

Preparing for a LiveText Student Training Session

STEP 1

Schedule session with Kairsten Jack:

Phone #: 581-8597

Email: ksjack@eiu.edu

Include in phone message or e-mail:

1. The focus of the training session (specific assignment(s) etc.)
2. 3 dates and times that would work best for you

***I will attempt to answer phone/email messages within 2 working days.**

STEP 2

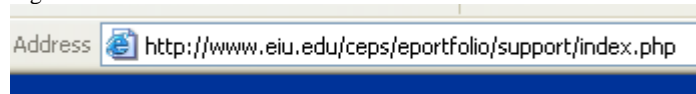
Once you know the date and time, reserve a computer lab or training room on campus.

STEP 3

Prepare students for the session:

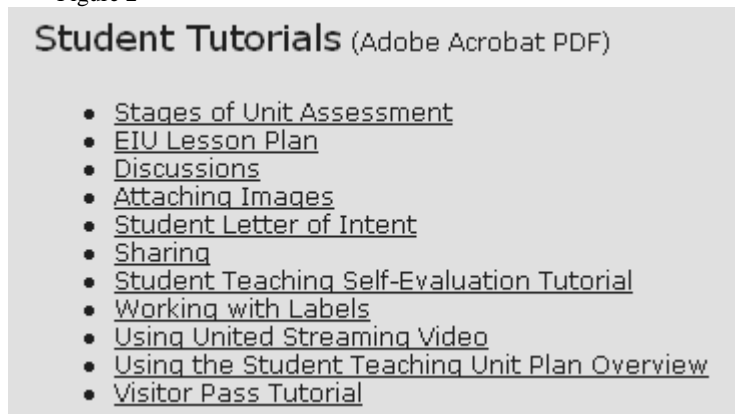
1. Students should print off LiveText tutorials from the *CEPS eportfolio support page*. The address is shown below (figure 1).

Figure 1



2. Instruct students to go to the *Student Tutorials* section and print off each tutorial that pertains to the planned session. The list is shown below (figure 2).

Figure 2



STEP 4

Prepare any specific questions you or the students may have regarding the session.