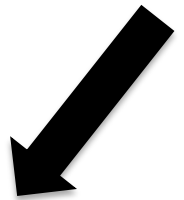


Creating a Visitor Pass for any of
your Documents

Westfield State University

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 taskstream +  Tk20 + 
50 years of combined experience working with 1,000+ institutions

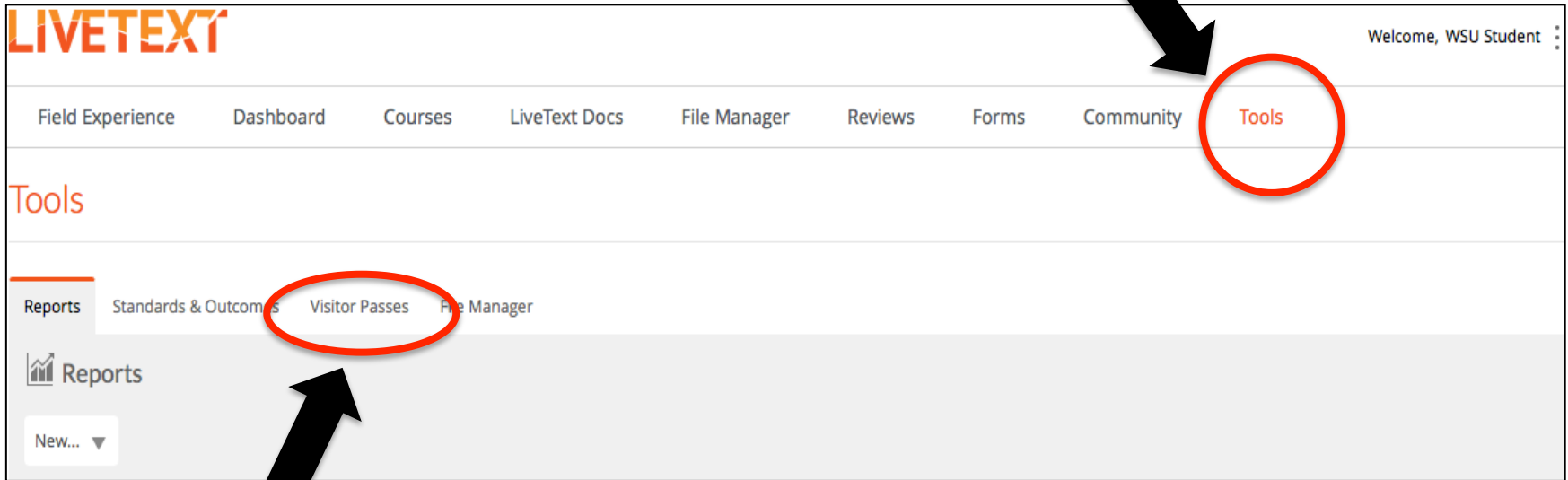
LiveText has joined the Taskstream-Tk20 family!

LiveText and Taskstream-Tk20 have joined forces to advance assessment solutions that support the improvement of learning across higher education.

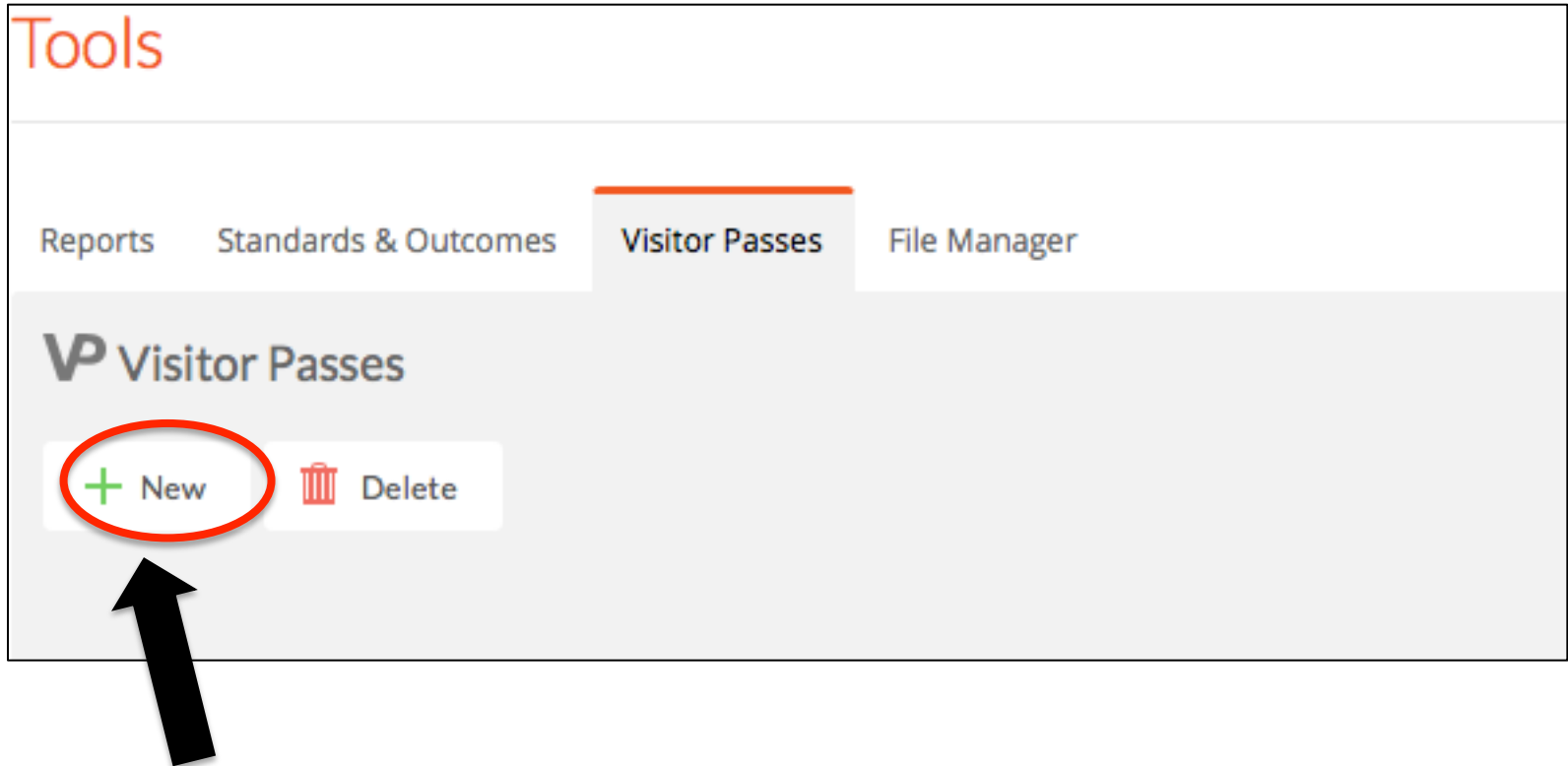
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Creating the Visitor Pass

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



2. Click the “+ New” button

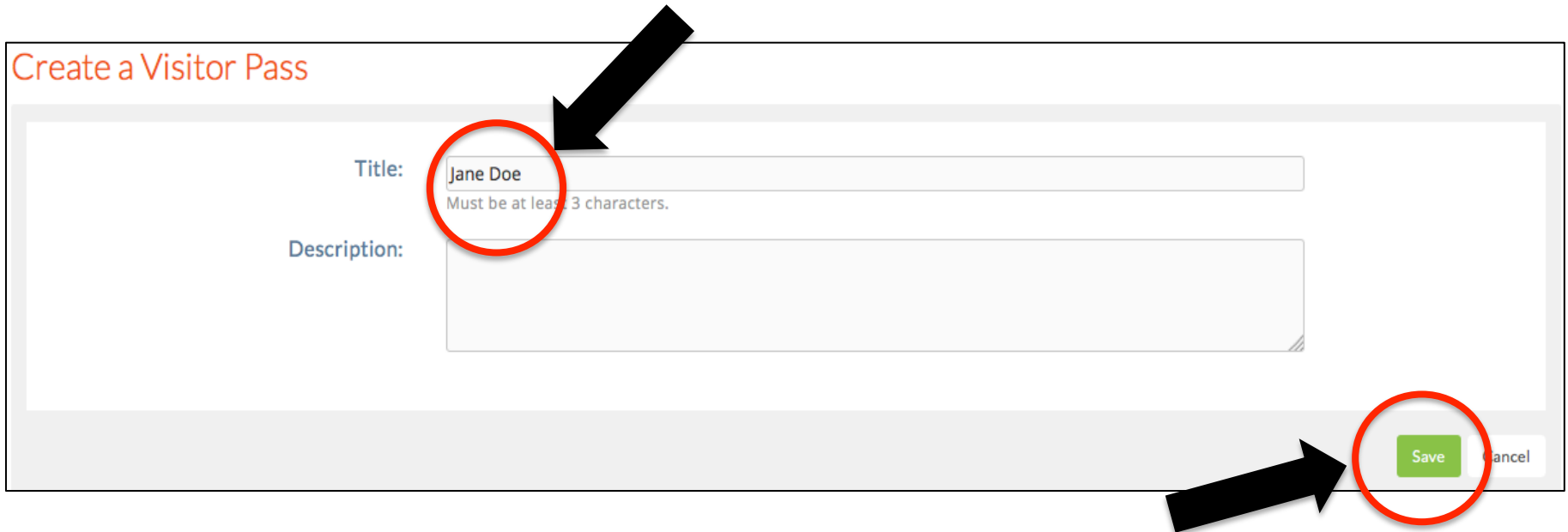


3. Type the name of the person to receive the document in the “Title” window (e.g., Jane Doe)

Create a Visitor Pass

Title: Must be at least 3 characters.

Description:



4. Click Save

5. Go to the “LiveText Docs” tab and open the document to be shared (e.g., Sample Lesson Plan). Then click the “Share this document” button.

The screenshot displays the LiveText Docs interface. At the top, a navigation bar includes links for Field Experience, Dashboard, Courses, LiveText Docs (highlighted in red), File Manager, Reviews, Forms, Community, and Tools. Below this, the 'Documents Main Page' is shown, featuring the document title 'Sample Lesson Plan' in orange and the author 'by WSU Student' in blue. A toolbar contains several buttons: 'Hide', 'Send this document for review', 'Share this document' (circled in red and pointed to by a large black arrow), and 'Document Properties'. To the left, a 'Page List' sidebar shows a 'Blank Page' with a plus icon and a 'Manage Pages' button. The main content area displays the document title 'Sample Lesson Plan' with an edit icon, followed by the text 'SUMMARY OF LESSON PLAN CONTENT'. At the bottom, the document's metadata is listed: 'Name: WSU Student' and 'Subject: General area'. On the right side of the main content area, there are buttons for 'Edit', a document icon, and a trash icon.

6. Type in the “Search Viewer” window the name of the person you intend to share the document with. Click on the name when it appears.

Documents Main Page

Sample Lesson Plan

by WSU Student

The screenshot shows the 'Documents Main Page' interface. At the top, there are buttons for 'Hide', 'Send this document for review', 'Share this document', and 'Document Properties'. Below these, there's a 'Page List' on the left with a 'Blank Page' entry. The main area is titled 'Blank Page' and contains a 'Blank Section' with a message 'No text or image added to section'. A 'Search for Users/Groups/Visitors' dialog box is open in the center. It has a search bar with 'Jane Doe' entered, and a list of results below it, with 'Jane Doe (visitor)' highlighted. A red circle is drawn around 'Jane Doe (visitor)'. Two black arrows point to this circle: one from the 'Blank Section' area and another from the bottom right. The dialog box also includes a 'Look in' section with 'My Institutions' selected, and a 'Search Editor' field. At the bottom of the dialog is a button for 'Advanced Sharing Options'.

Documents Main Page

Sample Lesson Plan

by WSU Student

Hide Send this document for review Share this document Document Properties

Page List

Blank Page

Blank Page

Blank Section

No text or image added to section

Search for Users/Groups/Visitors.

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

Look in: ☒ My Institutions ☐ All Users

Search Viewer

Jane Doe

Jane Doe (visitor)

Search Editor

Advanced Sharing Options

7. Click the “+ Add to Share” button.

Documents Main Page

Sample Lesson Plan

The screenshot shows the 'Documents Main Page' interface. At the top, there are buttons for 'Hide', 'Send this document for review', and 'Share this document'. Below these are icons for document management. The main area is divided into a 'Page List' on the left and a 'Blank Page' on the right. The 'Page List' contains a 'Blank Page' entry with a plus icon. The 'Blank Page' has a 'Blank Section' with a plus icon and a 'Manage Pages' button. A search overlay titled 'Search for Users/Groups/Visitors.' is open on the right. It contains a text input field, a 'Look in:' section with radio buttons for 'My Institutions' (selected) and 'All Users', and search fields for 'Search Viewer' and 'Search Editor'. A search result 'Jane Doe (visitor)' is listed. A red circle highlights the '+ Add to Share' button, and a black arrow points to it. A blue arrow points from the plus icon in the 'Blank Page' list to the search overlay.

Documents Main Page

Sample Lesson Plan

Page List

Blank Page

Blank Page

Blank Section

No text or image added. To add content, click the plus icon.

Manage Pages

Search for Users/Groups/Visitors.

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

Look in: ☒ My Institutions ☐ All Users

Search Viewer

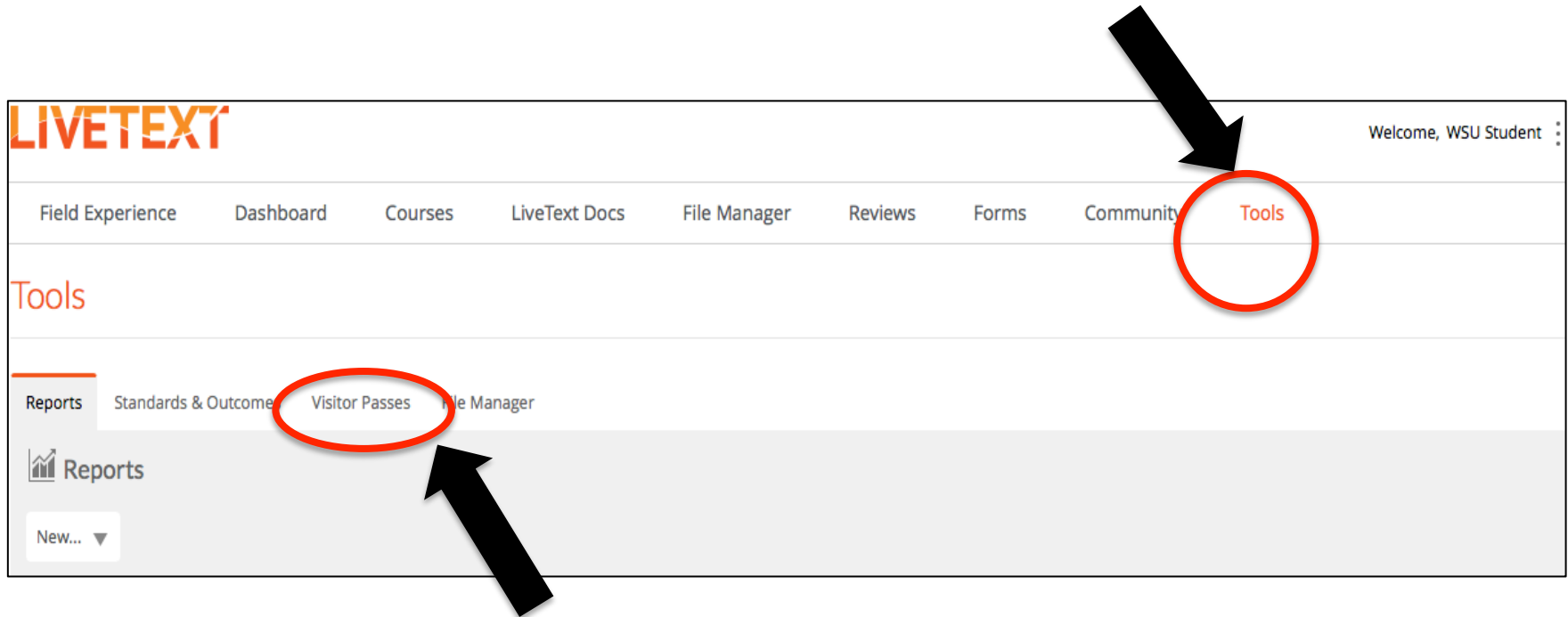
Search Editor

Jane Doe (visitor)

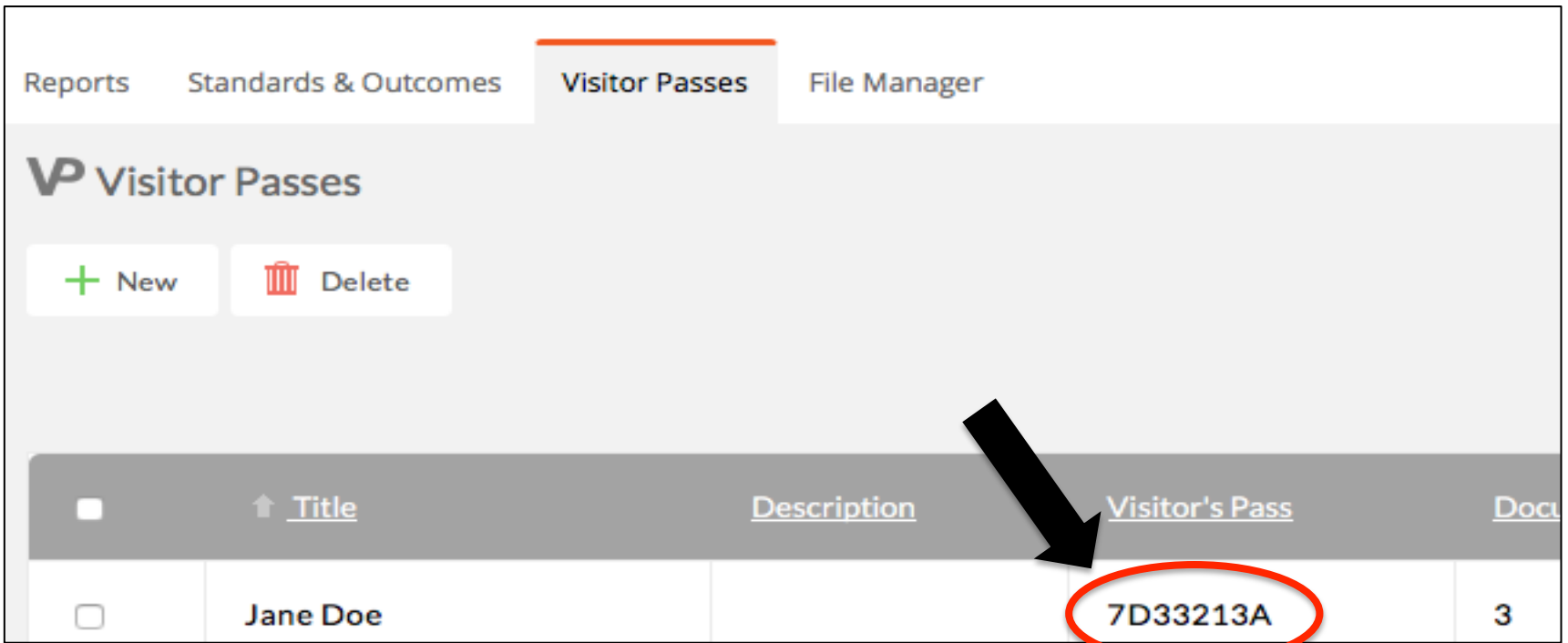
+ Add to Share

Advanced Sharing Options

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



9. Last, copy and paste the visitor pass code and email it to the recipient of the document you are sharing (e.g., Sample Lesson Plan), 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, and then click the “Visitor Pass Entry” button. You will then be able to view the document I am sharing with you.



The screenshot displays the 'Visitor Passes' section of the LiveText website. At the top, there are navigation tabs: 'Reports', 'Standards & Outcomes', 'Visitor Passes' (which is selected and highlighted with an orange underline), and 'File Manager'. Below the tabs, the 'VP Visitor Passes' header is visible. Underneath the header, there are two buttons: a green '+ New' button and a red trash icon labeled 'Delete'. Below these buttons is a table with the following columns: a checkbox, 'Title', 'Description', 'Visitor's Pass', and 'Docu'. The table contains one data row for 'Jane Doe'. The 'Visitor's Pass' value '7D33213A' is circled in red, and a black arrow points to it from the right.

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