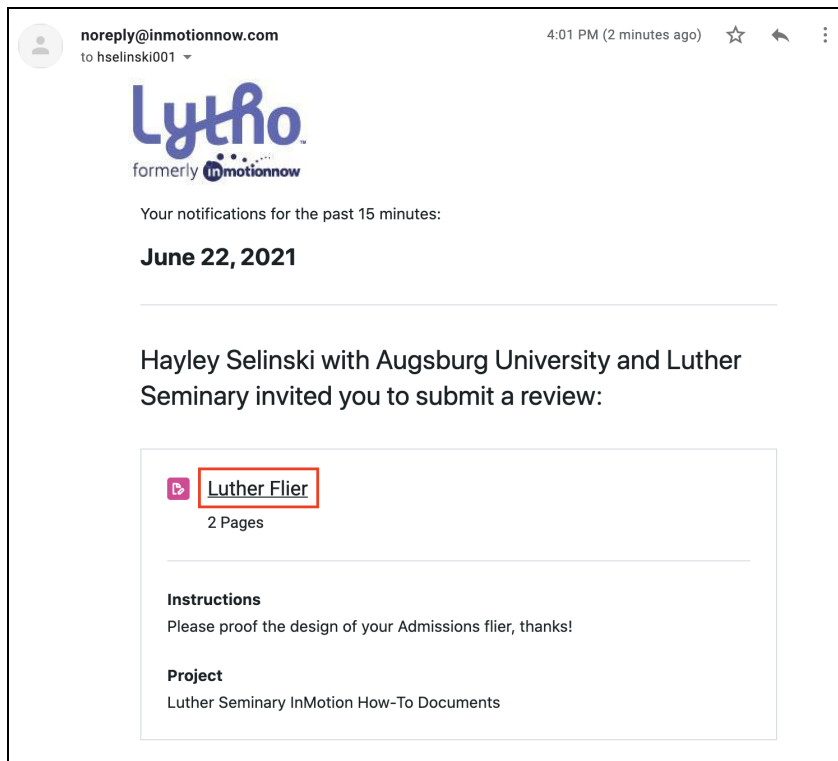


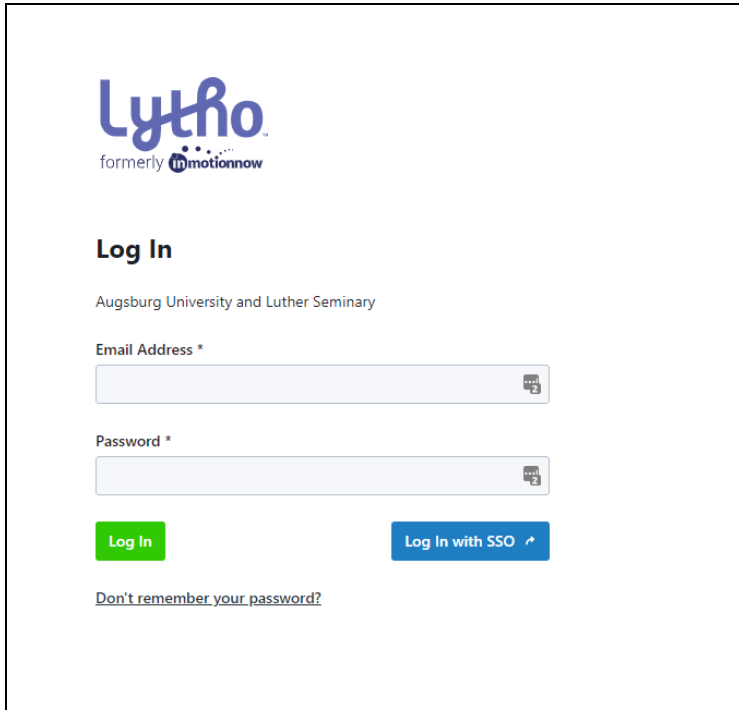
Luther Seminary: How to review and submit a proof for the marketing team using Lytho

Step 1: Receive proof email from Lytho and enter the proofing platform.

1. You will receive an email from Lytho (noreply@inmotionnow.com) inviting you to submit a review.
2. Click the underlined name of the proof, which is a link.



3. Enter your Luther Seminary email address and password and click “Log In.”



The image shows a login page for Lytho, which is formerly known as iMOTIONNOW. The page is titled "Log In" and is for Augsburg University and Luther Seminary. It features two input fields: "Email Address *" and "Password *". Below the email field is a green "Log In" button, and below the password field is a blue "Log In with SSO" button with an external link icon. At the bottom, there is a link that says "Don't remember your password?".

Lytho
formerly iMOTIONNOW

Log In

Augsburg University and Luther Seminary

Email Address *

Password *

[Log In](#) [Log In with SSO](#)

[Don't remember your password?](#)

4. You will be redirected to the proofing platform in Lytho.

Step 2: Review proof in Lytho.

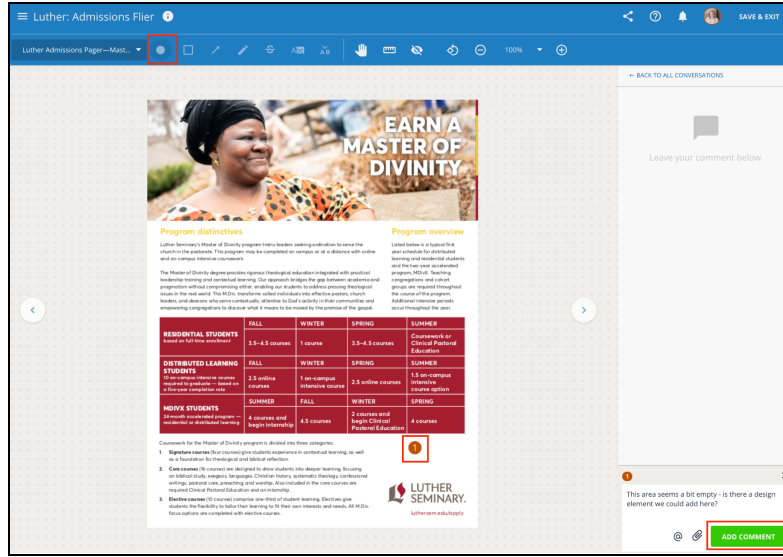
1. Read the instructions written by the marketing staff member (if there are any), and click “Start My Review.”

The screenshot displays the Lytho review interface. On the left, a document titled 'Luther Admissions Flier' is open, showing a flyer for Luther Seminary's Master of Divinity program. The flyer includes a photo of a woman, the title 'Program distinctives', and several tables detailing course requirements for Residential, Distributed Learning, and MDIV students. A central pop-up window titled 'Instructions' contains the text 'Please proof flyer, thanks!' and a prominent green button labeled 'START MY REVIEW'. The right-hand sidebar shows the 'Luther Admissions Flier—Master of ...' document, with a 'Select an approval status' dropdown and a 'FEEDBACK' section that says 'You're the first one here!' and 'Draw an annotation or start a conversation.'

	FALL	WINTER	SPRING	SUMMER
RESIDENTIAL STUDENTS based on full-time enrollment	3.5–4.5 courses	1 course	3.5–4.5 courses	Courseswork or Clinical Pastoral Education
DISTRIBUTED LEARNING STUDENTS 15 on-campus intensive courses required to graduate — based on a 6-year completion rate	2.5 online courses	1 on-campus intensive course	2.5 online courses	1.5 on-campus intensive course option
MDIV STUDENTS 24-month accelerated program — residential or distributed learning	4 courses and begin internship	4.5 courses	2 courses and begin Clinical Pastoral Education	4 courses

2. Now you can see the document and mark it up with comments.
 - a. Markup tools are in the top toolbar. Most tools allow you to mark the proof and then prompt you to write an associated comment in the right hand “Feedback” section:.

i.  Place a dot: Add a dot to an element in the proof.



The screenshot shows the Luther Admissions Flier editor interface. The main content area displays a flier for the 'EARN A MASTER OF DIVINITY' program. The flier includes a header image of a woman, a 'Program overview' section, and a table detailing course requirements for different student types. A red box highlights the 'Program overview' section, and a red dot is placed on the text 'Luther Seminary is a graduate-level program for students seeking ordination to serve the church in the pastorate. This program may be completed on campus or at a distance with online and on-campus intensive coursework.'

	FALL	WINTER	SPRING	SUMMER
RESIDENTIAL STUDENTS based on full-time enrollment	3.5-4.5 courses	1 course	3.5-4.5 courses	Coursework for Clinical Pastoral Education
DISTRIBUTED LEARNING STUDENTS for on-campus courses or online courses in partnership with a five-year completion only	2.5 online courses	1 on-campus intensive course	2.5 online courses	1.5 on-campus intensive course option
MOIX STUDENTS Advanced on-campus program - residential or distributed learning	4 courses and begin internship	4.5 courses	2 courses and begin Clinical Pastoral Education	4 courses

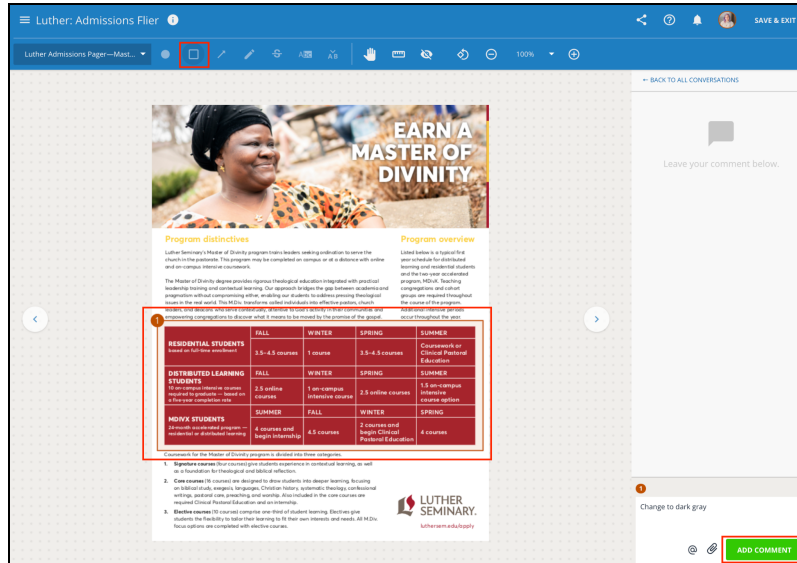
Coursework for the Master of Divinity program is divided into three categories:

- Signature courses:** Four courses provide students experience in pastoral learning, as well as a foundation for theological and biblical reflection.
- Core courses:** Six courses are designed to draw students into deeper learning, focusing on biblical study, exegesis, language, Christian history, systematic theology, contextualized writing, pastoral care, preaching, and worship. Also included in the core courses are required Clinical Pastoral Education and an internship.
- Elective courses:** 10 courses complete one third of student learning. Electives give students the flexibility to tailor their learning to fit their own interests and needs. All M.Div. thesis options are completed with elective courses.

LUTHER SEMINARY
lutherseminary.edu

On the right side of the editor, there is a comment box with the text 'Leave your comment below.' and a red box around the 'ADD COMMENT' button.

ii.  Draw a rectangle: Add a rectangle around an element in the proof.



The screenshot shows the Luther Admissions Flier editor interface. The main content area displays a flier for the 'EARN A MASTER OF DIVINITY' program. The flier includes a header image of a woman, a 'Program overview' section, and a table detailing course requirements for different student types. A red box highlights the 'Program overview' section, and a red rectangle is drawn around the text 'Luther Seminary is a graduate-level program for students seeking ordination to serve the church in the pastorate. This program may be completed on campus or at a distance with online and on-campus intensive coursework.'

	FALL	WINTER	SPRING	SUMMER
RESIDENTIAL STUDENTS based on full-time enrollment	3.5-4.5 courses	1 course	3.5-4.5 courses	Coursework for Clinical Pastoral Education
DISTRIBUTED LEARNING STUDENTS for on-campus courses or online courses in partnership with a five-year completion only	2.5 online courses	1 on-campus intensive course	2.5 online courses	1.5 on-campus intensive course option
MOIX STUDENTS Advanced on-campus program - residential or distributed learning	4 courses and begin internship	4.5 courses	2 courses and begin Clinical Pastoral Education	4 courses

Coursework for the Master of Divinity program is divided into three categories:

- Signature courses:** Four courses provide students experience in pastoral learning, as well as a foundation for theological and biblical reflection.
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On the right side of the editor, there is a comment box with the text 'Leave your comment below.' and a red box around the 'ADD COMMENT' button.

iii.



Draw an arrow: Add an arrow to point to an element in the proof.

Luther: Admissions Flier

Luther Admissions Flier—Mast...

SAVE & EXIT

← BACK TO ALL CONVERSATIONS

Leave your comment below.

What if we used the other Luther logo?

ADD COMMENT

EARN A MASTER OF DIVINITY

Program distinctive

Luther Seminary's Master of Divinity program trains leaders seeking ordination to serve the church in the pastorate. This program may be completed on campus or at a distance with online and on-campus intensive components.

The Master of Divinity degree provides rigorous theological education integrated with practical leadership training and pastoral training. The program bridges the gap between academic and preparation without compromising either, enabling our students to address pressing theological issues in the real world. The M.Div. empowers students to become effective pastors, church leaders, and ministers who serve faithfully, attention to God's activity in their communities and empowering congregations to discover what it means to be renewed by the promise of the gospel.

Program overview

Luther Seminary is a special place for students to complete their Master of Divinity. The program is designed to be completed in three years, with a focus on theological education and pastoral training. The program is designed to be completed in three years, with a focus on theological education and pastoral training.

	FALL	WINTER	SPRING	SUMMER
RESIDENTIAL STUDENTS Based on full-time attendance	3.0-4.0 courses	1 course	3.0-4.0 courses	Coursework or Clinical Pastoral Education
DISTRIBUTED LEARNING STUDENTS 15-20 courses online; 10-15 courses on-campus; 10-15 courses in-field	2.5 online courses	1 on-campus intensive course	2.5 online courses	2.5 on-campus intensive course or 2.5 on-campus intensive course
HOLY STUDENTS Advanced placement program — residence or distributed learning	4 courses and begin internship	0.5 course	2 courses and begin Clinical Pastoral Education	4 courses

Coursework for the Master of Divinity program is divided into three categories:

1. Significant exposure to theological and biblical studies, as well as a foundation for theological and biblical reflection.
2. Core exposure to biblical studies, including Old Testament, New Testament, and Church History, as well as a foundation for theological and biblical reflection.
3. Exposure to theological and biblical studies, as well as a foundation for theological and biblical reflection.

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iv.



Draw a shape: Add a shape around an element in the proof.

The screenshot shows the Luther: Admissions Flier editor interface. The top toolbar includes a 'Draw a shape' icon (a red rectangle). A red rectangle is drawn around a photo of a woman in the main content area. The right sidebar shows a comment box with the text 'Leave your comment below.' and an 'ADD COMMENT' button.

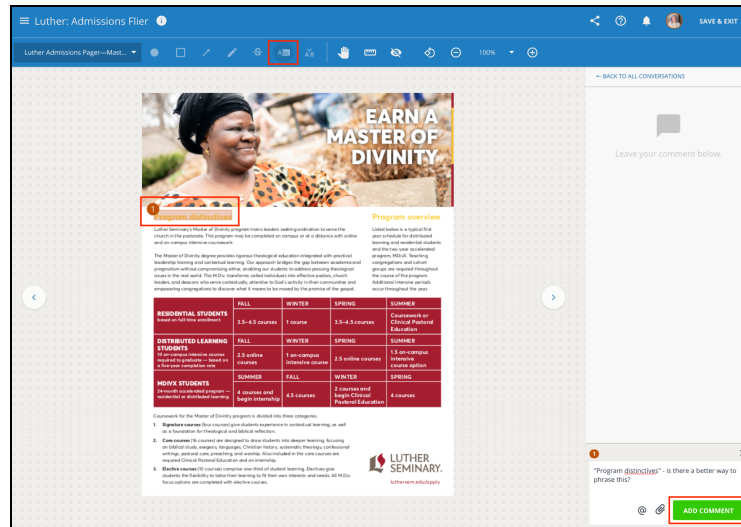
v.



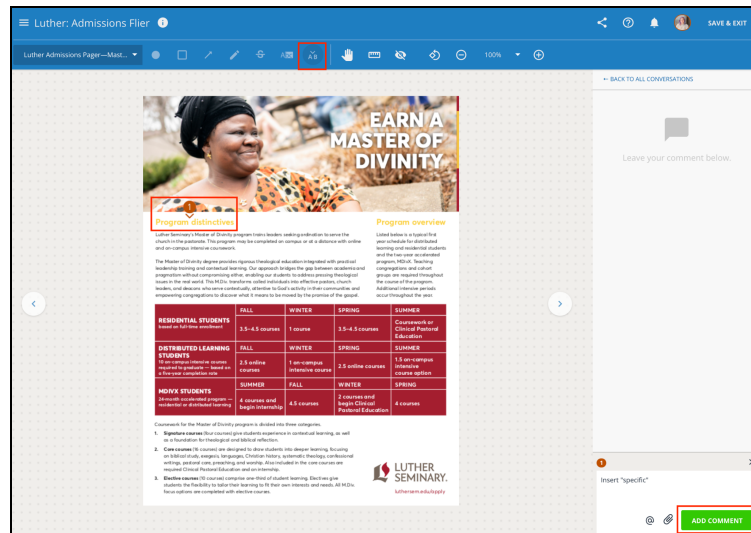
Strikethrough text: Draw a line through text you'd like to eliminate.

The screenshot shows the Luther: Admissions Flier editor interface. The top toolbar includes a 'Strikethrough text' icon (a blue square with a white 'S'). A red line is drawn through the text 'Teaching congregations and cohort groups are required throughout the course of the program.' in the 'Program overview' section. The right sidebar shows a comment box with the text 'Leave your comment below.' and an 'ADD COMMENT' button.

- vi.  Highlight text: Add a highlight to selected text to make a comment about it in the “Feedback” section.



- vii.  Insert text: Add a caret to denote the place you'd like to add additional text.



b. Other tools in the top toolbar:

- i.  Pan around the asset.

- ii.  Measure the asset.

- iii.  Hide annotations: Toggle on or off other reviewers' markups and comments.

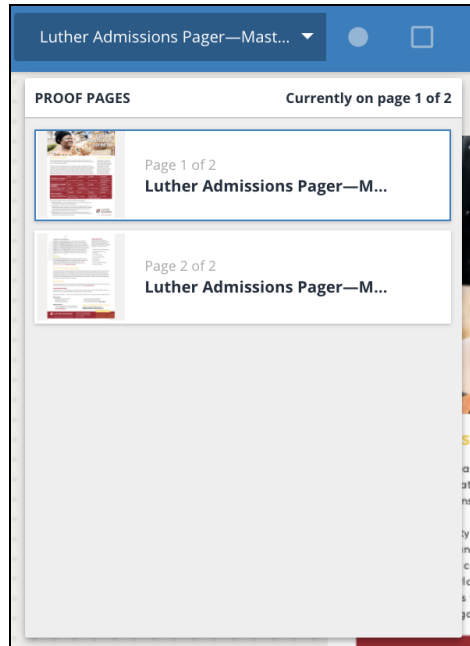
- iv.  Rotate 90 degrees.

v.



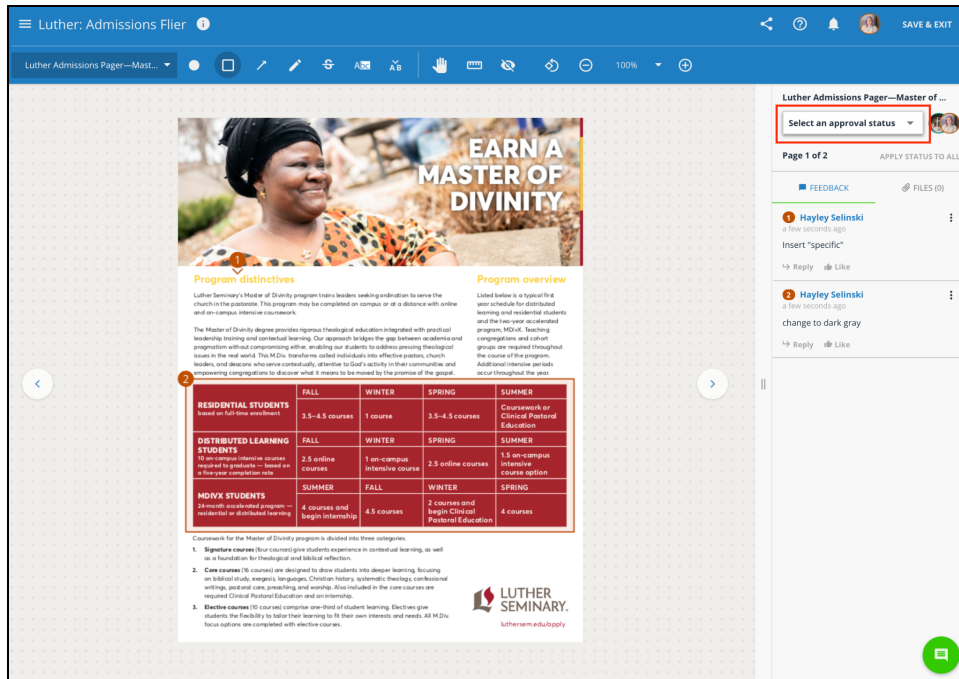
Scale the asset.

3. Add your markups and comments to each page of the proof.
 - a. On the left-hand side of the top toolbar, there is a drop-down menu to navigate between each page in the proof. If there are multiple pages, arrows will appear on the right-hand side of the top toolbar to be able to page through each asset.



Step 3: Submitting your completed proof.

- Once you've added all your markups and comments to the document, you will need to select an approval status for **each page** of the proof.



- From the drop-down menu, select a status for each page.
 - Approval options and their meanings:
 - Approved As Is: You have no changes you want to make to the proof; the designer can finalize the asset.
 - Approved With Changes: You have minor changes you want made to the proof; the designer can make these changes, and it is up to their discretion to either send an additional version for you to approve or finalize the asset.
 - Change and Resubmit: You have changes you want made to the proof; the designer will make these changes and send an additional version for you to approve.

Luther: Admissions Flier
Luther Admissions Pager—Master...
100%

EARN A MASTER OF DIVINITY

Program distinctives

Luther Seminary's Master of Divinity program trains leaders seeking ordination to serve the church in the postmodern. This program may be completed on campus or at a distance with online and on-campus intensive coursework.

The Master of Divinity degree provides rigorous theological education integrated with practical leadership training and contextual learning. Our approach bridges the gap between academic and experiential without compromising either, enabling our students to address pressing theological issues in the real world. This M.Div. transforms called individuals into effective pastors, church leaders, and deacons who serve contextually, attentive to God's activity in their communities and empowering congregations to discover what it means to be moved by the promise of the gospel.

Program overview

Listed below is a typical first year schedule for distributed learning and residential students and the two-year accelerated program, M.Div. Teaching congregations and cohort groups are required throughout the course of the program. Additional intensive periods occur throughout the year.

	FALL	WINTER	SPRING	SUMMER
RESIDENTIAL STUDENTS based on full-time enrollment	3.5–4.5 courses	1 course	3.5–4.5 courses	Coursework or Clinical Pastoral Education
DISTRIBUTED LEARNING STUDENTS 16 on-campus intensive courses required to graduate — based on a five-year completion rate	2.5 online courses	1 on-campus intensive course	2.5 online courses	1.5 on-campus intensive course option
NOVIX STUDENTS 24-month accelerated program — residential or distributed learning	SUMMER	FALL	WINTER	SPRING
	4 courses and begin internship	4.5 courses	2 courses and begin Clinical Pastoral Education	4 courses

Coursework for the Master of Divinity program is divided into three categories.

- Signature courses** (four courses) give students experience in contextual learning, as well as a foundation for theological and biblical reflection.
- Core courses** (16 courses) are designed to draw students into deeper learning, focusing on biblical study, exegesis, language, Christian history, systematic theology, confessional writing, pastoral care, preaching, and worship. Also included in the core courses are required Clinical Pastoral Education and an internship.
- Elective courses** (10 courses) comprise one-third of student learning. Electives give students the flexibility to tailor their learning to fit their own interests and needs. All M.Div. focus options are completed with elective courses.

LUTHER SEMINARY.
lutherseminary.edu/admissions

Luther Admissions Pager—Master of ...

Approved As Is
Approved With Changes
Change And Resubmit

1 Hayley Selinski a minute ago
Insert "specific"
Reply Like

2 Hayley Selinski a minute ago
change to dark gray
Reply Like

3. In the top right-hand corner, click “Submit Review.”

Luther: Admissions Flier
Luther Admissions Pager—Master...
100%
SUBMIT REVIEW

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Program overview

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	FALL	WINTER	SPRING	SUMMER
RESIDENTIAL STUDENTS based on full-time enrollment	3.5–4.5 courses	1 course	3.5–4.5 courses	Coursework or Clinical Pastoral Education
DISTRIBUTED LEARNING STUDENTS 16 on-campus intensive courses required to graduate — based on a five-year completion rate	2.5 online courses	1 on-campus intensive course	2.5 online courses	1.5 on-campus intensive course option
NOVIX STUDENTS 24-month accelerated program — residential or distributed learning	SUMMER	FALL	WINTER	SPRING
	4 courses and begin internship	4.5 courses	2 courses and begin Clinical Pastoral Education	4 courses

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Luther Admissions Pager—Master of ...

Approved With Changes

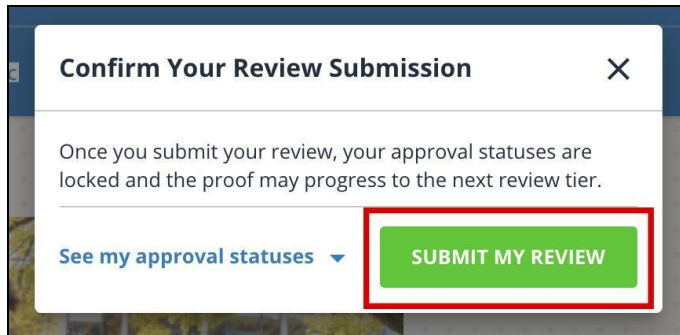
Page 1 of 2
APPLY STATUS TO ALL

FEEDBACK
FILES (0)

1 Hayley Selinski 2 minutes ago
Insert "specific"
Reply Like

2 Hayley Selinski 2 minutes ago
change to dark gray
Reply Like

4. Lytho will prompt you one more time to review the status you've selected for each page and click "Submit My Review."



5. Once you've submitted your review, you will be directed back to your Lytho Dashboard.