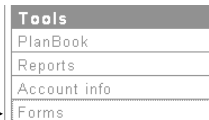


Secondary Education Checkpoint Directions

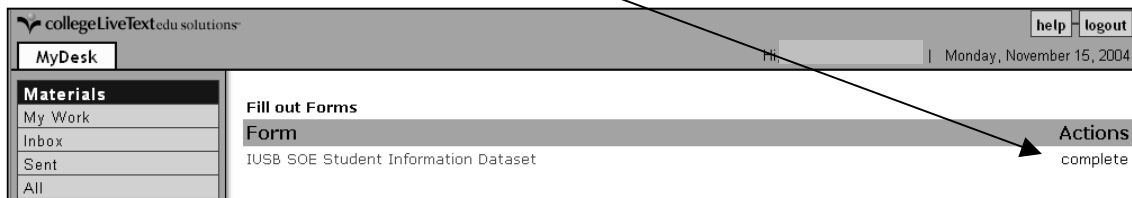
Using the Mozilla Firefox browser, log into LiveText (<http://college.livetext.com>).

Task #1: Complete the IUSB SOE Student Information Form

Step #1: This form has been shared with all IUSB users. To access the form, click on the Forms link located under Tools on the left-hand side of the screen.

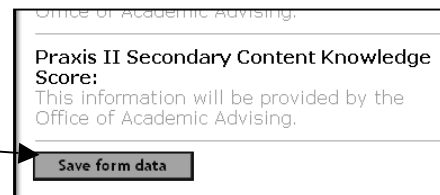


Step #2: Once the Forms window appears, you will see a link to the IUSB SOE Student Information Form. Click on the link “complete” to begin completing the form.



Step #3: Complete the form. Some components (GPA and test scores) will be entered by the Administration of the SOE. You will be able to view these items, but not modify them. Be sure to double check the accuracy of these items. If you find an error---be sure to let the Office of Academic Advising know!

Step #4: Submit the form. When you have entered all of your data, scroll to the bottom of the screen and click “Save Form Data”
Immediately, the data you have entered is made available to the designated SOE Faculty / Administration.

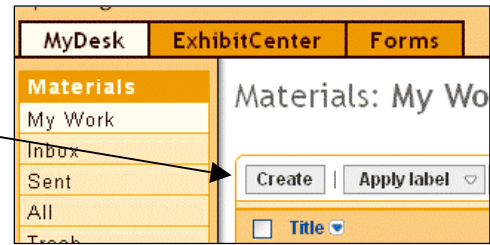


Each time you complete a Checkpoint (1, 2, 3)---be sure to update the information contained within this form. As you complete field experience hours, you might want to add the information to this form as well.

To make additional changes / modifications, repeat the steps above.

Task #2: Create Your Checkpoint Portfolio

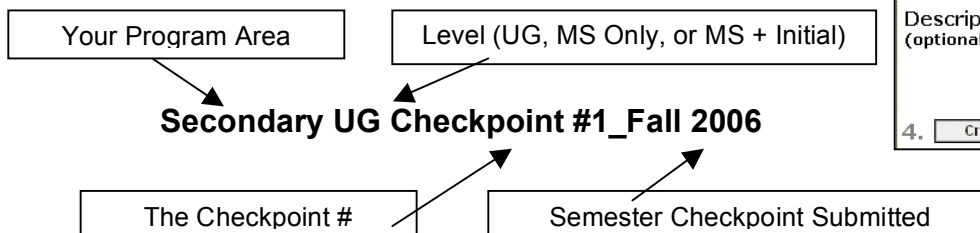
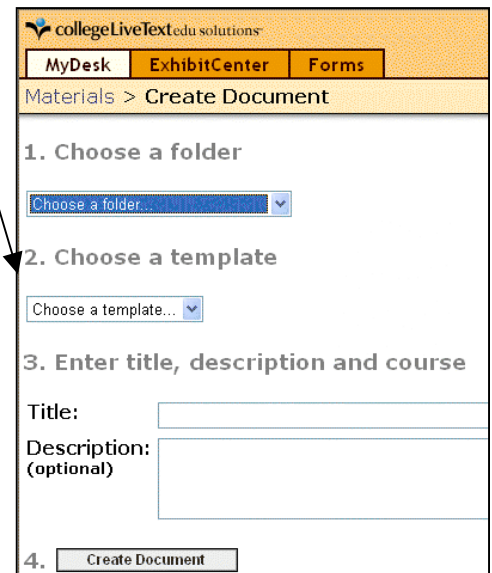
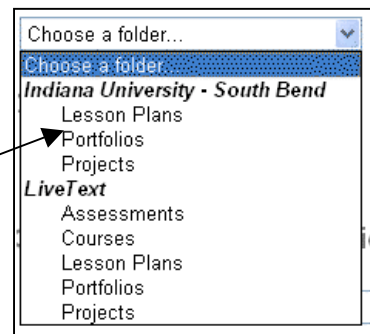
Step #1: After completing the IUSB SOE Student Information Form, click on My Desk located on the left-hand side of the screen.



Step #2: Click the Create button located under the Materials: My Work heading near the center of the screen. The **Create Document** wizard appears.

Step #3: Use the **Create Document** Wizard to start a Checkpoint Portfolio.

- In part 1 of the wizard – **Choose a folder** -- select **Portfolio** from the Document drop-down menu under the heading, **Indiana University South Bend**.
- In part 2, use the drop-down menu to select the template. Choose the template for the checkpoint that aligns to your place in the program.
- Be sure to select the proper number (checkpoint #1, #2, #3), program area, and level (undergraduate, grad cert, or graduate).
- In part 3, enter a title for your checkpoint portfolio using the following example:



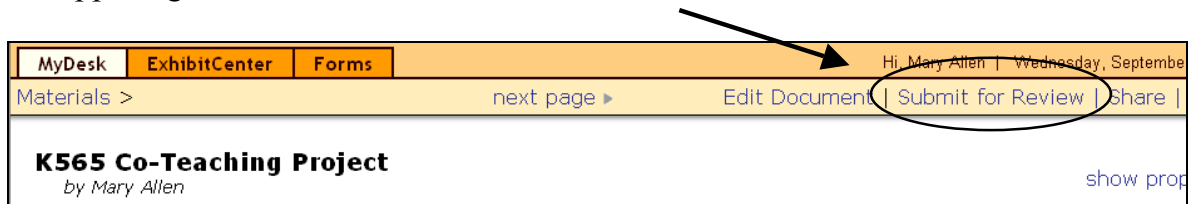
Double-check the accuracy of your title and the type of template you selected. Then click "Create Document"

Task #3: Submitting a Document for Review

Submitting a Document for Review

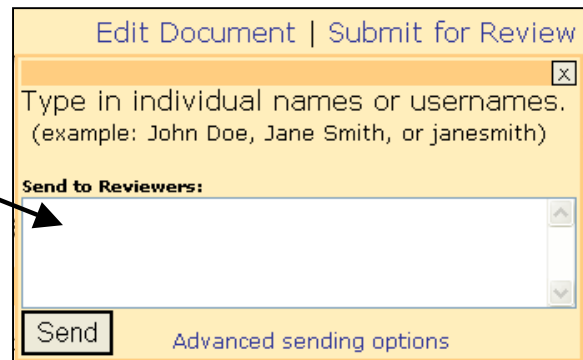
Once you have made your checkpoint portfolio, you will need to immediately share it with the faculty of your program area. To do so, follow the steps below. **NOTE:** If you currently do not have your checkpoint portfolio open, click on My Desk and then My Work. Double-click the title of your checkpoint portfolio to open it.

Step #1: While in your checkpoint portfolio, click the Submit for Review link found in the upper right-hand corner of the window:



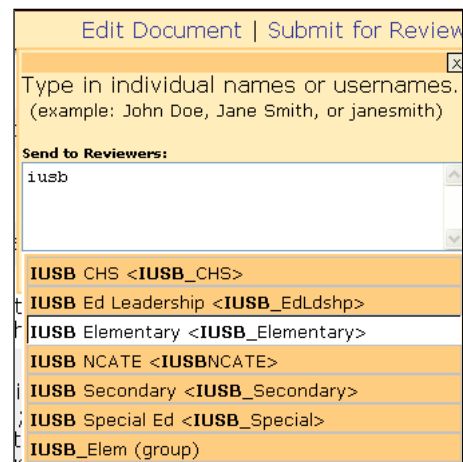
Step #2 Type in the name or username of the individual that you would like to send this document to. Search specifically for **IUSB_Secondary**

Pause (without clicking anything) while LiveText looks for this name.



Step #3: When the list of matching names appears, select **IUSB Secondary**<IUSB_Secondary> from the list. Then, click send.

Double-check that the correct name is listed.

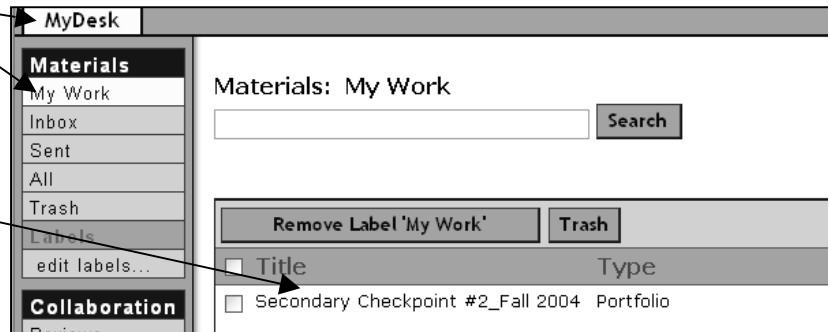


Task #4: Add Artifacts to Your Checkpoint Portfolio

Opening Your Checkpoint Portfolio: Log into LiveText using Internet Explorer.

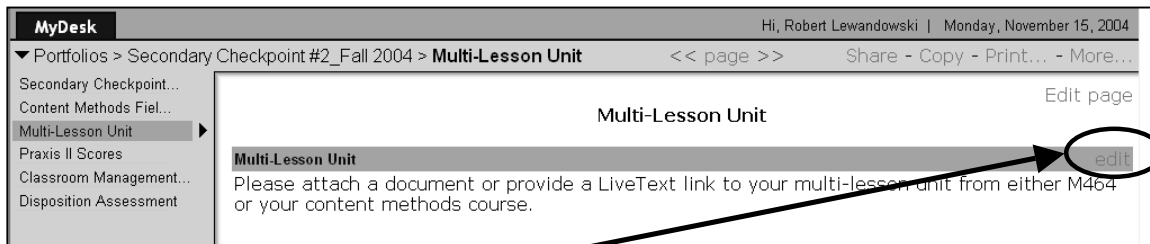
If you have already been working in LiveText, click on MY DESK to get you back to your main page.

Click on MY WORK and then look for your checkpoint portfolio. Double-click the **title** of your checkpoint portfolio to open it. The portfolio will open in the next window.



Adding Text to Your Checkpoint Components:

On the left-hand side of the screen, you will see links to each of the artifacts required for the checkpoint. Click on the artifact that you would like to work with. In the example below, the artifact for the Multi-Lesson Unit has been clicked.

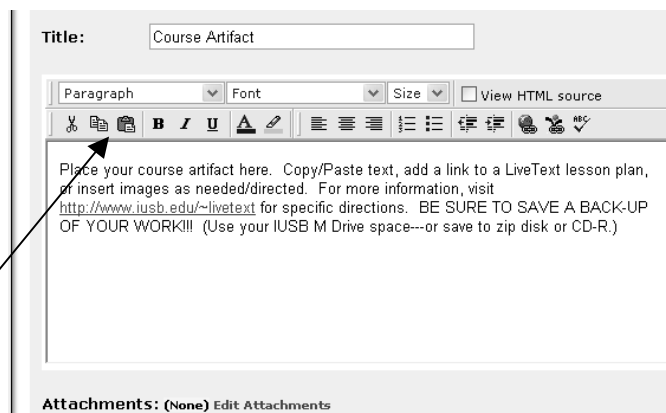


To modify each section of the portfolio, on **EDIT** located in the line of color.

Immediately, a mini-word processor will open. You may type directly in this section. *Delete the directions!*

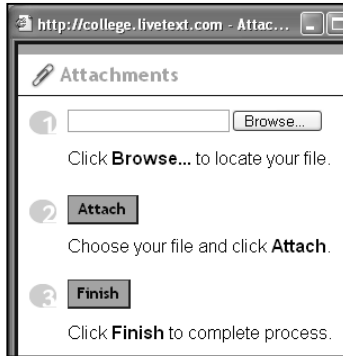
Many formatting features are available---font selection, bullets, size modification, and SPELL CHECK!

Additionally, you may use the copy / paste icons (same as in MS Word) to bring in text from outside sources. (If your document is longer than one page, it is recommended that you attach the document---see directions that follow.) NOTE: not all formatting choices will copy correctly.



Attaching a Document or File (scanned image) to the Checkpoint:

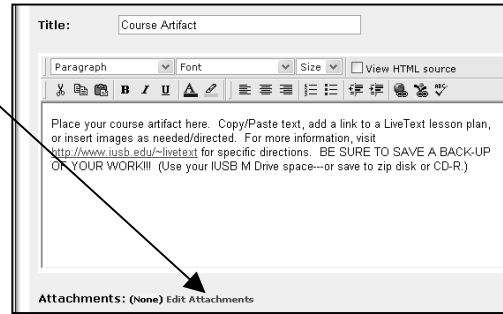
To **attach a document or file**, click on the **EDIT ATTACHMENTS** link located at the bottom of the screen.



Browse out to the location where you stored your document/file.

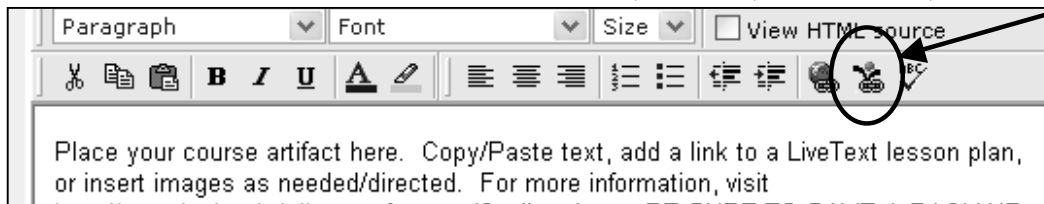
Then click ATTACH.

Wait while the file attaches and then click FINISH.



Adding a Link to a LiveText Item to the Checkpoint:

To **link to a LiveText Lesson Plan, Rubric, WebQuest, etc.**, click on the icon that has the LiveText Logo and a picture of a chain link on it.

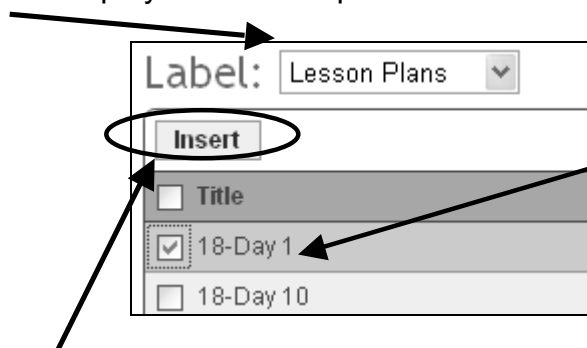


the LiveText Logo and a picture of a chain link on it.

Enlarged icon



Immediately, the Link Chooser window will appear. Use the drop-down menus to locate your item. (Select the "type" of the item---lesson plan, project, assessment, etc.) Use the drop down menus to find your file. If you are linking a lesson plan, make sure Lesson Plan is displayed in the drop-down menu in the upper left corner of the dialog box.



Place a checkmark in the item you would like to add a link to

Then click **Insert**. Many users skip this step---be sure to remember to do it! ☺

Once you have your artifact attached or copied into place....click FINISH. You have now started to compile a personal library of your work. ☺!