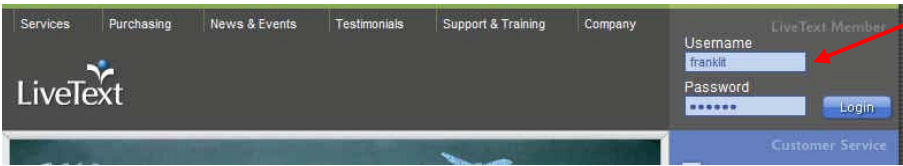


To Build Your LiveText Portfolio for Graduation EDCT 693

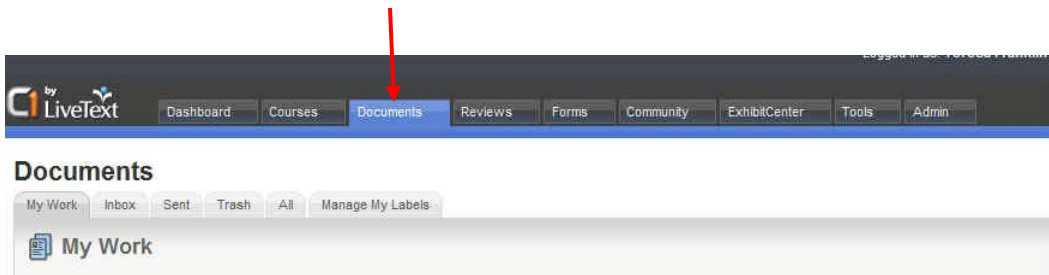
Step 1:

1. Login to LiveText (LT)



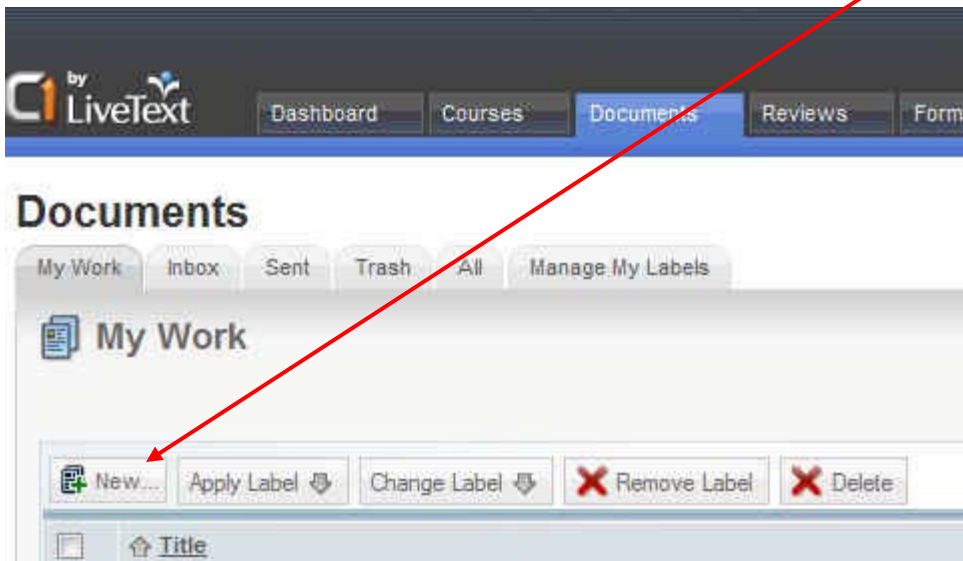
Step 2:

1. You will open to the Dashboard which lists all your courses on the right. For the portfolio, we will **NOT** use the course listed on the right.
2. Instead, find the tab called **Documents** and click on it. It will be the third tab in the row.



Step 3:

1. When the documents page appears, look for the button that says **NEW**.



Step 4:

1. Click on NEW (button) and a window will appear similar to the one below. In this window, use the pull down menus to fill in the items as shown below.

The screenshot shows the 'Create a Document' interface in LiveText. At the top, there is a navigation bar with 'Documents' selected. Below it, the 'Create a Document' form is displayed. The form has the following fields:

- Folder:** A dropdown menu with 'OU Portfolios' selected.
- Template:** A dropdown menu with 'EDCT 693 Master's Portfolio' selected.
- Title:** An empty text input field.
- Description:** A large empty text area.
- Layout:** A dropdown menu with 'Multiple Page' selected.
- Style Set:** A dropdown menu with 'Default - Right Table of Contents' selected.
- Save as New Document:** A green button with a floppy disk icon.

Red arrows point to the 'Folder' and 'Template' dropdowns, the 'Title' and 'Description' text areas, and the 'Save as New Document' button.

2. Give the portfolio a **Title**: EX: Mark Smith's EDCT 693 Portfolio.
3. Then in the **Description** Box, enter the quarter you graduate (EX: Spring, June 2010)
4. Then click on **Save as New Document**

Step 5:

1. Now it is time to put your things into the Portfolio.

The screenshot shows a software interface for managing a portfolio. At the top, there are tabs for 'Document View', 'Edit Properties', and 'Manage Pages'. Below these are icons for 'Send for Review', 'Share', 'Copy', 'Print', 'Export', and 'Save as Template'. The main content area is titled 'Introduction to the Portfolio' and contains a section labeled 'Introduction' with a bulleted list:

- Introduction
- Statement of your professional goals.
- Be sure to SHARE the portfolio with all instructors in the MED program when complete.

 An 'Edit' button is located to the right of this section. To the right of the main content is a 'Table of Contents' panel with a 'Hide' button. The Table of Contents lists several sections: 'Introduction to the Portfolio', 'Professional Resume', 'Teaching Philosophy', 'Technology Facilitation Standard I', 'Technology Facilitation Standard II', 'Technology Facilitation Standard III', 'Technology Facilitation Standard IV', 'Technology Facilitation Standard V', and 'Technology Facilitation'. Red arrows originate from the 'Edit' button and the first three items in the Table of Contents, pointing towards the instructions below.

2. You will use the **edit button** to change and add text. Please read the info on each box to help you decide what to do.
3. Notice that on the right is the **professional resume, teaching philosophy and standards (8)**. To insert information into each of those areas (and yes, that is expected), you just **click on the title of the page** and the page will open.

- Once the page is open, click on the edit button and enter information. Note that each of the standards pages have several pieces of information to insert. To attach a document look below the text window and you can attach up to 8 files and there is a place to insert an image(s) as well.

- Tell how you have grown in meeting this standard
- The list of standards you need to meet
- The artifacts that show you have met the standard (artifacts can be used multiple times but not the same ones on each standard – we will figure that one out!)
- Reflection on meeting the standard
- Future learning goal (how you hope to continue to grow in your use of technology for this standard)

Step 6:

- Do this for each standard.

****Remember you have many projects from your courses, you must have at least 1 project (artifact) for each standard but you may have one project for a standard and then three or more for another. The goal is to show that you meet each standard by what you write and what you provide as artifacts.**

Also remember that there are two parts to the EDCT 693: 1) the LiveText portfolio shown above and 2) the Creative Portfolio that you will present at the end of the **Saturday, June Class meeting (12:30 to 2:30 pm)**. Lunch will be provided.