Why an e-portfolio?

Your e-portfolio allows you to link together diverse parts of your learning and to show your engagement in the learning process. It is a tool for communicating (to your professors, potential employers and others) your learning and how it translates into your career aspirations.
Showcase your academic experiences in three ways

- First, through assignments that faculty ask you to put in your portfolio. These reflect the work that faculty think showcase the learning outcomes they have identified.

- Second, through the work that you select. This allows you to identify what you see as your best work within your professional course of study.

- Third, through personal reflections or stories that you include which summarize your learning experiences.
LiveText e-Portfolio Structure

- Student portfolios can include assignments, exams, projects, presentations - any artifacts that document the learning outcomes for their major or the CBE.

- Students must select a different artifact for each learning outcome, so they have different examples of their work in the portfolio.
Reflection Portion of e-Portfolio

For each artifact, you must include a reflection paragraph that answers these questions:

◦ What is the artifact and why did you select it? (How does the artifact illustrate one of the CBE or major learning outcomes?)
◦ What did you learn by completing the assignment, project, etc.?
◦ How can you use what you learned to improve in the future?
Registering Your LiveText Account

- Go to www.livetext.com and click the links: Purchase/Register and Register Membership. For the prompt Choose your Role, select Student.
- Enter the 16-character Key Code when prompted (the key code is case sensitive). If you are currently taking CBE 100, you will find your personal KEY CODE under the Grades tab on the D2L site. Otherwise, you need to contact Dr. Brian Schultz to get a Key Code.
- Once your registration is confirmed, please log in to make sure your account is working properly.
- Write down your username and password and keep it in a safe place. Hopefully, one you can find if needed.
Creating Your e-Portfolio

- After you log in to your LiveText account, select:
  + New Document
- From the Folder list, select:
  UWRF College of Business and Economics Portfolios
- From the Template list, select the template for the major you have chosen. (Students who are new to UWRF and CBE in Fall 2012 must use the template with Effective 9-12 after their major.) If you have a double major, you may want to do a separate e-portfolio for each major.
- Give your e-portfolio a Title, then click:
  Save as New Document
Now you are ready to load artifacts into your e-portfolio.
Sections of Your e-Portfolio

There are five sections in your LiveText portfolio (if you are taking CBE 100 in Fall 2012):

- Introduction to My Portfolio
- CBE Common Discipline Knowledge
- CBE Common Skills and Perspectives
- Your Major Program Learning Outcomes
- Personal Stories

You must complete the Introduction to My Portfolio section before you upload any artifacts. To do this, click the Edit button on the right-hand side of the section.
Sections of Your e-Portfolio

If you took CBE 100 before Fall 2012, there are only four sections in your LiveText portfolio:

- Introduction to My Portfolio
- College of Business and Economics Learning Outcomes
- Your Major Program Learning Outcomes
- Personal Stories

You must complete the Introduction to My Portfolio section before you upload any artifacts. To do this, click the Edit button on the right-hand side of the section.
Uploading Your Artifact

- Select the **Common Skills/Perspectives or Major/Program** learning outcome that best fits the artifact you want to upload.

- Click the **Edit** button and type your reflection in the space provided for that learning outcome.

- Below this space, you will see **File Attachments**. Click the **Edit** button in this section to upload your artifact.

- Click **Upload New File** and **Browse** to find the artifact you want to use. Then, click **Upload File** once more.

- Wait until LiveText indicates the upload has been **Completed**, then click **Save and Finish**.
Submitting your Portfolio for Review

- After you have uploaded and saved your artifact, make sure the LiveText document you want to submit is open.
- Click the “Send for Review” link at the top left portion of the document toolbar.
- Enter the username (or first and last name) of the reviewer/instructor (e.g. toddtim or Brian Schultz)
  - **Please note:** LiveText will search for UWRF users with the name you have entered. When the person’s name appears, click on it.
- Click the Submit for Review link and wait for the confirmation.
Questions???

If you have problems or questions, contact CBE Assistant Dean, Brian Schultz, (brian.l.schultz@uwrf.edu).