

Working with LiveText
For Educational Leadership Candidates
Revised 5/21/09

How to Purchase & Register for Your LiveText Account Online:

1. Open **LiveText** at <http://college.livetext.com/college> (Using **Internet Explorer** or **Mozilla**).
2. Click on "**Buy Online**" (at right side of the screen).
3. Click on "**Student Membership**".
4. Select "**LiveText Standard Edition**" \$98.
5. Follow the LiveText directions to complete your purchase.
6. After completing your registration, you will be able to use your username and password to login into LiveText.

How to Register for Your LiveText Account with a Key Code when Purchased in VSU Bookstore:

1. Open **LiveText** at <http://college.livetext.com/college> (Using **Internet Explorer** or **Mozilla**).
2. Click on "**Register Account**" (at right side of the screen).
3. Follow the LiveText directions to complete your purchase.
4. After completing your registration, you will be able to use your username and password to login into LiveText.

How to Download Your Inventory of Leadership Experiences:

1. Open **LiveText** at <http://college.livetext.com/college> (Using **I.E.** or **Mozilla**).
2. To **login** enter: your **username** and **password**.
3. From main page, select "**Document**" tab.
4. Click the **New** button.
5. Under **Choose a folder**, from the dropdown list, select **COE - EDL Templates**.
6. Under **Template**, from the dropdown list, select the appropriate Inventory of Leadership Experiences (ILE) based on your program.
7. Under **Layout**, from the dropdown list, select **Multiple Page**.
7. Wait for the template outline to be displayed on the right side of the screen.
8. Enter **Title** for your ILE (**your name, your degree, Inventory of Leadership Experiences**), e.g. Warren Bennis Ed.S. Inventory of Leadership Experiences.
9. Click "**Save as New Document**" button.

How to Edit Your Documents:

1. Open **LiveText** at <http://college.livetext.com/college> (Using **I.E.** or **Mozilla**).
2. To **login** enter: your **username** and **password**.
3. On main page, select "**Documents**" tab
4. Find your **ILE document** (under the "**My Work**" tab), and open it by **clicking** on the name of the document--the document will open.
5. After your document opens, find the page (on the right side of the screen) in your document that you would like to edit, and click on it. The page will open.
6. You can edit the selected page by clicking on the **Edit Buttons** (pencil icon) on the right side of the desired page section. This takes you to the **Section Editor**. **TIP:** In order to maintain correct formatting, you must use **10 point ARIAL** font on cut and pasted text
7. Attachments: **ALWAYS USE THE FILE ATTACHMENT OPTION** when attaching files (documents, pictures, spreadsheets, videos, etc.).

8. As you edit, you can save by clicking on the "**Save Changes**" button in the upper right of the editor.
9. When you have **completed your editing** then click on the "**Save and Finish**" button on the top right side (this will take you back to your document page).
10. You can select another section or page to edit.

How to Submit Your Documents for Review

1. Open **LiveText** at <http://college.livetext.com/college> (Using I.E. or Mozilla).
2. To **login** enter: your **username** and **password**.
3. On main page, select "**Documents**" tab
4. Find your **ILE document** (under the "**My Work**" tab), and open it by **clicking** on the name of the document--the document will open.
5. Click on the "**Send for Review**" on the task bar at top left of page. A **Dialog Box** will open.
6. Chose the "**My Institution**" option. **Type the last name** of your reviewer.
7. This will bring up a list of **one or more names**.
8. **Select** the name of your reviewer.
9. Your **reviewer name and username** will appear in the dialogue box.
10. Click on the "**Submit for Review**" button.
11. Click on the **blue X** to Close the **Dialog** box.
12. Repeat this process each time you send a document for review.

How to View the Status of your Submitted Documents

1. Open **LiveText** at <http://college.livetext.com/college> (Using I.E. or Mozilla).
2. To **login** enter: your **username** and **password**.
3. On main page click on "**Review**" tab.
4. Find your reviewed **ILE document** (under the "**My Work**" tab), and open it by **clicking** on the name of the document--document will open with reviewers' comments.

For Final Assessment - Hiding and Un-Hiding Sections

1. Open **LiveText** at <http://college.livetext.com/college> (Using I.E. or Mozilla).
2. To **login** enter: your **username** and **password**.
3. On main page, select "**Documents**" tab.
4. Find your **ILE document** (under the "**My Work**" tab), and open it by **clicking** on the name of the document----the document will open.

Hiding

5. Select the "**Manage Pages**" tab - all hidden pages will grayed out.
6. Click the box beside **Title** in the upper left corner - all pages are then selected.—Does this need underline?
7. Deselect any pages **NOT** to be hidden (See your EDL Handbook "Required Program Assessments in LiveText")
8. Click **Hide** button on taskbar- all hidden pages will be grayed out.
9. Click **Save and Finish** in upper right hand corner - only those pages not hidden will appear

Un-Hiding

10. To **Un-Hide** pages, select "**Manage Pages**" tab.
11. Click the box beside **Title** in the upper left corner - all pages are then selected.
12. Click **Unhide** on taskbar.

13. Click **Save and Finish** in upper right hand corner - all pages will then appear.

How to Complete a Form

1. Open **LiveText** at <http://college.livetext.com/college> (Using I.E. or Mozilla).
2. To **login** enter: your **username** and **password**.
3. On main page, select "**Forms**" tab
4. Find the **desired form** in the list and click **Take or Take Again** on the right side--the form will open.
5. Complete each of the sections/questions—as a new candidate your transition point is "entry" and a as a graduating candidate, your transition point is "exit from program"
6. When you have **completed your form** then click on the "**Submit Form**" button on the bottom of the form.