Creating your working portfolio in LT

One of the most important tools at your disposal is using LiveText to gather your portfolio information, so that you will be able to have an ongoing record of your work and growth throughout your education.

We make a distinction between a working portfolio and a presentation portfolio. The working portfolio is like a filing cabinet, containing most of your work as a student – assignments, reflections, and notes. Then, at the end of your program, when you are looking for a job, you go through your working portfolio and pick out the very best work to create a presentation portfolio. In the past, making a presentation portfolio was a lot of work, as you had to find and sort through work from the past four years. Because you will be using a working portfolio during all four years of your program, building a presentation portfolio will be much easier and the work presented will be much richer. You will be able to spend your time choosing the most representative work and providing reflections, descriptions, and adding continuity.

You will also use your working portfolio to allow the faculty to provide feedback and guidance on your progress through the program. We believe this will result in a much richer educational experience for you.

To create a working portfolio, you need to find the correct portfolio template and make a copy of it.

1. Sign in to Live Text
2. Click on Library (on the lower left, under the Heading – Resources)
3. Search for UHart – 4 portfolios will be returned.
4. Click on the portfolio for your program to open it.
5. You now need to make a copy of it for yourself – so in the upper right, under Actions, select Copy Document and Name it. Use this convention for naming - Your Last name, Working Port, V10_06, Your program (EC, EE, ESE, SE – so, for schatz in ec, the name would be Schatz Working Port V10_06 EC

If you have any questions, you may ask your instructor or contact Steve Schatz at schatz@hartford.edu.

Now that the portfolio is your own, go to the first philosophy of teaching page and edit the section and type in how you believe a good teacher teaches. What is important in the job of teaching? How will you work with students? Why will you be a good teacher?

Type a few paragraphs.

Then share this document for review with your teacher and with Uh_administrator (to share for review, click the submit for review and type in a few letters of the name (krem), when the name appears below the box, click on it and it will appear in the box. Then hit return and type the beginning of the second name (admin). When it appears, click on that and it will also appear in the box. Then click the send button.