

Creating Documents from Templates

All documents are created from document templates. You can access document templates from the **Documents** tab located at the top of your screen. For students who are downloading their program portfolios, you will only download it **one** time. For each of the PBA assignments there is a designated page already created in your portfolio. Some programs and instructors may require to you create or download additional documents. Templates may be found in the assignment details or can be found in the document library. Instructions for creating documents from the template library and the assignment details area are below. If you are a transfer student and used LiveText at your previous institution it will be necessary for you to contact LiveText and have your account switched to the ISU Domain. Contact support at LiveText at 866.548.3839.

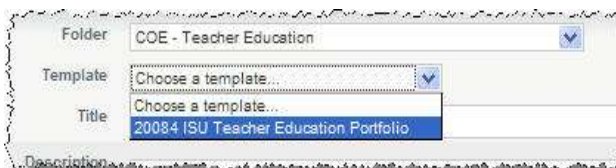
Create a New Document or Portfolio from the Template Library

Note: A Template Outline will appear on the right side of the screen once a document template has been selected. The outline reflects the page and section titles of the document template. The document structure, titles, and content may be modified after the document has been created.

1. Login to your ePortfolio (LiveText) account.
2. Click the **Documents** tab located at the top center of your screen.
3. On the My Work tab, click the **New** button.



4. On the Create a Document Page choose a folder from the dropdown menu.
5. Choose a document template. Select the portfolio document listed.

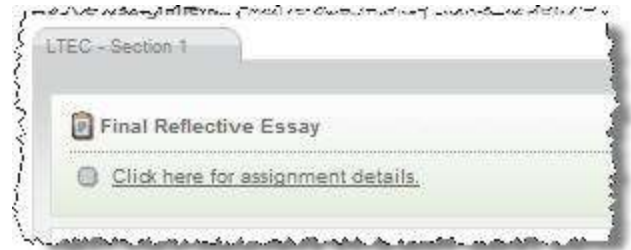


Note: If you do not have the option to select a portfolio, go back to the Folder drop down and select **“COE – Teacher Education”** and download the portfolio provided in this folder.

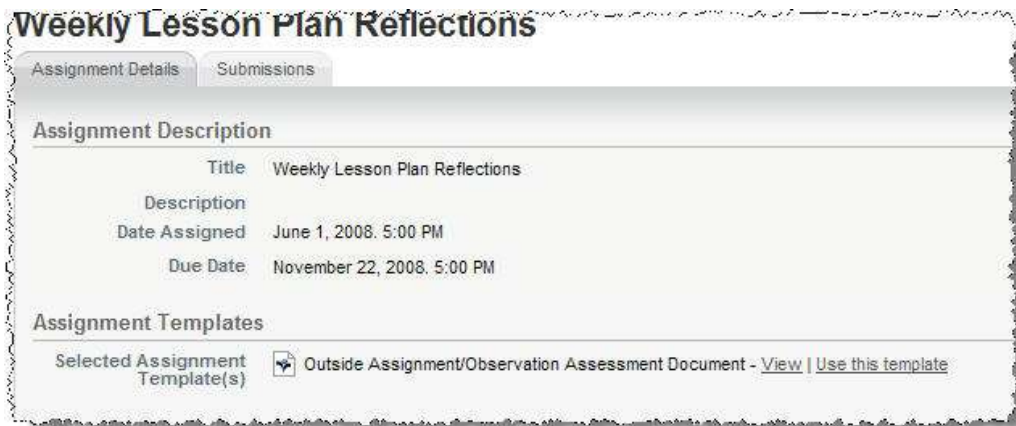
6. On the right side of the screen you will see the template outline, Copy and paste the title, i.e., **“20084 ISU Teacher Education Portfolio”** into the title field on the left side of your screen. Enter a description if you want to identify your work.
7. Click the **Save as New Document** button located on the lower right side, below the Template Outline. The document will open and is ready for use.

Create From an Assignment Template

1. From within the Dashboard, click the **Click here for Assignment Details** link that corresponds with the assignment. The link is located under the assignment title.



2. If the assignment includes an Assignment Template, the selected templates will appear within the **Assignment Details** tab.



3. Click the **Use this template** link located to the right of the assignment template title. This process will copy the template to the **My Work** area in the **Documents** tab for future viewing and editing.

These documents will contain the pages for each of the assignments required and may not need to be downloaded again. Weekly Reflections templates will have a page for each weeks summary.

For each assignment you have due. You will open your portfolio, click on the assignments corresponding page, and complete the assignment. Once you have completed your assignment, attached your work and an image, click on the **Submit Assignment** at the top of the page. Submitting your portfolio or other documents does not freeze them or prevent you from making changes.

All documents you create can be found on the **Document** tab in your account.

