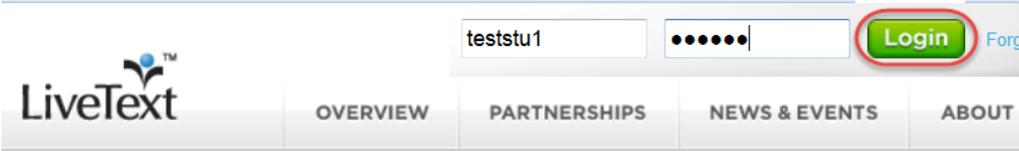
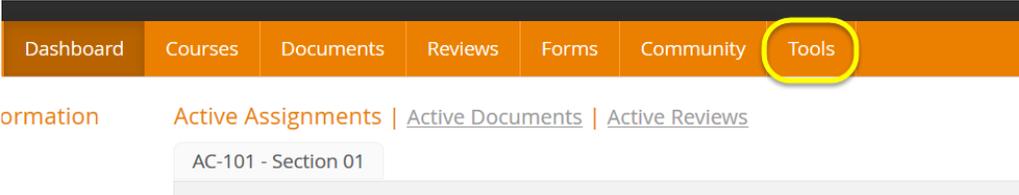
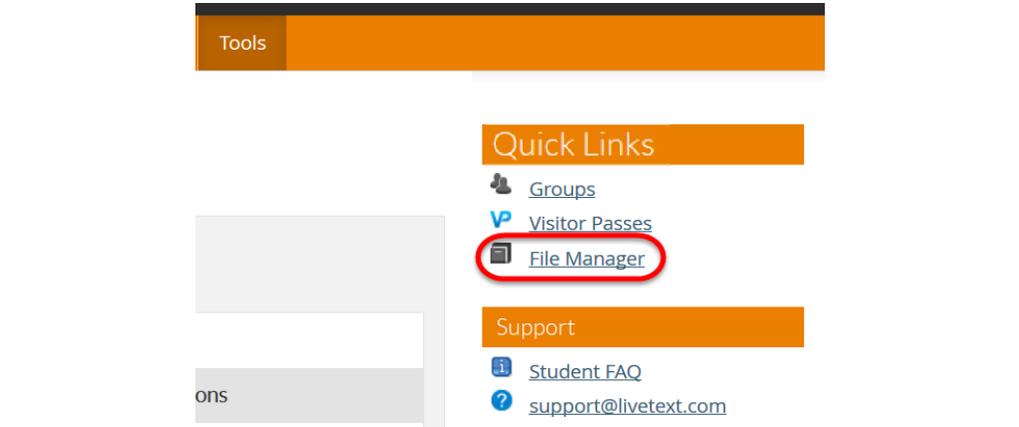


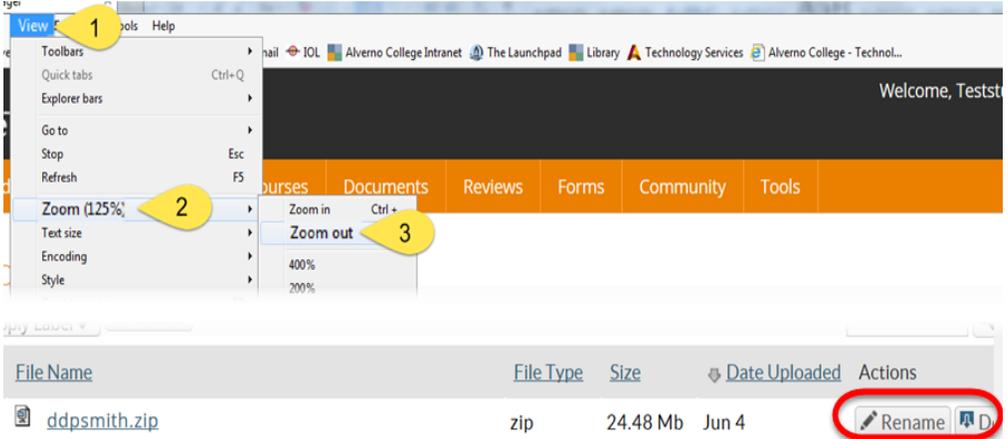
## LiveText - Accessing Files from the Uploaded Zip Folder

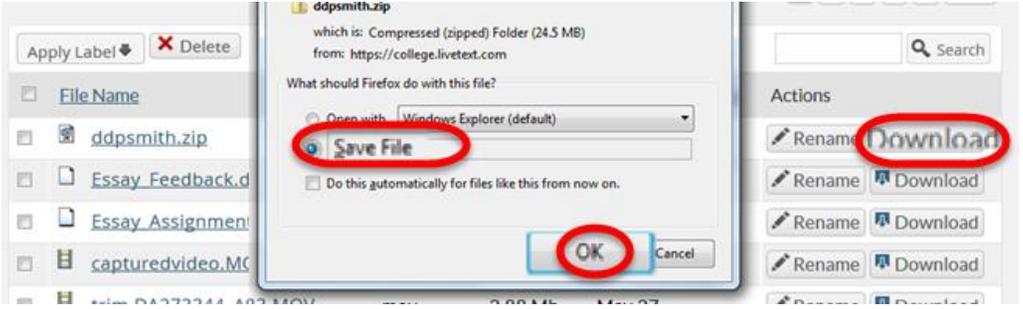
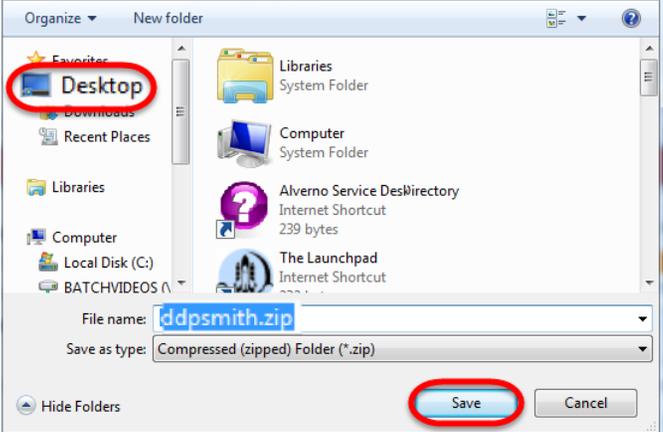
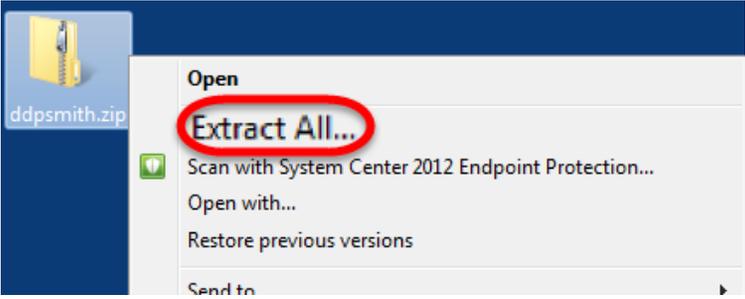
Once you have uploaded your ddplastname.zip folder (i.e. ddpsmith.zip) to LiveText File Manager, the files within the folder will always be available to you. To access the individual files from the ddpsmith.zip folder, the files have to be extracted and uploaded to the LiveText File Manager **individually** as needed.

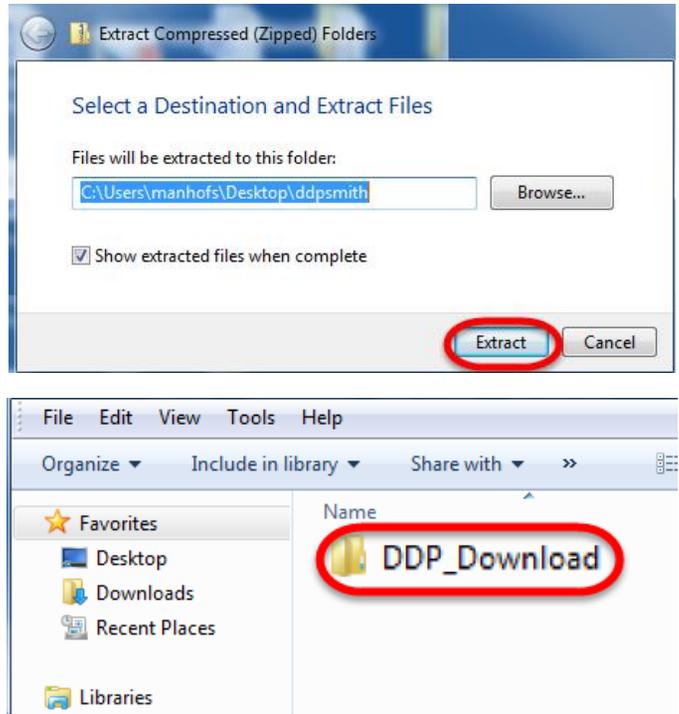
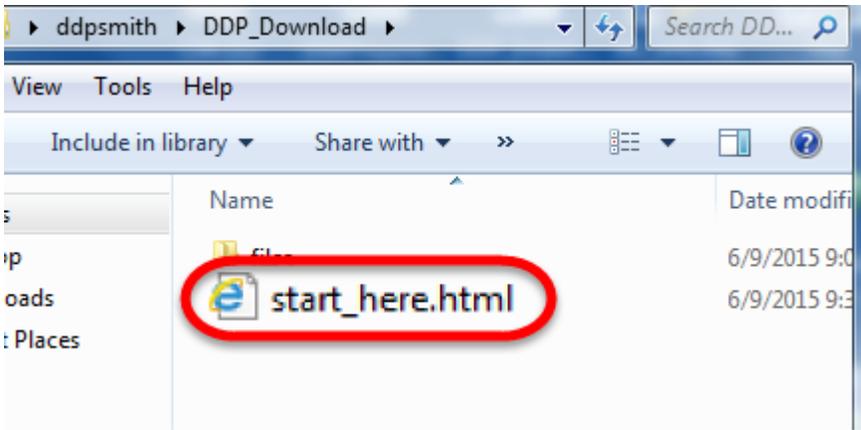
Part 1 - Unzipping Your DDP.zip Folder (steps 1-24)

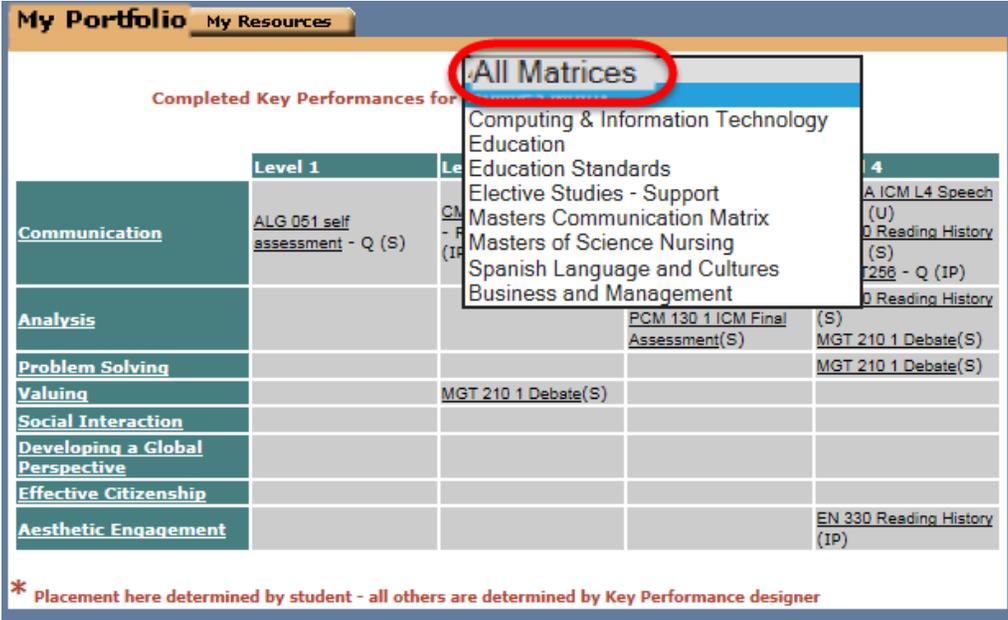
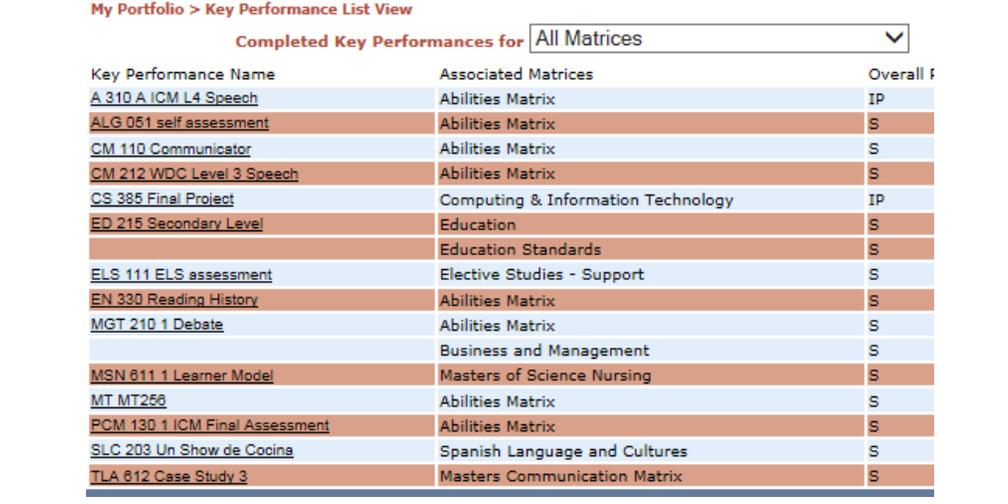
Part 2 – Uploading Individual files to LiveText (steps 1-14)

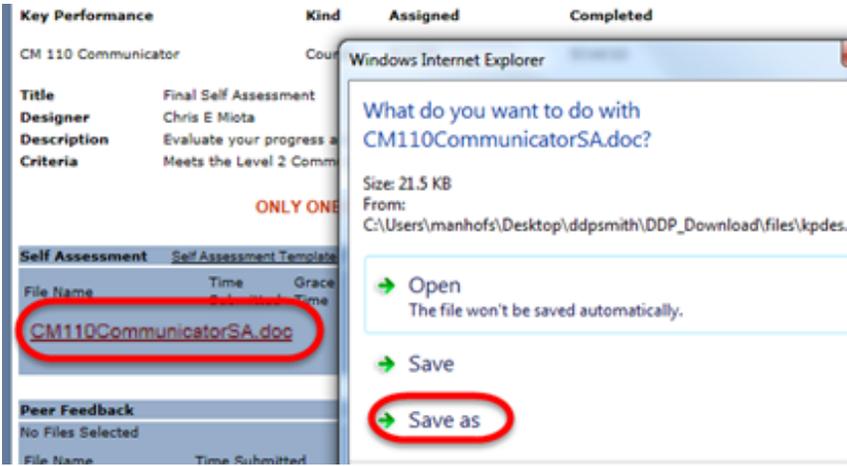
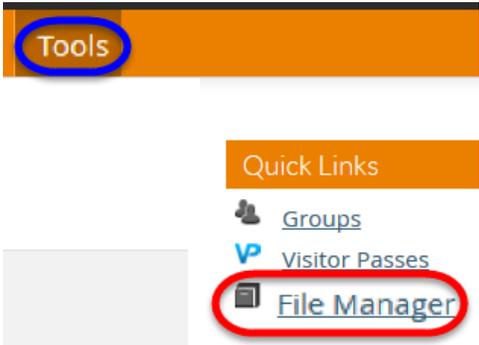
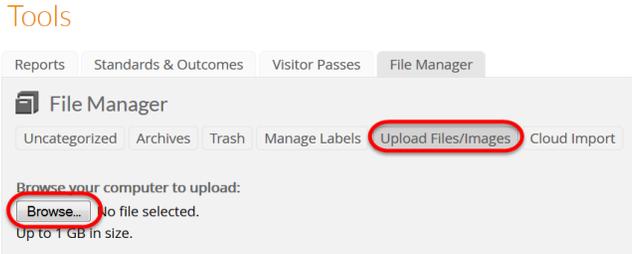
Task	Screen Shot
<p><b>Part 1 - Unzipping Your DDP.zip Folder</b></p> <ol style="list-style-type: none"> <li>1. Log into LiveText using the Firefox browser.</li> <li>2. Click the Login button.</li> </ol>	
<ol style="list-style-type: none"> <li>3. Click on the <b>Tools</b> menu.</li> </ol>	
<ol style="list-style-type: none"> <li>4. In <b>Quick Links</b>, select <b>File Manager</b>.</li> </ol>	

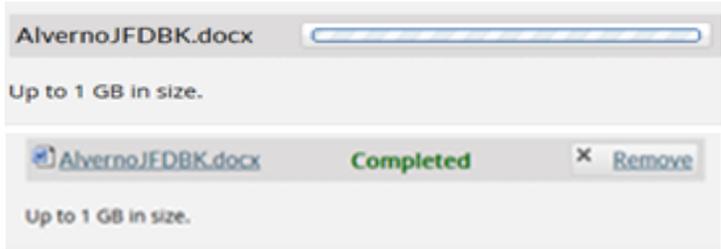
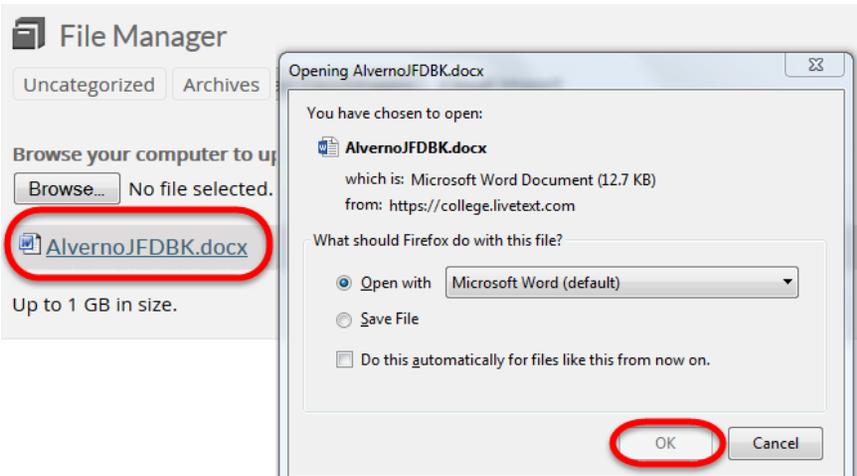
Task	Screen Shot
<p>5. In the list of the <b>Uncategorized</b> tab, you will see the zip folder.</p>	 <p>The screenshot shows a web-based file manager interface. At the top, there are tabs for 'Reports', 'Standards &amp; Outcomes', and 'File Manager'. Below these, there are sub-tabs for 'Uncategorized', 'ives', and 'Trash'. A search bar and a 'Delete' button are visible. The main area displays a list of files with columns for 'File Name', 'File Type', 'Size', 'Date Uploaded', and 'Actions'. The file 'ddpsmith.zip' is highlighted, and its 'Rename' and 'Download' buttons are circled in red.</p>
<p>6. If you do not see the Rename and Download buttons (circled in red) to the right of the zip folder:</p> <ol style="list-style-type: none"><li>1. click on the <b>View</b> menu</li><li>2. Select <b>Zoom</b></li><li>3. Select <b>Zoom out</b></li></ol>	 <p>The screenshot shows a web browser window with the 'View' menu open. The 'Zoom' option is selected, and the 'Zoom out' option is highlighted. The file manager interface is visible in the background, with the 'Rename' and 'Download' buttons circled in red.</p>
<p>7. You have access to both buttons without having to scroll to the right.</p>	 <p>The screenshot shows a close-up of the file manager interface. The file 'ddpsmith.zip' is highlighted, and its 'Rename' and 'Download' buttons are circled in red.</p>

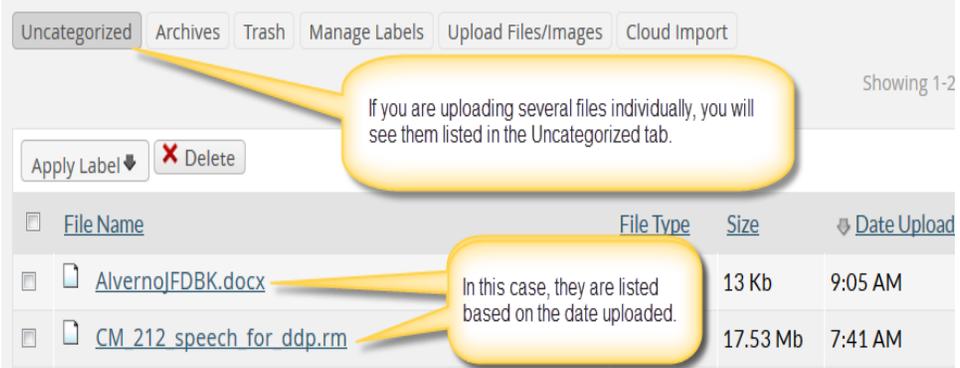
Task	Screen Shot
<p><b>In Firefox:</b></p> <ol style="list-style-type: none"><li>Click on the <b>Download</b> button.</li><li>Select <b>Save File</b>, and click the <b>OK</b> button.</li></ol>	 A screenshot of a Firefox download dialog box. The dialog shows a file named 'ddpsmith.zip' (24.5 MB) from 'https://college.livetext.com'. It asks 'What should Firefox do with this file?'. The 'Save File' option is selected and circled in red. The 'OK' button is also circled in red. In the background, a file explorer window shows the 'Download' folder with a 'Download' button circled in red.
<ol style="list-style-type: none"><li>Click on the <b>Desktop, flash drive, etc.</b> This area will be backup for all your DDP files.</li><li>Click the <b>Save</b> button.</li></ol>	 A screenshot of a Windows File Explorer window. The 'Desktop' folder is selected in the left sidebar and circled in red. The main pane shows the contents of the Desktop, including a folder named 'ddpsmith.zip'. The 'Save' button at the bottom right is circled in red.
<ol style="list-style-type: none"><li>Right click on your zip folder.</li><li>Click on <b>Extract All...</b></li></ol>	 A screenshot of a context menu for a zip folder named 'ddpsmith.zip'. The 'Extract All...' option is circled in red.

Task	Screen Shot
<p>14. In the popup window, click on the <b>Extract</b> button.</p> <p>15. Once the extraction is complete, double click on the <b>DDP_Download</b> folder.</p>	 <p>The top screenshot shows the 'Extract Compressed (Zipped) Folders' dialog box. The 'Files will be extracted to this folder:' field contains the path 'C:\Users\manhofs\Desktop\ddpsmith'. The 'Extract' button is circled in red. The bottom screenshot shows a File Explorer window with the 'DDP_Download' folder circled in red.</p>
<p>16. Click on the <b>start_here.html</b> file.</p>	 <p>The screenshot shows a File Explorer window with the address bar set to 'ddpsmith &gt; DDP_Download'. The 'start_here.html' file is circled in red.</p>

Task	Screen Shot																																																			
<p>17. Your Portfolio will open. Notice, that you only see two tabs, the <b>My Portfolio</b> and the <b>My Resources</b>. You have access to all completed key performances and any files you have uploaded to your My Resources.</p> <p>18. To view all your files uploaded to key performances, click the <b>down arrow</b> in the <b>Completed Key Performances for</b> box.</p> <p>19. Select <b>All Matrices</b>.</p>	 <p>The screenshot shows the 'My Portfolio' interface. At the top, there are two tabs: 'My Portfolio' and 'My Resources'. Below the tabs, there is a section titled 'Completed Key Performances for' with a dropdown menu. The dropdown menu is open, showing a list of key performance areas: 'All Matrices', 'Computing &amp; Information Technology Education', 'Education Standards', 'Elective Studies - Support', 'Masters Communication Matrix', 'Masters of Science Nursing', 'Spanish Language and Cultures', and 'Business and Management'. The 'All Matrices' option is highlighted with a red circle. Below the dropdown, there is a table with columns for 'Key Performance Name', 'Associated Matrices', and 'Overall Status'. The table lists various key performances and their associated matrices.</p>																																																			
<p>20. Select any key performance to access files for upload to the LiveText File Manager.</p>	 <p>The screenshot shows the 'My Portfolio &gt; Key Performance List View' interface. At the top, there is a section titled 'Completed Key Performances for' with a dropdown menu set to 'All Matrices'. Below this, there is a table with columns for 'Key Performance Name', 'Associated Matrices', and 'Overall Status'. The table lists various key performances and their associated matrices.</p> <table border="1"> <thead> <tr> <th>Key Performance Name</th> <th>Associated Matrices</th> <th>Overall Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">A 310 A ICM L4 Speech</a></td> <td>Abilities Matrix</td> <td>IP</td> </tr> <tr> <td><a href="#">ALG 051 self assessment</a></td> <td>Abilities Matrix</td> <td>S</td> </tr> <tr> <td><a href="#">CM 110 Communicator</a></td> <td>Abilities Matrix</td> <td>S</td> </tr> <tr> <td><a href="#">CM 212 WDC Level 3 Speech</a></td> <td>Abilities Matrix</td> <td>S</td> </tr> <tr> <td><a href="#">CS 385 Final Project</a></td> <td>Computing &amp; Information Technology</td> <td>IP</td> </tr> <tr> <td><a href="#">ED 215 Secondary Level</a></td> <td>Education</td> <td>S</td> </tr> <tr> <td></td> <td>Education Standards</td> <td>S</td> </tr> <tr> <td><a href="#">ELS 111 ELS assessment</a></td> <td>Elective Studies - Support</td> <td>S</td> </tr> <tr> <td><a href="#">EN 330 Reading History</a></td> <td>Abilities Matrix</td> <td>S</td> </tr> <tr> <td><a href="#">MGT 210 1 Debate</a></td> <td>Abilities Matrix</td> <td>S</td> </tr> <tr> <td></td> <td>Business and Management</td> <td>S</td> </tr> <tr> <td><a href="#">MSN 611 1 Learner Model</a></td> <td>Masters of Science Nursing</td> <td>S</td> </tr> <tr> <td><a href="#">MT MT256</a></td> <td>Abilities Matrix</td> <td>S</td> </tr> <tr> <td><a href="#">PCM 130 1 ICM Final Assessment</a></td> <td>Abilities Matrix</td> <td>S</td> </tr> <tr> <td><a href="#">SLC 203 Un Show de Cocina</a></td> <td>Spanish Language and Cultures</td> <td>S</td> </tr> <tr> <td><a href="#">TLA 612 Case Study 3</a></td> <td>Masters Communication Matrix</td> <td>S</td> </tr> </tbody> </table>	Key Performance Name	Associated Matrices	Overall Status	<a href="#">A 310 A ICM L4 Speech</a>	Abilities Matrix	IP	<a href="#">ALG 051 self assessment</a>	Abilities Matrix	S	<a href="#">CM 110 Communicator</a>	Abilities Matrix	S	<a href="#">CM 212 WDC Level 3 Speech</a>	Abilities Matrix	S	<a href="#">CS 385 Final Project</a>	Computing & Information Technology	IP	<a href="#">ED 215 Secondary Level</a>	Education	S		Education Standards	S	<a href="#">ELS 111 ELS assessment</a>	Elective Studies - Support	S	<a href="#">EN 330 Reading History</a>	Abilities Matrix	S	<a href="#">MGT 210 1 Debate</a>	Abilities Matrix	S		Business and Management	S	<a href="#">MSN 611 1 Learner Model</a>	Masters of Science Nursing	S	<a href="#">MT MT256</a>	Abilities Matrix	S	<a href="#">PCM 130 1 ICM Final Assessment</a>	Abilities Matrix	S	<a href="#">SLC 203 Un Show de Cocina</a>	Spanish Language and Cultures	S	<a href="#">TLA 612 Case Study 3</a>	Masters Communication Matrix	S
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<p>21. Click on the file.</p> <p>22. Click <b>Save As</b>.</p> <p>23. Click on the <b>Desktop, flash drive, etc.</b> This area will be backup for all your DDP files.</p> <p>24. Click the <b>Save As</b> button.</p>	
<p><b>Part 2 - Uploading individual files to LiveText</b></p> <p>1. In Firefox, go to <b>livetext.com</b>.</p> <p>2. Log into LiveText.</p> <p>3. Click on the <b>Tools</b> tab.</p> <p>4. In Quick Links, click on <b>File Manager</b>.</p>	
<p>5. Click on the <b>Upload Files/Images</b> button.</p> <p>6. Click on the <b>Browse</b> button to locate your file(s).</p>	

Task	Screen Shot
<p>7. Select the location where your file(s) is/are saved.</p> <p>8. Select the file individually.</p> <p>9. Click the <b>Open</b> button.</p>	
<p>10. Wait for the file to upload.</p> <p>11. Confirmation of the upload will appear.</p>	
<p>12. Make sure the file opens. Click on the file name.</p> <p>13. Click on the <b>OK</b> button in the popup screen.</p>	

Task	Screen Shot												
<p>14. Note: In this case the files are listed by date uploaded, but you can have them listed by File Name, File Type or Size by clicking on the heading.</p> <p><b>Remember:</b> Files are uploaded individually only.</p>	 <p>The screenshot shows a file management interface with tabs for 'Uncategorized', 'Archives', 'Trash', 'Manage Labels', 'Upload Files/Images', and 'Cloud Import'. The 'Uncategorized' tab is selected. Below the tabs are buttons for 'Apply Label' and 'Delete'. A table lists files with columns for 'File Name', 'File Type', 'Size', and 'Date Upload'. Two callouts are present: one pointing to the 'Uncategorized' tab stating 'If you are uploading several files individually, you will see them listed in the Uncategorized tab.' and another pointing to the file list stating 'In this case, they are listed based on the date uploaded.'</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>File Type</th> <th>Size</th> <th>Date Upload</th> </tr> </thead> <tbody> <tr> <td><a href="#">AlvernoJFDBK.docx</a></td> <td></td> <td>13 Kb</td> <td>9:05 AM</td> </tr> <tr> <td><a href="#">CM 212_speech for ddp.rm</a></td> <td></td> <td>17.53 Mb</td> <td>7:41 AM</td> </tr> </tbody> </table>	File Name	File Type	Size	Date Upload	<a href="#">AlvernoJFDBK.docx</a>		13 Kb	9:05 AM	<a href="#">CM 212_speech for ddp.rm</a>		17.53 Mb	7:41 AM
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