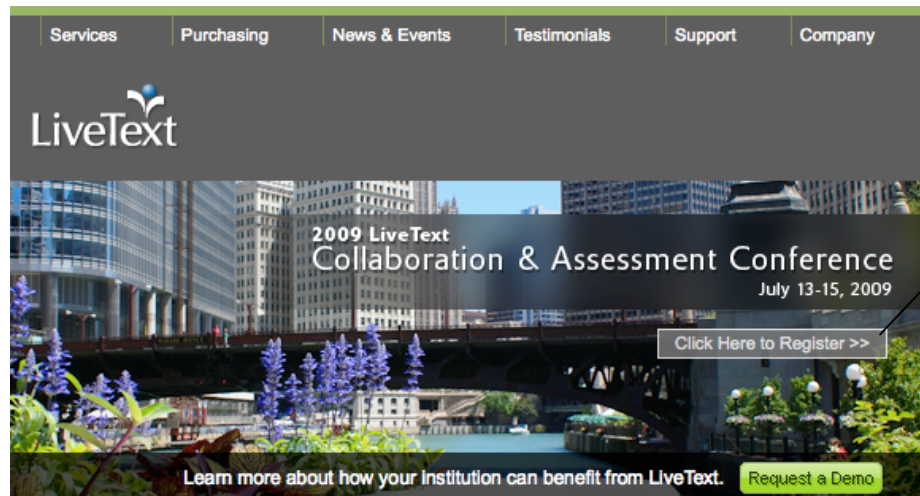


Create a LiveText Account & Upload your Final Benchmark Assignment

Directions on how to create your TIE Portfolio template in Livetext:

1. Goto <http://www.livetext.com> and click to Register. Create your new account, write down your username and password.



Click to Register for an account

2. You'll need to Create a Document, which will be your TIE Portfolio template.
 - a. Next to *Folder*, choose *Projects* from under the National Louis University heading
 - b. Next to *Template*, choose one of the templates
 - i. TIE Portfolio Collection Fall 2008
 - c. *Title* should be “year, last name, form name” (i.e. “2009 Hansen Portfolio”)
 - d. Click on *Create Document*

How to Upload your Benchmark Assignment for your Course

1. Goto www.livetext.com and login to your account.
2. Click on your 'Documents' tab
3. Select your TIE portfolio

- On the left hand side navigation, select the course you are taking. Here is where you'll fill out the information regarding your benchmark assignment. You will need to 'edit' each section of the template.

Edit each section and upload your artifact.

- Complete the sections of the template, especially the feedback at the end of the template. Click on the link and take the course survey to provide feedback for the instructor and for program development.
- Save and Send for Review. Once you completely fill out the template, you'll need to save it for your portfolio **AND** you'll need to 'Send for Review'. It's very important that you **Send for Review**.
 - Click on 'Send for Review' on the top of the template. You'll get a dialogue box pop up.
 - Do not type in the name of your instructor, you'll need to type in "Technology in Education". Then click, Send for Review.

- Complete.