Instructions for Creating and Submitting the Faculty Evaluation Portfolio in LiveText

Creating the Portfolio

1. Login to LiveText. (www.livetext.com). If you do not currently have a LiveText account, please complete the LiveText Account Registration Form available from Christi Rickson (crickson@jsu.edu) in the Office of Clinical Experiences, and return it to Christi Rickson for account setup.)

2. Once you login, you will be taken to your DASHBOARD. Your Dashboard will be essentially vacant if you have a new account or do not use Livetext in your courses regularly. From the DASHBOARD, click the LIVETEXT DOCS button.

3. The LIVETEXT DOCS button takes you to the MY WORK section of your LiveText account. All of the documents that you create and/or copy will initially be housed here. From this screen, click the NEW button (WITH THE Green "plus" sign) to begin the creation process.

4. Once you click the NEW button, you will be taken to the Create a Document- Choose Template screen. Select and Click on the FACULTY EVALUATION folder option.

5. After you've chosen the Faculty Evaluation folder under the JSU folder option, choose the only available option: ANNUAL FACULTY EVALUATION PORTFOLIO.

6. After choosing the "Annual Faculty Evaluation Portfolio" template, you should notice a template outline to the right hand side of the screen; scroll to the bottom of the screen and click on CREATE DOCUMENT (Green Box). You will then be able to give your portfolio a TITLE. Unless your department head instructs you otherwise, place the cursor at the beginning of the Title line and use your first initial and your last name and the year in which you are completing the portfolio as the title. For example: RJohnson 2016. The Portfolio will then be titled RJohnson 2016 Annual Faculty Evaluation Portfolio. Then Click on OK to complete the creation process.

7. After clicking the OK button, you will be taken to a screen showing your newly created document. At this point, you will actually be inside the newly created portfolio. Once inside, you'll notice a few things:

    The Title of the Portfolio Document (Top Left)
    The Creator of the Portfolio Document (Top Right)
    The Different Sections (Pages) of the Portfolio Document: "Page List" (Left Side)
    The Current Page that is open for editing, i.e. "Teaching Effectiveness" (Left)
    The "Edit" buttons for each section of the current Page (Right)

8. To navigate through the Annual Evaluation Portfolio, simply click the page headings in the Page List on the Left Side to open each page. Once inside, you can edit the individual sections by using the edit buttons to the right.

- For instructions on editing and submitting the portfolio for review, please see the next portion of the instructions set.

Editing and Submitting the Portfolio

To edit and submit the portfolio for review, follow the steps below. While step #1 may not be necessary if you have not left your newly created document, it does show how to access a saved portfolio in the DOCUMENTS section of LiveText.

1. Once you login, you will be taken to your DASHBOARD. Your dashboard will most likely look different than the one you see below, especially if you are not currently using LiveText as a teaching tool. From the DASHBOARD, click the LIVETEXT DOCS button.

2. The LIVETEXT DOCS button takes you to the MY WORK section of your LiveText account. All of the documents that you create and/or copy will initially be housed here. From this screen, click the title of your Evaluation Portfolio.

3. Once you have clicked the title to your Evaluation Portfolio, you will taken directly to the document.

4. Once inside, click any title in the Page List section (on the left side) to open that page and begin editing the individual sections. Click the edit button to edit specific sections.

5. Once you click the edit button, you will be taken to a new screen, showing only the section being edited. For example, If I have clicked the edit button corresponding to the Teaching Effectiveness section, you will see the standard and recognizable text editor to enable editing for that section. Here you have an editing bar like the one you would find in MS Word The text explains what is required for the section, and what, if anything, is to be deleted prior to submission.

6. Once you have entered the text you would like to include in that section, you may want to use the spell check feature, add attachments, save your work, or click save & finish to return to the main document page.

DO NOT FORGET TO CLICK ON THE GREEN "SAVE AND FINISH" BUTTON BEFORE LEAVING THE PAGE!!

8. You will likely want to add files to many sections. If you would like to add an attached file, while you are in the section editing mode, click the FILE ATTACHMENT button, then click on the UPLOAD NEW FILE button to the right, BROWSE and select the desired file by clicking OPEN, much like you would for an email attachment. NOTE: Allow the Status Bar (blue and white horizontal bar) to complete the upload until the word COMPLETED (in Green) appears to the right. If you leave the screen prior to this process of COMPLETION, the file will not be attached.

- Once you have clicked Save & Finish, you will return to the section you were editing, and you will be able to see the attached file.

9. After you have edited each required section and uploaded all necessary attachments, you'll need to submit your portfolio to your department head. Most department heads will require you to use the SEND THIS DOCUMENT FOR REVIEW Option (if he/she requires submission through the Share feature, skip to section 15). Click the SEND THIS DOCUMENT FOR REVIEW button. A SEARCH FOR REVIEWERS box will appear.

10. Type your department head's name in the search box (identified above). You can type a first name, a last name, both, or the username if you know it. Once you have finished typing, you'll see a list populated below the search box, showing available users associated with the search characters you entered. Click on the appropriate name. Then click on the SUBMIT FOR REVIEW button (Red Box). A confirmation message will appear.

11. Then, you can click the White X beside SEARCH FOR REVIEWERS to close the box.

12. You may PRINT a copy of your Portfolio by clicking on the Printer Icon and proceeding.

13. Once you have completed these tasks, you may click the LIVETEXT DOCS button to visit other documents or Logout of LiveText.

14. Log Out by clicking on the three vertical dots to the right of your name in the upper right corner. A drop-down box will appear; click on the LOG OUT option.

15. To simply SHARE your portfolio with your department head, click the SHARE THIS DOCUMENT button. Once you've clicked the SHARE THIS DOCUMENT button, you'll see a gray menu box. Here you should enter your department head's name in the SEARCH VIEWER box.

16. After you have entered your department head's first name, last name, first and last name, or username (if you know it), you'll see a **list of potential viewers** to select.

17. Select your department head's name, then click the ADD TO SHARE button.

18. The next screen shows you verification that you have shared your portfolio with a recipient.

19. Once you have seen verification of the share, you can click the White X in the upper right to close the window and return to your portfolio; you can then also print your portfolio if you would like to have a paper copy (Click on the Printer Icon and proceed).

20. Once you return to your portfolio, you may also click the Documents button to visit other documents or Logout of LiveText.

21. Log Out by clicking on the three vertical dots to the right of your name in the upper right corner. A drop-down box will appear; click on the LOG OUT option.

For assistance with Livetext, contact Dr. Donna Herring via email at dherring@jsu.edu or Dr. Tommy Turner at tturner@jsu.edu or 256-782-5180.