

## Directions for Creating Student Teaching Portfolio

The ODU Professional Portfolio, as outlined in the Internship manual (which you will purchase upon beginning student teaching), consists of 5 sections: **Introduction, Professional Preparation, Pre-service Teaching Competencies, Commitment to the Profession, and Appendix**. Each section contains specific information. Students seeking licensure are encouraged to begin working on their professional portfolio as soon as they begin their professional coursework.

This same content is found within the ODU Professional Portfolio template (linked with 2 other templates) in LiveText. Students are encouraged to begin creating their portfolio using LiveText early in their professional studies.

### Create Professional Portfolio from the ASSIGNMENT DETAILS

1. Click the **Dashboard** tab.
2. Click the **For assignment details and template(s) click here** link below the title of the assignment. (**YOU ARE HERE if you are reading this document.**)
3. In the Assignment Template section, click the **Use this template** link located to the right of the assignment template title. If you have already created a document from this template for the assignment, a warning message will appear.
4. At this point, the system automatically associates this document with this assignment's submission page and saves the file(s) into your my WORK area.
5. After clicking the **Use this template** link, the document will open and is ready for editing. From this point forward, your document will be located under and accessible from the **My Work** area under the **Documents** tab.
6. Complete the above steps for each of the 3 files.
7. Move to the directions below - [Linking Portfolio Files](#)

### Create Professional Portfolio in Livetext from DOCUMENTS area

To begin creating your ODU Professional Portfolio, you will need to **create THREE new portfolio documents** in LiveText using the following templates:

1. Log into LiveText.
2. Go to your DOCUMENTS tab.
3. Click the NEW button to create each of the 3 files below.
  - a. Once in the NEW button Menu, choose FOLDER (Old Dominion University--> STUDENT TEACHING) then choose each file listed below one at a time. You will Name it the title of the file followed by your last name. You will Create each file by repeating steps 2-4 three times.
1. ODU Professional Portfolio – this is the “main” document where most of your information will reside. There are many sections in this document that can be completed prior to internship.

2. Evidence of Competencies – this document, linked from the *Pre-service Teaching Competencies section*, will contain examples of at least 2 samples of your work for each of the 12 identified teaching competencies. This document will probably be completed during your internship as it should reflect your best work in each competency.
3. Collection of Work – this document, linked from the *Appendix section*, will contain ALL work created as you complete your professional coursework. This document can be arranged as needed, with more sections added for different types of work. If your work is not in digital format, take photos of your work or scan documents so the work may be included.

### **Linking Portfolio Files**

Once you have all three documents created in LiveText DOCUMENTS, the next step is to link the documents Evidence of Competencies (see *Pre-service Teaching Competencies section*) and Collection of Work (see *Appendix section*) from the main document ODU Professional Portfolio.

1. Open your ODU Professional Portfolio file from the DOCUMENTS--> MY WORK area.
2. Once inside the file go to the PRESERVICE TEACHING COMPETENCIES page (on the right).
3. Click EDIT in the section.
4. Scroll to the bottom of the section.
5. Click the LIVETEXT LINK button (Looks like the LiveText logo with a CHAIN link underneath).
6. Once you have clicked the Livetext Link button, a window will open with a list of the documents in your MY WORK.
7. Choose the EVIDENCE of COMPENTENCIES file you created previously and click Insert.--> YOU did it, you created a LiveText link.
8. Now use the same directions (step 1-4) but this time go to the Appendix page and create a link to the Collection of Work.

### **Creating a Visitor's pass-**

Follow these steps:

1. Once you log into LiveText, click **Visitor Passes** under **Quick Links** on the right side of the screen.
2. Click the **New...** button.
3. Enter a title for the **Visitor's Pass**, usually the name of the visitor.
4. Click the **Save** button.
5. You will see your **Visitor's Pass** listed with a code consisting of letters and numbers.

### **How do I share my LiveText work using the Visitor's Pass?**

#### **Note:**

When your visitor goes to [www.livetext.com](http://www.livetext.com) and enters the Visitor's Pass code (not the title) in the textbox under **Visitor's Pass Area**, the visitor is able to view the LiveText document you shared with the pass.

Follow these steps:

1. From within the document you want to share, click the **Share** button.
2. Enter the Visitor's Pass title (not the code), in the **Search Viewer** text box.
3. Based on the first few letters of text entered, LiveText's Autocomplete Share Mechanism predicts the name of the **Visitor's Pass** with whom you want to share. The system will display the first 15 matches below the search text box.
4. Click the **Add to Share** button.