My name is Julia Reffel and I am here from the College of Education to help orient you to LiveText. LiveText is a requirement for all students who are entering teacher's preparation and other programs that prepare other school personal. So, all of you are hopeful to meet your LiveText requirement which is part of your 2999 course. All of those requirements: the 2.5 GPA, criminal background check, liability insurance, passing your Regents, passing your GACE, and activating your LiveText account, having a LiveText orientation should get you to reach your teacher's preparation program. So, I ask you all to log on your LiveText account and just to minimize it. The first thing we are going to do is kind of outside of LiveText. The first thing we are going to do is your first professional writing sample and what I am going to ask you to do is just to open up Microsoft Word and you are going to write one paragraph about why you want to be an educator. It's a professional writing sample so write it as professionally as you would if you were applying for a job or writing for other professional activities. One paragraph, you will have maximum ten minutes to write it and what I need you to do is just save it on your desktop and name the file: last name, comma, first name. Your last name, comma, first name. I will give you ten minutes to do that. As soon as I heard people stop tipping we will move on. So, go ahead and start on that, please.

Alright, as a mentioned my role is to help orient you to LiveText and help you understand a little bit about how LiveText can help you. I will let LiveText Leny tell you a little bit about that first by way of an introduction, and then, I will tell you how we use LiveText here in the College of Education.   Leny speaks, "Congratulations, you registered your LiveText membership. So, you must be wondering: What is LiveText and why I need it? LiveText in a web-based collaborative community which provides stakeholders the virtual space to compose, reflect, and archive all work related to the student professional and academic career. This space is instrumental in…. (garbled words). Perplexed? Lost? It's not the metaphysics of micro nuclear anthropology. It's simple. As a LiveText member you have access to an online work environment where you can author just about anything. Such as assignments, journals, Ecore portfolios, and

personal documents. You can store and maintain your work securely. You can access your work anytime and anywhere. Even after you graduate. So now that you've got a pretty good idea of what LiveText does, here is what you get out of it. First of all it's a convenient way to stay organized, and you know you could use a little help with that. You can receive constructive feedback on your work from peers and professors. Connect, collaborate, and share your work with classmates, friends, family, or anyone in your network. You can easily showcase your brilliance to potential employers. More importantly you will be able to look back and see how much you've grown after college experience. Oh no, not that growth. So what are you waiting for? It's starting. If you need any help, just email us at support@livetext.com or visit our help area. "

So that tells you in a little comedic way how live text is used. How we use it here in the College of Education; we use it as Lenny did: a web based storage system. We also to provide assessments and provide you with feedback on your work. And we also use it as a management system to keep track of all the work that you do. Many of you understand in the schools now it is very important to keep track of how the students are doing and be able to document that work that students are doing in the schools. This is a way that we do this as well. LiveText allows us to show what good work all of our students do to the various constituents that we serve. We are accredited and you are all in approved programs because we have the ability to show those accreditation agencies that you can be good teachers and you do good work, and we are able to do that through LiveText. We can demonstrate that you meet the standards of our professional organizations. We also have to every year report your achievements to the State of Georgia. And that's so that we can continue to recommend you for teacher certification. So LiveText allows us to do that as well. So you have in front of you a paper document and those online will have it sent to them as well. That document will be on LiveText as well, and hopefully help you understand LiveText better as well.

What I am going to do is show you the navigation system and how LiveText is laid out as well and how it is organized. We are then going to create two documents

so that when you leave here today, you are going to have this orientation project as a document in Live Text and you are also going to have your professional portfolio as a document in LiveText which you will use throughout the rest of your professional program. You will see how easy it is to add/ subtract pages, reorder pages, and create things so that you can make your professional portfolio that you can share with employing agencies at some point and time. So we are going to create two documents, one we are going to send for review along with your writing sample that you just completed. We are going to attach that to your portfolio after a little bit to be reviewed. So that we can just see what everyone's writing is like as a part of the College of Education. So that is why you are asked to do your best work. And then at the end of our session tonight you are going to complete two forms. Those forms let us know who we have that is trying to enter our program. You represent people who are entering the College of Education. Periodically throughout your course of study we will be sending you forms and then as you exit our program will capture some data about you. You will kind of see how all that works as you go through.

Maximize your LiveText account and just have your window open in front of you. I will be using the LiveText account in front that looks a little different from yours. This is a fictitious student we call her, Jane Doe, and Jane Doe isn't enrolled in any courses right now. So your LiveText account probably has some courses that you are enrolled in right now. That's why I checked all of your accounts as you opened them up to make sure all your courses are in there. Because you are a Valdosta State University student, Banner and LiveText can communicate with one another and know that you are in certain classes here at Valdosta State. Jane Doe obviously isn't enrolled in anything because she isn't a real person. That's why her account looks a little different than yours, but as we talk about things today, that will be the only thing different is that Jane does not have courses in her account. Everything else that we talk about today, Jane has. So when you first open your live text account, you probably have some little boxes that look like this or you might have some boxes that look like these boxes. That says for students, for faculty, and for administrators. It just depends if there has been anything from your other courses put in your live text account. You have some

courses over here on your right hand side, but when you first open your live text account, it opens to the dashboard. And the dashboard in LiveText is just like the dashboard in your car. It tells you a little bit about what is going on in different parts of your account just like the dashboard in your car tells you how fast you are going and how much gas you have. These little boxes on your dashboard are called widgets. So there are two or three or one or maybe not any boxes on your dashboard and if your courses don't have any assignments in them, and again, that gives you a glimpse of what is going on there. You may have a course that has an assignment in there, and again it may be from a previous semester when you weren't using LiveText yet.   The second widget that looks like a piece of computer paper is your documents widget. It corresponds to the documents tab up here. The third widget that you may or may not have is called the reviews widget, and it corresponds to the reviews tab.   The widgets on the front of your dashboard have corresponding tabs along the top. If you want to see everything in your documents you actually click on the tab that says Documents to see all of your documents. If you want to see all of your review you click on reviews. If you want to see all of your courses or assignments you click on those tabs. We are primarily going to be working with the documents tab today and the forms tab. As you work through your program you will be using the others, but those are the two we will be working with primarily today.

The first one I want you to click on is your documents tab, and for the most part unless you have had other coursework or you are taking something right now where you have been asked to create a document, you probably don't have any documents that you have created. You are probably like Jane's right now. You probably don't have any documents that you have actually created. The "My Work" area of Live Text is the area in which everything you have created will actually reside, and as I said, when you leave here today you will have created two documents, and they will be here in your "My Work" section for as long as you want them to be there. If you delete them they are still sort of there. Things that are deleted if you go into Jane's trash, you can see that she has deleted a whole lot of things, but if she forgot that she deleted them and wants them back again all she has to do is click here and restore it. And it will come back. You

can't really ever throw anything away in LiveText which can be good I think in case you are an accidental thrower awayer. Anyway, so that's what it looks like right now.

I am going to go to the next sub-tab. These are sub-tabs and these are main-tabs. This one is Inbox, and an inbox is just that. It is anything that anyone has sent you. Jane has two things in her inbox: a LiveText orientation and a welcome from the Dean, and you should too. Does anybody not have those two documents? Just reshare them with you. Let me reshare them out of this one very quickly. Nope can't do that because I am not the creator of it, yet. Let me open another account and reshare them with you while others are looking at it. So if you will hang with me for just a second. Did you register late or did you get your live text account late. I'll get your account names and share these with you later. Those two documents were sent to you by the College of Education. One of them is called "the LiveText Orientation Project" and it is the same project as you have in your hands, and we will be creating that in just a minute. While I share with the others, what I would like you to do is click on the welcome from the Dean and read his welcome. This is Dean Phil Gunter, who is the Dean of the College of Education, and he shares his welcome with you. I would like you to read that and read through the Dewar College of Education Vision. Glance at the standards. They are very long. Read the dispositions and take a look at the PSC code of ethics while I share those documents with two other students. So take a moment to look at those if you would.

Alrighty, so you've all had a chance to look at the document from the Dean. This is what is referred to as a LiveText document, and LiveText documents are made up of pages. You can see down the side there are tabs and each one of those is a page and within the pages there are sections. So if I went to the PSC section and the ethics page, I could see that additional sections within that page. So basically if you understand that a LiveText document is made up of pages and pages are made up of sections then you should be able to manipulate the documents and pretty much do whatever you want with them.   That's kind of the basics of

LiveText and we are going to do that in just a minute, but for right now let's just let me tell more about the welcome from the Dean. Again this will be in your LiveText account and you can refer to it later. The vision refers to what we believe in the College of Education, and we believe that we are here to positively impact learners through evidence-based practice. We believe what we teach you will provide you with the tools to positively impact the learners that you will be working with whether in classrooms or in clinics as a future educator. The standards are what we refer to as our framework that makes up everything we do and everything you will do while in the College of Education. The standards are the numeric ones so the first standard is that we think that you have strong content knowledge, and then these are all kinds of sub standards. Substandard 2 is that teachers have to understand about the developmental needs of students. And when we say teachers, we are referring to all teachers and all of you who are being trained in a teacher-preparation or other school personnel program. Standard 3 refers to the fact that we think you can create appropriate environments for students to learn. Standard 4 is about how we believe you need to understand about assessment and how you are going to assess your students. Standard 5 says that you can design instruction, and Standard 6 that you will be professional and that you will recognize, participate, and contribute to the profession. So those are the standards, and you will understand them thoroughly as you go through our program. You will be creating assignments and assessment to meet those standards that you will be putting into LiveText and sharing with your faculty.

The dispositions are important too. And those are the dispositions of the College of Education. We believe that all students can learn, and we hope that at some time you will believe this as well. Also reflect fairness in your practice, and you will follow the standards set down by the Georgia Professional Standard of Ethics. And the Georgia Professional Standards Commission is who will give you your teaching certificate. It will be very important for you to become familiar with that code of ethics. Just like a doctor would have a code of ethics or a lawyer would have a code of ethics, educators do as well. If we break any of those rules defined by our profession, we jeopardize being able to be a teacher in the State of

Georgia. I think it is real important that you know those right at the beginning of your program, and so Dean Gunter has sent you all of those in a document. So that is the welcome from the Dean.

Click back on your documents tab again. Your main documents tab, and then click back on the sub-tab that says Inbox.   And now you may open your other document which is called the Live Text Orientation Project. As I mentioned this is the same as the paper document you have in your hand, it is a document that is made up of pages and the document is made up of sections just as the paper document is. We are going to use this one to manipulate a little and see more about how LiveText works. It is also there in case you lose this one on your way home; you know you always have this Live Text Orientation information in your account. Right now this document was created by the VSU COE account. That's who created it and who sent it to you. When someone sends you a document in your Inbox in LiveText that means they are giving you permission to copy it and use it. So you probably won't be sent a term paper or answers to test questions or anything like that, but you might be sent a template where we are asking you to do something with it and send it back to us. So that is kind of how we are going to play with this Live Text Orientation project today. What we are going to do is we are going to allow you to copy it and right now you don't have some of these tabs so I am going to log out and log back in as Jane Doe. So mine looks like yours. That other on had all those buttons on it because it created the document but I want you to see it as you have it right now. You have it without those buttons that you can do things to because you didn't create it and Jane didn't create it. Here is what it looks like for you. You have a copy, a print, and an export button because you didn't create this document, but you can copy it and then it becomes something you created so you can edit and manipulate. So what we are going to do today, we are going to copy, so click copy, and then it gives you the opportunity to rename it. So if you just want to take out copy of and put your name there instead. So this is now Jane Doe's LiveText Orientation project, and before you click okay, look over here where it says by VSU COE account, that's the author of the document, and then click okay and see what happens to that by VSU COE account. Who is it by now? It's by you right? It has your name.

You are now the author of this document. You have copied it, and now you have some extra buttons. You have some send for review, share, manage some things, and edit some things. We are going to use this document to see how those things work. It is your document now. You can do to it what you want. So the first thing we are going to look at is what we can do when we can manage pages. That's the highest level of editing or the largest level of editing. Click on manage pages, and it tells you that document has four pages right now. 1, 2, 3, 4, Introduction to LiveText, Documents, and Forms. So one thing you can do is create a new page. So let's create a new page and let's call it notes and click okay. It will by default add that to the bottom of your list.   Let's say we want it to be second on our list. So we can change the page order. Do you see page order next to new? Click there and click on notes and use the arrow to move it so that it is the second page rather that the fifth page and click save. And so now you have a five page document instead of a four page document. Another thing you can do is, we are going to talk about hide and unhide in just a minute, but let's say we want to copy that notes page. Say we want two notes pages. So click on the box that says notes and click copy.   It will by default add it to the bottom as Copy of Notes. And let's say we want to edit that title. Click on Copy of Notes and go back to edit titles. Let's say we want to take out Copy of and call it Other Notes. And save. We now have a six page document and let's say we don't want that page after all, we can click on it and delete it. We'll come back to hide and un-hide. So, those are all things you can do at the page level of LiveText, click save and finish and it will take you back out to your main document and the next thing we're going to do is over in the table of contents, your notes page doesn't have a little arrow that means there are no sections there, so we can't edit because there were no sections created yet. So we're going to go to our notes pages, click notes, and now we're going to manage sections, not manage pages but manage sections, and we're going to create a section with text and image, and we're going to call it February 11, 2009. Click ok, and then save and finish. Ok, so far we've moved around our pages and we can also do that with sections. We can create a section, we can delete a section, we can change the order of sections, we can copy sections; all the things we can do to pages, we can do to sections. And now we're going to add some text to that section, this has text in it. So we're going to go to

our notes page again and we're going to do the last level of editing, click edit. And now you're going to have a text box or a little word processor that you can type in, so you can say "today I attended my LiveText orientation, it was great." And then you can play around with the text a little, if you want to make "great" a different color, you can make it a different color, you can make it a different font. There are a few things you can do, it's not a real fancy word processor but you can do a few things with it. Play with that for a minute while I go around and make sure everybody is where they need to be, you want to say something else about your LiveText orientation, you can.

[Random small talk]

Okay, once you're finished typing your little note to yourself about LiveText orientation, you can click in the right hand corner save and finish. Save changes will save and keep you in the editor, so if there's a thunderstorm and you want to save changes, you can do that. Save and finish takes you back out of the editor and back to the original document. Alright, we are going to create another document now. So far we've created one document, if you go back to your documents tab you should now have a LiveText orientation documentation that we've just created. That's creating a document from a document that somebody sent you. Another way to create a document is from a template. And we are going to do that now, and we are going to create your professional portfolio that you are going to use for the rest of your program.

So for this one we are going to click the new button, and it opens up and says chose a folder. So you are going to choose a folder that corresponds to your major. Business education, communication sciences and disorders, Ed. Leadership, Foreign language education, art education, early childhood education, health and physical education, Middle grades, Secondary, reading, deaf, interpreting would come in the SRD folder, music education (do we have any music education), special ed., and school psychology. Find the folder that corresponds to your major. Okay. Let me see if I can help you get there. Let me give the next direction. After you find the one that corresponds to your major, under the templates look for the one that says intial program portfolio. Cause

you are creating you intial program portfolio. Some folders have more templates than others. So you may have to hunt for it. And then you are going to title it exactly what it says. If it says ECE intial program portfolio, then that is what you need. Has everyone found their portfolio? I think that interpreting was in the ASL intial portfolio. Yes. Just call it exactly what it says. Exactly what the template is called. Cause it's going to come with you name on it. Okay so you should have an intial program portfolio that says whatever your major is program portfolio, and when you click save as new document it's going to create that portfolio for you. It is as if we bought you a notebook, put the dividers in for all the stuff, all the standards in the program, all the assignments in, and for the next two years gave it to you and said give it back to us in a couple years. All the assignment you will be completing for the next couple years are in your portfolio. Some things are longer than others but you will see quite a few things in there. So if you want to scroll and look at it for a second, and then the other thing you need to do is make it so that it is yours.

Right now it says it's yours up here but it doesn't say it's yours down here. How could we get in this box and type something. Click edit. Zap out "your name" and put your name there. Zap out the major and put your major there, and if you want to change the color, you can change the color. If you want to change the font, you can change the font. Don't jazz it up too much because it is your professional portfolio and you don't want to put a lot of funny graphics on it. You can personalize it a little if you like. You are going to leave the Valdosta State University logo there. We want you to represent us. We are proud of you. Yes mam, you're there. Everybody got their name on it. That's the most important part so we know it's yours. And once you have done that you can click save and finish.

That's the title page for your portfolio and all the others have pages that have things you are going to do. Many of you have done an educational philosophy in your EDCU 2110 course, that will go there. Others may go there and then different assignments that you will be completing through your program will go beneath each of the standards. So eventually your portfolio will be full of everything that represents your program here at Valdosta State University.

The first assignment we are going to put in there is your "Why I want to be an educator assignment?" And we are going to put that on your title page. So what I am going to have you do is: Do you see these two sections right here? Go to the second section where it say introduction and this portfolio was created by. Click edit. And the you are going to have to upload a new file, but you are going to have to go find it. Browse to your desktop. Find your desktop and look for your file that has your last name, first name. Do this the same way you would attach a document to an email. Once you have found your file and it is ready to upload, you are going to click upload file. Says waiting to upload and eventually it will say finished. Then you are going to click save and finish. Some of you have already done that so great. And now you have attached a document which is a lot of what you will be doing in LiveText. You won't be composing a lot in LiveText. You will be attaching your assignments for the most part. You can attach text files. You can attach images. You can attach video files. Live Text allows you a lot of flexibility in what you can attach. I have attached that to my project and now I am going to send that to my instructor. And now we are going to do that, but you are going to send that to a special instructor. And we are going to learn about that hide and unhide part. When we submit an assignment generally you don't want to turn in your whole portfolio because you don't want someone to have to scroll through everything to find your assignment. So this is where you use the hide and unhide feature. So make sure you are on the main page of your portfolio and your portfolio is showing. You are just going to click manage pages. And now again it shows you all those pages. We are going to hide everything except for the title page, and there is a couple ways to do that. One is to click on the box next to title and that will select everything and then deselect everything but that one page, and you will see that your portfolio looks like it only has one page on it which is the only page that you wanted to turn into your instructor. So when you are only having to turn in one page to your instructor you are going to hide everything else. And now we are ready to send that writing sample. So alrighty, now what we are going to do is send our portfolio for review. Click on send for review to an account for admissions because you are being admitted to our program. This admissions office is going look at you paragraph. So you are going to send for review just this one page to admission: a-d-m-i-s-s-i-o-n. No _s_. You

will know that you in the right place because the account will come up. Click in the blue area that says admission account and submit for review. So you are turning in your portfolio to the admissions office. Which is basically just turning in your writing sample. Everybody got it sent. Okay. Now before you close out your account for the night, anytime you have hidden something, it is probably important to go in and unhide everything. Because if you wake up tomorrow and you open up your portfolio and all you see is one page, you are going to panic. So go back to manage pages again. Click on the box next to title and unhide everything. And that will just restore your portfolio back to the way you've created it. Save and finish, and you will see your whole portfolio is back safe and sound. Okay, so far we have learned to create documents two different ways. We have learned how to manipulate pages and sections. We have learned how to edit within a section. We have learned how to send a document for review. All of those things you will be doing in your program.

And now as I said there are two forms that you are going to need to complete and I just want to overview them really quick and then you will be on your own to complete them. You will need to check in so that I can make sure the forms have been submitted correctly. In your forms tab are two forms. Jane has a lot more because Jane has been around for a while. One of them is called an entry COE candidate information form and when you are ready, I don't want you to type until I answer a few questions first, you are going to take the form and you are basically going to fill out some demographic information for us.

What semester it is right now, because this is the semester you are trying to admit to the program. What degree you are in or that you are going to be receiving. What's your transition point. Everybody will be entry, intial entry, or 2999 students. Your ethnicity. Your 870-number. Your SAT, ACT, or GRE score. You won't have a GRE unless you are in graduate school. If you don't know them you can look them up on Banner. If they are not in Banner don't worry about it we can look it up for you. What your status is on GACE. If you had passed Praxis one, and most of you are beyond that. We are into GACE now, but if you passed one or more sections of the GACE you will enter it there. Your enrollment status. The program you are enrolled in. Most of you are in the traditional program

unless you are in the alternative certification program. Anybody in the ACT program? Alternative certification for teachers. Most of you are teaching unless you are in a service field. Interpreting would be a service field. Most of the rest of you are in a teaching field. Your major/minor. If you are middle grades, you are going to chose a concentration area. If you are deaf ed. or ASL interpreting put your "skippie" score in there. If you are in graduate school and have a MAT you can enter that. When you are finished with that one you will submit it. Let me show you real quickly the other form. It is called and entry disposition form. The way that form works is indicate your term, your name, your major, and then there are a series of statements. For example one statement says student's motivation and family background have more to do with student achievement than what I do as a teacher. You are going to read that statement carefully and you are going to either strongly agree, agree, disagree, or strongly disagree with that statement. We are trying to capture where you are in terms of your professional thoughts and dispositions at this point. So we want you to read them very carefully and answer them honestly as you feel right now. And when you are finished with the disposition form you are going to submit that form also. So again, we all want to start with me from your forms. You have two forms in there. If you have been around a while you might have other that say 07-08, but you want to do the 08-09 forms. You are going to do the entry disposition form and the COE candidate information forms. Any questions before I let you work on your forms. Where do you look for your SAT? Should be under student information, if not I can look for you. Before you leave make sure you check out with me. So that I can verify that you have completed your forms, and I thank you very much for attending. If you have any issues with LiveText , problems, questions, or concerns you are welcome to email eoomiteru@valdosta.edu My office is located on the second floor of the education center if you want to come see me in person, and I wish you good luck in your program. I thank you for attending and check out with me before your go.