# Field Experience Documentation Submission

In preparation for your field experience, you will be asked to collect and share documentation with the STEP Office, which will be used to secure your field placement.
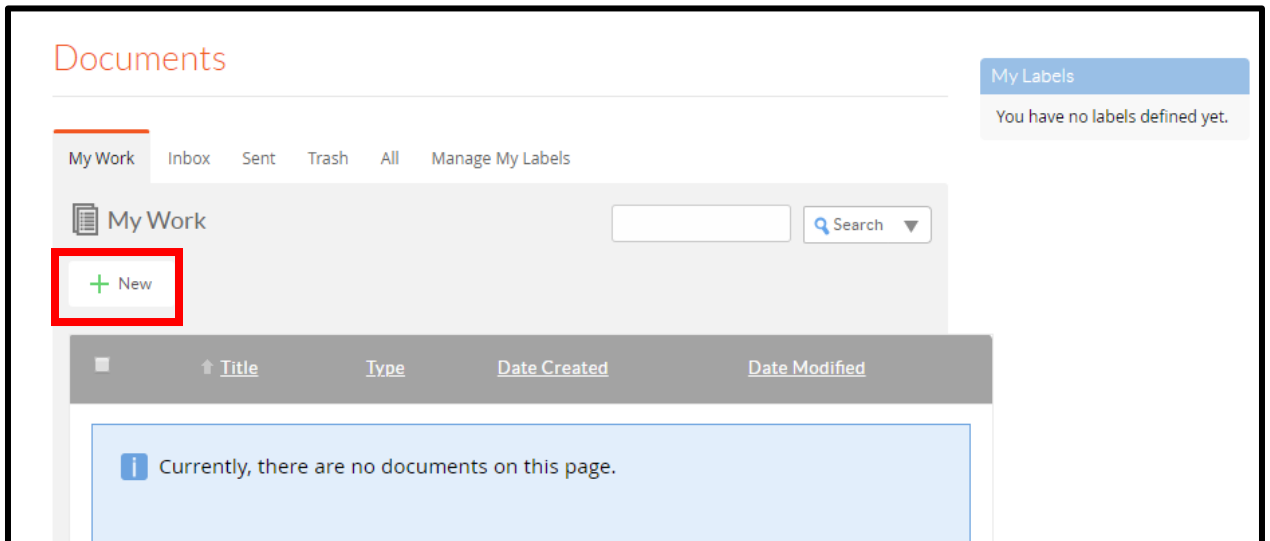This guide will show you how to create and share a portfolio.

Creating a portfolio

1. Start by logging into LiveText at https://www.livetext.com/
   To log into the system, click the link in the highlighted area.
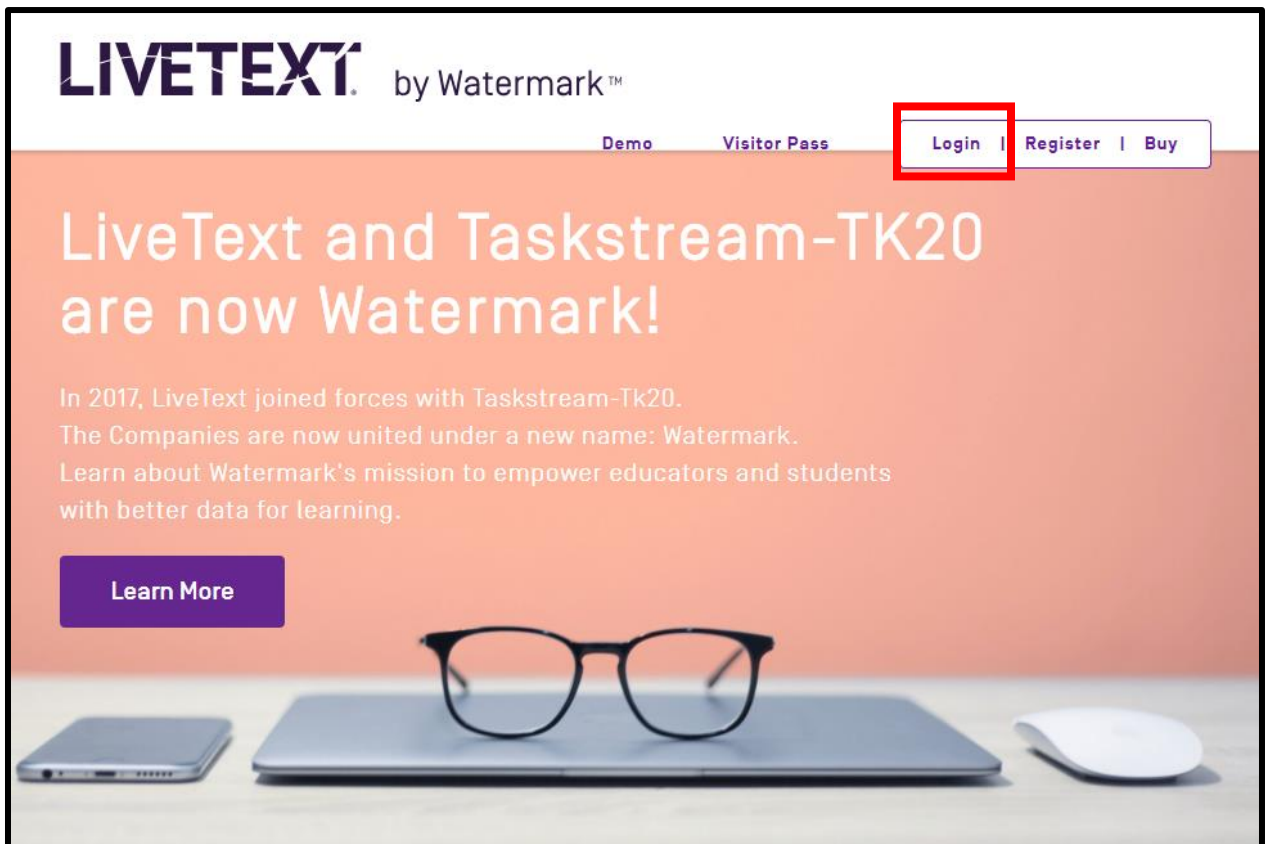
2. You will arrive at the Dashboard page. Click on "LiveText Docs" (highlighted).
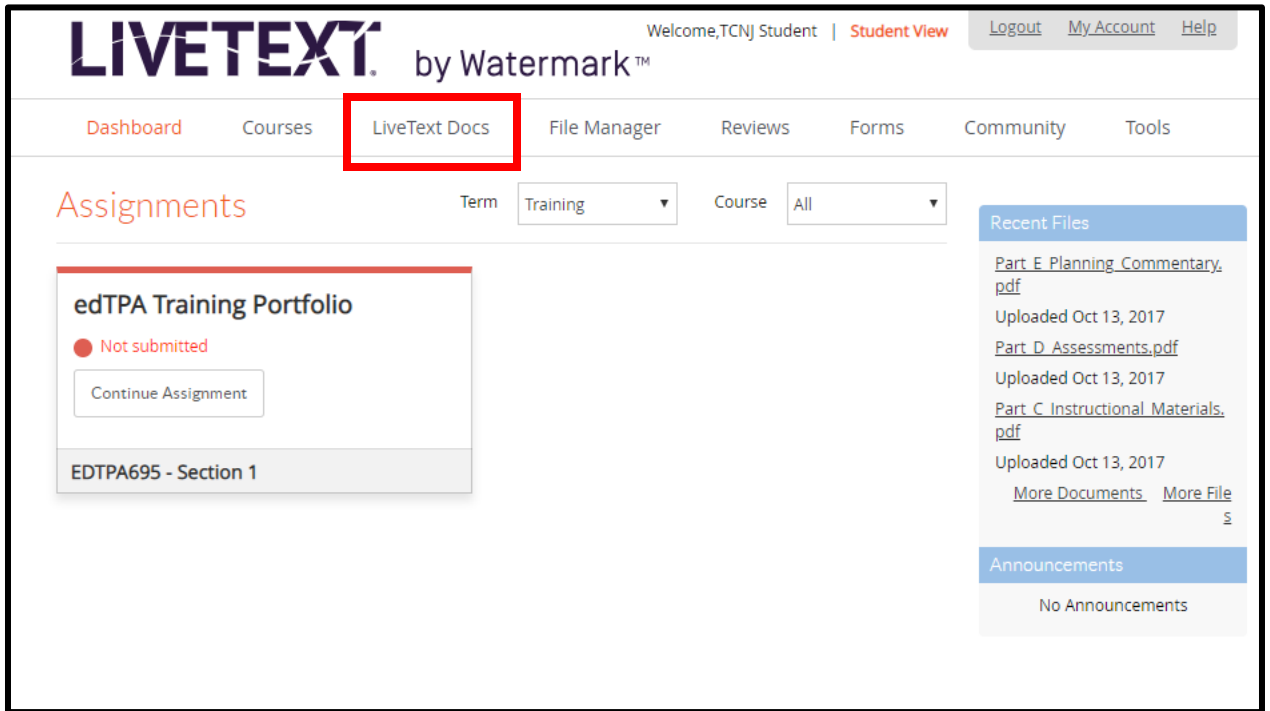
3. You will arrive at the Documents page. Click on "+ New" (highlighted) to begin.

4. You will arrive at the Create a Document page. Here, click on "Portfolios" (highlighted red). This will expand a dropdown menu. Click "Blank Portfolio" (highlighted blue). Then, to the right, click "Create Document" (highlighted yellow) and you will be prompted to enter a title. **Your document title should be formatted as "LastName, FirstName. PAWS ID ######. Documentation Submission".**
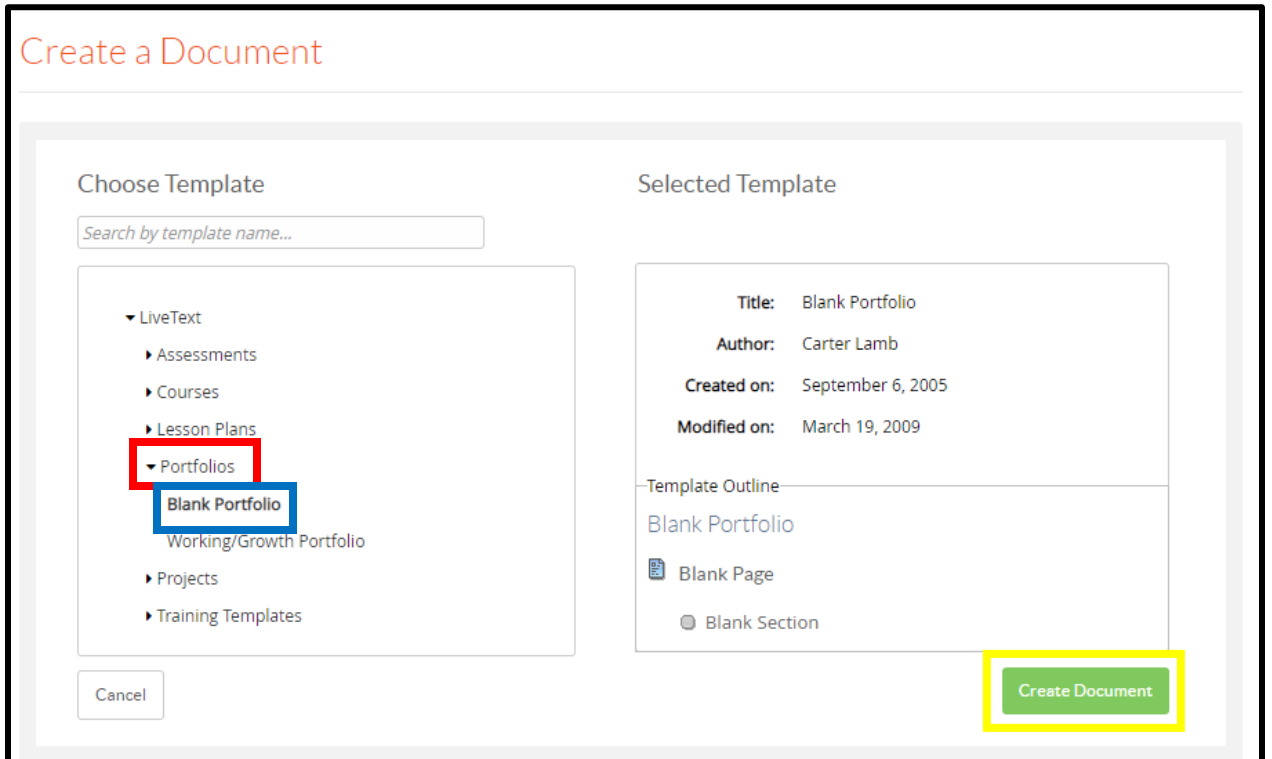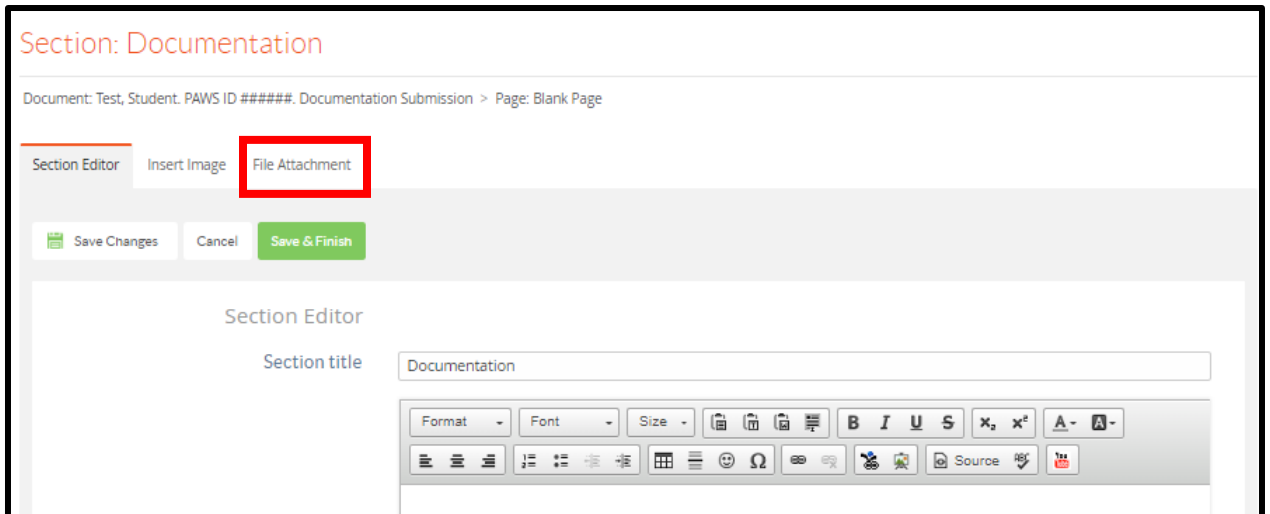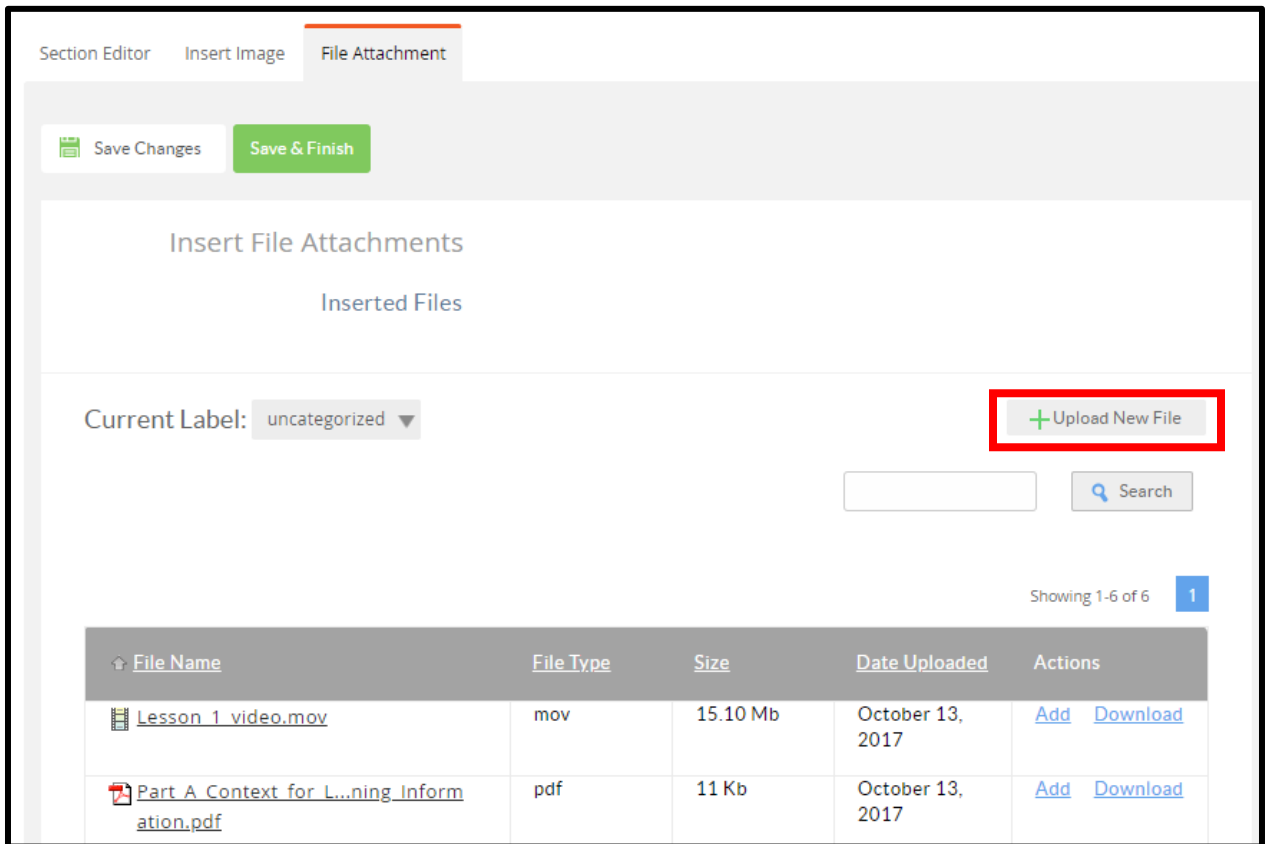
Populating your portfolio

1. You will arrive at the portfolio overview page. Begin by renaming "Blank Section" to "Documentation" by clicking on the pencil to the right (highlighted in red). After this, click "Edit" (highlighted in blue).
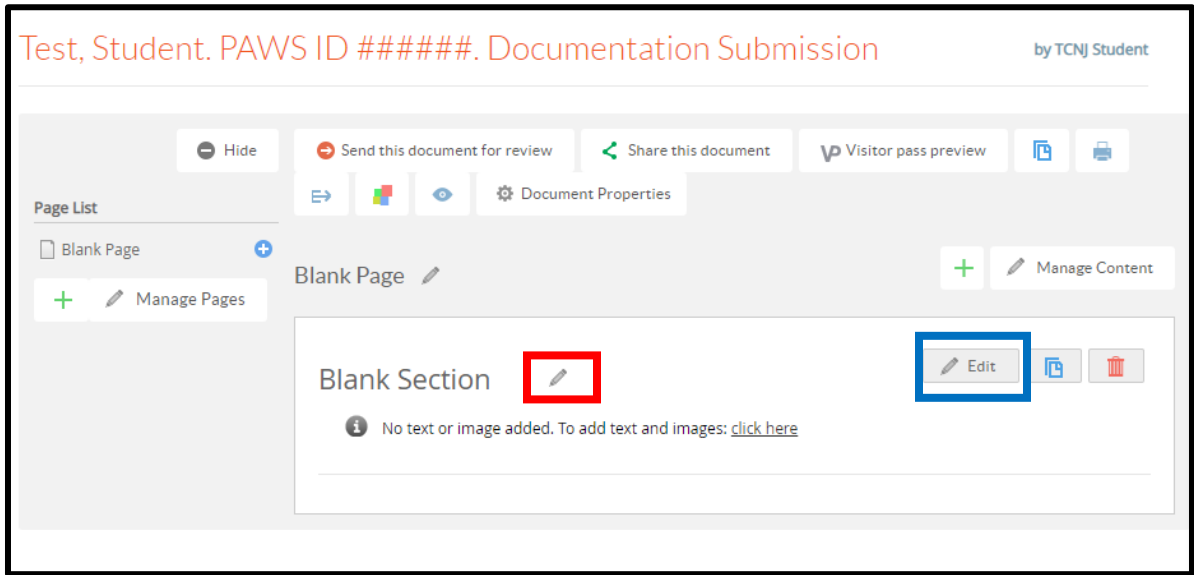

2. You will arrive at the section editor page. Here, click the "File Attachment" tab (highlighted).

3. You will arrive at the file attachment page. Here, click "+ Upload New File" and select the files you need to attach. **Please see page 7 for files needed and naming conventions**. When you are done selecting files for upload, click "Save & Finish".
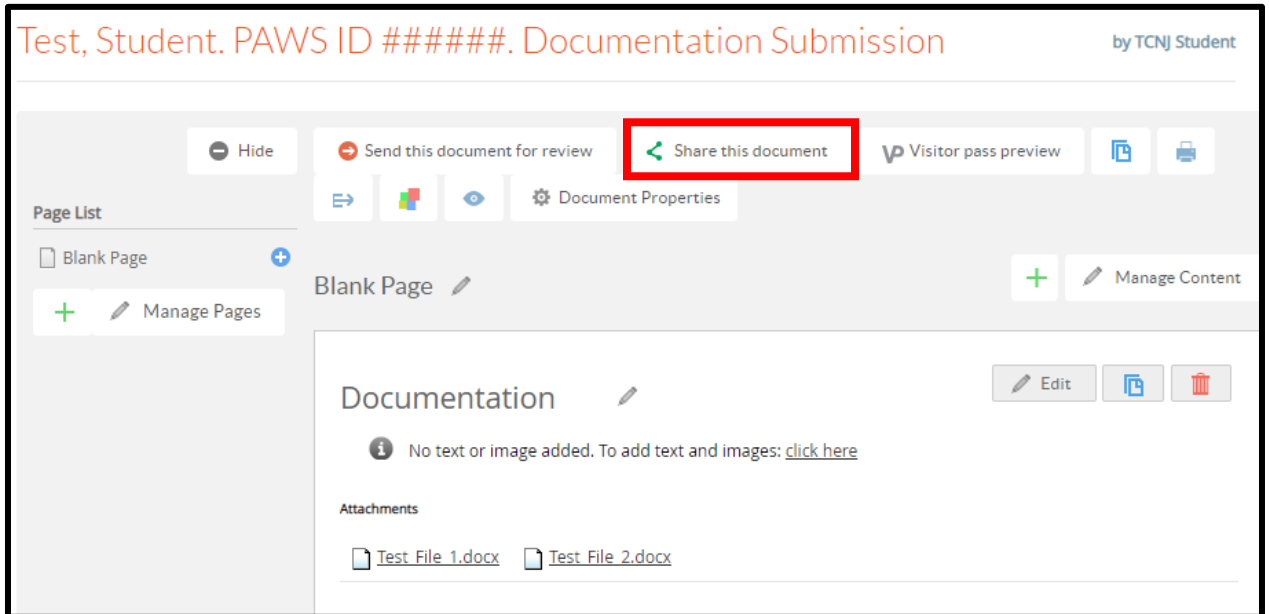

4. You will be returned to the portfolio overview page. In the attachments section (highlighted), review that your files attached appropriately.
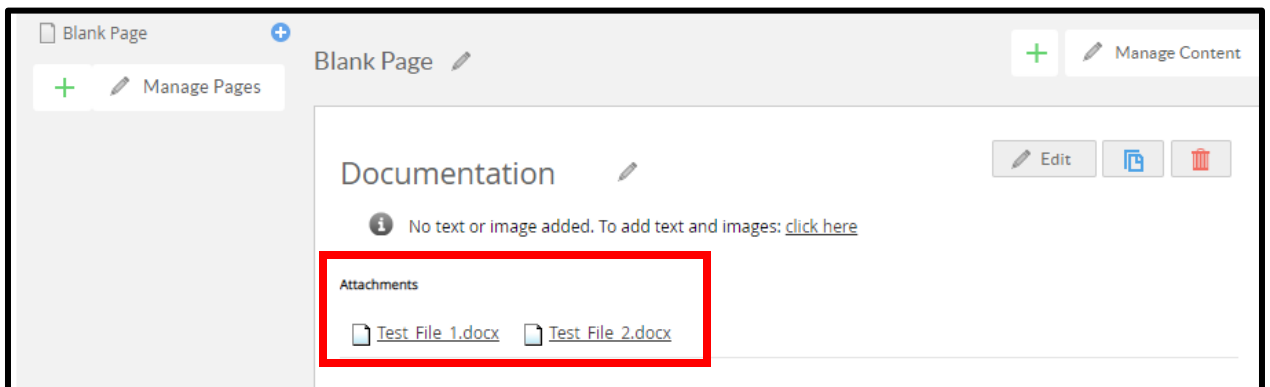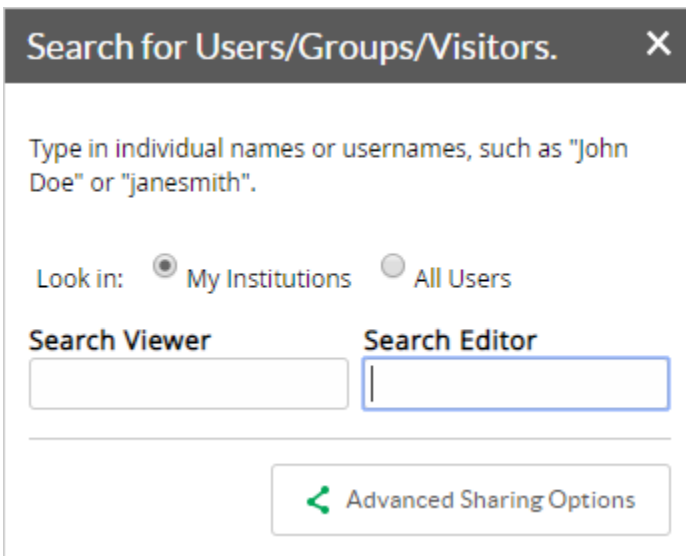
Sharing your portfolio for review

1. On the portfolio overview page, click "Share this document" (highlighted).

2. In the Search for Users/Groups/Visitors popup, in the editor field, **enter "steplivetext"**. Click the resulting dropdown and click "+ Add to Share".

3. You have successfully shared your portfolio to the STEP Office.

Required Documentation & Naming Conventions

Document	Naming Convention	Notes
TB/Mantoux Test Results	Lastname, Firstname TB Results	Results must be from within the last year.
Criminal History Background Clearance	Lastname, Firstname Criminal History	When completing the fingerprinting form, use the substitute teacher codes. See directions on the Certification Office website: https://certification.tcnj.edu/substituteteaching/ If you had fingerprints taken for a different reason, you may be able to archive them. See Question 2 on this site: https://nj.gov/education/crimhist/faq_crimhist.htm#question2 *Please note that if the reason used for previous fingerprinting was "volunteer" or "student teacher" results are not able to be archived.
Resume	Lastname, Firstname Resume	Resume must be error-free and appropriately formatted.
Unofficial Transcript	Lastname, Firstname Transcript	
Substitute Certification	Lastname, Firstname Sub Cert	Please include if available.

You may be notified by the STEP Office that you need to add other documents as required by the placement district, such as HIB certificate, district internship application, etc. Please upload these as directed.