

Creating Your Program Specific Documents and Portfolios

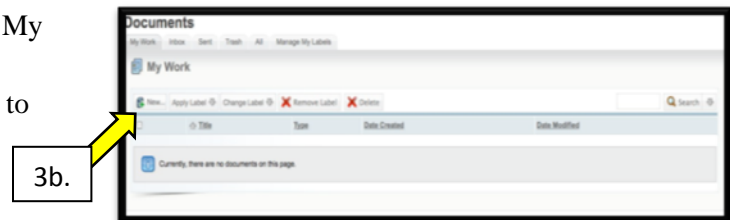
Students will download and start with one portfolio which correlates with your Major Program. This major specific portfolio includes pages for all of your assignments until you enter student teaching where you will download the Student Teaching Portfolio. Be advised some teacher education programs like Mathematics, English, Art, Music, Agriculture, Biology, and History/Social Sciences have additional documents you download to complete Weekly Reflections and other program requirements. You will use this process anytime you want to create a document in LiveText making different folder and template selections according to the type of document you are creating.

1. First off we want to open LiveText using Mozilla Firefox as the preferred browser and log into your LiveText account.

2. Now that you are logged into your account and on the Dashboard screen, we will prepare to make a new portfolio by clicking on the Documents Tab from the navigation tabs at the top of the screen.

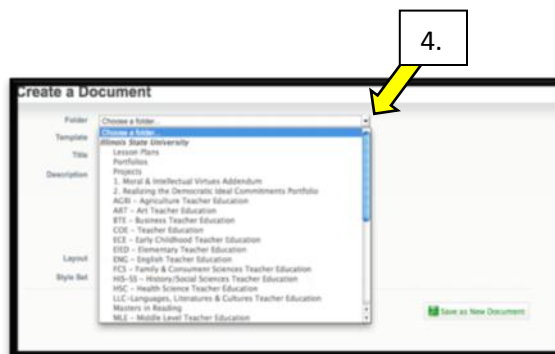


- 3a. From the Documents Tab Screen, -> My Work tab, you will see portfolios and documents you have created and be able to create a new documents.

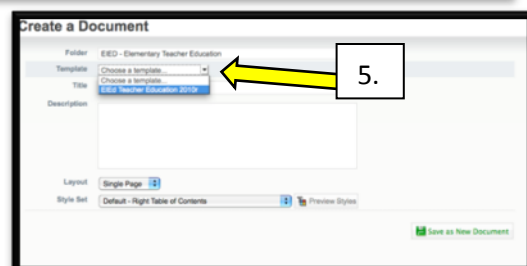


- 3b. To create a new Program Portfolio (not your student teaching portfolio) click on the **New...** button in the My Work section.

4. When creating new documents for your major program, click on the Folder arrow to scroll through the list until you find the folder for you major program.

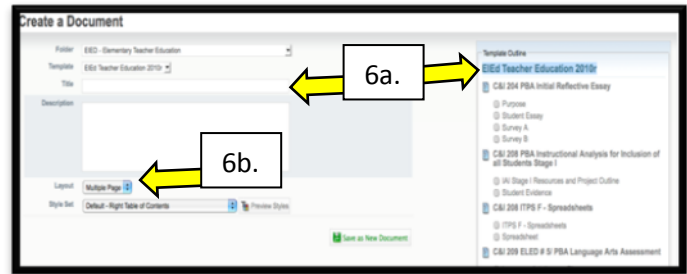


5. Now click on the Template arrow to view the templates, choose the template that includes "Teacher Education Portfolio 20104r" or "Teacher Education 2010r in the title." Some templates may not always have a number after 2010 or even an r.



6. You will notice the template outline appears on the right side of the screen,

a. Highlight the title of the template and copy/paste or drag the title into the Title Section.



b. Also make sure the layout is set to be Multiple Page so your portfolio is broken down by sections for each assignment instead of one long document.

c. Click on Save as New Document to be taken to the first page of your portfolio. Keep in mind if you look at your friends documents and portfolios, they may not always look the same as your portfolio. Different majors have custom program folders and templates.

** Accompanying this document is a step-by-step video “Creating Your Program Specific Documents and Portfolios” to walk you through this process.

For further questions or assistance feel free to stop by Degarmo 52 or email us at teportfolio@ilstu.edu!!