Overview: Referencing this guide NCE students should be able to complete common tasks using the LiveText portfolio and assessment platform. For further LiveText support please visit us online at: http://www.nl.edu/livetext.

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Sign in to LiveText

2. Hover your cursor over the Login link in the upper right hand corner of the page.
3. Enter your user name and password. Then click Login.

If you have forgotten your login information please click the Forgot password? link to recover your information. Otherwise contact LiveText customer support: https://www.livetext.com/contact/.
Submit an Assessment

Much like the Dropbox tool in D2L, LiveText Assignments can be used to submit work to your instructor. You may submit documents uploaded from your computer, or documents created within LiveText (such as your portfolio).

1. Begin on the LiveText Dashboard. This is the first page you see after logging in to LiveText.
2. Locate the assignment on your Dashboard. You may need to select the appropriate term using the Term dropdown menu.
3. Click **Begin Assignment** or **Continue Assignment**.

![LiveText Dashboard](image)

4. Review the assignment details.

![Assignment Details](image)

5. Click the **Attach** button to attach your files.

![Assignment Submission](image)
6. Select the checkbox next to the title of any Livetext documents you need to submit. Or click **Upload** button to upload files from your computer. Only one file may be uploaded at a time.

7. Click the **Attach** button.

8. Click the red **Submit Assignment** button.

9. Click **Ok**. A green congratulations bar will confirm your assessment has been submitted.

So long as your instructor has not yet begun assessment, you may withdraw your assessment by clicking the **Withdraw Submission** button. Please note your instructor may also request a resubmission.
Create a Portfolio

1. Begin on the LiveText Dashboard. This is the first page you see after logging into LiveText.
2. Click the **LiveText Docs** tab near the top of the page.

3. Click the **New** button.

4. Click the **Portfolios** tab under the National Louis University heading.

5. Select the appropriate portfolio template from the list.
6. Click the green **Create Document** button near the bottom of the page.

7. Name your Portfolio. Then click the green **OK** button.
Modify a Portfolio

Most NCE programs use portfolio templates. As such, you will likely only need to edit sections of your portfolio, instead of building from scratch. Instructions for modifying sections are included below. For more guides on further modifying your portfolio please visit: https://www.livetext.com/c1_help/.

1. Begin on the LiveText Dashboard. This is the first page you see after logging into LiveText.
2. Click the LiveText Docs tab.

3. Click the title of your portfolio.

4. Familiarize yourself with the layout of your portfolio. Your portfolio is like a website, with multiple pages ordered vertically along the left hand side of the page. Each page is comprised of 1 or more sections, each with its own editing buttons. You will also notice pencil icons 🖋 all over the page. Click the pencil icon to edit whatever the pencil is next to. If, for example, you want to change the title of a section, you would click the pencil next to the sections title. Your portfolio template likely also includes more specific instructions for completion and submission.
5. To edit a section and/or attach a document, click the **Edit** button in the section you would like to edit or add your document(s) to. This opens the Section Editor.

6. Use the Section Editor to modify the content appropriately. Like many word processing programs, LiveText includes visual tools to help you compose, and modify content.

7. To attach a document:
   I. Scroll to the bottom of the Section Editor and click the **Edit** link under the File Attachments section.
   II. Then click **Upload New File** near the right hand side of the page.
   III. Click **Choose File**. Then locate and select the file you wish to upload. Only 1 file can be uploaded at a time. Repeat this step to attach more files.
   IV. Click **Save Changes**. Or to return directly to your portfolio, click Save and Finish.
Complete and Submit a Dispositions Assessment

1. Begin on the LiveText Dashboard. This is the first page you see after logging into LiveText.
2. Locate you dispositions assessment on your dashboard. Click Begin Assignment or Continue Assignment.

![Dashboard Image]

3. Click the link provided in step number one of the written instructions listed on the submission page.

![Link Image]

4. Complete the dispositions assessment. When finished, click Submit Form near the bottom of the page.

![Submit Form Image]

5. Click Create a Printable Version in the upper right hand corner.

![Printable Version Image]

6. Click Print. Save the form as a PDF. You may also wish to bookmark or save the URL of this page.
7. Close both new tabs and return to the LiveText submission page.

8. Scroll down if necessary and click the Attach button.

9. Click Upload.

10. Click Choose file. Then upload the PDF you had created in step six.

11. Once the file has uploaded, click the Attach button.
12. Click the red **Submit Assignment** button.

![Submit Assignment button]

13. Click **Ok**. A green Congratulations bar will confirm your assessment has been submitted.

![Confirmation message]

So long as your instructor has not yet begun assessment, you may withdraw your assessment by clicking the **Withdraw Submission** button. Please note your instructor may also request a resubmission.
Frequently Asked Questions

What if I have read this guide and reviewed all of the documentation on nl.edu/livetext but still have questions?
For the questions about your assignment’s requirements, contact your instructor. For technical assistance please contact Livetext customer support. And for NLU-specific questions send your question(s) to livetext@nl.edu, or contact the NLU IT helpdesk.

What is LiveText?
Visit the Livetext “What We Do” page for more information.

I want to do more with LiveText. Where can I look for further how-to resources?
More help documentation is available on the LiveText help center. Log in to livetext then follow the link: https://www.livetext.com/c1_help/.

What are the benefits of LiveText?

1. Allows for easy alignment with the latest state and federal standards for teacher education programs. Students can easily show “proof” that they have completed requirements.
2. Instructors can easily track the progress of the portfolio by accessing it online.
3. Allows students to showcase their work to future employers and others. This can include worksheets, lesson plans, and photos of classroom activities.
4. Allows for easier creation of your portfolio. Files are backed up and accessible in LiveText in case something happens to your computer.
5. Privacy is yours until you wish to share your work with others.
6. It costs less than $15 per quarter (in most programs).
7. LiveText can be accessed from multiple locations: school, work, & home.
8. Helps organize materials for portfolios.
9. Students will increase their technology skills by using LiveText.
10. Eliminates the need for bulky 3-ring binders.