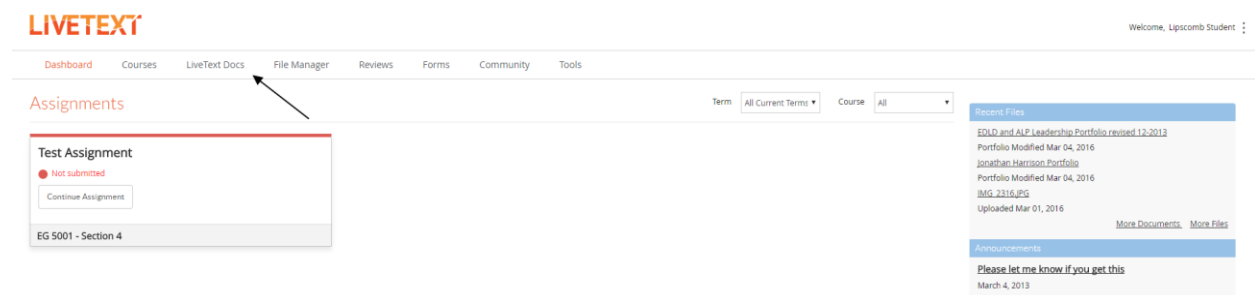


## CREATING YOUR LIVETEXT PORTFOLIO

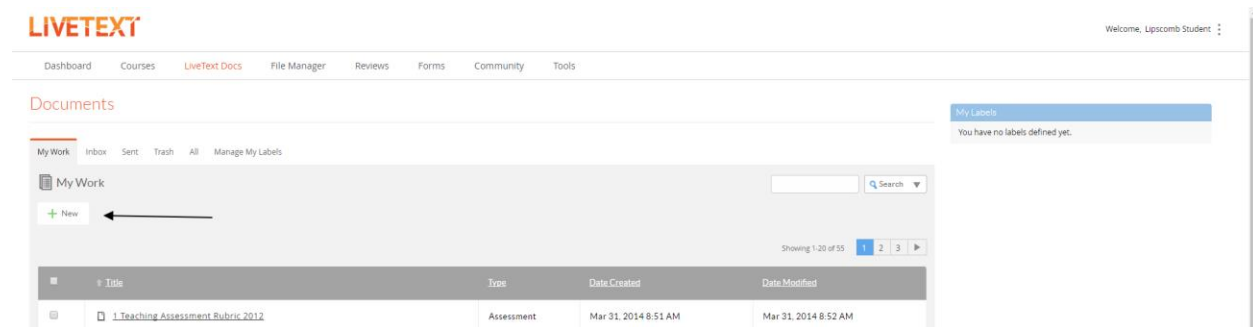
1. Click the LiveText Docs tab located in the top center of the screen.
2. From within the **My Work** tab, click the **New** button.
3. On the Create a Document Page choose a folder from the dropdown menu.
  - a) For Undergraduate Education Majors: **Education Department (General) → Undergraduate Professional Portfolio Template**. You will then choose "Create Document"
  - b) For Graduate Students in the M.Ed. or Ed.S. in Educational Leadership or Administrative Licensure Program: **M.Ed./Ed.S. Portfolio Templates → EDLD and ALP Leadership Portfolio revised 12-2013**. You will then choose "Create Document"
  - c) For Graduate Students in an Initial Licensure Program (Teacher Licensure Program, M.Ed. in Instructional Practice, SPED Licensure Program, M.Ed. in SPED Initial): : **M.Ed./Ed.S. Portfolio Templates → Initial License Portfolio Template**
  - d) For Graduate Students in an Advanced M.Ed. Program (M.Ed. in Reading, Instructional Coaching, ELL, TLL, SPED Advanced, or Technology) : **M.Ed./Ed.S. Portfolio Templates → Advanced Program Portfolio Template**
  - e) For Graduate Students in an Advanced Ed.S. Program (Ed.S in Reading, Instructional Coaching, or ELL): **M.Ed./Ed.S. Portfolio Templates → Ed.S. Portfolio Template**
4. Click Create Document
5. Enter a Title and a Description (e.g John Smith Portfolio) and Click Ok
6. The document will open and is ready for use.

### Steps with Pictures:

1. Log into Livetext.com and choose "Livetext Docs" in the toolbar



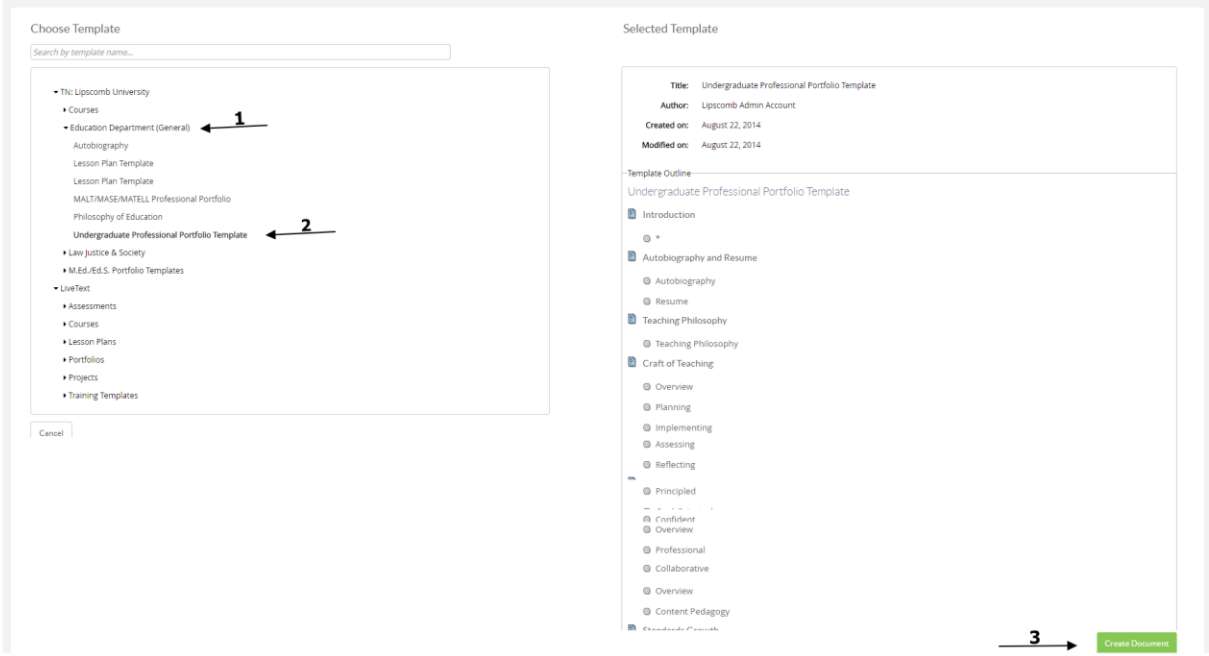
2. From within the **My Work** tab, click the **New** button.



3. On the Create a Document Page choose a folder from the dropdown menu.

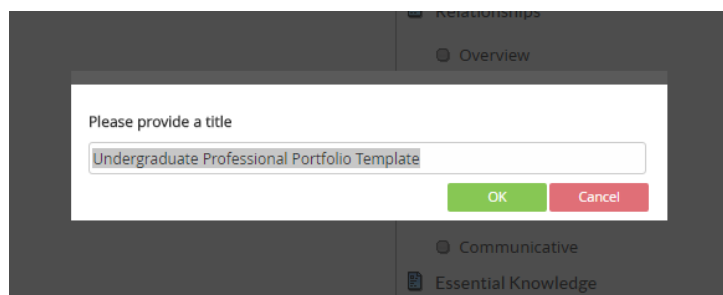
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## Example: 1. Education Department (General). 2 Undergraduate Professional Portfolio Template



The screenshot shows the LiveText interface. At the top, there is a navigation bar with 'Dashboard', 'Courses', 'LiveText Docs', 'File Manager', 'Reviews', 'Forms', 'Community', and 'Tools'. Below this is a 'Documents Main Page' section with a 'Create a Document' link. The main content area is divided into two panels: 'Choose Template' and 'Selected Template'. The 'Choose Template' panel has a search bar and a tree view of templates. The 'Selected Template' panel shows the details of the chosen template, including its title, author, and a list of sections. A 'Create Document' button is located at the bottom right of the 'Selected Template' panel.

4. A pop up box will appear asking you to provide a title for your template. Name your portfolio using your full name so you can find it later (e.g. John Smith – Portfolio).



Your portfolio can be found in LiveText Docs.