LiveText Instructions – MBA Program

Introduction and Overview
LiveText provides you with a personal web space in which you will document that you have completed the requirements associated with obtaining your degree. You will create an e-portfolio that you will share with the Director of Business Programs for evaluation. Likewise, you may share it with potential employers, friends, and colleagues.

You are expected to log into this site during each of the required courses you are taking in the program to add materials from that course to your e-portfolio. By the time you have finished your studies, you are expected to have completed all of the steps related to demonstrating your competencies in our graduate business programs.

Please be aware that the information you post on this site may be randomly viewed by Ottawa University school administrators, faculty, and outside accreditation teams on an as-needed basis for monitoring the quality of the learning outcomes of students in our graduate business programs. Thus, do not submit anything confidential in your e-portfolio that you would not want these officials to view.

As a student graduating with a Master in Business Administration, you must demonstrate your competence in the following:

1. Ten Ottawa University MBA Program Outcomes
2. Five University Graduate Outcomes (for all graduate students in all programs)
3. Currency in the Business Administration field through reading applications

An overview of the process for demonstrating your competence in each of these areas is provided below.

1. and 2. Program Outcomes and the University Outcomes
For each of the Program Outcomes and the University Outcomes, you are required to address the following questions:

1. Identify the course related to your achievement of the Outcome (some Outcomes may be covered in more than one course).
2. Describe the scope of the project you completed or the assessment tool that was used to demonstrate your competency in each Outcome.
3. Explain how the project/assignment/assessment related to the Outcome and why you feel that you acquired the competency.
4. Discuss how you will use this information in your career.

Additional details regarding how you will do this are provided in the Program Outcomes Assessment and the University Outcomes Assessment areas of this portfolio.
3. **Currency in the business administration field through reading applications**

All graduate students in Business Administration are expected to assess current readings related to their course of study. You should apply critical thinking skills to an article, book, essay, etc. You will complete one reading application for each Program Outcome/Course, except the final course, BUS-8500.

To complete this portion of your portfolio, include a *brief* summary of the article, book, essay, etc. and answer the following questions. Please be concise in your answers.

1. What is the title of the reading?
2. Who is the author of the reading?
3. What publication did the reading appear in?
4. When was the reading published?
5. Describe the type of information provided in the reading (opinion, raw data, analysis, ideas, research, etc.)?
6. Is the information valid and reliable? Explain.
7. Could there be conflicting views to the information given in this reading? Explain.
8. Describe how the information can be applied in a practical business setting?
9. Do you agree or disagree with the author's views? Explain.

**Share your e-portfolio**

*At the end of your Capstone course, your portfolio should be complete.* For accreditation purposes, the Director of Business Programs must always have access to your portfolio. **Complete this step at the end of your studies with Ottawa University, after your portfolio is complete.**

a. Open your portfolio.
b. Click "Send for Review" on the top of the screen
c. Select the “All Users” radio button.d. Type “Ottawa” (no quotes) in the search field.e. Wait a few seconds until the matches for “Ottawa” appear.f. Select (Click) **Ottawa University <OUGBPreviewer>**.
g. Click "Submit for Review".h. Click the blue X in the upper right of the search window to close the window and return to your portfolio.

The Director of Business Programs will then log in to LiveText and will be able to see and review your portfolio.

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Contact Amanda Bird, Academic Support Specialist for Ottawa Online, at amanda.bird@ottawa.edu or 785-242-5200, ext 5669 if you have any questions about how to use LiveText to build your portfolio. **Amanda cannot answer questions about portfolio content.**