

**Directions for inserting University Supervisor's Midterm & Final Evaluations of the
Apprentice/Practicum Teacher Candidate into the E-Portfolio through Live Text**

- 1. LIVE TEXT**
- 2. Dashboard**
- 3. Midterm for Apprenticeship class**
- 4. View Assessment (Green button)**
- 5. Assess Rubric tab**
- 6. Click on rubric to open up each section**
- 7. Hi-Light (Select) the rubric(s)**
- 8. Copy (Ctrl C)**
- 9. Go to Apprenticeship/Practicum page in your E-Portfolio**
- 10. Click the Edit Link in the Midterm or Final Evaluation section**
- 11. Click in the textbox**
- 12. Delete instructions from the textbox**
- 13. Paste (Ctrl V) the copied rubric(s)**
- 14. Click the Save & Finish button**