

Educational Leadership Internship Portfolio Folder

by Florida Atlantic University College of Education

About My Portfolio Folder

Purpose

What is the Purpose of My FAU Masters Internship Portfolio Folder?

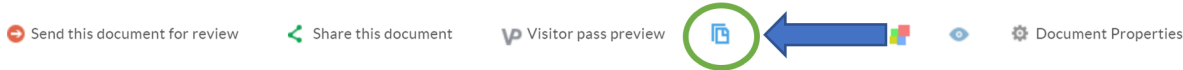
The portfolio folder is a compilation of your project-based assessments, resumes, task assignments, school leadership assessments and evaluations, and final documentation for graduation. Throughout your FAU Masters Internship, your portfolio folder will grow with experiences, as you continually update and submit to your instructor on a regular basis.

Create My Portfolio Folder (follow this step one time only)

How Do I Create My FAU Masters Internship Portfolio Folder?

To begin updating this portfolio folder, you need to first "make it your own." To do this, please follow the below instructions:

1. Click on the Copy icon above



2. In the *Enter title of new document* dialog box, type an appropriate name for your Portfolio Folder and click **OK**

Enter title of new document

OK Cancel

3. *Congratulations! You have successfully created your FAU Masters Internship Portfolio Folder.*

Find My Portfolio Folder

Where can I Find My FAU Masters Internship Portfolio Folder?

Your *FName LName Educational Leadership Internship Portfolio Folder* is housed in the *LiveText Docs* section of LiveText



Manage My Portfolio Folder

Do I Create a New FAU Masters Internship Portfolio Folder Every Semester or Assignment?

Please do not create a new portfolio folder for each assignment or each semester. This portfolio folder only is to be copied one time. You have created your "master" portfolio folder and will continually update it. As you submit assignments over the course of your FAU Masters Internship, it will also contain your previous assignments and instructor feedback.

Share My Portfolio Folder

How do I Share My FAU Masters Internship Portfolio Folder with my Coordinator and Intern Professor?

To share your portfolio folder, you need to first open your *My FAU Masters Internship Portfolio Folder*, which is located in your *LiveText Docs*. To do this, please follow the below instructions:

1. Click on the *Share* icon



2. In the *Search for Users/Groups/Visitors* dialog box, add the name of your coordinator and/or intern professor into the *Search Viewer* box. When the person you want to share with is displayed, click on their name. They will be added to the list.
 - a. Repeat name entries for each person
 - b. Click *+Add to Share*

Search for Users/Groups/Visitors. ✕

Type in individual names or usernames, such as "John Doe" or "janesmith".

Look in: My Institutions All Users

Search Viewer

Coordinator and/or Intern Professor Name

✕ Coordinator

✕ Intern Professor

Search Editor

+ Add to Share

← Advanced Sharing Options

Submit My Portfolio Folder Assignment to My Instructor

How do I submit My FAU Masters Internship Portfolio Folder Assignment to My Instructor?

The detailed instructions on how to submit your assignment that is in your Portfolio Folder are attached below. The quick step overview:

1. Click *Begin Assignment*
2. Click *Upload and browse* the LiveText Documents (the Portfolio's "home")
3. Click the checkbox to select your Portfolio Folder
4. Click *Attach*
5. Click red *Submit Assignment* icon on the bottom of the browser webpage

Attachments  [How to Attach a File or LiveText Document to Your LiveText Assignment.pdf](#)