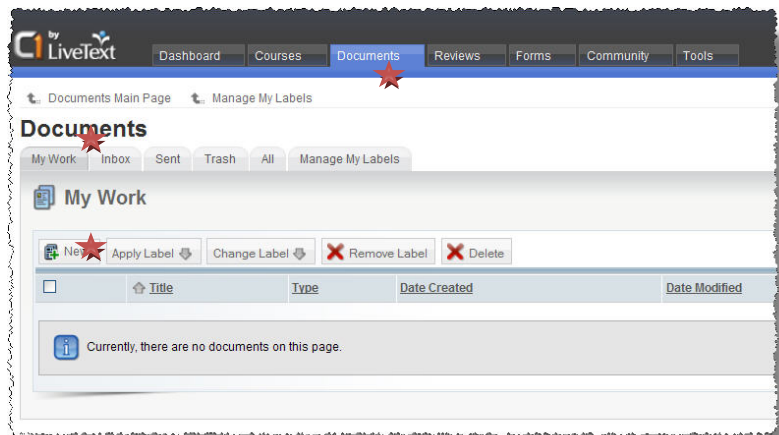


How do I create my Teacher Education Portfolio

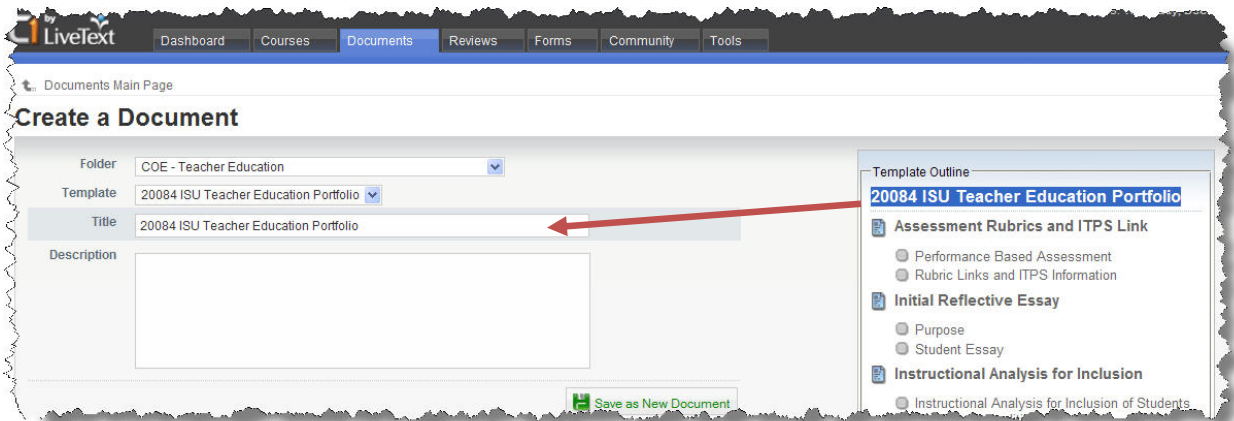
In order to submit your assignments you must create your program portfolio. The portfolio contains a page for each one of the ITPS assignment requirements and other unit or program assignments you are required to submit via your ePortfolio. You should only download this portfolio ONCE! If it is necessary to modify or add pages, please refer to [Managing Pages and Section](#).

To create your program portfolio:

1. Login to your LiveText account
2. Click on the **Documents** tab at the top of your screen
3. On the *My Work* tab click on the **New** button



4. From the *Folder* dropdown select your program. If your program is not listed select **COE- Teacher Education**
5. From the *Template* dropdown select the document with **Teacher Education Portfolio** in the title. (Dates in the titles indicate the term/year the portfolios were launched. If there is not a portfolio for the current term use the most current one.) Please read the titles carefully, you will not want to select the Student Teaching portfolio at this time unless you are instructed to do so by your instructor.



6. From the template on the right side of the screen; highlight the title of the template and copy/cut/paste into the title field on the left.
7. Add a description
8. Click on **Save as New Document**.