

Creating your SMSU Teacher Education Program Portfolio

In order to create your portfolio in Livetext, follow these steps:

On the Internet, go to <http://livetext.com>; log in with your username and password. Click on the 'Documents' tab. Click on the Documents tab on the top of the home page, then click on **New**. On the new page that comes up, select the following:

1. Choose a template

- ▼ Southwest Minnesota State University
 - ▶ EdTPA (Teacher Performance Assessment) Templates
 - ▼ Portfolios
 - ED 220 Language Arts Portfolio
 - ED 453 Assessment in ELED Portfolio
 - K-12 Reading Licensure Portfolio
 - K-12 TESL Portfolio
 - Master of Science in Physical Education: Coaching of Sport portfolio
 - Professional Development Plan (PDP) - Your Name (2012 rev.)
 - SMSU Administrative Licensure e-Portfolio Template
 - SMSU TEP Portfolio-Your Name (Fall 2014 rev.) ← Select this one
 - ▶ SMSU TEP Lesson Plan template
- ▼ LiveText
 - ▶ Assessments

2. Click on this on the bottom right (under the template sample)

3. Enter title (needed) and description (optional)

Title: ←-----

Description:
(optional)



Your portfolio will be located on the Documents page when you log in to Livetext.

Be sure to include statements in BOTH the Justification and Rationale sections for each artifact you include in your portfolio.

Your Livetext subscription is valid for 7 years from the date it was registered. The registration cannot be transferred to another owner.

To make changes to the name, email, etc. for your Livetext account, go under 'My Account' in the upper right corner of the Livetext page after you have logged in.