Working with the Curriculum and Instruction Portfolio Template in College LiveText

1. After logging into LiveText, you should see a dashboard similar to the one below. Find and click on the **New Document** button.

2. A window like the one below will open. Click on the down arrow beside **Choose a Folder**. Under **Lincoln Memorial University** choose **Portfolios**. Click on the down arrow beside **Choose a template** and choose **Curriculum and Instruction Portfolio (Revised Fall 2013)**. In the title blank, you type the title **Your Name Curriculum and Instruction Portfolio**. The Description blank is optional—you do not have to put anything in that area. Click green **Save as New Document** button at bottom right of window.

You do not repeat Step 2 again to open your portfolio.
3. The document will save to your *Active Documents* folder: View All Documents—My Work. This folder is located under the **Dashboard** tab. All of your **My Work** documents can also be found under the **Documents** tab. When you want to open your portfolio again, go to one of these tabs.

4. The Curriculum and Instruction Portfolio looks similar to the assignment templates you have been using for other course assignments. With this portfolio template (and any template) you can **Share** the document with other LiveText users (see **Basics Overview** guide in the online LiveText Administrators Help Section). You can create a **Visitor’s Pass** to share the document with anyone in the world. You will find these instructions in the **Effective e-Portfolio** guide in the online LiveText Administrators Help Section. You can attach the portfolio to an assignment within the C&I Portfolio LiveText course to which you will later be assigned. You can **Send for Review** to any School of Education faculty if he or she makes that request (See **Reviews** section at the end of this document).
5. As long as you are in the program, leave the portfolio as the LMU style template. You may be asked to add pages or sections to the original template. How to add pages and sections to this and any LiveText document can be found in the Basics Overview guide in the online LiveText Administrators Help Section.

The sections below are excerpted from Training materials as provided by College Livetext©

Reviews Section

Submit a Document for Review

Note:
By default, LiveText will search only users within your domain. A domain is often, but not always, synonymous with a school. To search for LiveText users in other domains, select the radio button next to All Users located above the search area.

Once the document has been submitted for review to another LiveText user, the user can access the document from his/her Reviews Inbox.

1. From within the document, click the Send for Review button located above the page title on the left side.
2. Enter the LiveText username, group, Visitor Pass, or the first and last name in the Search for Reviewers text box.
3. Based on the first few letters of text entered, LiveText's Autocomplete Share Mechanism predicts the name or username of the LiveText member with whom the user wants to share. The system will display the first 15 matches below the search text box. If the user is not listed, the system was not able to identify the user. There were either no matches or several matches. Revise the entry, and try again.
4. Click the Submit for Review button.
5. The system will display a confirmation message.

Resubmit a Document for Review or Assessment

If you have made revisions to your document after submitting it for review, you may resubmit a new version of the document. A resubmission is no different from a submission. Follow the steps in the Submit a Document for Review documentation.
Delete a Document Submission

If a document submission has not been reviewed, users may delete a document submission after it has been submitted for review.

1. Click the **Reviews** tab located in the top center of the account.
2. Click the **Sent** tab located at the top of the Reviews area.
3. Select the checkbox to the left of the document submission.
4. Click the **Delete** button.