

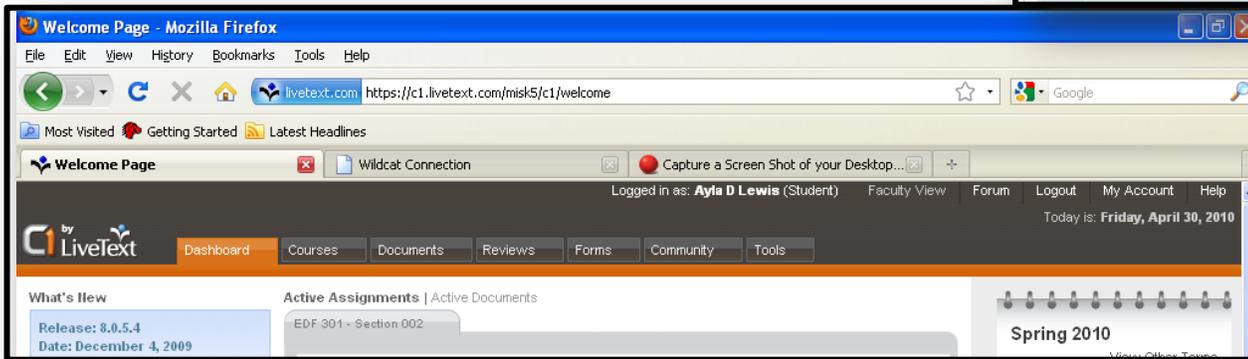
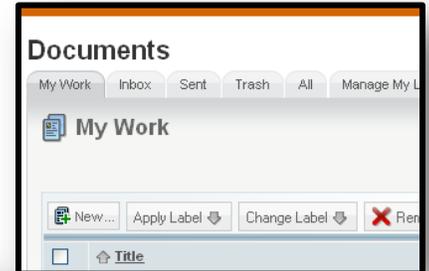


LiveText Instructions for Adding/Editing Courses or Creating/Editing Sections in a Portfolio

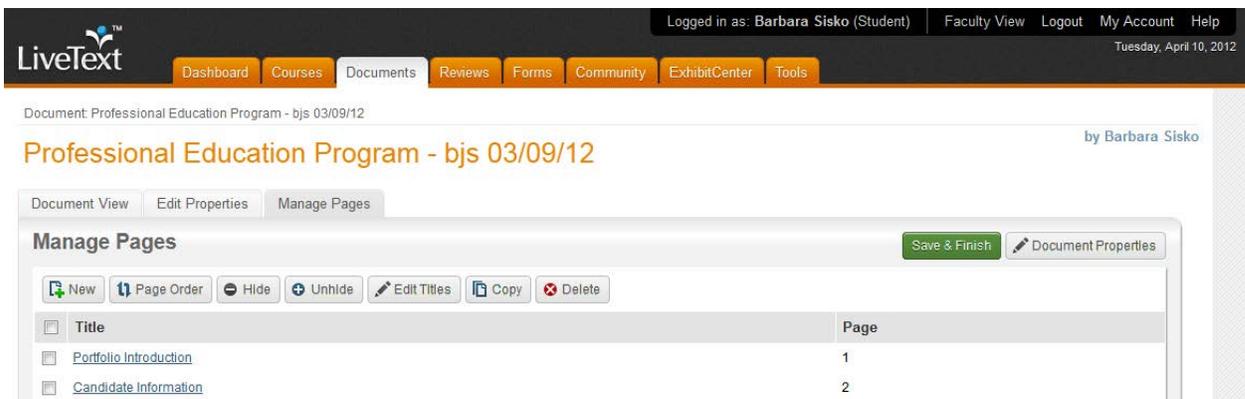
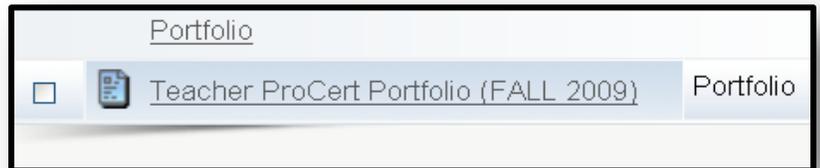
Before you begin working in LiveText, make sure you are using **Mozilla Firefox** as your **web browser**. LiveText is sensitive and it is most efficient with this specific internet browser. If you do not have Mozilla Firefox, it can be downloaded free from <http://www.mozilla.com>.

To Add Courses to a Portfolio:

1. Log into your LiveText account.
2. This will automatically bring you to the “**Dashboard**” tab.



3. Click on the “**Documents**” tab (the third tab from the left).
4. On the “**Documents**” page, select the portfolio you need to edit and open it
5. In the portfolio, select the “**Manage Pages**” tab.
6. To add a course, select the “**New**” button.

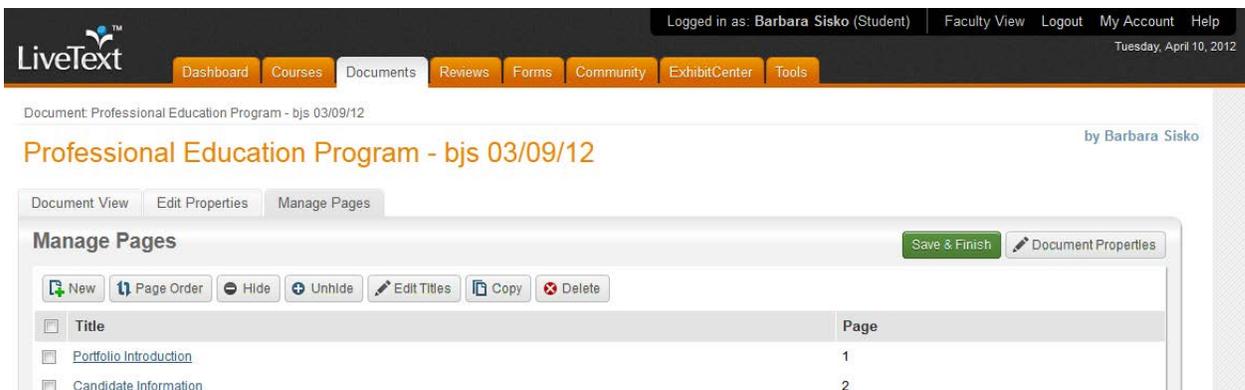


LiveText Instructions for Adding/Editing Courses or Creating/Editing Sections in a Portfolio

7. Title your new page appropriately for the course you are adding. After typing in the title for your new page, click OK. Repeat steps 6 and 7 to add additional pages if needed.



8. Once you have added the needed page(s) click **“Save and Finish”** on the right.

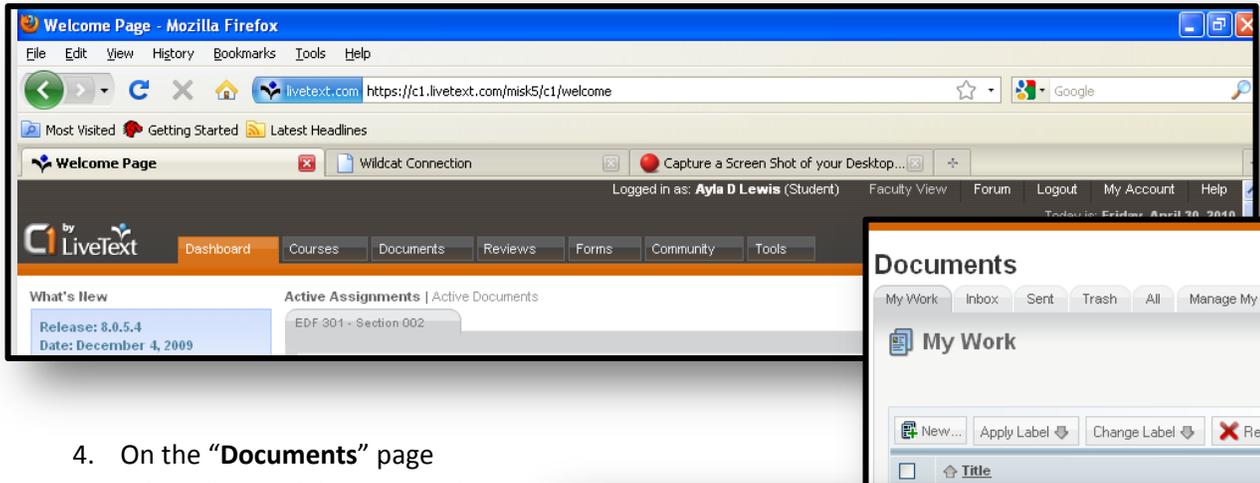


9. This will take you back to the front page of your portfolio. Click the course you added to the portfolio and add sections (assignments) as necessary per the following instructions.

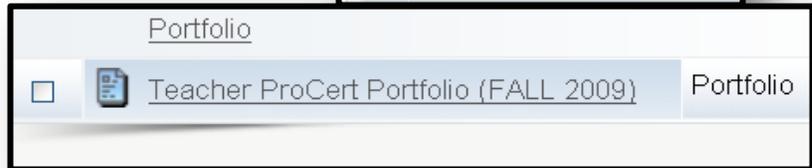
LiveText Instructions for Adding/Editing Courses or Creating/Editing Sections in a Portfolio

To Create/Edit Sections (Assignments) for a Course:

1. Log into your LiveText account.
2. This will automatically bring you to the “Dashboard” tab.
3. Click on the “Documents” tab (the third tab from the left).

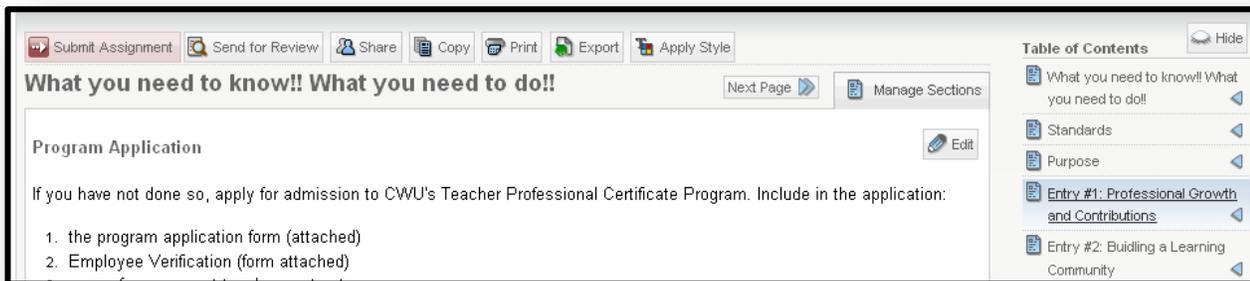


4. On the “Documents” page select the portfolio you need to edit.



5. In the portfolio, under the “Table of Contents” click on the course that you will be adding a section to.

6. To add a section, click the “Manage Sections” button.

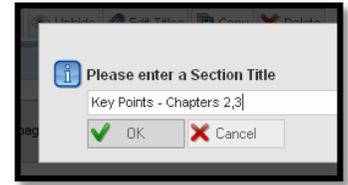


7. Once in the Manage Sections area, select “Create Section” and choose “Text and Image.”



LiveText Instructions for Adding/Editing Courses or Creating/Editing Sections in a Portfolio

- Title your new edit section appropriately for the assignment. After typing in the title for the new section, click OK. Repeat steps 7 and 8 to add additional sections if needed.



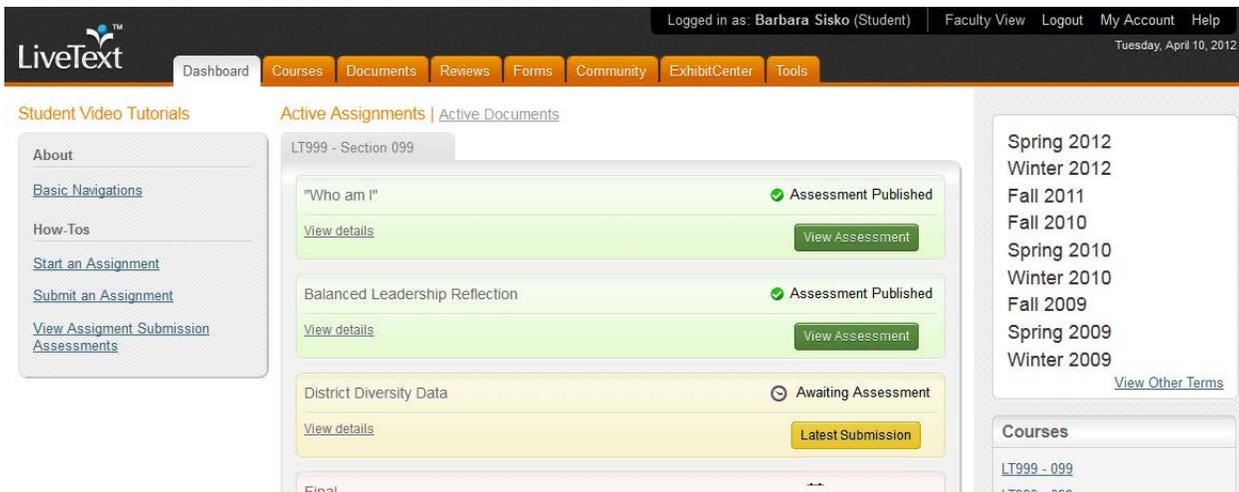
- Once you have added the needed section(s) click **“Save and Finish”** on the right.



- This will take you back to the front page of your portfolio. Click on the course you added the section(s) to. The new section(s) will now be available for your assignment

To View Details for an Assignment:

- Log into your LiveText account.
- This will automatically bring you to the **“Dashboard”** tab.
- Scroll down the **“Dashboard”** to the assignment you need the details for.
- Click on **“View Details”** below the assignment name.
- If you wish, the details can then be copied/pasted into the section you created.



If you need further assistance, feel free to stop by the help desk in **Black Hall 231**, give us a call at **509-963-1671**, email us at LiveText@cwu.edu, or visit our resource pages at <http://www.cwu.edu/livetext>.