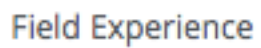
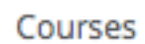
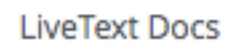


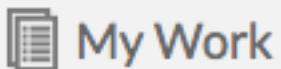

How to create your TEP Application in LiveText for 2019

Step 1: Login to LiveText.

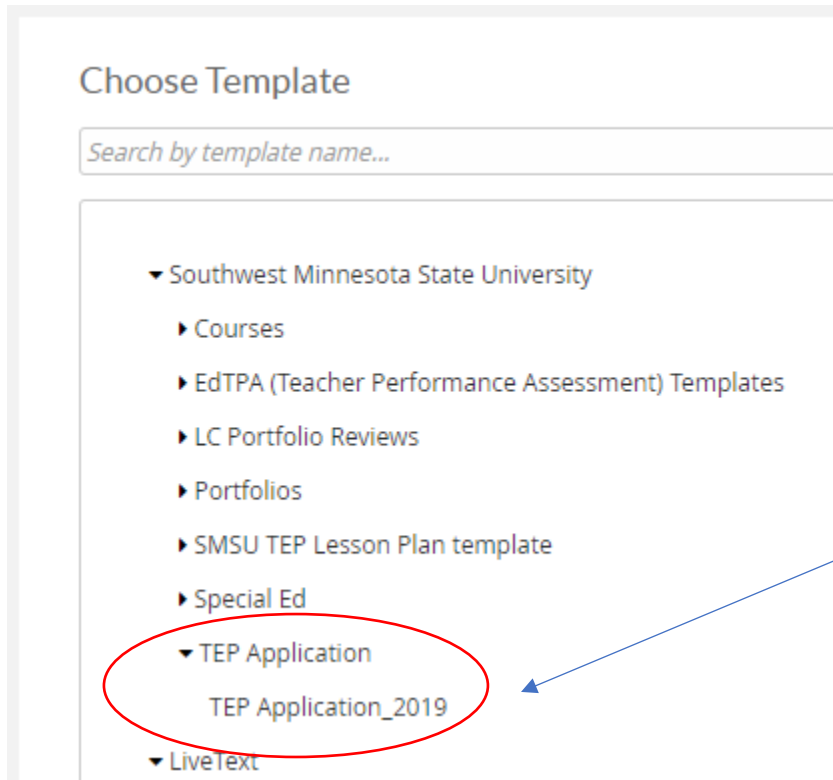
Step 2: Click “LiveText Docs” at the top of the LiveText menu.

The logo for LiveText, with the word "LIVETEXT" in a bold, orange, sans-serif font.A menu item labeled "Field Experience" in a grey, sans-serif font.A menu item labeled "Dashboard" in a bold, orange, sans-serif font.A menu item labeled "Courses" in a grey, sans-serif font.A menu item labeled "LiveText Docs" in a grey, sans-serif font, which is circled in red. A blue arrow points from the top right towards this item.

Step 3: Click on the “New” tab.

A header area with a document icon and the text "My Work" in a grey, sans-serif font.A button with a green plus sign and the text "New" in a grey, sans-serif font, which is circled in red. A blue arrow points from the top right towards this button.

Step 4: Click TEP Application from the menu. Select “TEP Application_2019”.



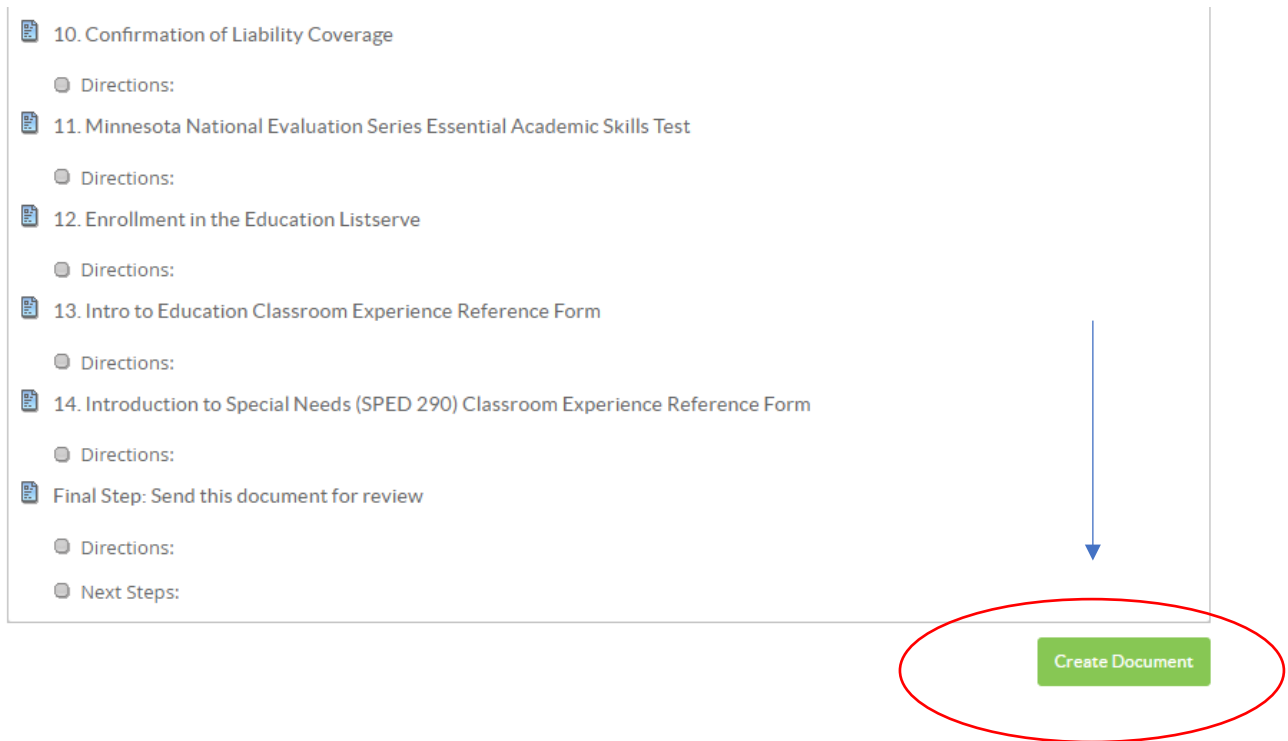
The image shows a web interface titled "Choose Template". At the top, there is a search bar with the placeholder text "Search by template name...". Below the search bar is a list of categories, each with a downward-pointing triangle icon. The categories are: Southwest Minnesota State University, Courses, EdTPA (Teacher Performance Assessment) Templates, LC Portfolio Reviews, Portfolios, SMSU TEP Lesson Plan template, Special Ed, TEP Application, and LiveText. The "TEP Application" category is expanded, showing a sub-item "TEP Application_2019". This sub-item is circled in red, and a blue arrow points to it from the right.

Choose Template

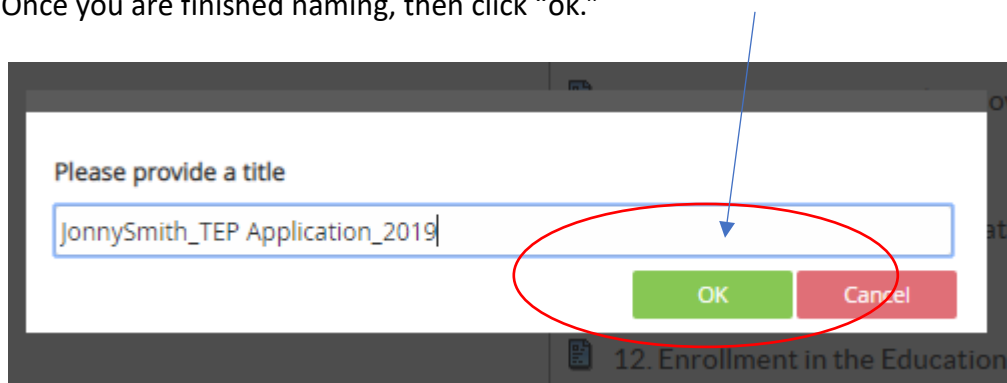
Search by template name...

- ▼ Southwest Minnesota State University
 - ▶ Courses
 - ▶ EdTPA (Teacher Performance Assessment) Templates
 - ▶ LC Portfolio Reviews
 - ▶ Portfolios
 - ▶ SMSU TEP Lesson Plan template
 - ▶ Special Ed
 - ▼ TEP Application
 - TEP Application_2019
 - ▼ LiveText

Step 5: On the right side of the screen, under the Selected Template heading, scroll down and select “create document.”



Step 6: Name your application as shown below **with your information**. For example, if your name is Jonny Smith your TEP Application would be called JonnySmith_TEP Application_2019. Once you are finished naming, then click “ok.”



You may now begin submitting your documents into your TEP Application. Further instructions are found within the application in LiveText.