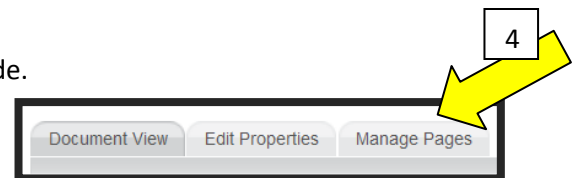


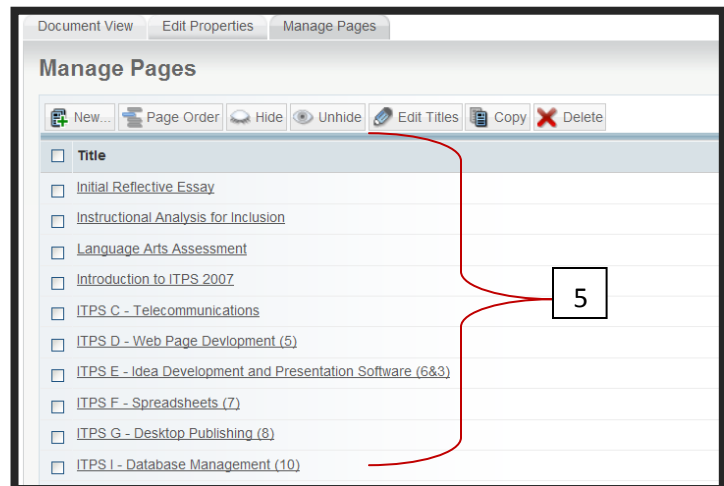
## Adding Sections to an Assignment

Some assignment pages in your portfolio may not contain the proper sections needed to submit the assignment. For example, there may not be a place to insert the rationale or a screenshot. If this is the case a section will need to be added to the assignment page. Follow these simple instructions to do so.

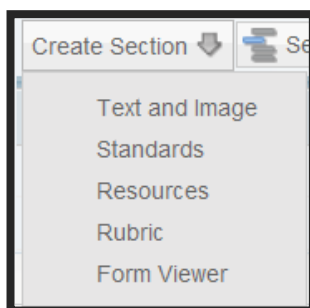
1. Login to your LiveText account.
2. Click on the **Documents** tab at the top of your screen.
3. Click on the *title of the document* you are working with to open it. (ex. **Teacher Education Portfolio**)
4. Click on **Manage Pages** located at the upper left hand side.



5. Select the assignment page that needs to be modified.



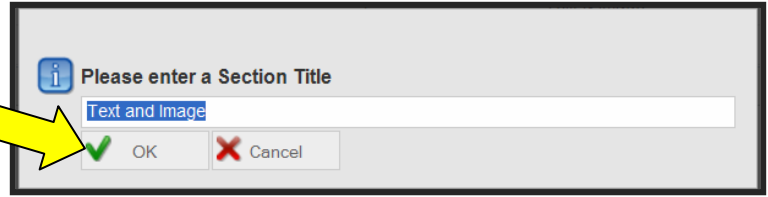
6. Click the **Create Section** button in the upper left hand side. A list of section types will appear. Each section has a specific purpose and type of information you can add;



- **Text and Image**- This section contains the text field where you will cut and paste your work. Images and file attachments are posted in this section too.
- **Standards**- pick the standard set from the standards library and align it to your document.
- **Resources**- allows you to create resources to share with others, and stream video into your documents.
- **Rubric** – create rubrics to use on student work. Allows you to assess and review the outcomes and data.
- **Form Viewer**- allows you to insert completed forms into your document.

7. Click on **Text and Image** to create a section in your portfolio for posting work.
8. Give the section a name a Click: **OK**

8



9. Click on the new section title from the list and begin working in that section.

\*\* Don't forget to view the corresponding video, [Adding Sections to your Portfolio](#), to watch step-by-step directions and receive more guidance on adding sections to your portfolio! Located at: [www.coe.ilstu.edu](http://www.coe.ilstu.edu)