

Personal Electronic Portfolio and Resource System

School of Education, Nazareth College

1/15/05

HELPFUL HINTS

1. The LiveText™ system works best on Internet Explorer (if you use Netscape, you will not have access to many important functions, e.g., text editing).
Operating systems (OS):
 - o On a PC: Windows 95 or newer
 - o On a Mac: OS 9.2 (with Internet Explorer 5/1/6 or later) or OS 10 (with Internet Explorer 5.2.2 or later) – some functions do not work on a Mac.
2. When you sign on to LiveText™ and write in the name you would like to be “greeted by,” you might wish to be more formal (this might be viewed by colleagues, faculty, and potential employers).
3. There are multiple sources of support:
 - o When you are in LiveText™, if you scroll to the top of the page, look in the right hand corner and find “help.” Click on “help” and you can access training manuals (web-based or in print format). These are VERY helpful; you probably want to have hard copies of them to refer to.
 - o Trained graduate assistants are available to provide one on one support. They are located in the Golisano Academic Center Room 287. They can be reached at 389-2624. Their office hours are posted on the office door, and are on the recorded telephone message. They also can be reached through email: livetext@naz.edu
 - o Email support@livetext.com
 - o There are also some excellent web sites that provide more information about LiveText™, these include:
 - o <http://www.unc.edu/livetext/>
4. There are a range of ways LiveText can benefit your work:
 - o Manage and organize your work-in-progress and completed work. You have control over how the information is accessed and by whom.
 - o Enhance your skills in educational technology.
 - o Demonstrate your familiarity and ease with technology.
 - o Participate in collaborative assessments of your work enabling you to get professional feedback from a range of professionals and peers.
 - o Receive ongoing feedback from professors regarding your work and see their suggestions for improvement.
 - o Generate electronic samples of your best work and develop an electronic portfolio. Potential employers are able to access actual examples of your exemplary work. Electronic portfolios represent the intersection of some of the latest trends in education.
 - o Showcase all your work including data files, video streaming files, photographs, and graphic files.
 - o Facilitate the ongoing alignment with New York State Learning Standards within lesson and unit plans. Search the standards database.

- o Provides you with a portable desktop – access resources and your work from wherever you have access to the Internet.
 - o Access your portfolio at work, school and home – whenever and however you wish.
 - o Facilitates sharing of communication – sharing of work.
 - o Provides you with an electronic resource file from which you can construct your electronic portfolio, and other class assignments/projects.
 - o Provides you with an on-line video library.
5. If you are looking for materials that someone has sent to you, depending on the type of materials, there are two places to look for them:
- o Inbox (under the Materials menu)
 - o In your inbox you will find general materials that someone has sent to you to share (e.g., your instructor sends you an assignment description, or a colleague sends you a listing of interesting resources they have found).
 - o Review (under the Collaboration menu)
 - o In review you will find materials that you have sent for review (e.g., a lesson plan you have sent to your instructor for review), as well as materials that have been returned to you having been reviewed. To look at the feedback from the review, click “view.”
6. Much of your early work on LiveText will probably involve creating and organizing your document’s content. In the LiveText *User Guide* (which you can view and/or print by clicking on “Help” which is a box in the upper most right hand corner of your LiveText screen), pages 46 through 52 give very descriptive information about how to do this. You might find it helpful to read this section.
7. At this point in time, the way the New York State Learning Standards section on LiveText™ is organized, it is difficult to differentiate between standards, key ideas, performance indicators, etc. LiveText™ is currently revising this section. Until the revision is complete, we suggest that you not use this function of LiveText™ and instead type out the standards and key ideas into the appropriate section of your lesson plan and/or learning unit.

Frequently Asked Questions

- I tried to sign on but I forgot my password and/or user ID. What should I do?

You can contact LiveText directly either by phone (866 548 3839) or click “Login Help?” (directly under where you would log in).

- When I try to create a new lesson plan or portfolio I don’t have the option of using a Nazareth template. What happened?

If you are looking for the Nazareth templates as you create lesson plans or portfolios and don’t see them, you probably did not affiliate your registration in LiveText™ with Nazareth College. Contact LiveText™ and have them associate your account with our college templates.

- I was working at home and my dial-up connection quit. As a result I lost the work I that I was doing. How can I avoid this in the future?

While there are no guarantees, there are some ways to minimize the damage and perhaps make it less likely to occur. If you are composing a reflection or reaction paper, we recommend you compose it in MS Word (or the word processor of your choice) and then copy/paste it into LiveText™. If you are using a template (e.g., for a lesson plan or a portfolio), be sure to click “Finish” under each section as you complete it. By doing so, you are saving the section as you go.