

How to Post Assignments to Your Portfolio

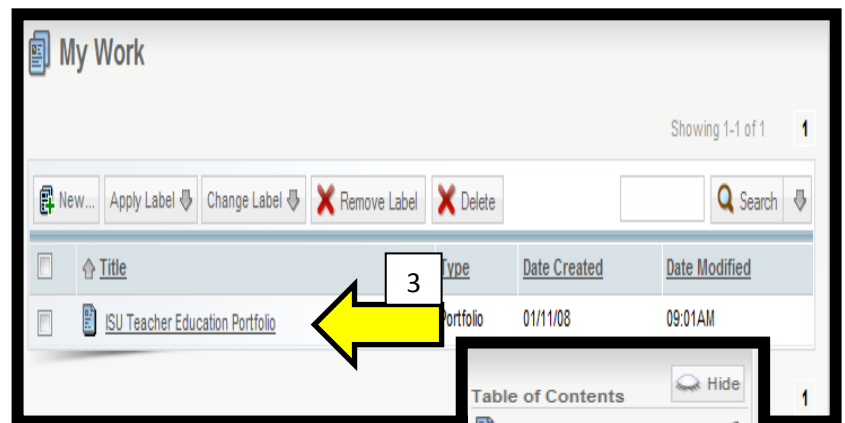
In order to submit any of your assignments using LiveText you will first need to attach the documents/images for the assignment into your portfolio. Assignments that are not inside of your portfolio cannot be assessed by your instructor. These step-by-step directions will show you exactly how to attach and submit your assignments correctly.

1. Login to your LiveText account.

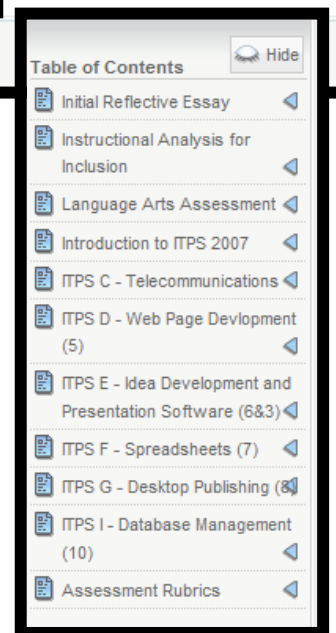


2. Click the 'Documents' Tab located in the upper left part of your screen.

3. A list of documents will appear. Select your portfolio (Teacher Education Portfolio) It may have the name of your major included in it.



4. Your portfolio opens to the first page listed in the contents (always). Scroll through the Table of Contents to find the assignment you would like to attach and submit. Click on it to open. (For example, if you want to submit ITPS F, you would click on the title of the assignment from the table of contents.)



5. Scroll down past the directions for the assignment and you will find a section(s) specifically for your assignment. The section(s) will be labeled something similar to 'Student-Evidence' or 'My Work'.

6. Click on the edit button on the right hand side of the 'Student Evidence' section.



7. The three tabs at the top of the page will allow you to:

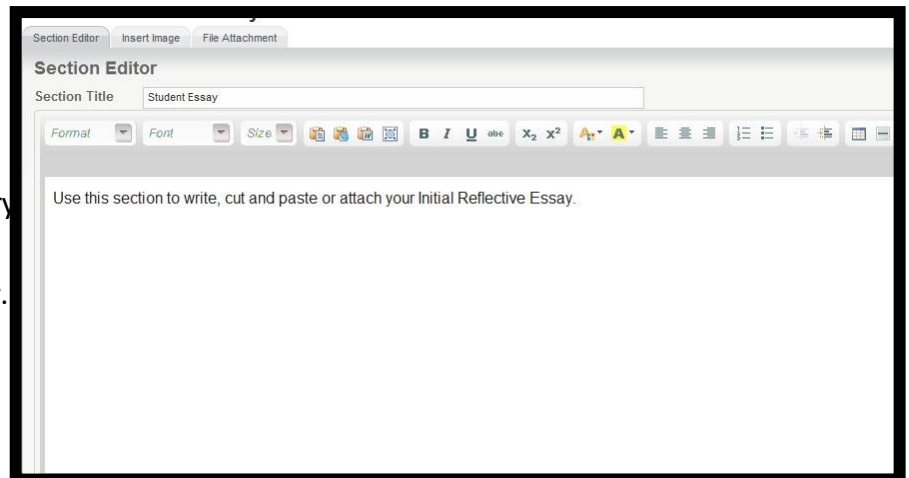


- Copy and paste text into the section editor
- Insert images
- Attach your files

Section Editor

7a. Copy (**CTRL+C**) and paste (**CTRL+V**) or type directly into the text editor the text for your assignment.

****Remember, if the assignment does not have any text (a spreadsheet or power point) do not try to copy and paste it into the section editor.**



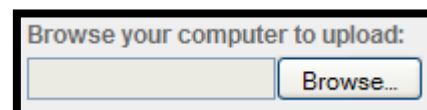
Insert Images

8. Click on the **Insert Image** tab to insert an image (picture or screenshots) corresponding with your assignment.

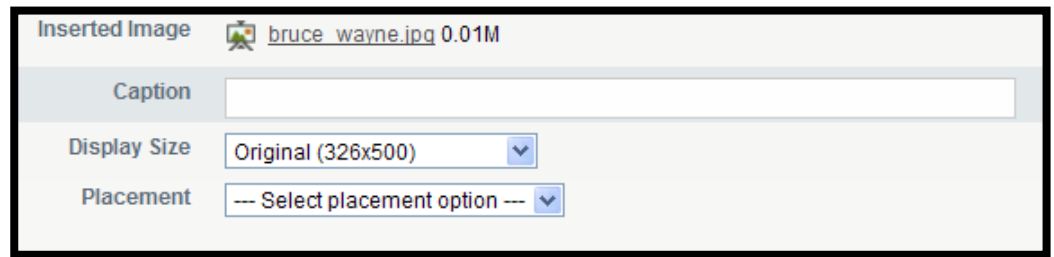
8a. Click the 'Upload New File' button



8b. Click the 'Browse' button and select the file/image you want to insert.



8c. Several fields will appear to help adjust the size and placement of



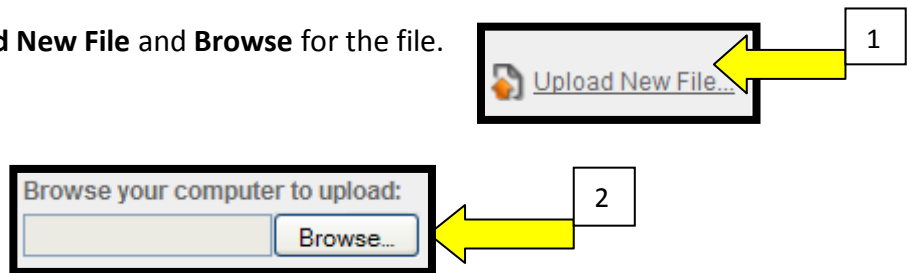
your images. The best image size for assignment with a lot of text content is Medium, placement to the right of text. For assignments with short text content (rationale) choose a larger image size and be creative with the placement of the image. Be sure to cite your images if they do not belong to you and or provide information about what the picture portrays in the caption field.

File Attachment

LiveText allows you to attach up to 10 different files. (documents, audio, videos, and images)

9. Next, click the '**File Attachment**' tab at the top to upload your assignment document.

9a. Then click **Upload New File** and **Browse** for the file.



10. Now that you've copied and pasted your assignment, inserted an image, and attached the file, click the '**Save and Finish**' button on the upper right hand side.



Don't forget to view this corresponding video, **How to Post Assignment in Your Portfolio, to receive step-by-step instructions and more assistance, located at www.coe.ilstu.edu.