

### Creating the e-Portfolio

1. Log into your account <https://www.livetext.com>
2. Click "LiveText Docs" tab
3. Click the "+ New" button
4. Click "Practicum Portfolio Templates"
5. Click the title of the portfolio template for **YOUR PROGRAM**
6. Scroll to the bottom of your screen and click "Create Document"
7. Click "OK" when the "Please provide a title" box appears
8. Work on portfolio by uploading the required documents (Edit portfolio by following the "Create/Edit a Section" instructions under the "HelpCenter" hidden in the upper right of your account)

### Sending your e-Portfolio for Review

1. Log into LiveText: <https://www.livetext.com>
2. Go to the "LiveText Docs" tab
3. Within tab, click on the "My Work" tab
4. Click the Portfolio you want to send for review
5. Click the "Send this document for review" button
6. Type the name of your supervisor in the space at the bottom of the box that appears.
7. Click the supervisor's name when it appears.
8. Click the red "Submit for Review" button to send your e-Portfolio.
9. Close the box
10. After your supervisor reviews your portfolio, you can retrieve it from the "Reviews" tab (*See instructions on the other side of this flier.*)

For Questions Contact:

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### Retrieving e-Portfolio after Review

1. Click the "Reviews" tab
2. Click the portfolio that is revised
3. Read through your supervisor's comments
4. Click the "Revise" button
5. Make the necessary changes to the portfolio
6. Click "Send this document for review" to resubmit to your supervisor
7. Follow steps 6 – 9 from "**Sending your e-Portfolio for Review**" instructions to re-submit your portfolio.

(You may repeat this process as often as you require your supervisor to review your portfolio. You will see a record of all the reviews done).

### Attaching The e-Portfolio to Your Practicum Placement

You should complete these steps after you have fully completed your portfolio.

1. Click the "Field Experience" tab
2. Click the "View Placement" link
3. Scroll to the bottom of your screen and click the "+ Add Attachment" button
4. Under the **LiveText Documents** mini-tab locate the portfolio you created and click the "+ Add" button to the right of it
5. Click "Close."

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