

Creating a Visitor Pass for your E-Portfolio

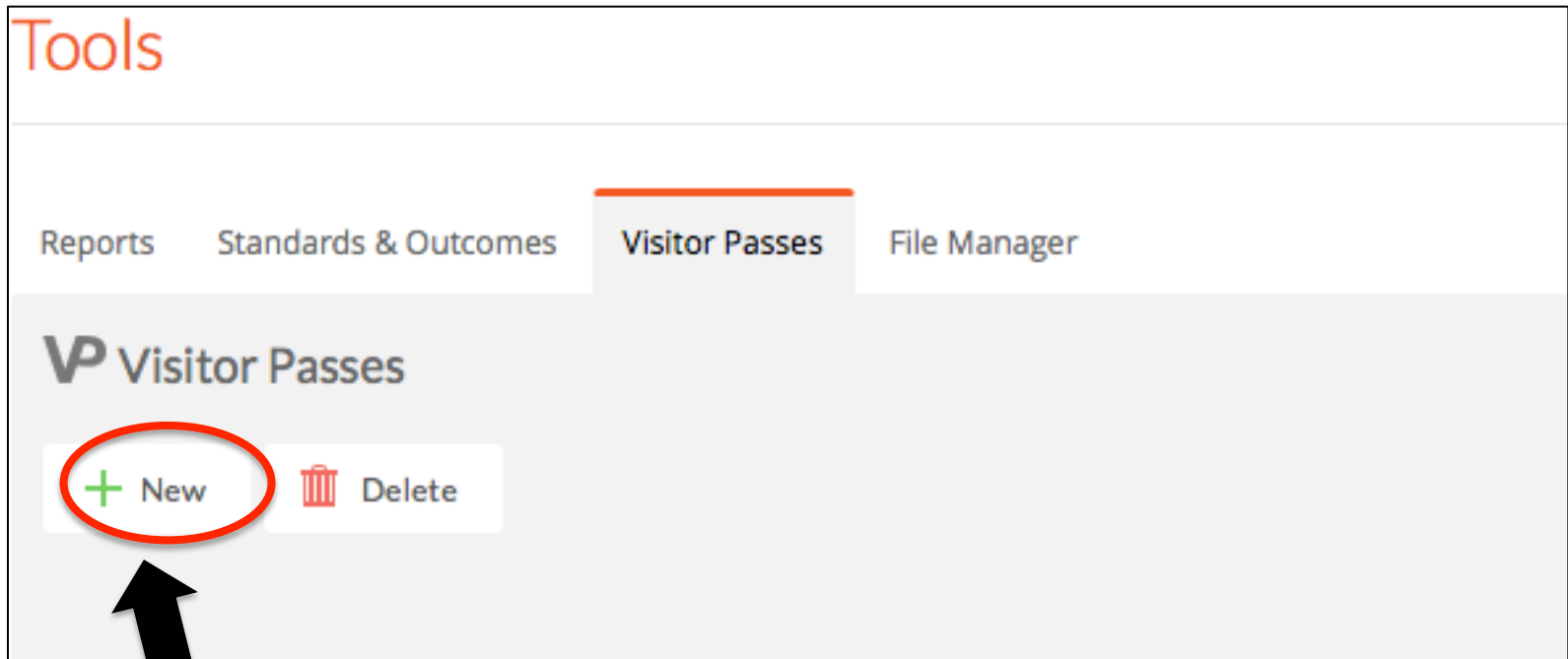
Westfield State University

Creating the Visitor Pass

1. Go to “Dashboard” tab then click the “Tools” tab, then “Visitor Passes”

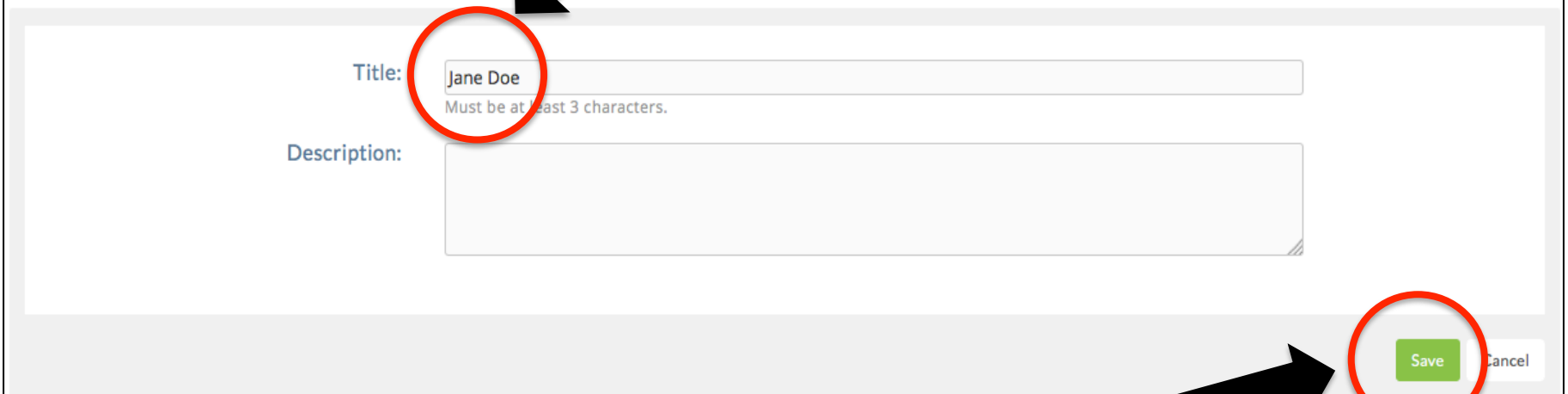
The screenshot displays the LIVENEXT web application interface. At the top left is the LIVENEXT logo. The top right corner shows a user greeting: "Welcome, WSU Student". A horizontal navigation bar contains several tabs: "Field Experience", "Dashboard", "Courses", "LiveText Docs", "File Manager", "Reviews", "Forms", "Community", and "Tools". The "Tools" tab is circled in red, and a black arrow points to it from the right. Below the navigation bar, the "Tools" section is active, showing a sub-menu with "Reports", "Standards & Outcomes", "Visitor Passes", and "File Manager". The "Visitor Passes" option is circled in red, and a black arrow points to it from the bottom left. Below the sub-menu, there is a "Reports" section with a bar chart icon and a "New..." dropdown menu.

2. Click the “+ New” button



3. Type the name of the person to receive the portfolio in the “Title” window (e.g. Jane Doe)

Create a Visitor Pass



The screenshot shows a form titled "Create a Visitor Pass". It has two main input fields: "Title:" and "Description:". The "Title:" field contains the text "Jane Doe" and has a red circle around it with a black arrow pointing to it. Below the "Title:" field, there is a small error message: "Must be at least 3 characters." The "Description:" field is empty. At the bottom right of the form, there are two buttons: "Save" (green) and "Cancel" (white). The "Save" button is circled in red with a black arrow pointing to it.

4. Click Save

5. Go to the “LiveText Docs” tab and open your portfolio, then click the “Share this document” button.

Art Practicum Portfolio Template-Spring 2016

Westfield STATE UNIVERSITY
Founded 1838

Send this document for review
Document Properties

Share this document

Visitor pass preview

Hide

Cover Page

Manage Content

Page List

- Cover Page
- Resume
- Teaching Philosophy
- Standard A: Planning Curriculum & Instruction

Jane Doe Student Teaching Portfolio

Edit

AB C D E

6. Type in the “Search Viewer” window, the name of the person you are sending the portfolio to. Click on the name when it appears.

Art Practicum Portfolio Template-Spring 2016

The screenshot displays the Westfield State University portfolio management interface. The top left features the university logo and the text "Westfield STATE UNIVERSITY" with "Founded 1838" below it. The main header area includes several action buttons: "Send this document for review", "Share this document", "Visitor pass preview", "Document Properties", and "Manage Content". A "Page List" sidebar on the left contains items like "Cover Page", "Resume", "Teaching Philosophy", and "Standard A: Planning Curriculum & Instruction". The central workspace shows a "Cover Page" with a drawing of a person. A "Search Viewer" window is open, titled "Search for Users/Groups/Visitors.", with a search input field containing "Jane Doe". Below the input, a list of search results is shown, with "Jane Doe (visitor)" highlighted in a red circle. A black arrow points from the search input field to the highlighted result, and another black arrow points from the highlighted result to the "Current Viewers" section below it. The "Current Viewers" section lists "Erold Bailey" and "Student Teachers (visitor)".

Westfield STATE UNIVERSITY
Founded 1838

Send this document for review
Share this document
Visitor pass preview
Document Properties
Manage Content

Page List
Cover Page
Resume
Teaching Philosophy
Standard A: Planning Curriculum & Instruction

Cover Page

Jane Doe Student Teachers

Search Viewer

Search Editor

Type in individual names or usernames, such as "John Doe" or "janesmith".

Look in: My Institutions All Users

Jane Doe

Jane Doe (visitor)

Current Viewers
Erold Bailey
Student Teachers (visitor)

7. Click the “+ Add to Share” button.

Art Practicum Portfolio Template-Spring 2016

The screenshot displays a document management interface for Westfield State University. The document title is "Art Practicum Portfolio Template-Spring 2016". The interface includes a "Page List" on the left with items like "Cover Page", "Resume", "Teaching Philosophy", and "Standard A: Planning Curriculum & Instruction". A "Cover Page" is currently selected, showing a drawing of a person. A search modal is open, titled "Search for Users/Groups/Visitors.", with a search bar containing "Jane Doe (visitor)". The "Add to Share" button is circled in red, and a black arrow points to it from the bottom right. Other buttons like "Send this document for review", "Share this document", and "Visitor pass preview" are visible at the top.

Westfield STATE UNIVERSITY
Founded 1838

Send this document for review
Document Properties

Share this document
Visitor pass preview

Search for Users/Groups/Visitors. X

Type in individual names or usernames, such as "John Doe" or "janesmith".

Look in: My Institutions All Users

Search Viewer
Jane Doe (visitor)

Search Editor

+ Add to Share

Hide
Cover Page
Page List
Cover Page +
Resume +
Teaching Philosophy +
Standard A: Planning Curriculum & Instruction +

Manage Content
Edit

8. Go back to “Tools” tab and click “Visitor Passes”

The screenshot displays the LIVESYSTEMS user interface. At the top left is the LIVESYSTEMS logo. The top right corner shows a user greeting: "Welcome, WSU Student". A horizontal navigation bar contains several tabs: "Field Experience", "Dashboard", "Courses", "LiveText Docs", "File Manager", "Reviews", "Forms", "Community", and "Tools". The "Tools" tab is circled in red, and a black arrow points to it from the upper right. Below the navigation bar, the "Tools" section is active, showing a sub-menu with tabs: "Reports", "Standards & Outcomes", "Visitor Passes", and "File Manager". The "Visitor Passes" tab is circled in red, and a black arrow points to it from the lower left. Below the sub-menu, there is a "Reports" section with a bar chart icon and a "New..." button with a dropdown arrow.

9. Finally, copy and paste the visitor pass code and email it to the recipient of the e-Portfolio, with the following message:

Please click on the “Visitor Pass” button on the LiveText website: livetext.com; copy and paste this code in the textbox that appears, then click the “Visitor Pass Entry” button. You will then be able to view my portfolio. Thank You.

Reports Standards & Outcomes **Visitor Passes** File Manager

VP Visitor Passes

+ New Delete

	Title	Description	Visitor's Pass	Docu
<input type="checkbox"/>	Jane Doe		7D33213A	3