





Creating the Professional Certification Portfolio


 Enter <http://www.livetext.com/> into your Web browser's address bar. **MAKE SURE YOU ARE USING THE WEB BROWSER MOZILLA FIREFOX.**


- If you do not have the web browser Mozilla Firefox, go to www.mozilla.com and click “Download Firefox-Free”


 Enter your username and password. Click the “Login” button

- If you are having problems logging in, click on “Having Login Problems.”
- From there enter the correct information into the “Forgot your username” box or “Forgot your password” box.
- If you are still having problems contact LiveText at 1-866-livetext

 Once you have logged on and the page opens, you should be on the “My Work” page. Click the “create” button.


 Under “Choose a Folder,” click the drop down menu and click on portfolios under the Central Washington University. **DO NOT CLICK ON PORTFOLIOS UNDER LIVETEXT THIS WILL GIVE YOU THE WRONG PORTFOLIOS.**


 Under “Choose a Template,” click the drop down menu and scroll down until you see the name “ECTL 601/609 Portfolio Template B.” Click on ECTL 601/609 Portfolio Template B.

 Under “Enter Title, Description, and Course,” give your portfolio a proper name in the title box. Please do not name the portfolio after the class you are currently taking, for example ECTL 601. Give the portfolio a name such as Professional Portfolio. This portfolio is going to be used for all of your ProCert classes, so you need a name that will represent all of the classes.


- The section below the title is the description. The description is optional; you do not have to give your portfolio a description. However if you want a description for your portfolio in the future, you can do so later.


 Click “Create Document”


 Your portfolio should automatically open up. The standards that are in the ProCert portfolio are all on the left hand side of the screen.

 Click onto the standard that you need to post your document onto.


 To place a document onto your portfolio, click on the corresponding edit link, which is on the right hand side.

 Now the “Edit section” page is open. To paste a document, first delete any text that is inside the main text box. Make sure that your cursor is inside the main text box before pasting. **If you are copying from a word document, save your document as a “Rich Text Format.”** This will help keep your formatting when your document is pasted. To save as “Rich Text Format,” go to “file” and then “save as.” At the bottom of the screen, where it says “Save as Type”, click the drop down menu until you find “Rich Text Format.” Click on “Rich Text Format” and then click “save.” Now, copy the text from its original location and use “control V” on your keyboard to paste into the Livetext main text box. Right clicking on your mouse, then paste doesn’t work sometimes. Give your computer a few seconds to paste sometimes it takes a while. If the layout of your document has changed, try to fix the layout as best as possible using the toolbars above the main text box. Once you are done pasting click “Finish” on the right hand corner. **ALWAYS PRESS FINISH OR THE ITEM WILL NOT BE POSTED.**

 To attach a document, look below the main text box and there should be the word “attachments” in the “Edit Section” page of Livetext. Click on the edit that corresponds to “attachments.” **DO NOT CLICK ON THE EDIT THAT CORRESPONDS WITH “IMAGE,” THIS IS USED TO ATTACH AN IMAGE.**

 Once you have clicked edit, a new window opens up which is named “Attachments.”

- Step 1: click on “Browse” and find the document that you are going to open on your computer and click “open.”
- Step 2: click “attach” and wait a few seconds for the item to attach. If you accidentally attached the wrong item there is a remove button near the attached document.
- Step 3: click “Finish” The window will disappear and you will now be back to the “Edit Section” page. Click “Finish” on the right hand corner. **ALWAYS PRESS FINISH OR THE ITEM WILL NOT BE POSTED.**

 In order for you professor to see your portfolio you must share with them. Towards the top of the page on the right hand side click on “Submit for Review.” A window should appear right below “Submit for Review” and it says “Type in individual names or usernames.” Type in your teachers name in the text box below where it states “Send to Reviewers.” Give Livetext a second to find your teachers name. Once Livetext has found your teachers name and it is the correct name, click “Send.” After clicking send it might take a second or two for Livetext to post your teacher as a reviewer. If you get an “error” message at the top of the screen, ignore this message. Now click the “X” at the top, right corner of the “Submit for Review” screen to close this window. To make sure that your teacher is a reviewer, click back onto “Submit for Review.” The window should appear and below the “Send” button your teachers name and username should be displayed. If your teachers name is not there, then go through the same process as explained before and try again.

 **NOW YOU ARE DONE!!** Don’t forget to logout of Livetext.