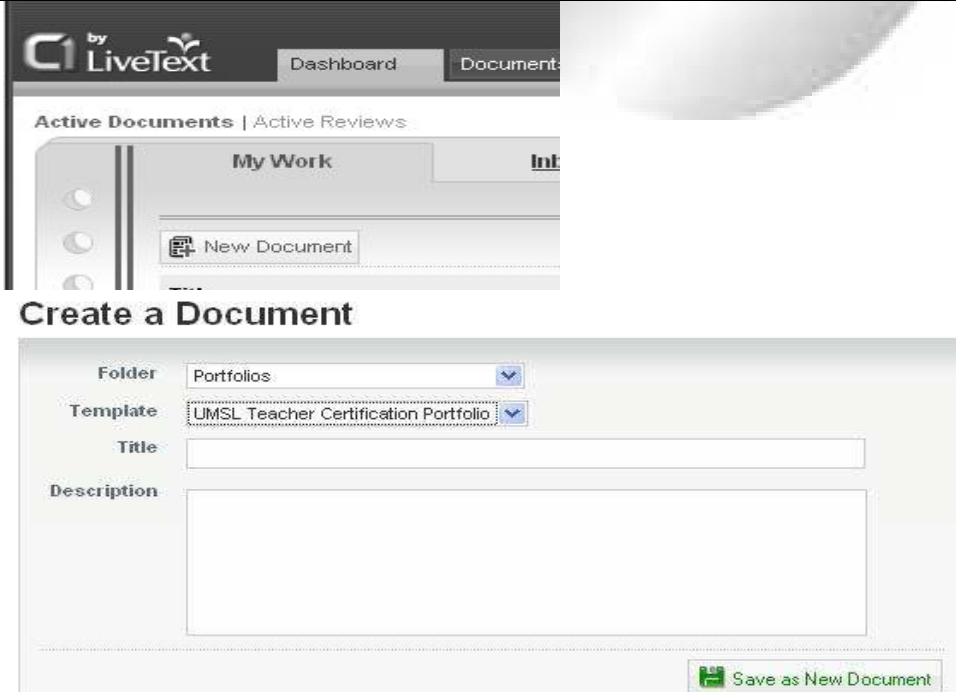
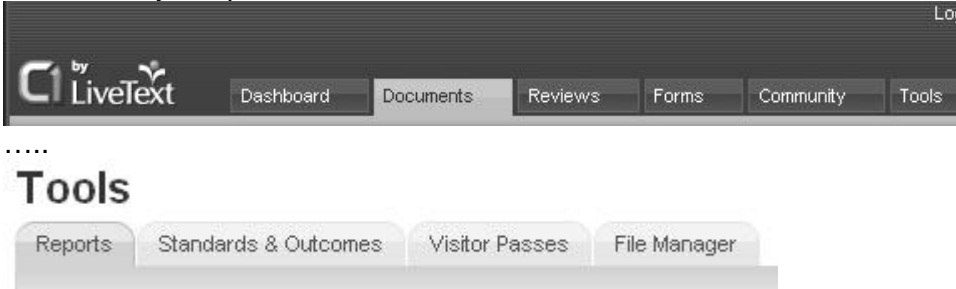
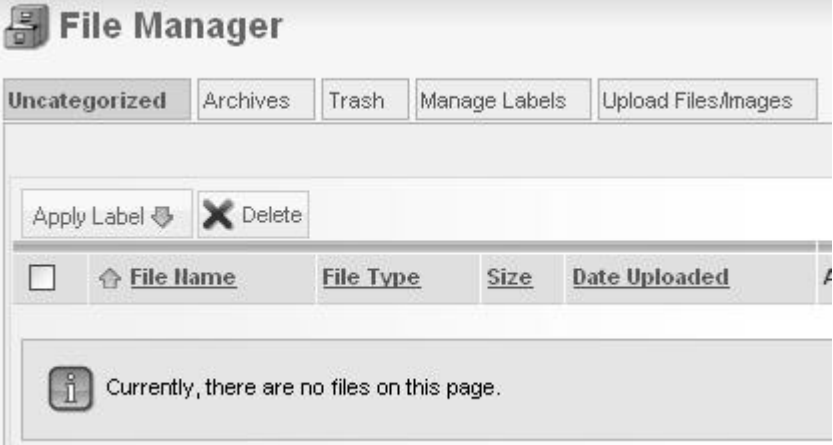
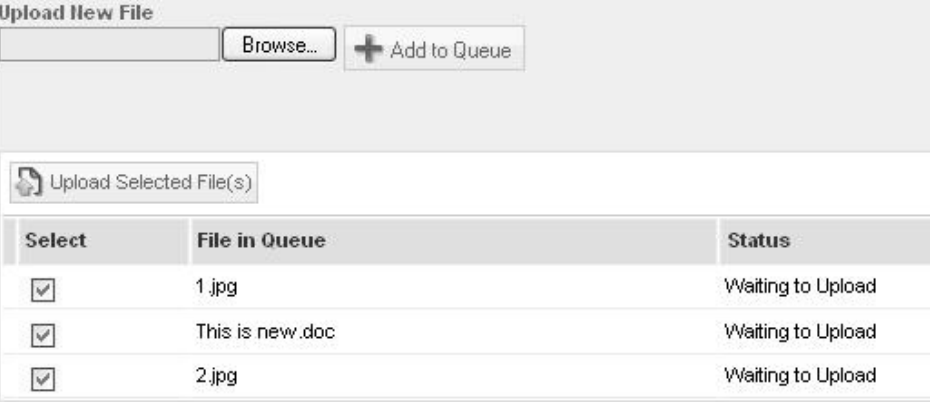



MODIFICATIONS and concise DIRECTIONS for
LIVE TEXT ... created by Tony Ambrose for
Middle School Certification Students

YOUR ELECTRONIC PORTOLIO

#	Topics	Modifications and Directions
01	Operating System & Browser Requirements (HELP is always available via "Help" button in top right corner of Live Text Screen)	. Windows 98 SR2, 2000, NT, Me, and XP Firefox 1.0+ * , Netscape 7.2+ , Internet Explorer 6.0+ Mac OS 10.4+ Firefox 1.0+ * , Netscape 7.2+ , Safari 2+ Mac OS, prior to 10.4 Firefox 1.0+ * , Netscape 7.2+
02	Tony Ambrose's Live Text Demo (Portfolio Guide)	http://college.livetext.com/college/index.html Visitor Pass: 941E3D7E
03	Create A Document ...click on "New Document" ...Use pull-down menu to set "folder" and "template" as shown on the right. ...Title should be "My Complete Name's Certification Portfolio" ...click on the green "Save as new doc" button	 <p>The screenshot shows the 'Create a Document' interface in LiveText. At the top, there are tabs for 'Dashboard' and 'Documents'. Below that, there are sections for 'Active Documents' and 'Active Reviews'. The main area is titled 'My Work' and contains a 'New Document' button. Below this is a form with the following fields: 'Folder' (a dropdown menu set to 'Portfolios'), 'Template' (a dropdown menu set to 'UMSL Teacher Certification Portfolio'), 'Title' (an empty text input field), and 'Description' (a larger empty text area). At the bottom right of the form is a green button labeled 'Save as New Document'.</p>
04	Using the HTML Editor	Editing Text & Image sections is easy with LiveText solutions' HTML editor. This editor functions very much like a word processor. You can enter text in the editor window or paste text from other text editors. As you enter text and adjust your layout, the editor is creating HTML for you.
05	The FILE MANAGER ...Click on "Tools" (far right) ...Click on File Manager	 <p>The screenshot shows the 'Tools' menu in LiveText. At the top, there are tabs for 'Dashboard', 'Documents', 'Reviews', 'Forms', 'Community', and 'Tools'. Below the 'Tools' tab, there is a section titled 'Tools' with several buttons: 'Reports', 'Standards & Outcomes', 'Visitor Passes', and 'File Manager'.</p>

	<p>...Click on “Upload Files/Images”(Notice: in the example at right, there are not yet any pics or docs.)</p> <p>(The good news is that once pics or docs are uploaded, they are available through File Manager to place pics and attach documents throughout your entire Portfolio.)</p>													
06	<p>FILE MANAGER –PT.2 As you select pics and docs (word.doc, pdf, jpgs,) for use as examples and artifacts in your Portfolio, upload them to the File Manager. ...To do this, click on “Browse”, then “Add to Queue”</p> <p>...Click on “Upload Selected Files”</p>	 <table border="1" data-bbox="565 819 1490 1003"> <thead> <tr> <th>Select</th> <th>File in Queue</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>1.jpg</td> <td>Waiting to Upload</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>This is new.doc</td> <td>Waiting to Upload</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>2.jpg</td> <td>Waiting to Upload</td> </tr> </tbody> </table>	Select	File in Queue	Status	<input checked="" type="checkbox"/>	1.jpg	Waiting to Upload	<input checked="" type="checkbox"/>	This is new.doc	Waiting to Upload	<input checked="" type="checkbox"/>	2.jpg	Waiting to Upload
Select	File in Queue	Status												
<input checked="" type="checkbox"/>	1.jpg	Waiting to Upload												
<input checked="" type="checkbox"/>	This is new.doc	Waiting to Upload												
<input checked="" type="checkbox"/>	2.jpg	Waiting to Upload												
07	<p>Artifact Selection and Description</p> <p>* I strongly suggest that OUTSIDE of LiveText, you create an Appendix or List of Artifacts, label them A thru Z, and store them in FILE MANAGER</p> <p>Describing Artifact</p> <p>*List artifacts selected for this MoSTEP Standard reflective essay. (Artifact A, D, P, R, ect.: Name of the Artifact: Write a title for your artifact, date the artifact was collected, grade level (if applicable) and (software format), e.g., Lesson Plan on Native American, Oct. 2003, 3rd Grade</p>	<p>(1) You are not mandated to select exactly 3 artifacts per standard. Select artifacts which are specific examples or evidence of the personal growth explained in your “Case Study.” Realistically, each artifact documents a situation in which you have probably learned more than just one knowledge factor or one skill; more likely, you learned more than one think and developed a set of skills from each situation (artifact). Therefore, show the INTER-RELATEDNESS of the artifacts and your learning by mapping an artifact to one or several MoSTEP Standards and sighting an artifact within more than just one reflective essay.....You choose. You are writing about yourself and what you are learning. You are in charge !!</p> <p>*Actually attach each artifact in File Attachments section below. Use FILE MANAGER to help you. (see Item 10 on page 4 below)</p> <p>Attachments</p> 												
08	<p>Reflective Essay PART 1- your <u>Demands and Purpose</u> paragraph. Write an introductory paragraph which clearly indicates what the MoSTEP standards demands what the teacher must KNOW (knowledge base—content) and/or must DO(skill to be acquired, developed, and applied –used).</p>													

PART 2-Write a Reflective Essay – Case Study of Personal Growth and Development.

Write a reflective **essay** which uses...

- *personal perspective,
- *statements of importance and relevance,
- *concrete examples and evidence (**artifacts**)...

To build a **CASE STUDY** in which you describe how, when, by what means you have...

- *learned, relearned, and continue to learn what THIS Standard demands that you KNOW
- *acquired, developed, and used the SKILL THIS Standard demands that you possess.

Within the context of your case study of personal development, explain...

- *the knowledge and/or skill derived from the artifact (activity, resource, experience) you are using as an example
- *the benefits to students resulting (or in the future will result from) the Knowledge and Skill you possess
- * evidence or process that indicates students have or will learn from you and your work (artifacts)
- *your awareness, willingness, to continue to improve...by what possible means you will learn more
.....further develop the skill.... acquire related skills..... the benefit to students and importance of this future improvement

09 **Adding Pics (images)**

to a LiveText Document

...Click on "**Edit**" to right of

Reflective Essay Header

...Click on "**Edit**" next to

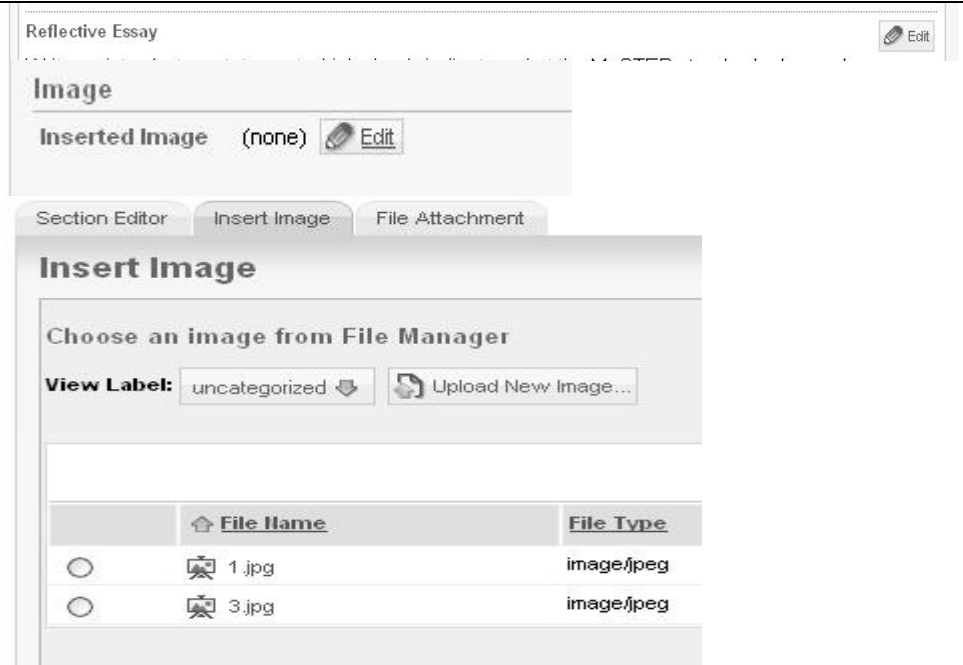
Inserted Image

...Click on the **radial button** next to the desired picture (If pic is already in the File Manager) ..this is easiest.

Work with **Caption, Size, and Placement** as desired

...Click on "**Save Changes**"

...Click on "**Save + Finish**"



Section: Artifacts

Section Editor Insert Image (1) File Attachment

Insert Image Save Changes Save & Finish

Inserted Image 1.jpg Remove

Caption

Display Size Original (283x68)

Placement ... Select placement option ...

Choose an image from File Manager

View Label: unategorized Upload New Image...

Showing 1-2 of 2 Search

File Name	File Type	Size	Date Uploaded	Actions
1.jpg	image/jpeg	3329	13:12	Download
3.jpg	image/jpeg	17899	13:12	Download

Showing 1-2 of 2 Search

Section: Reflective Essay

Section Editor Insert Image File Attachment

Insert Image

File Manager

Upload New File

...Click on **“Upload New Image”** if desired picture is not in File Manager

..then follow the save sequence explained above

10 **Adding attachments**
...Click on **“Edit”** to right of Reflective Essay Header

...Click on **“Edit”** next to Inserted Files

...Click on the **Square** button next to the desired document from the File Manager or **“Upload New File”** button

Artifacts Edit

File Attachment(s)

Inserted File(s) (none) Edit

Choose file attachment(s) from File Manager

View Label: unategorized Upload New File...

Showing 1-7 of 7 Search

File Name	File Type	Size	Date Uploaded	Actions
<input type="checkbox"/> 1.jpg	image/jpeg	3329	13:12	Download
<input type="checkbox"/> 3.jpg	image/jpeg	17899	13:12	Download
<input type="checkbox"/> 3.jpg	image/jpeg	13314	13:38	Download
<input type="checkbox"/> Art_A_This_is_new.doc	application/msword	24064	13:12	Download
<input type="checkbox"/> Art_B_This_is_It.doc	application/msword	24064	13:12	Download
<input type="checkbox"/> Art_C_This_is_Good.doc	application/msword	24064	13:12	Download
<input type="checkbox"/> Art_D_This_is_Good.doc	application/msword	24064	13:12	Download

Showing 1-7 of 7 Search

11	<p>Submit a Document for Review</p> <p>See Help Menu – Students-Review Document for Details)</p> <p>When you are finished with your Portfolio, “turn it in” by submitting it for review to: UMSL_APEC</p> <p>At that point, don’t submit it to anyone else.</p>	<p>Submitting a document for review allows the recipient to add review comments to a document and to assess a document against a rubric.</p> <p>Only LiveText documents can be submitted for review. Attach external files to a LiveText document in order to submit external files for review. External files are any computer files created outside of LiveText including word processing files, presentation files, image files, sound files, and video files.</p> <p>Documents can be submitted for review to LiveText users or LiveText groups. Documents cannot be submitted for review to visitors or non-users.</p> <ol style="list-style-type: none"> 1. Open the target document 2. Click the Submit for Review link <p>Enter the LiveText username or the first and last name of a reviewer. Click the Send button.</p>
12	<p>Sharing Documents with Visitors</p> <p>(See Help Menu – Students-Visitor Pass for Details)</p>	<p>Create a visitor’s pass to share your documents with members outside of the LiveText community. Once you create a visitor's pass then you must share your document (or several documents) with that visitor’s pass. You can then give the visitor's pass to your visitor and they can then use the pass to access the documents that are shared with the pass. Remember, you can share several documents with one visitor’s pass, and you can share a single visitor’s pass with as many people as you wish. This guide will help you understand how to create a visitor’s pass.</p> <p>Once you have created a Visitor’s Pass, you can assign documents to that pass and share the pass with anyone you choose</p> <p>Once you have shared a document (or several documents) with a visitor’s pass, all you have to do is provide your visitors with the visitor’s pass code, and they will be able to access your document from the LiveText edu solutions home page.</p> <p>http://college.livetext.com/college/index.html</p>