

Go to www.livetext.com and click on Login



What We Do

Request a Demo

Visitor Pass

Login | Register



Enter your Username and password; click ***Login***



[What We Do](#)

[Request a Demo](#)

[Visitor Pass](#)

[Login | Register](#)

A semi-transparent orange overlay box containing a login form. The form has three main sections: a "Username" input field, a password input field with masked characters (dots), and a dark grey "Login" button. Below the button are two links: "Register" and "Forgot password?". Two large blue arrows point from the left towards the form, one pointing to the username field and the other to the password field. A white outline of a person's head and shoulders is visible in the background of the form overlay.

Designed to Support Learning For Life

The *Dashboard* is the “home page”



Dashboard

Courses

LiveText Docs

File Manager

Reviews

Forms

Community

Tools

Assignments



Term All Current Terms

Course All

Sort Alphabetical Due Date Submissions to Assess

ELAD6593 - Section 001 (1)

Final Portfolio Review



4

1

[Assess](#)

[Report](#)

ELAD6593 - Section 001 (1)

Final Portfolio Review



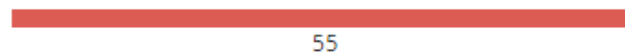
10

[Assess](#)

[Report](#)

ELCI6493 - Section 10A (1)

Initial Portfolio Review - Sections 2, 3, 5, & 6



55

[Assess](#)

[Report](#)

Click on **LiveText Docs**, then on **My Work** (if not already selected), then click on **New**.



Documents

My Work **2** | Inbox | Sent | Trash | All | Manage My Labels **1**

My Work

 Search

+ New **3**

Showing 1-20 of 27 | 1 | 2 | ▶

☐	↑ Title	Type	Date Created	Date Modified
☐	AP Portfolio Template	Portfolio	Feb 12, 2012 3:51 PM	Feb 12, 2012 5:50 PM

Search for the appropriate template. In this example it is the *Academic Partnerships Portfolio for Building Principal and Curriculum & Instruction*.

Arkansas State University logo and navigation menu. The navigation menu includes: Dashboard, Courses, **LiveText Docs**, File Manager, Reviews, Forms, Community, Tools. A "Welcome," message is visible in the top right corner.

Documents Main Page

Create a Document

Choose Template

Search by template name...

- ▼ Arkansas State University - All Campuses
 - ▶ Academic Partnership Portfolio for Building Principal and Curriculum & Instruction
 - ▶ Academic Partnership Portfolio for District-Level Education Leader
 - ▶ Diana Williams



1. Click on the template name to display the template, then
2. click on the name.

Choose Template

Search by template name...

▼ Arkansas State University - All Campuses

▼ Academic Partnership Portfolio for Building Principal and Curriculum & Instruction

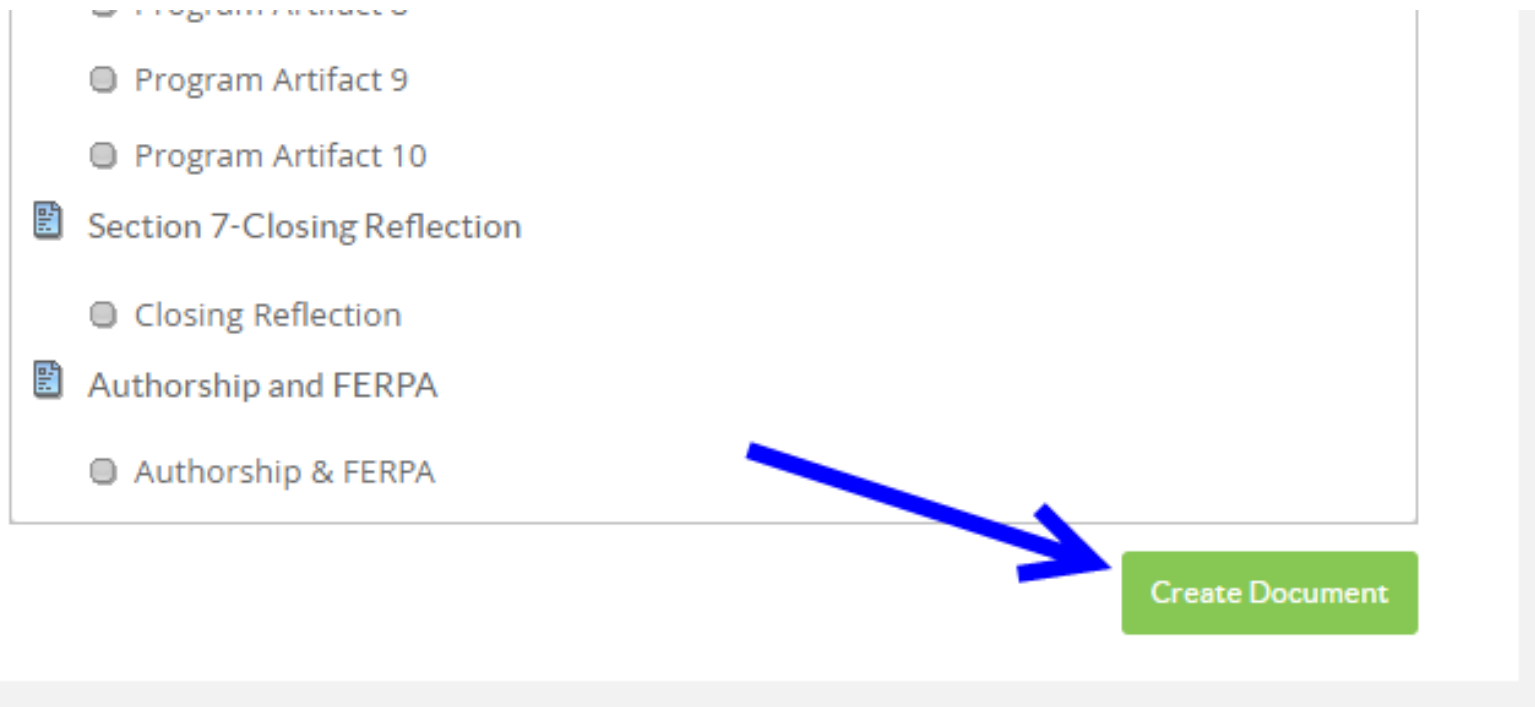
Academic Partnership - Portfolio for Building Principal or Curriculum & Instruction

▶ Academic Partnership Portfolio for District-Level Education Leader

1

2

Scroll to the bottom of the page and click on ***Create Document***

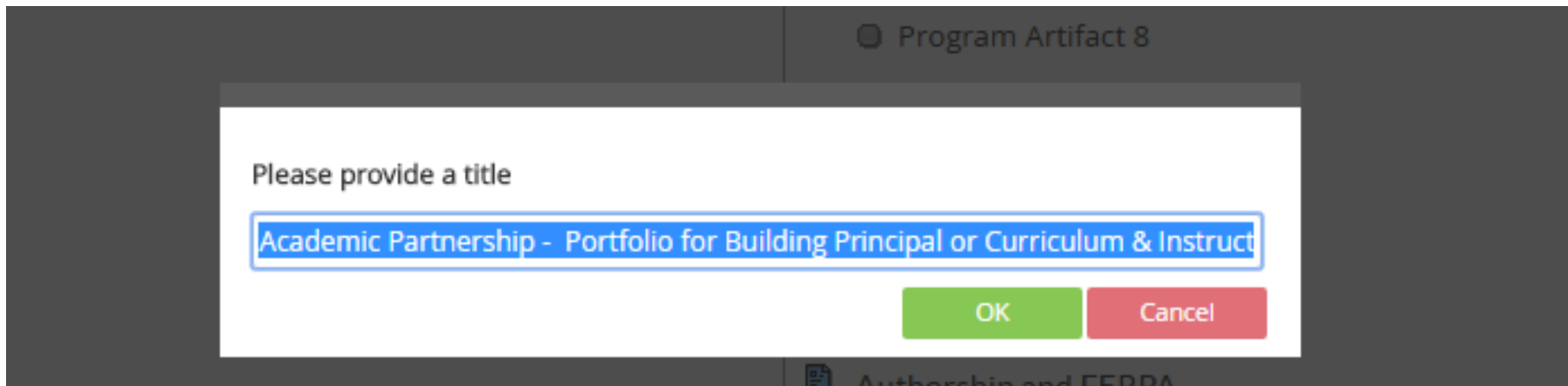


The screenshot shows a document editor interface. On the left side, there is a list of document sections, each with a radio button and a document icon. The sections are:

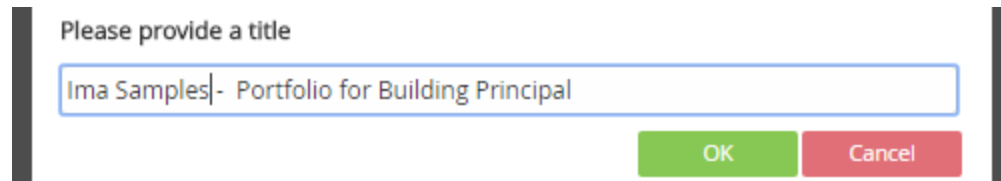
- Program Artifact 9
- Program Artifact 10
- Section 7-Closing Reflection
- Closing Reflection
- Authorship and FERPA
- Authorship & FERPA

At the bottom right of the editor, there is a green button labeled "Create Document". A blue arrow points from the center of the page towards this button.

In the pop-up box asking for a title use the following naming convention with your name at the beginning: (i.e., Georgia Dunaway-Portfolio for Building Principal; or Jackson Hall– Portfolio for Curriculum Director; or Isabella Grace– Portfolio for District Level Leadership).



Click **OK** when you have the titled entered.



Your portfolio shell has been created in LiveText Docs and is ready to be populated with artifacts.



Dashboard

Courses

LiveText Docs

File Manager

Reviews

Forms

Community

Tools

Documents Main Page

Ima Samples - Portfolio for Building Principal

by Steve



Hide

Send this document for review

Share this document

Visitor pass preview



Document Properties

Page List

Section 1-Table of Contents+

Section 2-Professional Credentials+

Section 3-Vision of

Section 1-Table of Contents

Manage Content

Table of Contents

Edit

Click on ***LiveText Docs*** to locate your portfolio template at any time. (Files are listed alphabetically.)

Dashboard		Courses		LiveText Docs		File Manager		Reviews		Forms		Community		Tools	
<input type="checkbox"/>	Title	Type	Date Created	Date Modified											
<input type="checkbox"/>	AP Portfolio Template	Portfolio	Feb 12, 2012 3:51 PM	Feb 12, 2012 5:50 PM											
<input type="checkbox"/>	EDAD 7103 School District Administration	Portfolio	Dec 2, 2008 1:42 PM	Oct 6, 2009 3:00 PM											
<input type="checkbox"/>	ELAD 6053 Planning & Resource Allocation	Portfolio	Jan 4, 2009 11:18 PM	Sep 16, 2009 10:52 AM											
<input type="checkbox"/>	ELAD 6053 PRA	Project	Feb 10, 2011 1:17 PM	Feb 10, 2011 2:25 PM											
<input type="checkbox"/>	ELAD 7053 Spec Prob - School Business Manual	Assessment	Dec 1, 2009 1:01 PM	Dec 1, 2009 1:22 PM											
<input type="checkbox"/>	ELAD 7063 Educational Facilities	Portfolio	Jul 16, 2009 10:56 PM	Aug 25, 2009 10:46 PM											
<input type="checkbox"/>	Ima Samples - Portfolio for Building Principal	Portfolio	Jul 2, 2016 4:31 PM	Jul 2, 2016 4:31 PM											
<input type="checkbox"/>	John Doe Portfolio Ed Leadership	Portfolio	Jan 14, 2011 3:24 PM	Jan 19, 2011 6:51 PM											