florida section.

4. Under "Choose a Template," if a specific template exists for your exact program and degree level, then select that template. If one does not exist, or if you are in a catalog year prior to 2007, then select "UCF CED Portfolio Template 060501."

Creating your College of Education Portfolio (cont.)

5. Name your portfolio according to the following format:
"Last name, first name, middle initial, specific program name, and Portfolio."
Example: *Jones, Alicia I., BS Elementary Education Portfolio*

6. Click "Create Document."

Note: You will only have one portfolio and all your work will be included in that portfolio. Do not create a separate portfolio per assignment.

How to <u>Modify</u> Your College of Education Portfolio

Once you have created your College of Education portfolio, you will be automatically brought into your digital portfolio. Notice on the left side of the webpage, each page of the portfolio is hyperlinked for easy navigation. Since each of these pages are already created for you, you will only need to MODIFY them. Simply click on your portfolio on your "My Desk" and you will be brought into the portfolio.

To modify the portfolio, you will need to follow these steps:

1. Click on the page of the portfolio you need to modify to on the left side of the webpage. (For example click "Resume.")
2. Each page in your portfolio has one or more sections. To add information (type in or copy and paste information, insert images, or add attachments), select "edit" for the section to which you wish to add

information. If needed, you can also add a new section to a page. You may want to do this if your program requires you to put multiple artifacts in one or more pages of your portfolio. To access this feature, click on "edit page" and simply follow the prompts to create a new section.

3. Once you are in edit mode, LiveText will auto-load a Java based text editor. Once the editor loads, you can type in your assignment/evidence, or simply copy and paste from another text editor such as Microsoft Word.
4. If you are entering data directly, you should use the "Save" button at the bottom of the page periodically to save your work. When done entering data and/or attaching files to a section of your portfolio, click on "Finish."

How to <u>Attach</u> a Document or Image

Besides using the copy and paste functions on a normal text editor, LiveText also allows you to attach documents and images so you will be able to preserve your original document format. To attach a document or image, follow the steps below:

1. To attach a document or image into the section of the portfolio you are modifying you will need to click the "Edit" button that corresponds to the section that you want to add an attachment to.
2. After pressing "Edit", you will see the word "Attachments" at the bottom of the page. Click "Edit" right next to the word "Attachments".

3. Once you click on "Edit" a pop-up window will appear showing the three steps it takes to attach a document or image.
4. The first step is to locate the item you would like to attach. To do this, click "Browse." This will bring up another pop-up window. In this window, you will need to locate your document on your hard drive, flash drive or floppy.
5. After you locate your document, click the "Open" button. Once this is done, proceed to step two and click "Attach."
6. After you have attached your document or image, you have the option to continue attaching, but if you are done, click the "Finish" button.

How to <u>Submit</u> Your Portfolio for Review

Once you have finished editing and attaching within your portfolio, you will need to share your portfolio with others. With LiveText you have the ability to share your portfolio with faculty, staff and other students. Follow the steps below to ensure that your portfolio is shared properly so your instructors will be able to assess your portfolio. In this case, this exercise will guide you through how to share your portfolio with an instructor.

1. Click "My Desk"
2. Click on the hyperlink to your portfolio.
3. Once you are in your portfolio, click the "Submit for Review" hyperlink at the top of the page.
4. After you click on the "Submit for Review" hyperlink, a window will pop up within the webpage. Inside this window you will need to type the name of the faculty or staff member that will review your portfolio.
5. Once you have typed their name, LiveText will automatically search the users database and return the results of your query. You will see these results in a small menu that will appear under the textbox where you originally typed in the faculty or staff member's name.
6. Click on the faculty or staff member's name in the menu, and you will see their name appear in the textbox.
7. Once you see the name in the textbox, click "Send" under the textbox. You will see confirmation of the submission.
8. Upon completion of these steps, your portfolio should be submitted for review. Click the "X" in the top right of the pop-up window to close it.

How to Check if Your Portfolio has been Reviewed

To check if your share has been completed correctly you will need to do the following:

1. Click on "My Desk"
2. Click on "Reviews" on the left side of the navigation column under "Collaboration"
3. Click on the "Sent for Review" tab. Your portfolio will be listed. Under the "Reviewed" column, you will see the status of your portfolio review:
   a. "Pending": Your portfolio has been received but not yet evaluated by faculty.
   b. "Started": Evaluation underway but not yet completed.
   c. Date or time: Portfolio evaluation has been completed.
4. When the review has been completed, you will "Completed" in the "Asmt" column. You can access the results by clicking on "View" in the "Actions" column, then clicking on "View Assessment" in your document (top or bottom margin).

How to <u>Resend</u> your Portfolio

Once your portfolio has been reviewed, or if you have already submitted your portfolio and need to make a change, you should repeat the steps under "How to Submit Your Portfolio for Review."

To verify that you have resubmitted your assignment, access your "Sent for Review" area. If an item has been sent more than once to the same recipient, a plus sign appears next to the name of your portfolio, showing that you can expand the portfolio to view all records related to sending your portfolio.