

To see a mockup of a portfolio in LiveText proceed as follows:

1. Click on the **Dashboard** tab located on the left side close to the top of the screen.
2. Scroll down to **My Work** and click on the **+ New Document** icon.
3. In the **Folder** drop box, select the folder **Academic Partnership Portfolio for District Level Education Leader**.
4. In the **Template** drop box, select the template **Academic Partnership Portfolio Example**.
5. On the third line **TITLE**, enter Example Portfolio
6. Click on **Save As New Document**.

You will be able to view how the portfolio should look. There are notes included in each section (green highlighting.) Be sure to click on the attachment in each section that says “notes”.