

To Create a Portfolio in LiveText:

Go to www.college.livetext.com. If you haven't already purchased LiveText, you may do so at the website by clicking BUY ONLINE (credit card required) and click on STUDENT MEMBERSHIP. Follow the instructions for purchasing the version with Learning360.

Once you're logged in and are at the "Dashboard" screen, you will see two tabs: MY WORK and INBOX. You should automatically be in the MY WORK view. Click on NEW DOCUMENT beneath the MY WORK tab. Then click on:

1. Choose a Folder. Select Cumberland University: PORTFOLIOS from the drop-down box.
2. Then, click on Choose a Template. Select the appropriate portfolio (undergraduate or MAE) from the drop-down box.
3. Title it "[your name]'s Portfolio"; a description is optional.
4. Click SAVE AS NEW DOCUMENT.
5. To Edit each section, you must click on the EDIT button in the bottom right corner of the section. Then type in your own information and delete the instructions that were previously there.
6. While you are in the editing window, attachments and images may be added to a section. Look at the top of the editing window for the attachments and images tabs, or go below the editing window and look for the links. Click upload document and then browse your hard drive for the document or image. Don't forget to click "UPLOAD DOCUMENT" once you have chosen all the documents you want to attach.
7. When you're editing text and adding images or attachments, click SAVE CHANGES every once in a while. Click SAVE & FINISH at the top of the section when you're done.
8. The MORE ACTIONS button will allow you to COPY, PRINT, or EXPORT your document.
9. Please note the difference between sharing and sending for review. **Sharing** allows another livetext viewer to see the most recent version of the document you share indefinitely. **Sending for review** sends only the last saved version of the document to someone who is going to assess your document with a rubric. DO NOT

SHARE if you are submitting something to a professor for a grade. DO NOT SEND FOR REVIEW if you just want someone to see your most recent work.

10. When your portfolio is complete and you're ready for it to be reviewed by the instructors, click on the SEND FOR REVIEW button at top of page. A box will pop up—make sure the MY INSTITUTIONS button is selected. Then when you type in the name of the instructor you're submitting to, his/her name should pop up automatically; click SUBMIT.
11. Then click on SEND FOR REVIEW. Your portfolio will go to the REVIEWS INBOX of the instructor(s) you selected. They will make comments and return it to you, and it will appear in your REVIEWS INBOX. From the REVIEWS page, you can check the status of the document.