Visitor’s Pass Tutorial

Creating, Attaching, & Sending edTPA
• The Visitor’s Pass enables non-LiveText users to view your edTPA (i.e., external reviewers). It is preferred that you create the Visitor’s Pass AFTER you have completed your edTPA, but not required.

• There are **three** main steps in the Visitor’s Pass process – creating a Visitor’s Pass, assigning the edTPA to the pass, and submitting the Visitor’s Pass number to the LiveText assignment.

• Login to your LiveText account to begin.
1. Creating the Visitor’s Pass

- On your DASHBOARD, click the “Visitor’s Passes” link in the Quick Links section (right side menu).
Creating the Visitor’s Pass

- Click “New” and name your Visitor’s Pass with a generic title, i.e., edTPA Reviewer.
Creating the Visitor’s Pass

- Make note of the alpha-numeric Visitor’s Pass number, as well as the title (a.k.a. Visitor’s Pass name).

Remember this name!

Remember this number!
2. Assigning the Visitor’s Pass

- Click the “Documents” tab, and find your edTPA document.
- Once you access your edTPA document, click the “Share” button.
Assigning the Visitor’s Pass

- Within the SHARE window, type in the **NAME (not number)** of your Visitor’s Pass under the “**Search Viewer**” section. Your pass name will have the word “**Visitor**” in parenthesis to indicate it’s purpose.
Assigning the Visitor’s Pass

• Within the SHARE window, type in the **NAME (not number)** of your Visitor’s Pass under the “Search Viewer” section. Your pass name will have the word “Visitor” in parenthesis to indicate it’s purpose.

• Click **Add to Share** to assign the Visitor’s Pass.
3. Submitting the Visitor’s Pass

- Return to your **Dashboard** and find your “Visitor’s Pass” assignment.
- Click “**Begin Assignment**”.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitor’s Pass Summary Sheet</td>
<td>Apr 15, 2013</td>
</tr>
<tr>
<td>Visitor’s Pass</td>
<td>Apr 15, 2013</td>
</tr>
</tbody>
</table>
Submitting the Visitor’s Pass

- In **STEP 3 of 3**, enter your “Visitor’s Pass” **NUMBER** (not name).
- Click “**Submit Assignment**”.

**YOU’RE DONE!**