

In order to share your Portfolio and LiveText work with NON LiveText users you will need to create a Visitors code. On the left hand side of the page, scroll down to Collaboration and click on Visitors.

Materials: My Work (showing 1-2 of 2)

Title	Type	Created	Modified
Heather Sand	Portfolio	Sep 10	Oct 22
Your Name Here - Capstone	Project	Oct 06	06:17PM

Click on Create.

My Visitors (showing 0-0)

Create

Title	Description	Visitor's Pass	Documents	Actions
No visitors found.				

Choose a respectable title.
Click Save.

Create Visitor's Pass

Title: Principal *

Description:

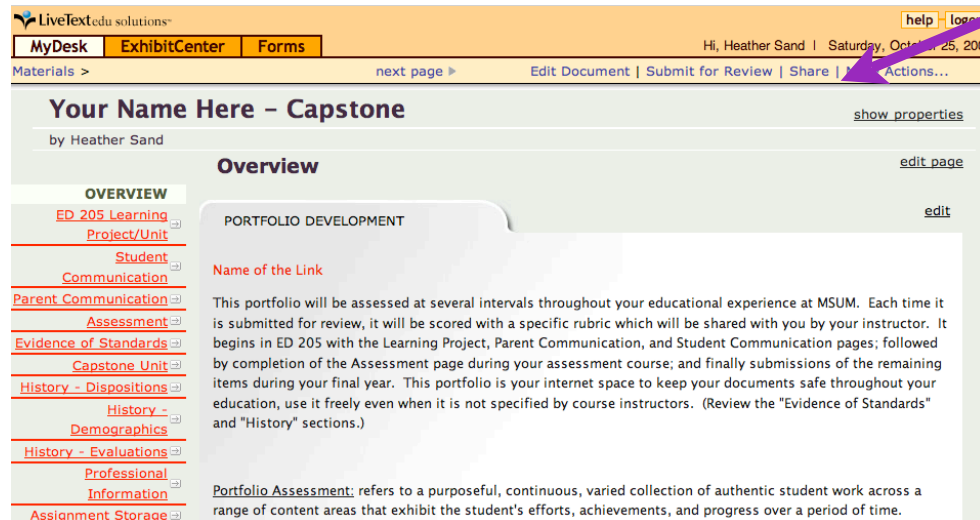
Save | Cancel

There is now a code to be used as the Visitor's Pass:

My Visitors (showing 1-1 of 1)

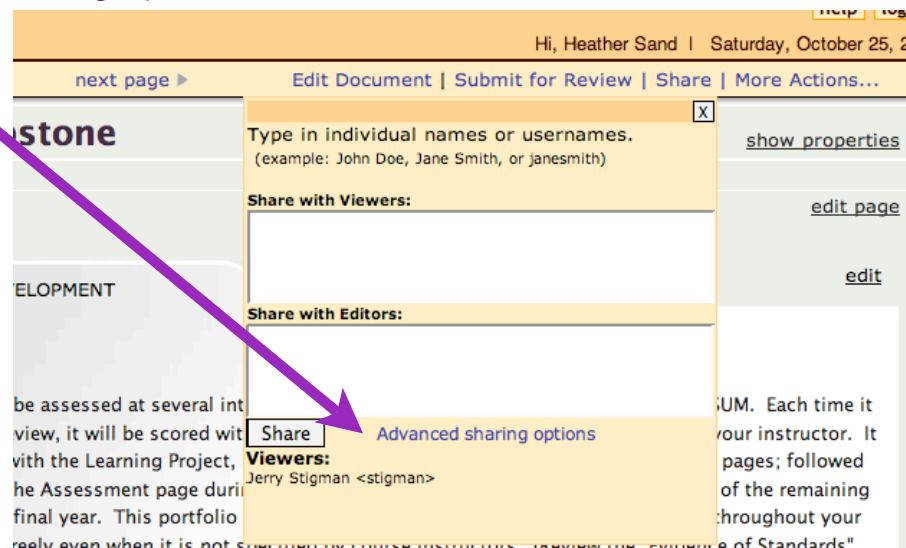
Title	Description	Visitor's Pass	Documents	Actions
Principal		CC294903	0	edit documents visits

Go back to the document that you'd like to share with a visitor. Click on Share.



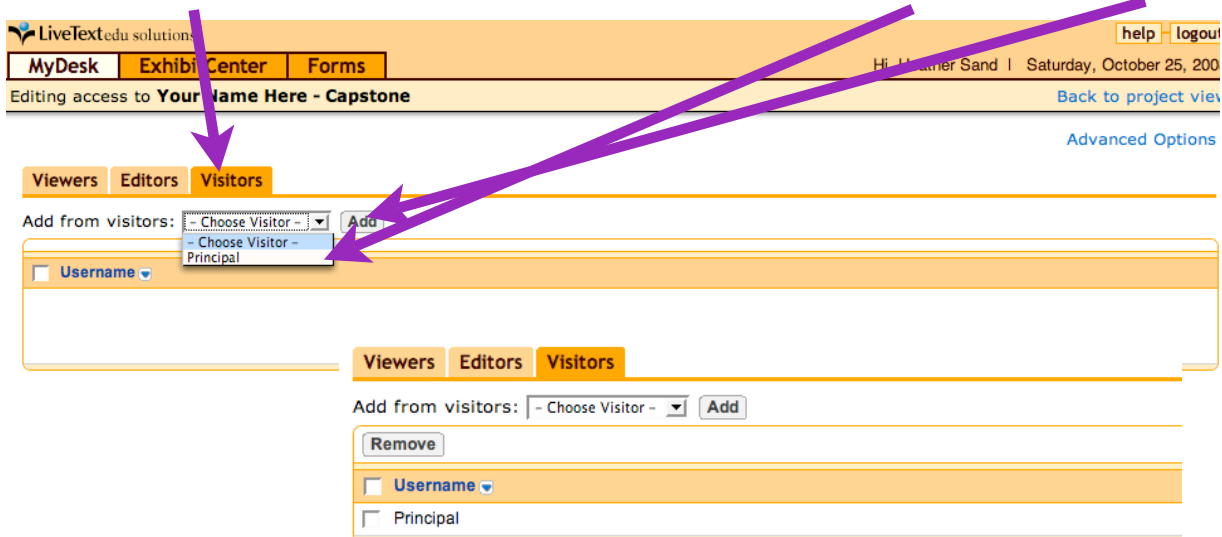
The screenshot shows the LiveTextedu interface for a document titled "Your Name Here - Capstone". At the top, there are navigation tabs for "MyDesk", "ExhibitCenter", and "Forms". The user is identified as "Hi, Heather Sand" on "Saturday, October 25, 2008". A menu bar includes "next page", "Edit Document", "Submit for Review", "Share", and "More Actions...". A purple arrow points to the "Share" button. Below the document title, there is an "Overview" section with a "PORTFOLIO DEVELOPMENT" sub-section. A list of links is visible on the left, including "ED 205 Learning Project/Unit", "Student Communication", "Parent Communication", "Assessment", "Evidence of Standards", "Capstone Unit", "History - Dispositions", "History - Demographics", "History - Evaluations", "Professional Information", and "Assignment Storage".

Click on Advanced Sharing Options



This screenshot shows the "Advanced sharing options" dialog box. It has a title bar with "X" and "Close" buttons. The main text says "Type in individual names or usernames. (example: John Doe, Jane Smith, or janesmith)". There are two input fields: "Share with Viewers:" and "Share with Editors:". Below these, there is a "Share" button and a link for "Advanced sharing options". A list of "Viewers:" is shown, including "Jerry Stigman <stigman>".

Click on Visitors - then choose the correct visitor from the dropdown menu. Click Add.



The screenshot shows the "Visitors" tab selected in the LiveTextedu interface. The "Add from visitors:" section has a dropdown menu with "Choose Visitor -" and "Principal" as options. A purple arrow points to the "Add" button next to the dropdown. Below this, there is a list of visitors with checkboxes and "Username" labels. The "Visitors" tab is highlighted in orange. The "Remove" button is visible at the bottom of the list.

The visitor can now go to LiveText.com and use the pass code to view the shared document.