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Why do students need a LiveText: Field Experience Edition account?

The College of Education has to abide by state and federal standards that recently indicated the College of Education needs to provide our students with resources beyond graduation, including a portfolio tool and the ability for students to retain work completed in your Education program(s). With these new federal requirements, it became necessary to update our former assessment system (COEdata) with a more comprehensive tool. In Fall of 2013, the College of Education reviewed multiple commercial assessment and e-portfolio programs (including taskstream, LiveText, Chalk&Wire, Tk20, and Blackboard). The College of Education ultimately decided that LiveText provides the most comprehensive suite of features for all users at the most reasonable cost to the College of Education as well as students. The College of Education shares the cost for LiveText with students: we have to pay for faculty and cooperating teacher accounts, as well as implementation fees for using LiveText.

College of Education faculty were notified of the transition to LiveText in April of 2014. The College of Education publically announced the decision to begin using LiveText in July of 2014, with implementation beginning in Fall of 2014. Students were notified of the transition both in their courses and through email and online announcements. The key benefit for students is LiveText provides access to assessments faculty complete for assignments within the programs (as well as copies of students’ self-assessments). Unlike Blackboard that typically deletes assignment information after the end of each semester, LiveText assignment materials will be available across semesters and beyond graduation. Having access to this data allows students to share their assessments and showcase standards and areas that they excel in within your program.

It is the College of Education’s hope that students will be able to continue to use their LiveText account beyond graduation to showcase the work they have completed within their program(s).

What is LiveText?

LiveText is a leading, international provider of campus-wide solutions for strategic planning, assessment, and institutional effectiveness. Their system has been successfully used by institutions across Michigan, including Eastern Michigan University, Madonna University, Ferris State University, Andrews University, Northwestern Michigan College, and Miller College. With LiveText, the College of Education is able to effectively measure outcome-based learning goals and provide students with a professional portfolio system.

LiveText provides students and faculty with personal accounts that they use to create/submit assignments, manage data, and build electronic portfolios. These electronic portfolios can be used to showcase professional skills or as a classroom management portfolio. Additionally, submitted materials in LiveText are retained in the system across semesters and beyond graduation, allowing students to showcase work to potential employers.

Additional information on LiveText can be found on our website’s FAQ pages at:

www.gvsu.edu/coe/livetext

On our website, you will find links to LiveText help and YouTube video tutorials, FAQs for faculty and students, and copies of the PDF handbooks.
All* College of Education syllabi (with the exception of a few courses noted below) need to include a statement informing COE students that LiveText Student Membership: Field Experience Edition is a required purchase for College of Education programs. Faculty, please share this information orally with your students at the beginning, middle, and end of the term.

PLEASE NOTE: A few courses do not complete assessments at this time and are therefore currently not requiring students to purchase LiveText. Those courses are as follows:

- ED 180, ED 600, ED 601
- EDC 680, EDC 699
- EDF 100, EDF 380, EDF 399, EDF 499, EDF 635, EDF 650, EDF 653, EDF 680, EDF 699
- All EDH Courses
- EDI 380, EDI 399, EDI 499, EDI 680, EDI 699, EDI 780, EDI 799
- EDL 680, EDL 699, EDL 780, EDL 799
- EDR 317, EDR 380, EDR 499, EDR 599, EDR 612, EDR 613, EDR 680, EDR 680, EDR 699
- EDS 380, EDS 399, EDS 499, EDS 550, EDS 680, EDS 699
- EDT 380, EDT 399, EDT 680, EDT 699

*PLEASE NOTE: The Higher Education (M.Ed.) in Adult and Higher Education or College Student Affairs Leadership (CSAL) programs do NOT use LiveText. Students in these programs are exempt from purchasing LiveText.

The language below should be included in College of Education course syllabi:

LiveText Syllabi Statement

An active LiveText membership is a required resource for this course because at least one assignment must be submitted electronically using this online platform. LiveText is used by Grand Valley State University in Education programs to demonstrate the quality of our academic programs, provide students with documentation of their growth, improve teaching and learning, and maintain accreditation. You have the opportunity to use your LiveText account for secure online storage of all of your academic work and to create digital portfolios and reflective journals, which can be shared with prospective employers or other parties.

You can purchase LiveText Student Membership: Field Experience Edition (ISBN: 9780979663567) online with a credit or debit card at www.livetext.com OR you may purchase your LiveText Field Experience Module (FEM) membership directly from the GVSU Bookstore in DeVos on the Pew campus. LiveText’s retail price is $133.00 (price valid 2016).

LiveText will be a required resource in many courses throughout your program. You will use the same account for any course that requires it for up to five years, so you only need to purchase the account one time. If you already have an active LiveText membership, you do not need to purchase another one. After five years, you can choose to extend your membership if you need it for additional coursework or would like to maintain it for your personal use. More information on LiveText can be found on our student FAQ page at: www.gvsu.edu/coe/livetext

PLEASE ALSO NOTE: The LiveText grace period has ended. All students and faculty in the College of Education have been notified of the LiveText requirement. Effective Fall of 2015, COE students who do not have or do not use a Live Text account, will receive a zero (0) on ALL LiveText assignments/assessments, which will factor into students’ final grades.

Please see the COE website for LiveText user FAQs and handbooks at www.gvsu.edu/coe/livetext.
**NOTE on Percentages and Grades in LiveText**

**PLEASE NOTE:**
Percentages and Grades within LiveText should be ignored.

When a rubric is completed in LiveText, a percentage may appear in the bottom right corner of the rubric. This percentage will not be regarded by the College of Education and is no reflection of the Grand Valley student’s grade or performance within the course. It is a result of assigning numeric values to the columns of the rubric. This numbering generates numeric data for the College of Education to inform us of areas within our courses that we need to improve in the future.

Likewise, LiveText provides instructors with a grading tool to grade assignments in LiveText. The College of Education asks faculty not to use this tool, as official grades are currently managed through Banner. Any grade shown in LiveText is non-official and should not be regarded by LiveText users.

Please also remember that an "assessment" is not an end goal, nor is it the same as a course grade. Rather, an assessment is a learning tool that demonstrates students’ ability to meet course expectations and allows the College of Education to look for ways to improve our programs. An assessment is also not a student satisfaction/opinion survey. Instead, it is a direct measure of student learning and development outcomes. Providing students with access to these assessments ensure all College of Education students have the ability to showcase their progress throughout their program(s) and beyond graduation.
Forgot LiveText Username and/or Password

If you have forgotten your LiveText username or password, use one of the following methods to retrieve access to your account.

**Retrieve Username**
If you would like to have your username emailed to you, follow these steps:
1. In the upper-right corner of the LiveText homepage, click the Login button, then click the "Forgot password?" link.
2. Click the link "I forgot my Username".
3. Enter the primary email address for your LiveText account and click “Continue”.

**Resetting Your Password by Email**
If you would like to receive an email with a link to reset your password, follow these steps:
1. In the upper-right corner of the LiveText homepage, click the Login button, then click the "Forgot password?" link.
2. Enter the primary email address on your LiveText account.
3. Click the “Continue” button.
4. Make sure the first choice “Email to” is selected.
5. Click the “Continue” button.
6. Check your email account. Look for an email from support@livetext.com with a subject line that begins with “LiveText Password Reset Code for”.
7. Within the email you’ve received, click the link provided. This should take you back to the LiveText website and you should see a message stating Reset your password.
8. Enter a new password for your account in the textboxes labeled New Password and Confirm New Password. The password must be identical in both boxes. The password must be at least six characters in length and contain a mix of character types with at least two from the following categories: uppercase letters, lowercase letters, numeral, and symbols.
9. Click the “Continue” button. At this point, you will receive a confirmation message on screen that states your new password has been reset successfully.
10. Click the link Continue to your LiveText Membership account.

**Reset Your Password by answering a Security Question**
The following steps will enable you to reset the password on your LiveText account by answering your security question (if you forgot your password or your password isn't working). The process does NOT involve sending you any email. These steps will work even if your primary email address is no longer valid.
1. In the upper-right corner of the LiveText homepage, click the Login button, then click the "Forgot password?" link.
2. Enter the primary email address on your LiveText account.
3. Click the “Continue” button.
4. Select “Answer a security question”.
5. Click the “Continue” button.
6. In the box labeled “Username”, enter your username.
7. Click the “Continue” button.
8. You will be asked your security question. In the Answer textbox, answer the question. You must provide the exact wording of the answer you entered at the time you set up the question, answer, and hint.
9. Click the “Continue” button.
10. If you've entered the correct answer, you will be asked to enter a new password for your account. Enter a new password for your account in the textboxes labeled New Password and Confirm New Password. The password must be identical in both boxes. The password must be at least six characters in length and contain a mix of character types with at least two from the following categories: uppercase letters, lowercase letters, numeral, and symbols.
11. Click the “Continue” button. At this point, you will receive a confirmation message on screen that states your new password has been reset successfully.
12. Click the Continue to your LiveText Membership account link.

**Additional Account Assistance:**
If you have additional questions or concerns about your account, please contact the LiveText Help Desk directly for support at 1-866-548-3839 or via support@livetext.com.
Using Templates to Create a LiveText Document or Portfolio

1. To begin using a LiveText Template, make sure you are logged into your LiveText account. Visit https://www.livetext.com/ and login with your username and password in the top-right of the screen.

2. Click the "LiveText Docs" tab.

3. Click the "New" Button

4. Click "TEMPLATES" under the section "MI: Grand Valley State University". These are GVSU's templates.

5. Select the template you want to use.

6. A Preview of the template should appear on the right side of the screen. Scroll down to the very bottom of the page and click the "Create Document" button that should appear in the bottom right.
8. The Template should now open within your “LiveText Docs” tab and allow you to edit and customize the template to create your own document.

**Modify Content**
By clicking "Edit" at the top of each section of a document, you can easily modify the content of a section and have the option to upload images or files to the page. These can be added to each section using the "Image" and "File Attachments" options in the "Edit" screen.

**Adjust Access**
Using the Advanced Sharing Options from the "Share" menu, you can manage access to your document. There are 3 level of access you can set for each document.

- Private (Only creator can see or modify.)
- Shared (Viewers can see. Editors can modify.)
- Public (Anyone can see. Only editors can modify.)

More information on sharing documents and creating Visitor Pass codes is pages 19-23 of this PDF guide.

9. If you leave the document and need to return it access it, you can do so by returning to the “LiveText Docs” tab of your LiveText account. Any documents that you create are saved here.

**NOTE:** LiveText never permanently deletes a document: all documents that are deleted are saved in your “LiveText Docs” sub-folder titled “Trash” and may be accessed at any time.
Attaching Files & Images to a LiveText Document

To edit documents/portfolios and attach images and files, you must first open a document for editing.

1. After logging into your LiveText account, click on the “LiveText Docs” tab from the top menu bar. This will display a list of the documents you have created. Clicking the title of one of the documents will open that document.

2. The document viewer will open, allowing you to view the document in LiveText. Documents are organized into pages and sections, similar to a website. This allows content to easily be organized for larger documents, such as a portfolio. To Edit a section of the document and revise the content, click the “Edit” button that appears to the right of the content section you wish to edit.
3. In the Section Editor, you can type, cut, and paste text into the content section. You have options to format the text, add tables, lists, and links to websites, documents, or YouTube videos. To attach images or files to the content section, you can either use the tabs that appear near the top of the Section Editor ["Insert Image" and "File Attachment"] or click the “Edit” links at the bottom of the webpage next to “Inserted Image” and “Inserted File.” By selecting one of these options, you will link to another webpage that will allow you to attach either an image or a file to this content section.

The “Insert Image” and “File Attachment” tools are illustrated on the next page.
Attaching Files & Images to a LiveText Document (Cont.)

A. The image below shows the “Insert Image” tool. You can upload an image from your computer and change the display size and its placement in relation to the content section you are editing.

B. The image below shows the “File Attachments” tool. You can upload a file from your computer and have the option to add a label to it using the “Current Label” function. If you have files that you have uploaded to LiveText in the past, these will appear in a list near the bottom of the screen. For example, if you uploaded a document to LiveText in the past for an assignment and wish to feature it in your portfolio, you can do so by selecting the file from the file browser at the bottom of the “File Attachment” screen. **To review files you have uploaded in the past, click the “File Manager” tab on the top menu-bar.**
**Sending a Document for Review in LiveText**

In LiveText, you can “Send this document for review” to share your document with other LiveText users.

- Sending a document for review will allow other users to comment on the document and send the comments back to you.
- Reviewers will also be able to print or copy your document.

1. Open a LiveText document from the "LiveText Docs" tab.
   - After the document is open, click "Send this document for review". A new menu will popup.

2. Use the "Search for Reviewers" tool to type in either a person's name or their LiveText username.

3. As you begin typing the name or username, a list of possible matches should appear. Click the name of the person you want to share the document with.

4. After you have selected one or more LiveText users, you MUST click the "Submit for Review" button. The user will be able to access the document from their "Reviews" tab, comment on your work, and return the document.

Users you are adding will appear listed here.
**Accessing a Shared Document from your Reviews Inbox**

1. Click the "Reviews" tab to view documents that have been sent to you for review by other LiveText users.

2. Click the "Inbox" subtab to view LiveText documents that have been shared with you.

3. Documents that have been sent to you for review will be listed here. Click on a document title to open the document for review.

To add comments to a section of the document, click on one of the "Add Comment" buttons. A small box will appear for you to type comments.

Make sure you click the "Save" icon to save any comments you add.

As a Reviewer for the document, you have the ability to leave comments on each content section of the LiveText document, and also print a copy of the document. When you have finished reviewing the document, you can click the "Submit Review" button to send the document back to the owner with a copy of your comments.
Faculty Assignment Creation

If you have an assignment that needs to be added to a course and appear each semester, please contact Alex Jacobsson at jacobale@gvsu.edu to ensure that the assignment and rubric are added to the master course account. By default, the College of Education’s Administrative services office will upload courses and their rubric assignments to LiveText by the mid-point of each semester:

- Mid-February (approximately Feb. 14th) for Winter courses.
- End of May (approximately May 30th) for Spring courses and 12-Week Spring/Summer courses.
- Early July (approximately July 8th) for Summer courses.
- Mid-October (approximately October 14th) for Fall courses.

Faculty may request to have assignments posted in LiveText earlier if needed. You can also create assignments using these steps:

1. Log in to your LiveText account.
2. Navigate to the Course Assignments section.
3. Select the course for which you want to create an assignment.
4. Click the "Create" button.

Clicking on the "Assignments" tab will open a list of the assignments attached to the course. Default rubrics of record are added each semester by the Administrative Services staff.

The individual assignments are listed here in the "Assignments" tab, as well as the progress bar for each assignment. Clicking on the progress bar allows you to review and assess students.

To create a new assignment, click the "Create" button.

(Continued on next page.)
When you are finished creating the assignment, click the "Save Assignment" button that appears at the top of the screen.

Here you may add a description of the assignment and instructions for your students on how to complete the assignment.

If you have a template or resources that students will need to complete the assignment, you can attach these using the "Show More" tool in the "Resources and Settings" section.

If you have a LiveText rubric for the assignment, you can attach it by clicking the "Attach" button next to "Rubrics" to search and add the rubric to the assignment.

If other faculty need to complete the assessment, they can be added through this area.

Select "Post now" for the assignment to appear after you have clicked "Save Assignment" at the top of the screen.

By default, the end of the semester is used as the due date for assignments. If you have a different due date, you can set that using the "Show More" option in the "Availability" section.
Completing Regular Course Assessments

Assignments in LiveText should be completed by the end of the semester. In addition to “regular” course assignments shown on this page, your course may also have rubrics in the Field Experience tab of your account. Please see page 17 of this PDF guide for information on Field Experience assessments.

Rubrics should be submitted before or with finals. Please follow the directions below for “regular” courses:

1. When you login to LiveText, you should see the assignments appear on your Dashboard.

![Assignments screenshot](image)

2. Click directly on the colored progress bar for the assignment. This will open the “Submissions & Grades”, which is a roster screen for the assignment. All students enrolled in the course should appear in one of the columns.

![Assignment Details screenshot](image)

3. You can click on each student’s name to access their rubric for the assignment. This screen is shown on the next page of this PDF guide.
Completing Regular Course Assessments (Cont.)

4. Clicking on “Expand Rubrics” (along the right side of the screen) will open the rubric in a new window, allowing you to click directly on the cells to assess the individual student’s performance.
   - Please make sure you select a performance level (i.e. column) for each element (i.e. row) of the rubric. The rubric must be completed in its entirety for the data to process properly.
   - If you were not able fully assess a student in a specific element/area, please select “N/A” from the far-right column for that element of the rubric.

5. After you have filled in the rubric for a student, you can close the rubric box and click “Submit Assessment”.

6. This should take you back to the student roster page for the course, allowing you to select the next student to assess. Repeat this process for each student in your course.
If you are working with a student in the field, the student’s assessments that you will complete in LiveText will appear in a unique area of LiveText setup specifically for Field Experience courses.

“Field Experience” in LiveText is inclusive of any courses that have multiple instructors or cooperating teachers working with the student throughout the semester. This includes Teacher Education courses, capstone/final courses, and Master thesis/project courses offered by Grand Valley State University’s College of Education. This includes (but is not exclusive to) the following courses:

- ED 693
- ED 695
- EDC 685
- EDI 330
- EDI 331
- EDI 430
- EDI 431
- EDI 432
- EDI 685
- EDI 330
- EDI 331
- EDI 430
- EDI 431
- EDI 432
- EDI 685
- EDL 687
- EDR 626
- EDR 685
- EDR 687
- EDS 332
- EDS 685
- EDT 685

PLEASE REMEMBER that students in these courses will typically need to complete self-assessments, and faculty members should remind students to check the “Field Experience” tab for assessments in addition to those that appear on the LiveText “Dashboard” when you login to LiveText.

The “View Placement” screen is shown on the next page of this PDF guide.
Accessing LiveText’s Field Experience Module – FEM (Cont.)

Field Experience

Placement Details

Student: Albert deMorcerf
Supervisor(s): Abigail Faria
Mentor(s): Edmond Dantès
Start Date: 09/02/2014
End Date: 12/12/2014
Status: Active

Email All

Internship Site
Grand Valley State University
1 CAMPUS DR
ALLENDALE MI 49401-9403

View Demographics

Academic Details
Course-Section: EDI 330-01
Course Name: Teacher Assisting - Elementary
Course Desc:
Term: Fall 2014
Subject(s): Higher Education
Grade Level(s): N/A

Assessments
ED * Rubric: Practicum Performance Evaluation (uploaded 10/14)
Begin Assessment

Assessment Assigned 12/12/2014
Request for extension

By Abigail Faria
ED * Rubric: Professional Dispositions (uploaded 10/14)
Assessment Completed 12/12/2014

By Edmond Dantès
ED * Rubric: Practicum Performance Evaluation (uploaded 10/14)
Assessment Assigned 12/12/2014

You can click the envelope icon next to any name to email that individual. The email is sent to the primary email address that the LiveText account is registered to. You can also "Email All": the student, supervisor, and mentor.

If you need to upload attachments for your field coordinator/supervisor to review for the course, use the "Add Attachment" tool at the bottom of this screen. You may have to scroll down to see it. The tool will allow you to add either documents that you have created in LiveText or upload files.

Time Log
Required Hours:

Date Category Activity Add'l Info Hrs:Mn
Total: 0:0

Add Hours

If you have a "Begin Assessment" showing on the Field Experience screen, these are rubric assessments that you have yet to complete for the field experience. Likewise, the "Continue Assessment" link means that you began an assessment but still have to complete it.

NOTE: Students can see if cooperating mentor teachers and field coordinators/supervisors have completed the assessments for the field placement, but do not have access to view these completed assessments.
Linking LiveText to Blackboard

Blackboard does have the ability to link to LiveText, but it is not an automated process. To link Blackboard courses with LiveText, the instructor must go through some extra steps to sync the two systems. Using Blackboard’s Mashup tool, students accessing the course on Blackboard will be provided with a link that jumps over to assignments on LiveText. Any rubrics or assignments can then be completed and stored in LiveText. With the Mashup tool, Blackboard does not retain a copy of the student’s assignments, and faculty must login to LiveText to review assignments and complete required courses assessments (i.e. rubrics).

Follow the directions below and on the next page to create a link to LiveText within your Blackboard course.

Within assignment creation on Blackboard
1. Click MASHUPS:
2. “LiveText Mashups URL Link”
3. Pop up, as shown below.

The URL link needs to be a LiveText “Assignment URL”. This is found within a LiveText assignment’s “Assignment Details” tab, as shown on the next page.
After logging into LiveText, you should be on your Dashboard and able to see current assignments for active courses. Click directly on the title of a course assignment to open the “Assignment Details” page for that specific assignment.

This is the link you need to copy from LiveText into Blackboard’s Mashup tool. Note that the link will be unique for each assignment. After pasting this link into the Blackboard Mashup tool, the Mashup tool will help you create a link on your Blackboard assignment that says “Click here to launch LiveText”. This link should allow students to jump to LiveText directly from the Blackboard assignment.
Make a LiveText Document Viewable to the Public

The easiest way to share a LiveText document or portfolio is to make the document viewable to the public. By changing the Settings for a LiveText document, you can allow anyone to view your document simply by typing in the document’s URL web address. Please note that sharing a document publicly means that ANYONE with the URL web address can access your document, and it may be saved in online search engines.

If you want to use a more secure method for sharing your document, please see the instructions to “Share LiveText Documents with Employers using Visitor Passes” that begins on page 21 of this guide.

To make a LiveText document public, login to your LiveText account and select a document that you have created from your list in the “Documents” tab on your account.

The “Advanced Sharing Options” are shown on the next page.
Make a LiveText Document Viewable to the Public (Cont.)

The screen shown below is the “Advance Sharing” settings: these allow you to view and manage who has access to View or Edit your LiveText document. This screen is also where you select whether the document is Private or Viewable to the public.

If you return back to view your LiveText document, you will be able to copy the document’s URL web address for sharing. Each LiveText document has a unique URL web address that will look similar to https://www.livetext.com/doc/########, where the ######## is a series of numbers that form a unique ID for your document.

Paste the LiveText document’s URL web address into an email or letter for sharing with others. Remember, this allows ANYONE to view your document if they have the link. A more secure method of sharing is explained on the following pages.
**Share LiveText Documents with Employers using Visitor Passes**

Visitor Passes can be created to allow non-LiveText users to view LiveText documents/portfolios. This method of sharing creates a special guest Pass Code for the Visitors to access the documents you share with their Visitor account.

To create Visitor Passes, first click on "Tools" from the top-menu bar. Then select "Visitor Passes" from the sub-menu.

In the Visitor Passes tool, click the "New" button to create a visitor pass.

Create a Visitor Pass

**Title:** Employer Resume Review

Type a name/group title here for the visitor pass.

**Description:** This account will be used for sharing my portfolio with potential employers.

You can type a description here to remind yourself how the account will be used.

**Remember to click "Save" to save the settings.**

Each Visitor Pass is assigned a unique Pass code that visitors will have to enter when they visit LiveText to view your documents and/or portfolio.

You can track how often your document is viewed by clicking the "Visits" button.

This is the number of LiveText documents currently linked to this Visitor’s Pass.
Share LiveText Documents with Employers using Visitor Passes (Cont.)

After you have created a Visitor Pass (shown on the previous page), you will have the ability to share individual LiveText documents with that Visitor Pass.

After you have added the Visitor Pass account as a document Viewer, you will need to email the URL and Pass Code to the person/group you are sharing the document with so they can access the document using their Visitor account.

- All Visitor Pass Accounts can be accessed by visiting https://www.livetext.com/visitors_pass/
- Visitors will need to log in using the Pass Code for their account: this was illustrated on the previous page of this guide and should be an 8-character code that uses letter and numbers. The code will be unique for each Visitor account that you create.

The Visitor Pass account view is illustrated on the next page.
Share LiveText Documents with Employers using Visitor Passes (Cont.)

After you have created a Visitor Pass (shown on the previous page), you will have the ability to share individual LiveText documents with that Visitor Pass. Visitors will need to login at: https://www.livetext.com/visitors_pass/

After you have logged in using the Visitor Pass, you should see a screen similar to that shown below. From the Visitor Account, you can view the documents that have been shared, and download either PDF or ZIP copies of those documents.

DISCLAIMER: Grand Valley State University’s College of Education makes every effort possible to provide information that is accurate and reflects the active policies and procedures of the College of Education. However, information shared on this page is subject to change at any time by appropriate action of the College of Education. Document updated by AJ: 1/19/2016