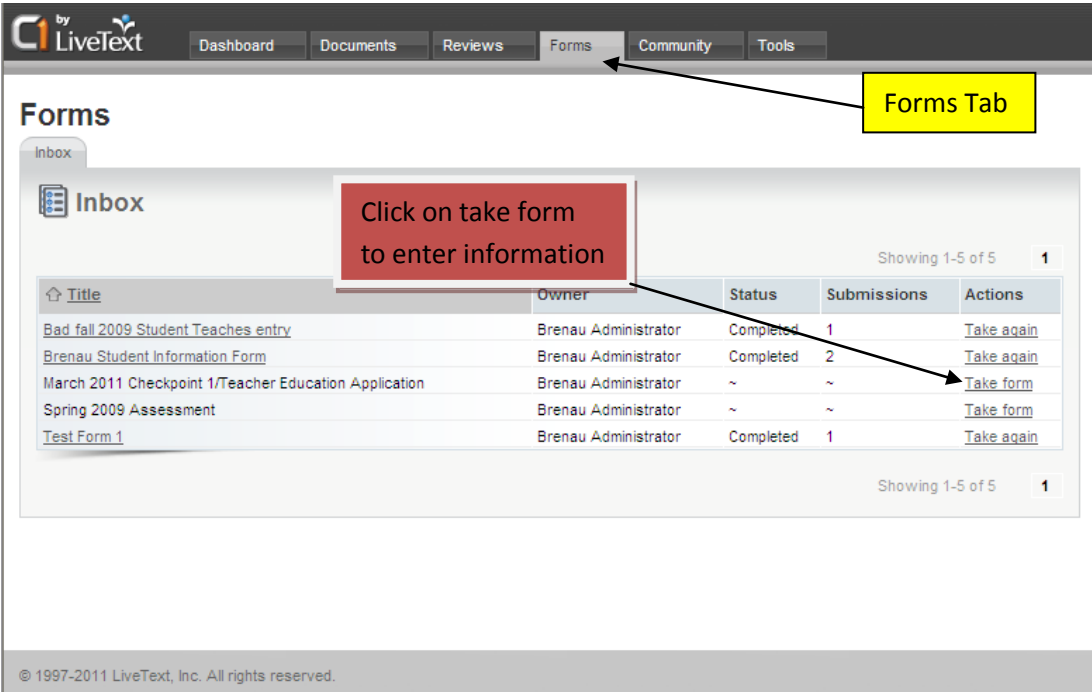


CHECKPOINT 1 / TEACHER EDUCATION APPLICATION INSTRUCTIONS

❖ STUDENT SIDE: STEP 1

- Go to WWW.LIVETEXT.COM - SIGN IN. In your LiveText profile select the FORMS tab
 - In your forms Inbox
 - ◆ Teacher Education Application, click on TAKE FORM on the right to do so.
 - Enter all information requested
 - Press SUBMIT FORM when complete



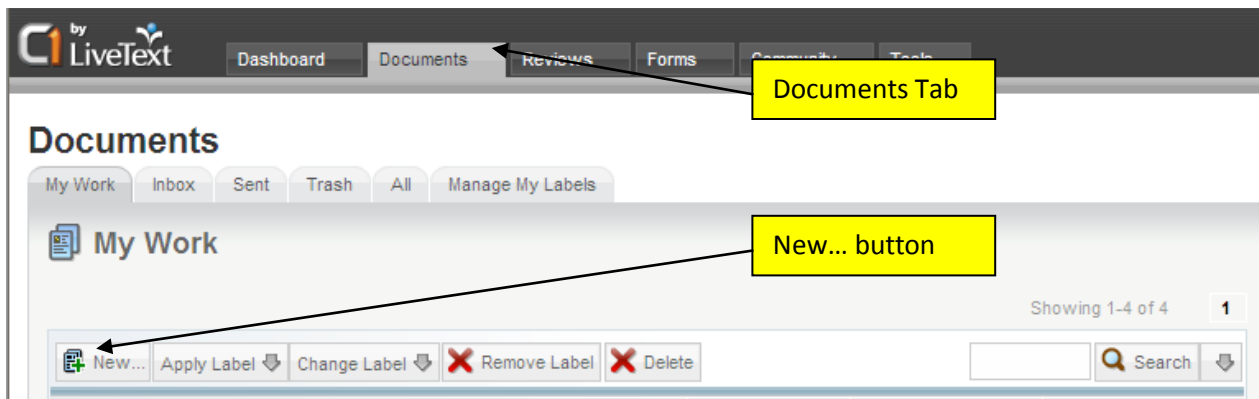
The screenshot shows the LiveText interface with the 'Forms' tab selected. A yellow box labeled 'Forms Tab' points to the 'Forms' tab in the navigation bar. Below the navigation bar, there is an 'Inbox' section with a red box containing the text 'Click on take form to enter information' pointing to the 'Take form' link in the table. The table lists several forms, including 'March 2011 Checkpoint 1/Teacher Education Application'.

Title	Owner	Status	Submissions	Actions
Bad fall 2009 Student Teaches entry	Brenau Administrator	Completed	1	Take again
Brenau Student Information Form	Brenau Administrator	Completed	2	Take again
March 2011 Checkpoint 1/Teacher Education Application	Brenau Administrator	~	~	Take form
Spring 2009 Assessment	Brenau Administrator	~	~	Take form
Test Form 1	Brenau Administrator	Completed	1	Take again

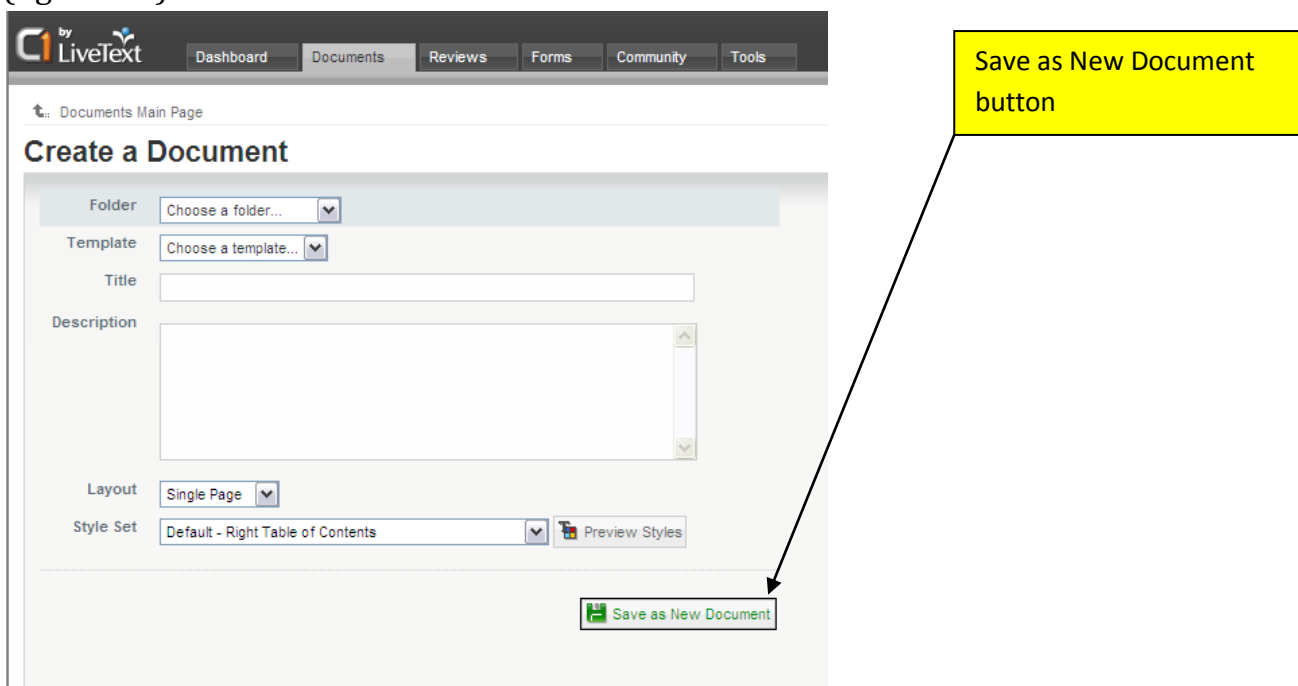
❖ STUDENT SIDE: STEP 2

- In your LiveText profile select the DOCUMENTS tab
 - Click on NEW... button (see figure 2.1)
 - ◆ Choose a folder dropdown box – select BRENAU UNIVERSITY – Applications
 - ◆ Choose a template dropdown box – CHECKPOINT 1/ TEACHER EDUCATION APPLICATION
 - ◆ Title it with this format: **Your name last name TE APP.**
(You do not need to enter a description, change the layout or the Style set) (see figure 2.2)
 - ◆ Click SAVE AS NEW DOCUMENT (see figure 2.2)

(figure 2.1)



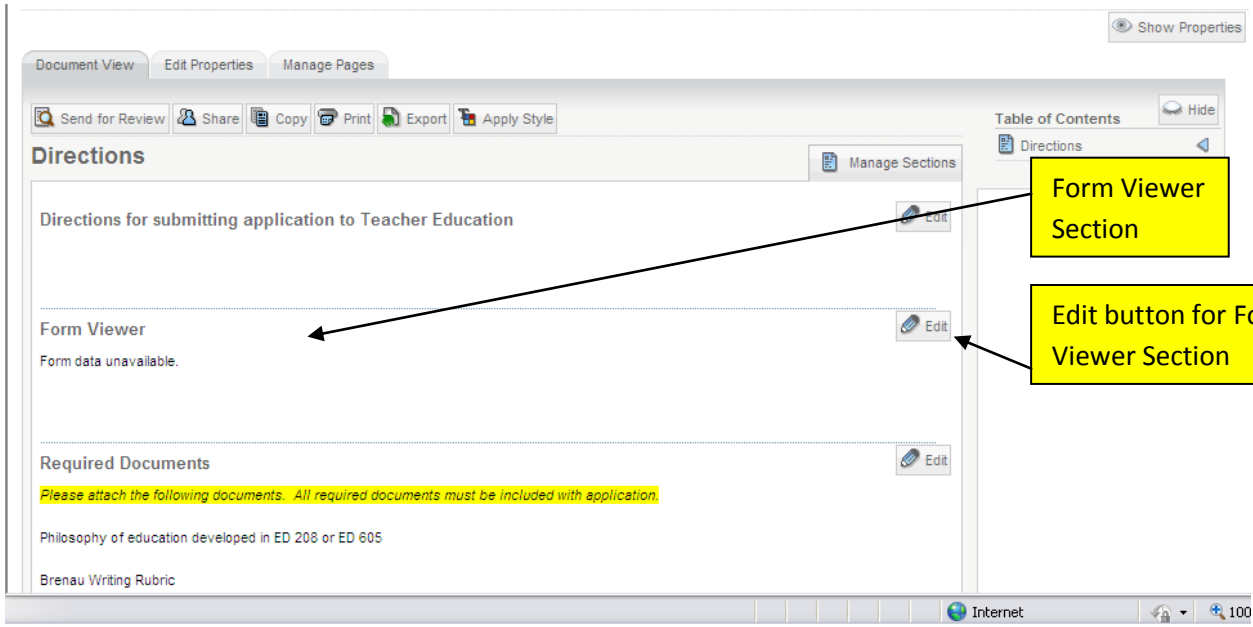
(figure 2.2)



At this time you will be inside your application document

- On the Form Viewer section:
 - ◆ Click EDIT (See figure 2.3)
 - On the form dropdown box select the form created in Step 1, CHECKPOINT 1/TEACHER EDUCATION APPLICATION
 - Select SAVE

(figure 2.3)

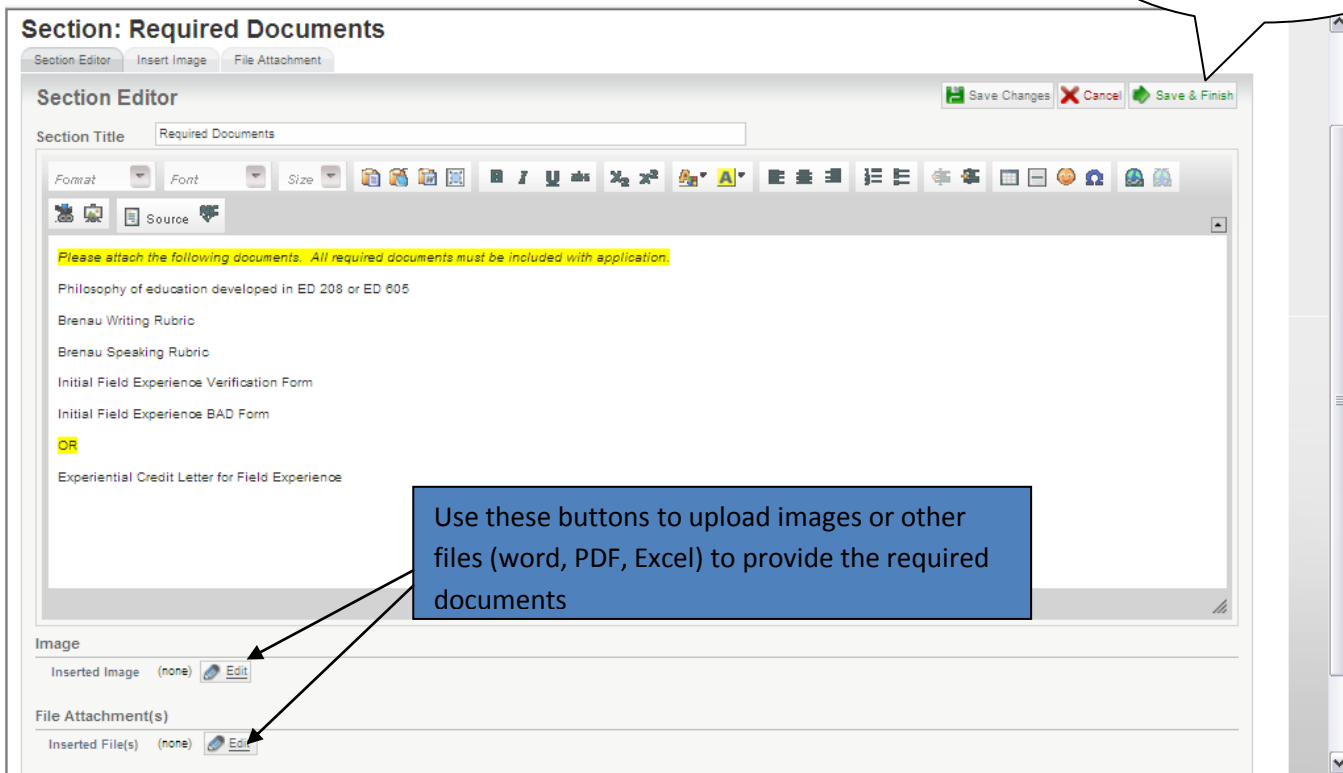


- Add all your supporting files in the REQUIRED DOCUMENTS section
 - To achieve this, click on the EDIT button for the Required Documents section. At the bottom of new screen you will see buttons to add an image or a file attachment (see figure 2.4), click on the appropriate Edit button depending on what you are trying to upload to provide as evidence to meet the requirements.

If unsure on how to attach a Rubric, please see page 5 of this document.

Click on Save and Finish when Done.

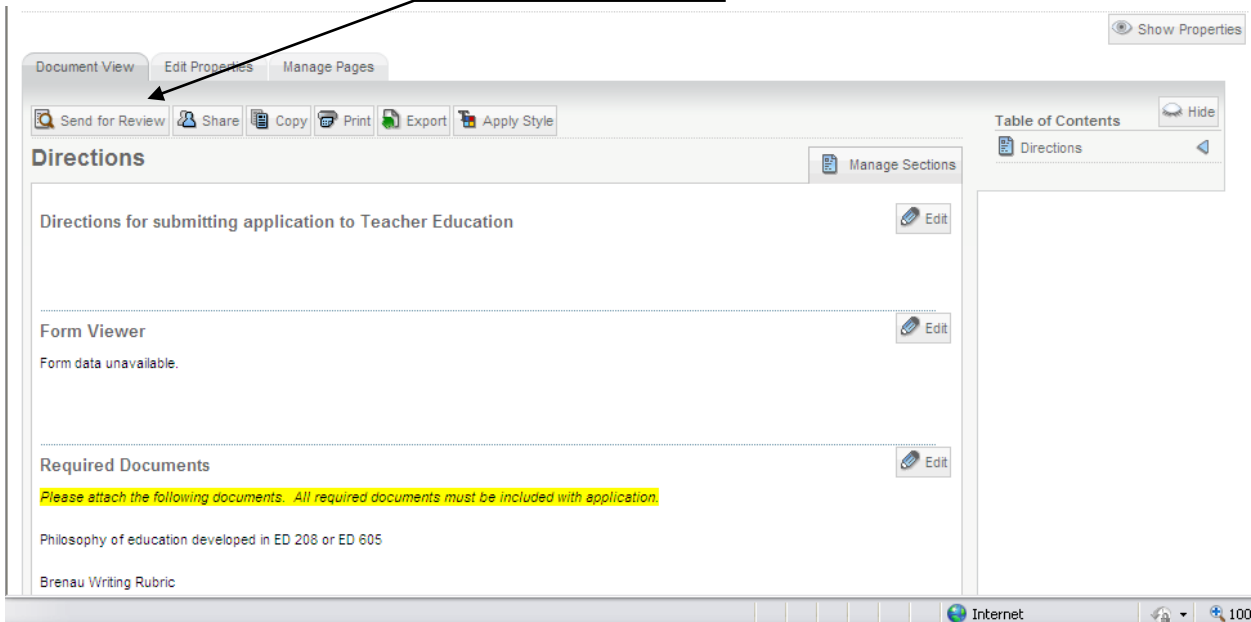
(figure 2.4)



- Once complete click SEND FOR REVIEW (found near the top of the document) (see figure 2.5)

(figure 2.5)

SEND FOR REVIEW
BUTTON



- In the box that shows up, that reads “SEARCH FOR REVIEWER”,

Enter this userid –
TEAPPL

- ◆ LiveText will search for the user as you type, once it has found it, Click on it.

- ◆ Click SUBMIT FOR REVIEW

LAST STEP - VERY IMPORTANT!!!!

- ❖ DO NOT FORGET to send an email to your advisor, notifying them that you have submitted your app through LiveText

FREQUENTLY ASKED QUESTIONS

I. How do I attach a Rubric?

Two methods available:

1. Open the graded Rubric in LiveText

Undock and select it (Keyboard Shortcut is CTRL A) then Copy the rubric from LiveText (CTRL C)

Paste into Microsoft word, then adjust the column widths as necessary to fit in the page (on "wider" rubrics, excel should work also)-finally attach the word/excel doc into LiveText

2. The other method is to print the graded rubric, scan it and attach the scanned document via LiveText