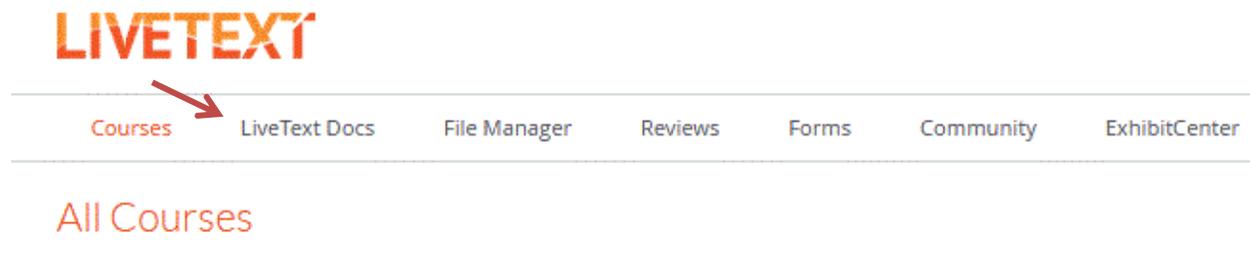




Create a LiveText e-Portfolio

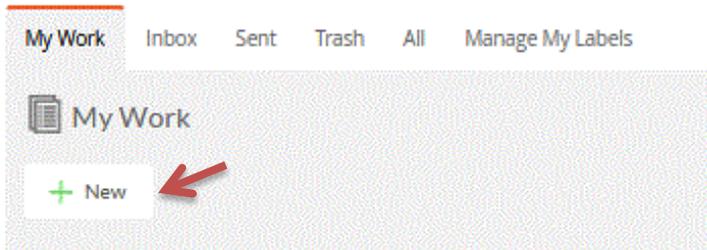
Students have no limit on the amount or length of e-Portfolios created in LiveText. Some of their e-Portfolios are used for specific class projects or for program-wide purposes. They can also create e-Portfolios for professional purposes so they have a substantial, electronic document to show to potential employers.

1. Log in to your Instructor account at LT.
2. At the dashboard,
3. Select the LiveText Docs Tab.

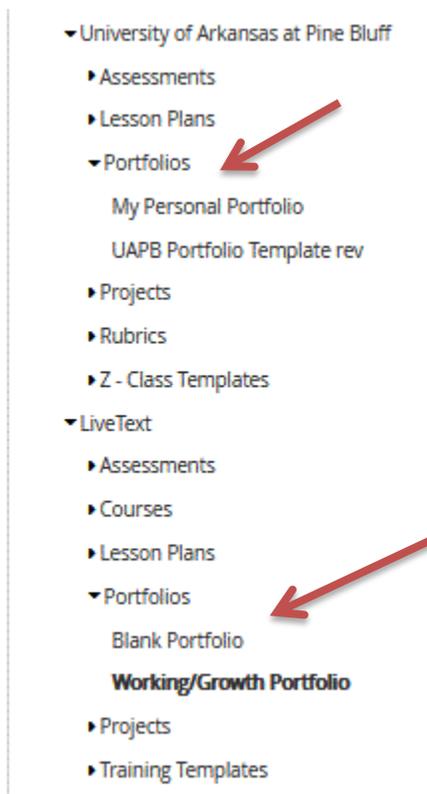


4. At the Documents screen under the **My Work** tab, click the **New** button.

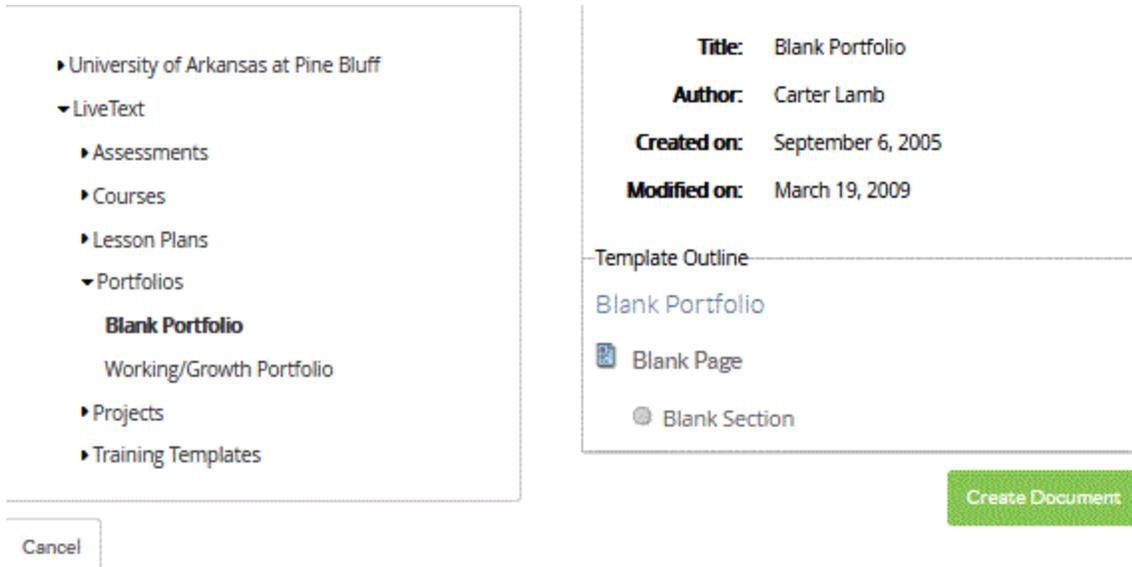
Documents



5. At the Create a Document screen, select an existing template or make a blank portfolio under either portfolio dropdown menu.



6. After a portfolio template has been selected, the right side of the screen displays the template outline. This gives you an idea of what sections come with the outline.



7. Click the Green **Create Document** Button.
8. Next, develop your Portfolio.

