**e-Portfolio: Make It Your Own and Submit for Review**

The purpose of this document is to provide you with instructions on how to make an existing Portfolio template for a non-Educational Leadership course your own. This allows you to edit the Portfolio and save it to your LiveText account. Instructions to submit to your instructor are included.

Click on the links below to bring you to the appropriate section:

1. **Non-Educational Leadership Course**
   a. [Make It Your Own](#)
   b. [Submit Your Portfolio](#)

2. **Educational Leadership Course**
   a. [Make It Your Own (Educational Leadership course)](#)
   b. [Submit Your Portfolio (Educational Leadership course)](#)
1. Log into LiveText
2. On your Dashboard, locate the Portfolio Assignment
3. Click Begin Assignment

4. Next to Optional Resources, click on the Portfolio Assignment link
5. Click on the Copy icon to make the Portfolio Your Own

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

7. Your new e-Portfolio now resides in LiveText Docs tab
Submit Your Portfolio

1. Click on **Begin/Continue Assignment** for the appropriate course

   ![image](image1.png)

   **TSL 4324 Portfolio Assignment**

   ![image](image2.png)

   ![image](image3.png)

2. Under **Attachment List**, click on **Attach**
3. In the **Attach Resources to Assignment** dialog box, locate and check the box in front of your portfolio.

![Attach Resources to Assignment](image)

4. Click **Attach** to continue with your submission.

![Attach Resources to Assignment](image)

5. Click **Submit Assignment** for your instructor to receive your Portfolio.
Make It Your Own (Educational Leadership course)

The following steps provide you with directions on how to create your “master” portfolio that is regularly updated.

1. Log into LiveText
2. Click on the **Courses** tab, and locate your Educational Leadership course

![Screenshot of LiveText interface]

3. Next to **Syllabus & Other Resources**, click on the **OPEN** link next to the Portfolio Assignment

![Screenshot of course page]

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4. Click on the **Copy** icon to make the Portfolio Your Own

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

6. Your new e-Portfolio now resides in **LiveText Docs** tab

   *Please Note*: This portfolio only is to be copied one time. You have created your “master” portfolio and will continually update it. As you submit assignments, it will also contain your previous assignments.
Submit Your Portfolio (Educational Leadership course)

The Educational Leadership Portfolio is an ongoing, comprehensive portfolio that is continually updated throughout the terms. After your initial copy of the “Make It Your Own (Educational Leadership Course)”, you will update your portfolio with the various assignments.

1. Click on LiveText Docs tab and click on the ELRM Portfolio Assignment

2. Complete the appropriate section of the Portfolio that is to be submitted (example: submitting assignment #12)
3. Click on the **Dashboard** tab and click on **Begin/Continue Assignment** for the appropriate Educational Leadership assignment.

4. Under **Attachment List**, click on **Attach**.
5. In the **Attach Resources to Assignment** dialog box, locate and check the box in front of your portfolio.

6. Click **Attach** to continue with your submission.

7. Click **Submit Assignment** for your instructor to receive your Portfolio and any other documents you have attached at this point.