Creating a Portfolio on LiveText

Once you’ve logged in to LiveText (www.livetext.com), Click on the tab titled “Documents.”

This will initially pull up a section called “My Work.”

Click on the button to create a new document in LiveText. This will give you a list of different types of documents you can choose to create. Since we’re focusing on your portfolios today,

Click “Portfolios” and then choose “Blank Portfolio.”

Select “Create Document.”

After giving your portfolio a title, you can then begin your creation!

Note:
You will want to have 7 pages for your portfolio, and they will be titled:

1. Professional Orientation
2. Advanced Counseling Skills
3. Cultural Issues
4. Legal & Ethical Issues
5. Personal Growth & Wellness
6. Technology Skills
7. Targeted Specialty

See your Student Handbook for additional information regarding the above sections!