

# LiveText Independent Module Training Checklist

As a candidate or prospective candidate in the Special Education TCP (Teacher Certification Program) or MAT (Master of Arts of Teaching) programs, you are required to purchase and activate a LiveText account. You may purchase this account from the AASU bookstore or online from the LiveText website ([www.livetext.com](http://www.livetext.com)) with a valid credit card.

Once you have activated your account, you will need to become familiar with how to use LiveText as an electronic portfolio for the work you do throughout your candidacy in the College of Education. If you are taking EDUC 3100 or EDUC 6100, you will learn to use LiveText within the context of this course. However for those students who will not take EDUC 3100 or EDUC 6100, you are required to go through these independent modules and perform the tasks outlined below prior to candidacy. **Completing these modules and performing the tasks listed on this checklist in the manner prescribed is a requirement for admission to candidacy (Decision Point 1).**

You may wish to print out this checklist to assist you as you proceed through these independent modules.

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|  | <b>Purchase and Activate LiveText Account</b>   |
|  | <b>View the following modules and read for understanding the accompanying</b>   |
|  | Changing password and security question, verify United Streaming is active  |
|  | Creating a LiveText document from a template to create a critical assignment, attaching a document, and submitting for review |
|  | Editing sections in a LiveText document to add text, links, and images  |
|  | Creating a visitor pass   |
|  | Submitting a Dispositions Request document in LiveText  |
|  | Checking the Reviews area to access feedback and assessment results   |

## **YOUR TASKS IN LIVETEXT TO COMPLETE THE TRAINING MODULE**

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|  | Create a document in LiveText using the <i>LiveText Training Modules Verification of Completion Template</i> in the <i>LiveText Training Templates</i> folder filling in <b>ALL</b> sections of the document |
|  | Submit this document for review (“Submit for Review”) to the AASU LiveText Instructor (type: AASU_LT_Instructor) account ( <b>NOTE:</b> Make sure you submit for review to this account)                     |

**Once you have completed the tasks above, check in your *Reviews* area for acknowledgement that you have met the LiveText requirement for candidacy in the TCP or MAT programs.**