LiveText e-Portfolio: Getting Started

All MBA and MAHR graduate students enrolled with Ottawa Online as of the Fall 2008 term must purchase an online portfolio (also known as an e-portfolio) from LiveText. This will provide you with a way to document your achievement of the program and university outcomes required to graduate from Ottawa University. The cost of the e-portfolio is $98, which purchases an account for five years. Please follow these steps to get started. If you have any questions, please contact Amanda Bird, Academic Support Specialist, for Ottawa Online, at amanda.bird@ottawa.edu or 785-242-5200, extension 5669 (Central Time zone).

1. Register for LiveText
   a. Go to: https://www.livetext.com/purchasing/membership_student.html
   c. Click Next at Step 1.
   d. Complete Step 2.
      i. In the “About your Institution” section, on the State drop-down menu, choose Kansas.
      ii. Then choose Ottawa University Online on the Institution drop-down menu
      iii. Enter your OU Student ID number if you know it. If not, click the “unavailable” radio button.
      iv. Complete the remaining fields and click Next.
   e. Complete Step 3, Billing Information.
   f. Complete Step 4, Create Account.
      Create a user name and password. We recommend using the same username and password you use to access Blackboard.
      g. Complete the remaining steps until your receive notification that your purchase is complete.

2. Begin your e-portfolio
   a. If not currently logged in to LiveText,
      i. Go to: www.livetext.com in your web browser.
      ii. Login in using the credentials you set up in Register for LiveText above.
   b. Click the Documents tab located in the top center of the screen.
   c. From within the My Work tab, click the +New button.
      NOTE: In LiveText, “Document” refers to the space in which you will create your portfolio, which consists of many documents.
   d. On the Create a Document page,
i. Click the “down arrow” associated with Folder to reveal a menu.

![Create a Document](image1.png)

ii. Click Portfolio Templates from under the Ottawa University heading (NOT the LiveText heading. See image above).

iii. Click the “down arrow” associated with Template to reveal a menu.

![Create a Document](image2.png)

iv. Click MAHR Portfolio Template or MBA Portfolio Template as appropriate for you and your program.

v. Enter a Title and a Description as follows:
   1. Title: Your name, program, term and year you began your program at OU. For example, Sharla Wilson, MBA, Spring 2009.
   2. Description: You may enter whatever you would like to here.

vi. Click the “down arrow” associated with Style to reveal a menu.

vii. Click Default – Left Table of Contents.

viii. Click the Save as New Document button. The document opens and is ready for use.

e. Follow the instructions in the Instructions section for details regarding how to build your portfolio and submit it for final review when you have completed your required courses.