

## Adding “Apprentice/Practicum Documents” Page to Your Portfolio

### Step 1 – Open your portfolio in LiveText

### Step 2 – Add a new page

- a. Click the Manage Pages tab
- b. Click the New button
- c. Type ***Apprentice/Practicum Documents*** for the title of the new page
- d. Click the OK button

### Step 3 – Add a “Text and Image” section to your new page

- a. Click Manage Sections
- b. Click Create Section
- c. Choose “Text & Image” as the type of Section
- d. Type ***Master/Mentor Teacher Lesson Evaluations of Student*** for the title of the new section
- e. Click the OK button
- f. Repeat until you have added all of the following sections to your Apprentice/Practicum Documents page:
  - a. Master/Mentor Teacher Lesson Evaluations of Student
  - b. Master/Mentor Teacher Midterm Evaluation of Student
  - c. Master/Mentor Teacher Final Evaluation of Student
  - d. University Supervisor Lesson Evaluations of Student
  - e. School Administrator Lesson Evaluation of Student - (Practicum Requirement)
  - f. Apprentice Observations of PDS Teachers - (Apprenticeship Requirement)
  - g. Apprenticeship/Practicum ISL 2-3 Wk Unit
  - h. Videotape Reflections
  - i. Lesson Self-Reflections
  - j. Lesson Plans (sampling)
  - k. Evidence of Student Learning (sampling)
  - l. Evidence of Parent Contacts (sampling)
  - m. Instructional Tools Developed (sampling)