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

Need Help? Select the Help Link in your LiveText Account or Contact support@watermarkinsights.com
Lipscomb University College of Education Contact: Rebekah Tran – rebekah.tran@lipscomb.edu
2. From within the **My Work** tab, click the **New** button.

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   5. 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**

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

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.

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