

## Directions for Creating Library Science Portfolio

All students in the school library media program must submit a professional portfolio prior to being approved for the student teaching internship. Beginning in the fall semester of 2006, all library science students must submit a portfolio before completing their program of study and being recommended for licensure. This is a continuation of the portfolio which is started in ECI 675(Administration) and added to in each class in the library science program.

- Use the rubric to be sure that your portfolio meets the library program requirements.
- Use the checklist to be sure the assignments that you include in your portfolio meet all of the AASL standards.

**To begin creating your Library Science Portfolio**, you will need to create a new portfolio document in LiveText using the following template:

1. Log into LiveText. Go to your DOCUMENTS tab.
2. Click the NEW button to create the portfolio file.
3. Once in the NEW button Menu, choose **FOLDER** (Old Dominion University--> STUDENT TEACHING) then choose Library Science Portfolio. You will Name it the title of the file followed by your last name.
4. Choose MULTIPLE page as **LAYOUT**.
5. Choose Default- Right Table of Contents as **STYLE**.
6. Then click the Save as New Document button.

### **To open and add to your Portfolio:**

1. Log into LiveText and click on the DOCUMENTS--> MY WORK area.
2. Click on the file title in you're my WORK area.
3. Follow the directions on the pages (Table of Contents on the RIGHT side of file). Click EDIT in each section to add content/information or attach files.

### **To Submit your completed Portfolio:**

Once you have completed all pages and sections of your Library Science Portfolio AND reviewed the rubric for accuracy you will need to do the following:

1. At the top left of the file, click the SEND FOR REVIEW button.
2. Type Gail Dickinson in the rectangle.
3. Once the name appears select the name.
4. Click SUBMIT for REVIEW.

You can then check that it was sent and for the review statues by clicking on your REVIEWS tab at the top of your LiveText account.

([https://c1.livetext.com/c1\\_help/reviews/review\\_doc/submit\\_doc.html](https://c1.livetext.com/c1_help/reviews/review_doc/submit_doc.html))