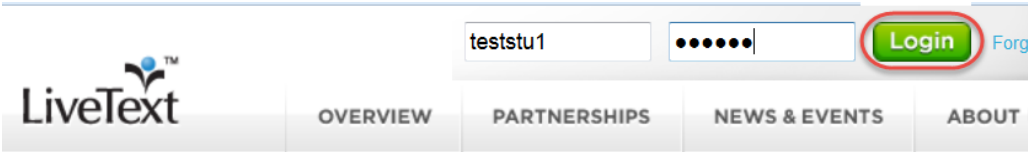
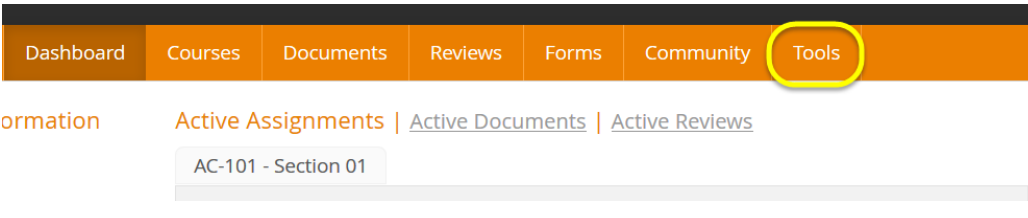
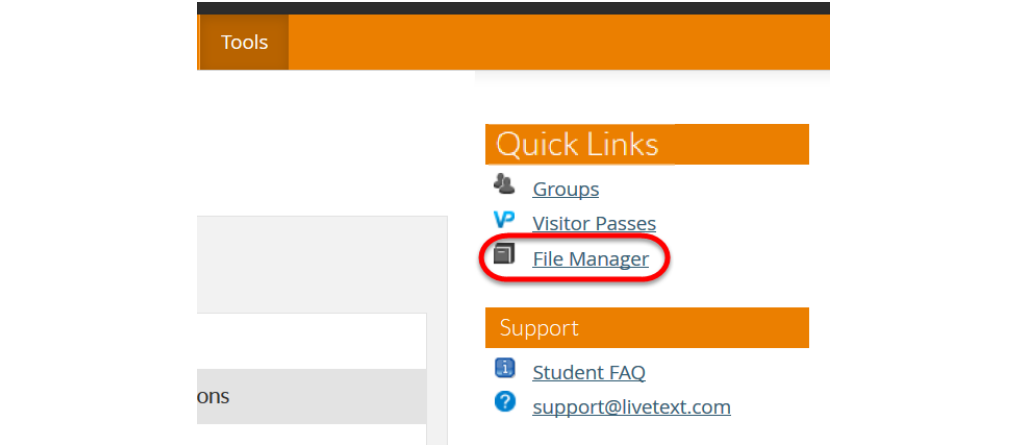
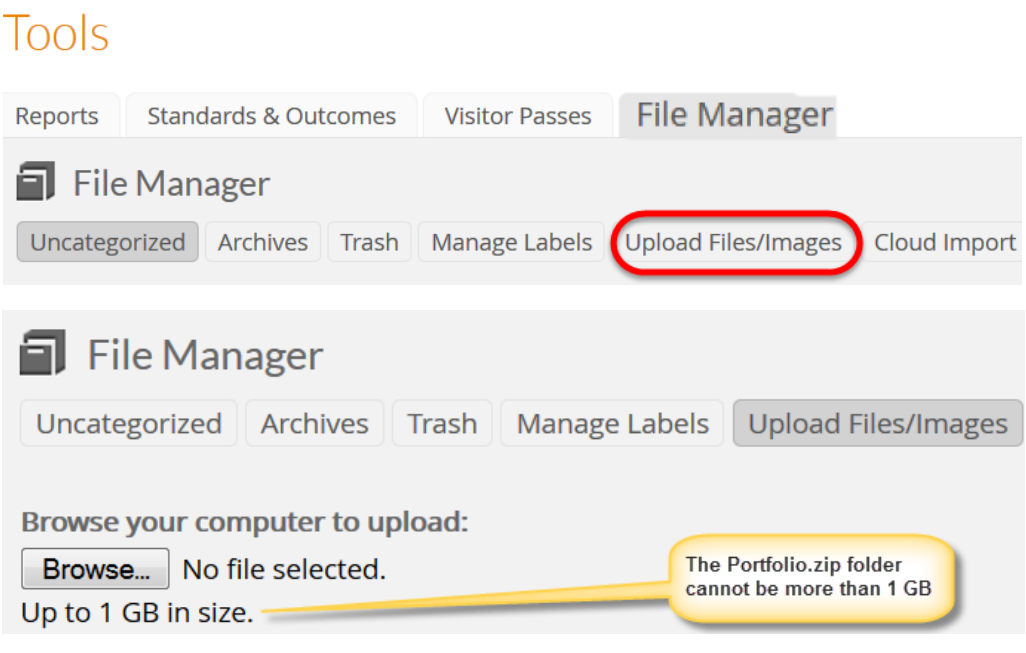
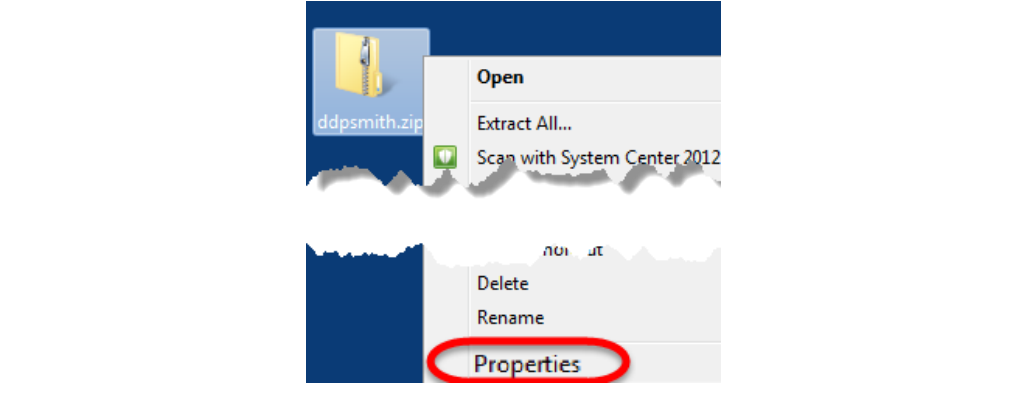
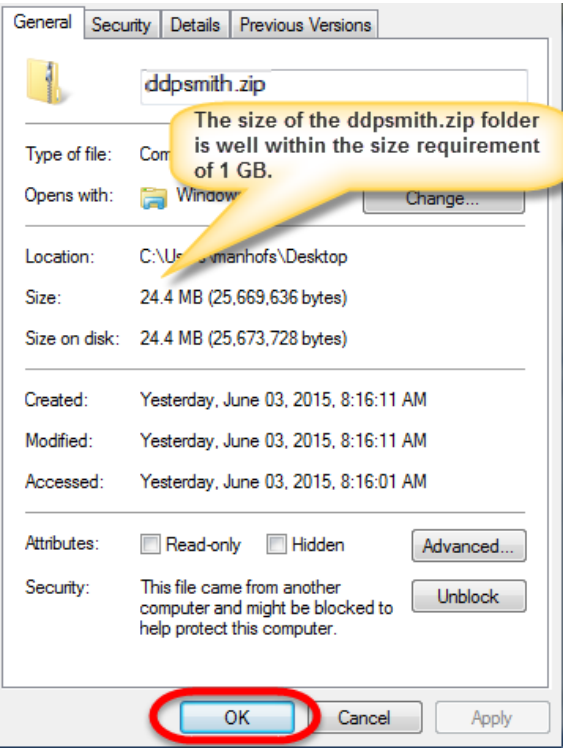
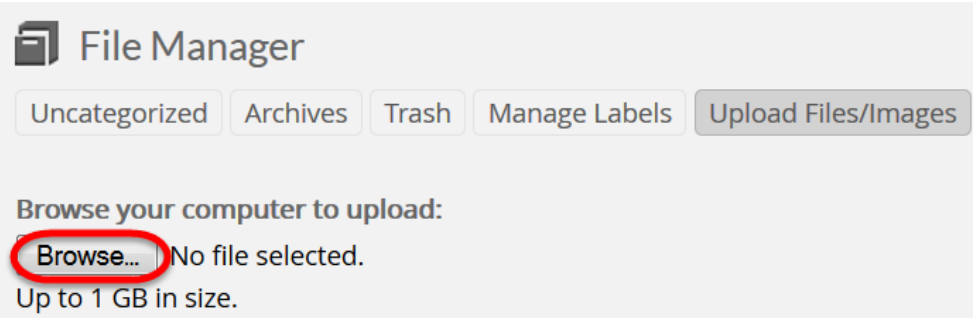


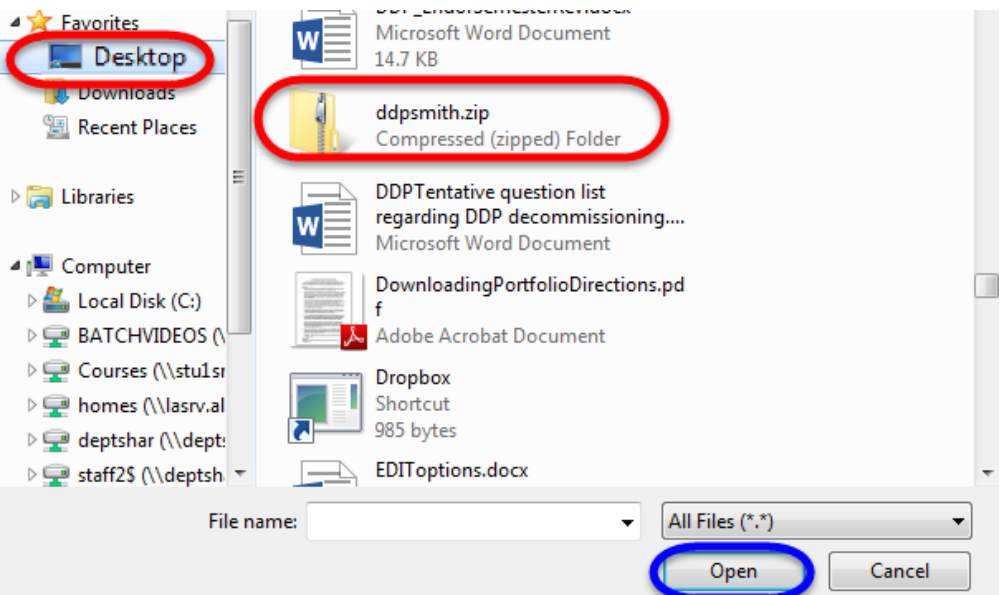
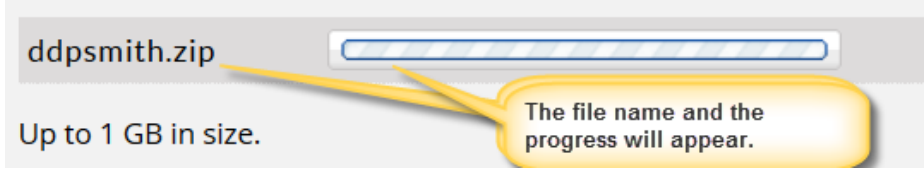
Uploading Your DDP to the LiveText File Manager

Once you have downloaded your DDP (the key performances from the My Portfolio tab and any files from the My Resources tab), you may upload the .zip folder to your LiveText File Manager area. By uploading the .zip folder, all your files **including faculty feedback will be uploaded as one unit.**

Task	Screen Shot
<ol style="list-style-type: none">1. Log into LiveText using the Firefox browser.2. Click the Login button.	 A screenshot of the LiveText login page. The LiveText logo is on the left. In the top right, there is a login form with a text input containing 'teststu1', a password input with six dots, and a green 'Login' button circled in red. To the right of the 'Login' button is a 'Forg' link. Below the login form is a navigation bar with 'OVERVIEW', 'PARTNERSHIPS', 'NEWS & EVENTS', and 'ABOUT'.
<ol style="list-style-type: none">3. Click on the Tools menu.	 A screenshot of the LiveText dashboard navigation bar. The bar is orange and contains 'Dashboard', 'Courses', 'Documents', 'Reviews', 'Forms', 'Community', and 'Tools'. The 'Tools' menu item is circled in yellow. Below the navigation bar, there are links for 'ormation', 'Active Assignments', 'Active Documents', and 'Active Reviews'. A dropdown menu for 'AC-101 - Section 01' is partially visible.
<ol style="list-style-type: none">4. In Quick Links, select File Manager.	 A screenshot of the 'Tools' menu in LiveText. The 'Tools' menu is highlighted in orange. Below it, there is a 'Quick Links' section with three items: 'Groups', 'Visitor Passes', and 'File Manager'. The 'File Manager' item is circled in red. Below the 'Quick Links' section is a 'Support' section with two items: 'Student FAQ' and 'support@livetext.com'.

Task	Screen Shot
<p>5. Select Upload Files/Images.</p> <p>6. When the File Manager opens, the requirement limit is indicated as 1 Gigabyte.</p> <p>7. Minimize Firefox.</p>	 <p>The screenshot shows the 'File Manager' interface with several tabs: Reports, Standards & Outcomes, Visitor Passes, and File Manager. The 'File Manager' tab is active, showing sub-tabs: Uncategorized, Archives, Trash, Manage Labels, Upload Files/Images (circled in red), and Cloud Import. Below this, there is another 'File Manager' section with sub-tabs: Uncategorized, Archives, Trash, Manage Labels, and Upload Files/Images. A section titled 'Browse your computer to upload:' contains a 'Browse...' button, the text 'No file selected.', and 'Up to 1 GB in size.'. A yellow callout bubble points to the 'Up to 1 GB in size.' text with the message: 'The Portfolio.zip folder cannot be more than 1 GB'.</p>
<p>8. Find your Zip folder in the saved location.</p> <p>9. Right click on the folder, and click Properties.</p>	 <p>The screenshot shows a file explorer window with a folder named 'ddpsmith.zip'. A right-click context menu is open over the folder, showing options: Open, Extract All..., Scan with System Center 2012, Delete, Rename, and Properties (circled in red).</p>

Task	Screen Shot
<p>10. The size of the zip folder is well below the 1 GB limit.</p> <p>11. Click the OK button.</p>	 <p>The screenshot shows the 'Properties' dialog box for a file named 'ddpSmith.zip'. The 'General' tab is selected. The file size is 24.4 MB (25,669,636 bytes), and the size on disk is 24.4 MB (25,673,728 bytes). A yellow callout bubble points to the size information with the text: 'The size of the ddpSmith.zip folder is well within the size requirement of 1 GB.' The 'OK' button at the bottom is circled in red.</p>
<p>12. Maximize Firefox.</p> <p>13. Click the Browse button.</p>	 <p>The screenshot shows the 'File Manager' interface. At the top, there are buttons for 'Uncategorized', 'Archives', 'Trash', 'Manage Labels', and 'Upload Files/Images'. Below these, the text reads 'Browse your computer to upload:'. A 'Browse...' button is circled in red, followed by the text 'No file selected.' and 'Up to 1 GB in size.'</p>

Task	Screen Shot
<p>14. Locate where you saved the folder (Desktop). 15. Click to select ddpsmith.zip folder. 16. Click the Open button.</p>	
<p>17. Depending on the size of the item, it could take some time to upload. In this example, the upload was mere seconds.</p>	
<p>18. Once the file is uploaded, you will see the Completed confirmation.</p>	