

Directions for inserting Midterm & Final Evaluation into 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