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How to <u>Create</u> a New Assignment Document Template on LiveText

1. **Log In** to your LiveText account, **Type** in your username and password.
<https:// c1.livetext.com>
(If you have forgotten your password or username you may contact me.)

2. Click on the **Documents** tab located at the top center of the screen.

3. Click on the **My Work** tab located at the top left of the screen.

4. Click the **New…** tab located at the top left of the screen. The New… tab has a small green plus sign within it. This tab will allow you to create a new document template.

5. You are now in the "Create a Document" page in which you will enter four components of your document template (Folder, Template, Title and Description).

6. To choose a folder, click on the **Folder Drop Down Menu** (click the small arrow pointing down). Choose under the **Chicago State University** heading, a folder that you wish to use. Students can choose **Projects, Portfolio,** or **Lesson Plan**. Each folder has its own unique set of templates that correspond to it. Example: The projects folder has a variety of templates that correspond to various projects.

7. To choose a template, click on the **Template Drop Down Menu** (click the small arrow pointing down). Click the template you wish to use. Example: CSU Teaching Philosophy Paper.

8. For a title, type in text for your specific title. Example: Diversity Analysis Paper.

9. Now type in a description. Example: PE-3280-1

10. Now that you have a folder, template, title and description for your document, click **Save as New Document** (green font). This will create your document and place it in your My Work in the Documents tab.

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How to <u>Edit</u> an Assignment Document on LiveText

1. **Log In** to your LiveText account, **type** in your username and password.
<https:// c1.livetext.com>
(If you have forgotten your password or username you may contact me.)

2. Click on the **Documents** tab located at the top center of the screen.

3. Click on the **My Work** tab located at the top left of the screen.

4. Click on the **Title** of your assignment document. When you have clicked the assignment title you are sent to the "document view" tab.

5. You are now a "viewer" of the document, able only to browse your assignment. You can edit the document/assignment by clicking the **Edit** within the section.

6. By clicking the Edit tab you are sent to the "Section Editor" tab where you can change/modify all aspects of your assignment. Begin by changing the title of the section by **typing** in the text of your choice into the section title box.

7. Now that you have modified the title of your assignment, you can **copy/paste or type** in the narrative of your assignment into the section narrative box.

8. Once the title and narrative have been typed in, you can click the **Save Changes** tab located at the top right. Every time you make changes to your document you should click the Save Changes tab to make sure your document is saved.

9. Another option that you may wish to choose is to attach an existing document (Word, Excel, PowerPoint) into the LiveText document shell.

10. In the section editor tab, you can attach a document by clicking the **Edit** under "File Attachment(s)" at the bottom left of the screen.

11. Within the "File Attachment(s)" tab click **Upload New File** then click **Browse…** find, choose, and click the document you want to attach. Now click **Upload New File** again and wait for the status of the file in queue to say, "completed" in green font.

12. Now you can click the **Save & Finish** tab located at the top right. All changes you made are now saved.

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How to submit an existing course assignment for <u>Review</u> on LiveText

The following instructions guide you in submitting a draft assignment for review to your instructor. When submitting the assignment for review, it is implied that the assignment is not the completed or final draft version of your work. The review process is intended for work in progress. The assignment must already be saved into your documents as "my work." The assignment most likely has been created from an existing template.

1. **Log in** to your LiveText account, **Type** in your username and password.
<https:// c1.livetext.com>
(If you have forgotten your password or username you may contact me.)

2. Click on the **Documents** tab located at the top center of the screen.

3. Click on the **My Work** tab located at the top left of the screen.

4. Find and click your **Assignment Title** that you would like to send for review.

5. Click on the **Send for Review** tab located at the left of the screen just below the document view tab.

6. A drop down menu will prompt you to enter the username, first name, or last name of the instructor that you would like to submit the assignment to for review, **Type** in the instructor's name.

7. A list of names will appear from the search, click on the **Instructor's Name** from the list.

8. A red X will appear next to the instructor's name that you have chosen. If this is not the correct name that you wanted to choose, click the send for review tab again and start over. If the highlighted name is correct, click **Submit for Review.**

How to <u>Submit</u> an existing course assignment on LiveText

The following instructions guide you in submitting a final draft assignment to your instructor. When submitting the assignment, it is implied that the assignment is the completed (Final Draft) version of your work, and the assignment will be sent for assessment. The assignment must already be saved into your documents as "my work." The assignment most likely has been created from an existing template.

1. **Log in** to your LiveText account, **Type** in your username and password.
<https:// c1.livetext.com>
(If you have forgotten your password or username you may contact me.)

2. Click on the **Documents** tab located at the top center of the screen.

3. Click on the **My Work** tab located at the top left of the screen.

4. Find and click the **Assignment Title** that you would like to send for submission/assessment.

5. Click on the **Submit Assignment** tab (Red Button) located at the left of the screen just below the document view tab.

6. A drop down menu will prompt you to select the term of the course you wish to submit your assignment to. Click the down arrow to **Select the Term** from the list. The term is often the current term of the semester.

7. Once you have chosen a term, a corresponding table will appear and list your courses for that term along with assignments. Click the circle located to the left of the **Assignment Title** that you wish to submit.

8. The assignment is now placed in the submissions tab, which awaits your submission of the artifact (document). You must now click the green font **Submit Assignment** tab located at the top right of the screen.

9. Now that you have clicked the submit assignment tab your assignment will be sent to your instructor and will be awaiting assessment. The submission status color of your document is changed from red to yellow, indicating the assignment was sent and is waiting on the instructor for assessment. Once the instructor makes the assessment, the status color of the assignment will turn green and will be complete.