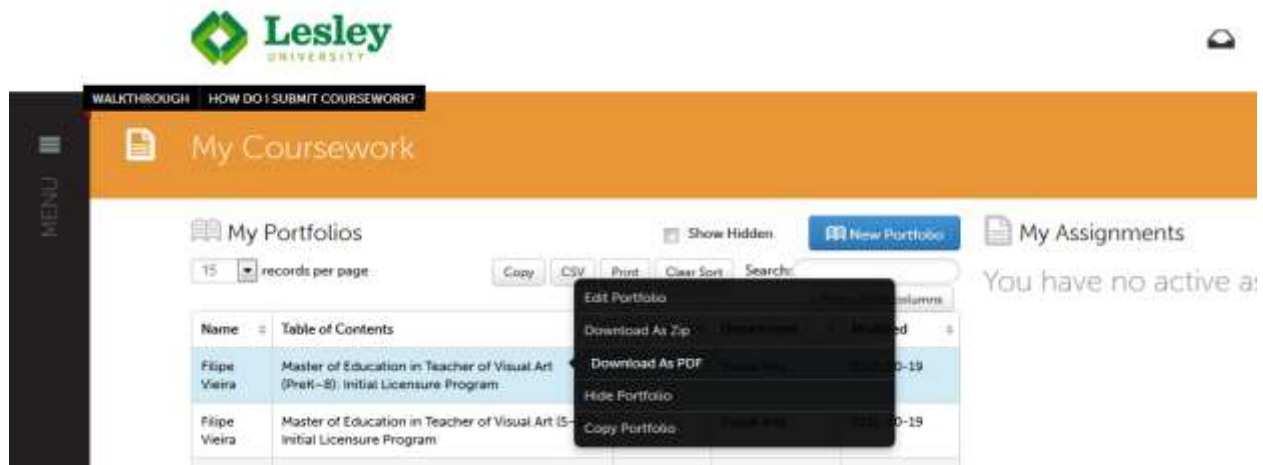
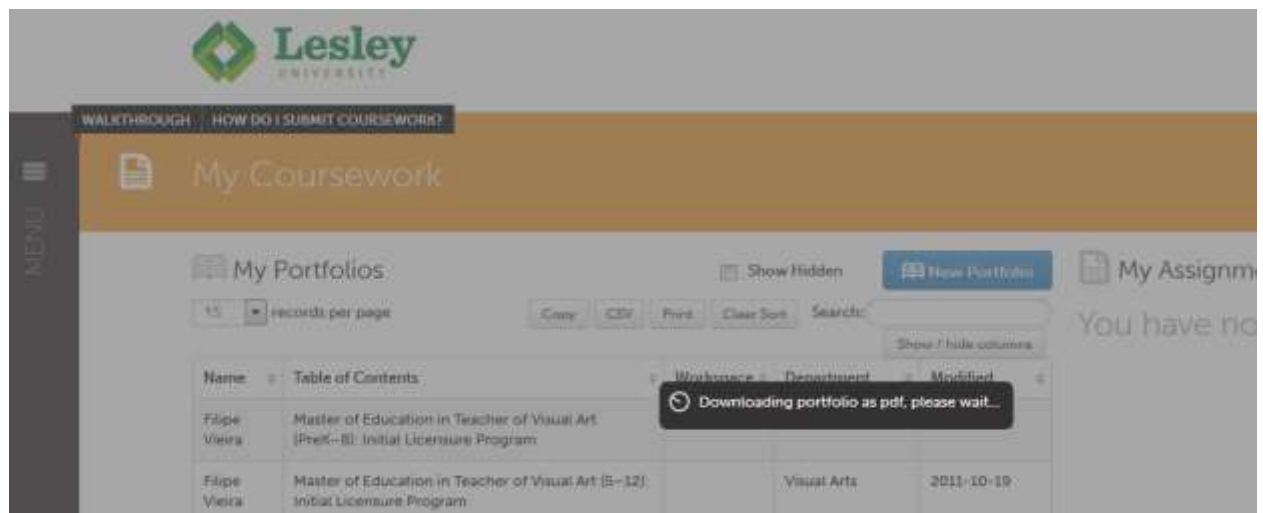


For existing Chalk & Wire students who wish to transfer their content to LiveText, below is a step-by-step guide to complete this process.

- 1) Visit www.chalkandwire.com/lesley and log in with your credentials.
- 2) Click the 3-barred menu icon on the left, select Work, then My Coursework.
- 3) Click on a portfolio that contains material you wish to transfer and select Download As PDF from the list of menu items that appear.



- 4) The site will start downloading your portfolio into a PDF. Wait until the process has been complete to convert your portfolio into file format.



5) Open the PDF file with Adobe Reader and save a copy of the file to your computer.

Make This My Home Page

an **New Portfolio** My Assignments Show Submitted

arch:

Show / hide columns

Assignment	Modified
Arts	2011-10-19
Arts	2011-10-19
Assignment	2011-10-19
Assignment	2011-10-19
Assignment	2011-10-20
Assignment	2011-10-20
Assignment	2011-10-20

Opening Filipe_Vieira.pdf

You have chosen to open:

Filipe_Vieira.pdf
which is: Adobe Acrobat Document (4.6 MB)
from: <https://ep.chalkandwire.com>

What should Firefox do with this file?

Open with

Save File

Do this automatically for files like this from now on.

OK Cancel

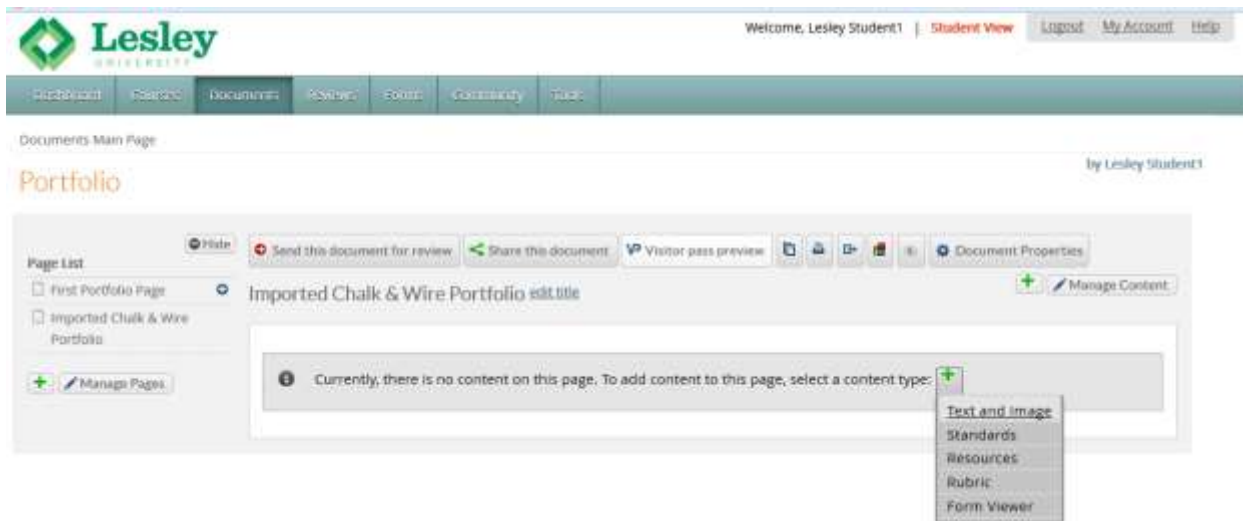
6) Log in to www.livetext.com with your LiveText credentials.

7) On your dashboard, click the View All Documents – My Work link located within the Active Documents section.

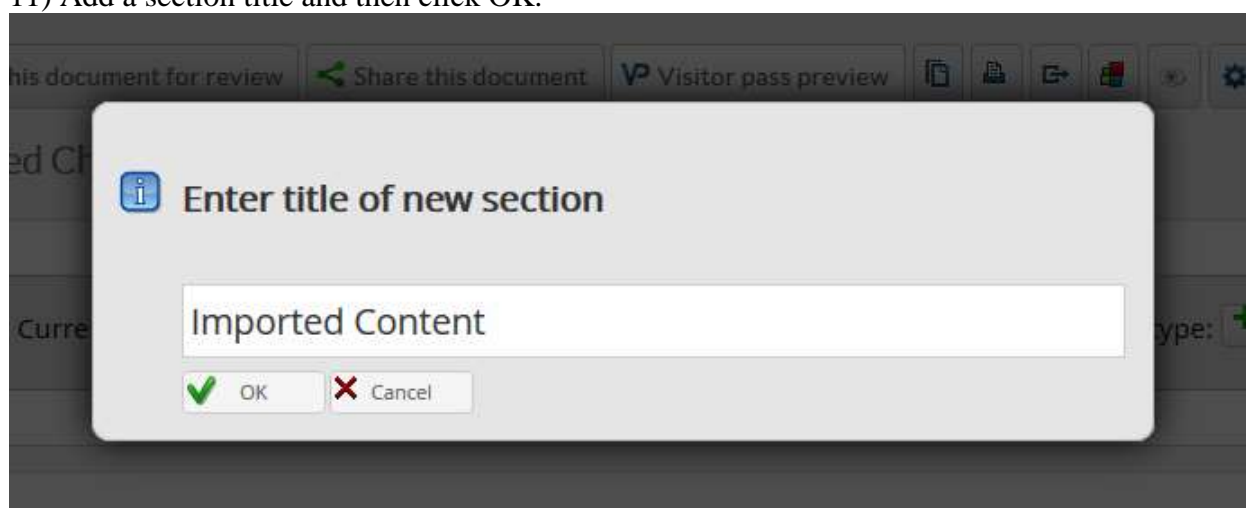
8) Click on the LiveText portfolio you wish to add your Chalk & Wire content to. (If you have not created a LiveText portfolio, please view this [Help page](http://support.lesley.edu/solution/categories/4000003372/folders/4000012541/articles/4000058674-how-do-i-create-a-portfolio-) for instructions: <http://support.lesley.edu/solution/categories/4000003372/folders/4000012541/articles/4000058674-how-do-i-create-a-portfolio->.)

9) Create a new portfolio page by clicking the green plus button located on the left-hand side next to the Manage Pages button.

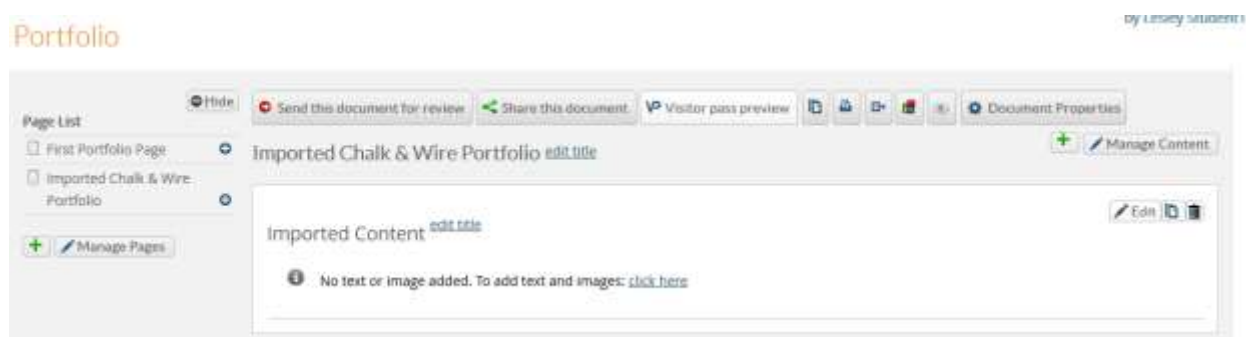
10) A message will display stating that there is no content. Click the green plus button on the right next to the “no content” message and select Text and Image from the dropdown menu.



11) Add a section title and then click OK.



12) Once your new section has been created, click the “click here” link next to the “add text and images” message.



13) In the popup window that appears, click File Attachment tab, and click Upload New File.

Section: Imported Content

Section Editor | Insert Image | File Attachment

Insert File Attachments Save Changes Save & Finish

Inserted Files

Current Label: uncategorized + Upload New File

Showing 1-3 of 3

File Name	File Type	Size	Date Uploaded	Actions
100_0400.JPG	jpg	529 Kb	Mar 1	+ Add Download
Burlington_Firefighting.docx	docx	29 Kb	Mar 25	+ Add Download
OSOE_MAP_Policy.docx	docx	15 Kb	Mar 1	+ Add Download

14) Browse for the Chalk & Wire PDF file you wish to add to your portfolio section and click Save & Finish.

Document: Even Newer Portfolio | Page: Imported Chalk & Wire Portfolio

Section: Imported Content

Section Editor | Insert Image | File Attachment

Insert File Attachments Save Changes Save & Finish

Inserted Files

Browse your computer to upload:

Browse... No file selected.
Up to 1 GB in size.

Browse from File Manager

15) You will be brought to your portfolio page where your imported Chalk & Wire portfolio will appear under your Attachments section. You may click the PDF link at any time to open it.

Portfolio By Lesley Student1

Page List

- First Portfolio Page
- Imported Chalk & Wire Portfolio

+ Manage Pages

Send this document for review | Share this document | Visitor pass preview | Document Properties

Imported Chalk & Wire Portfolio edit title

+ Manage Content

Imported Content edit title

No text or image added. To add text and images: [click here](#)

Attachments

- Program Portfolio.pdf

Note: If you wish to upload files that you have added to Chalk & Wire that are not located in any portfolios, visit www.chalkandwire.com/lesley, log in with your credentials, click the 3-barred Menu, click Work then File Library. Search for files you wish to download to your computer and repeat the LiveText uploading process as outlined above.