



LiveText C1 Training 09

Student Basics

LiveText Tech Support Team Contact Information
Registration Instructions and LiveText Web Link

Technical Services

8/7/2009

This document contains the training materials for the re-designed LiveText C1 e-portfolio and assessment system. It is general information to familiarize users with the features available for production of course-based documents necessary to showcase artifacts for the teacher education program. For additional help please contact LiveText Tech Support - Phone:866-548-3839 Email: support@livetext.com. For local help contact the Instructional Media Specialist, Ms. Peterson - Phone: 336-285-4369 Email: peterson@ncat.edu Contents and screen shots based on electronic help files within C1 accounts - © 2009 LiveText, Inc. All rights reserved.

SP:070809



LiveText C1 Training 2009

Student Basics

LiveText Support Team

If further questions arise regarding the application, contact LiveText at:

Phone: 1-866-LiveText (1-866-548-3839)

Email: support@livetext.com

Tech Support Hours

- Monday to Thursday 7:00am - 9:00pm (CT)
- Friday 7:00am - 6:00pm (CT)
- Sunday 2:00pm - 7:00pm (CT)

Extended Hours during End-of-Term Exams

- Monday to Thursday 7:00am - 9:00pm (CT)
- Friday 7:00am - 6:00pm (CT)
- Saturday and Sunday 1:00pm - 9:00pm (CT)

Quick Guide Help Link

https://www.livetext.com/c1_help/quickguides/

Register - LiveText Account

Go to www.livetext.com and click on the **Register Account** link in the customer service area of the LiveText homepage.

1. **Step 1: Enter the Membership Key Code.** Enter the key code that was provided to you and click **Next>>**

The screenshot shows the LiveText website's membership activation process. At the top, there is a navigation menu with links for Services, Purchasing, News & Events, Testimonials, Support, and Company. On the right, there is a 'LiveText Member' section with fields for Username and Password, and a Login button. The main content area is titled 'Membership Activation' and features a progress bar with steps: Key Code, Personal Information, Create an Account, Confirmation, Activation Completed, and Learn360@ Upgrade. The current step is 'Step 1: Enter Membership Key Code', which is highlighted in orange. Below the title, there is a 'Key Code' input field and two buttons: 'Cancel' and 'Next >>'. At the bottom, there is a copyright notice: 'Copyright © 1997-2009 LiveText Inc. All rights reserved. | Terms of Service' and links for 'Support | Contact Us'.

2. **Step 2: Personal Information.** Please complete your profile to the best of your ability. Date of Birth, Gender, Ethnicity, and Email Address fields are required. Click **Next** to complete the process.

The screenshot shows the 'Step 2: Personal Information' section of the LiveText membership activation process. The navigation menu and 'LiveText Member' section are the same as in the previous screenshot. The progress bar now highlights 'Personal Information'. The 'Step 2: Personal Information' title is in orange. The form includes several fields: 'First Name', 'M.I. (optional)', and 'Last Name' (all text input); 'Date of Birth' (Month, Day, and Year dropdowns); 'Gender' (dropdown); 'Ethnicity' (checkboxes for American Indian or Alaska Native, Black or African American, Native Hawaiian or other Pacific Islander, Decline to Identify, Asian, Hispanic/Latino, and White); 'School Email' (text input) with a note: 'If you were issued an email by your school, please enter it here, otherwise you may enter your Personal Email.'; 'Personal Email' (text input) with a note: 'The email address above will be the primary email address we use to send you any account related notification in the future.' Below these is the 'About Your Institution' section, which includes: 'Membership Type' (Student), 'State' (dropdown), 'Institution' (text input, note: 'please select "State" first'), 'Degree Program' (dropdown), 'Projected Graduation Date' (Month and Year dropdowns), 'Student ID' (text input) with an 'Unavailable' checkbox, and 'School PIN' (text input, optional). At the bottom, there are '<< Back' and 'Next >>' buttons. The copyright notice and 'Support | Contact Us' links are also present.

Note: When entering your name, please use your official name on record at your institution. **You do not need to enter information in the School PIN field unless your institution requires or has provided you with a School PIN.**

3. **Step 3: Create an account.** You will be prompted to create a unique username and password. When creating a username, the name will be compared to all LiveText users. If you receive the message "Username is already taken", you will have to modify your username for it to be accepted. Click

Next to complete the process.

The screenshot shows the LiveText website's Membership Activation process. At the top, there is a navigation menu with links for Services, Purchasing, News & Events, Testimonials, Support, and Company. On the right, there is a LiveText Member login section with fields for Username and Password, and a Login button. The main content area is titled "Membership Activation" and features a progress bar with steps: Key Code, Personal Information, Create an Account (highlighted), Confirmation, Activation Completed, and Learn360@ Upgrade. Below the progress bar, the heading "Step 3: Create an Account" is displayed. The form includes fields for Username, Password, and Confirm Password. A Security Question is selected from a dropdown menu, with an Answer field and a Hint field below it. Navigation buttons for "<< Back" and "Next >>" are at the bottom. The footer contains copyright information for 1997-2009 LiveText Inc. and links for Terms of Service, Support, and Contact Us.

Note: Your username needs to be at least six characters long. Your password needs to be at least six characters long and include at least one number and five letters.

- Step 4: Confirm Account information.** On the Confirmation page you can edit your information by clicking on the **Edit** buttons in each section.
- Select the **Terms of Service** check box.
- Click the **Confirm >>** button to complete the registration process.

The screenshot shows the LiveText website's Membership Activation process at Step 4: Confirm Account Information. The navigation menu and login section are the same as in the previous screenshot. The progress bar highlights the "Confirmation" step. The heading "Step 4: Confirm Account Information" is displayed, followed by the instruction "Please make sure all information is accurate." The form is divided into four sections, each with an "Edit" button: "Personal Information" (Name, Date of Birth, Gender, Ethnicity, School Email, Personal Email), "About your Institution" (State, Institute, Degree Program, Projected Graduation Date, Student ID, School PIN), "Account Information" (Membership Type, Username, Password, Security Question, Answer, Hint), and "Terms of Service" (Terms of Service - LiveText, Inc. - College LiveText edu solutions, 1. ACCEPTANCE OF TERMS, and a checkbox for "I agree with the Terms of Service."). Navigation buttons for "<< Back" and "Confirm >>" are at the bottom. The footer contains copyright information for 1997-2009 LiveText Inc. and links for Terms of Service, Support, and Contact Us.

7. **Step 5: Account Activation completed.** After successfully completing the registration process, LiveText will display this screen with your newly created username and password. Your login information will also be sent to the email address provided during account registration.

The screenshot shows the LiveText website interface. At the top, there is a navigation menu with links for Services, Purchasing, News & Events, Testimonials, Support, and Company. On the right side, there is a 'LiveText Member' section with fields for Username and Password, and a Login button. The main content area is titled 'Membership Activation' and features a progress bar with steps: Key Code, Personal Information, Create an Account, Confirmation, **Activation Completed**, and Learn360@ Upgrade. Below the progress bar, the heading 'Step 5: Account Activation Completed' is displayed in orange. A green 'Congratulations!' message follows, stating that the user has successfully activated their account. A summary box contains the following information:

Username	learn360@live
Password	learn360@live
Membership Type	Basic

Below the summary box, a message states: 'You will receive an email notification regarding this account activation shortly. Your notification will be emailed to: learn360@live.com'. A 'Next >>' button is located at the bottom of the main content area. The footer contains copyright information: 'Copyright © 1997-2009 LiveText Inc. All rights reserved. | Terms of Service' and links for 'Support | Contact Us'.