

LiveText – How Students Submit Work

1. Login to LiveText (<https://www.livetext.com>)
2. In the middle of your screen you will see a series of colored boxes with course names in the top left corner of each. **Note: your courses will be named differently, but the process is the same.*
3. Find the course and assignment that you need to submit.
4. On the right side of the red box you will see a smaller box stating “Begin Assignment”. Click on it.

The screenshot displays the LiveText interface. At the top is a navigation bar with the following tabs: Field Experience, Dashboard, Courses, LiveText Docs, File Manager, Reviews, Forms, Community, Tools, and a dark purple tab on the far right. Below the navigation bar, the word "Assignments" is written in orange. To the right of "Assignments" are two dropdown menus: "Term" set to "All Current Term" and "Course" set to "All".

The main content area features a grid of four assignment cards, each with a red border and a red dot icon indicating a "Not submitted" status as of May 1, 2016. Each card includes a "Begin Assignment" button. A red arrow points to the "Begin Assignment" button on the "Cert - Master Reading Teacher" card.

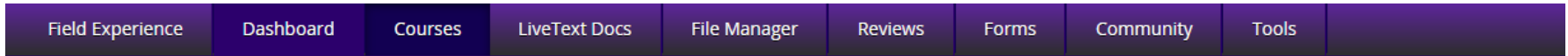
- Cert - Executive Hospitality Supervision**
Not submitted May 1, 2016
Begin Assignment
Oversight Committee - Section 002
- Cert - Master Reading Teacher**
Not submitted May 1, 2016
Begin Assignment
Oversight Committee - Section 002
- Core SPH 272 Intermediate American Sign Language**
Not submitted May 1, 2016
Begin Assignment
Oversight Committee - Section 002
- Program - Educational Leadership MED - 13.0401**
Not submitted May 1, 2016
Begin Assignment
Oversight Committee - Section 002

On the right side of the interface, there are two sections:

- Recent Files**: A list of files with their upload dates:
 - [LiveText FEM Add On Instructions Purchase.pdf](#) (Uploaded Sep 11, 2015)
 - [LiveText Students Submitting Work.pdf](#) (Uploaded Jan 12, 2015)
 - [EnvisionSFA_1.csv](#) (Uploaded Nov 14, 2014)Links for "More Documents" and "More Files" are provided.
- Announcements**: A section stating "No Announcements".

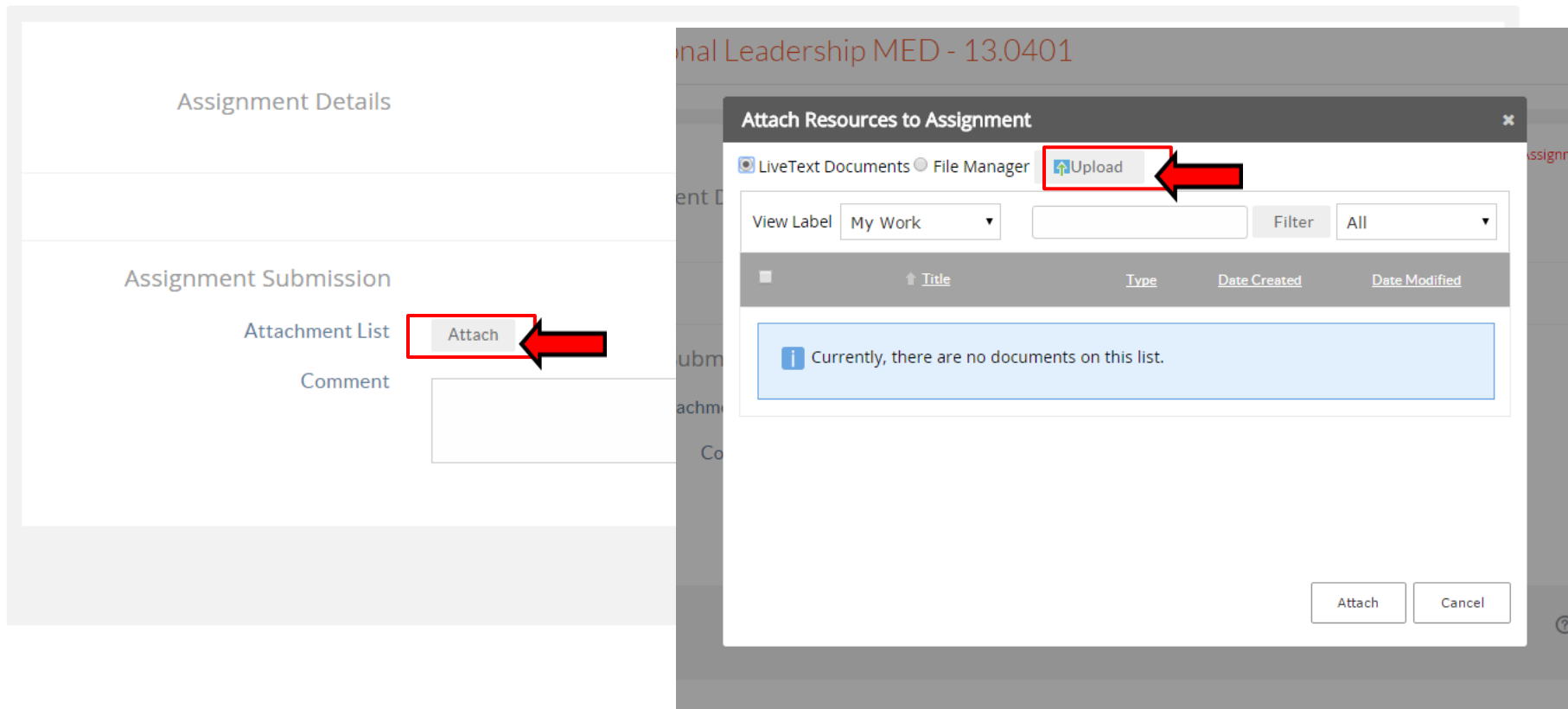
5. If you chose “Attach Files” you will now see a gray box.

6. You may “Browse” your computer for a saved file, choose “LiveText Documents” (that you’ve already created in LiveText), or “Previous Files” (something that you’ve already uploaded to LiveText).



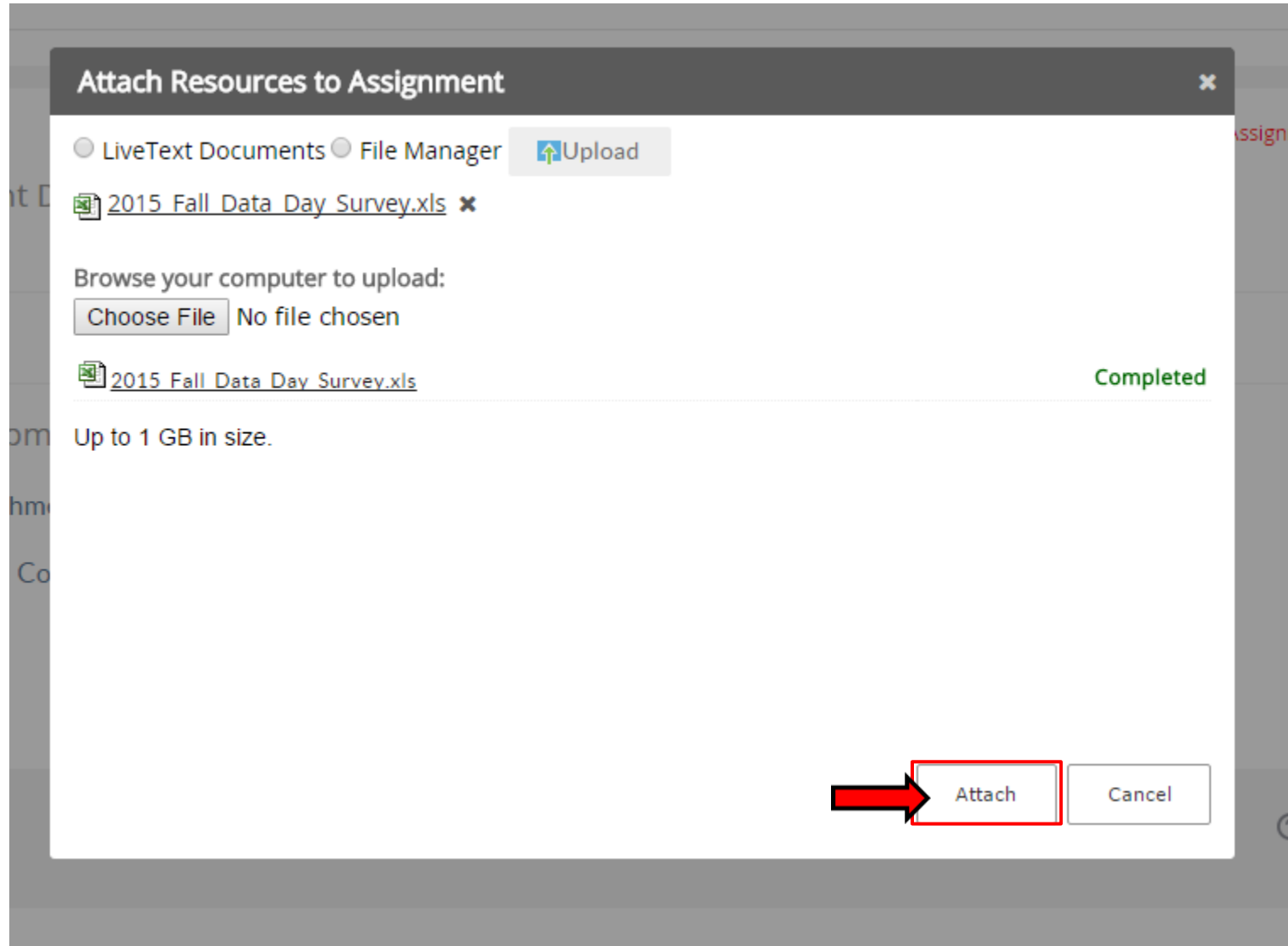
Courses Main Page > Oversight Committee - 002 > Oversight Committee - 002 Assignments > Assignment Details

Program - Educational Leadership MED - 13.0401



The screenshot shows the 'Assignment Details' page for 'Program - Educational Leadership MED - 13.0401'. The page is divided into 'Assignment Details' and 'Assignment Submission' sections. In the 'Assignment Submission' section, there is an 'Attachment List' with an 'Attach' button highlighted by a red box and a red arrow. Below it is a 'Comment' text area. An 'Attach Resources to Assignment' modal is open, showing options for 'LiveText Documents' (selected), 'File Manager', and 'Upload' (highlighted with a red box and a red arrow). The modal also includes a 'View Label' dropdown set to 'My Work', a search box, a 'Filter' button, and a dropdown set to 'All'. A table header is visible with columns for 'Title', 'Type', 'Date Created', and 'Date Modified'. A message box states 'Currently, there are no documents on this list.' At the bottom of the modal are 'Attach' and 'Cancel' buttons.

7. Click “Attach”



13. At the bottom right of your screen you will see a red box stating “Submit Assignment”. Click on it.

Courses Main Page > Oversight Committee - 002 > Oversight Committee - 002 Assignments > Assignment Details

Program - Educational Leadership MED - 13.0401




Assignment Details

Assignment Due **May 1, 2016 12:00 AM**
(100 days)


[Show More >](#)

Assignment Submission

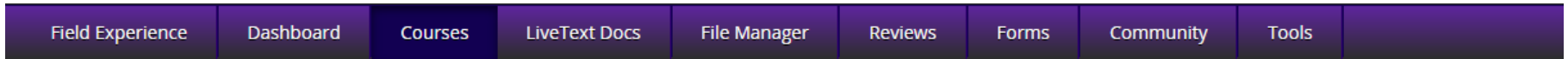
Attachment List

 2015 Fall Data Day Survey.xls 0.05M  

Comment



You will now see a “Congratulations!” you’ve submitted.



[Courses Main Page](#) > [Oversight Committee - 002](#) > [Oversight Committee - 002 Assignments](#) > [Assignment Details](#)

Program - Educational Leadership MED - 13.0401

Congratulations! Your assignment has been submitted to your instructor.

Assignment Details

● Awaiting Assessment

Documents [2015 Fall Data Day Survey.xls](#) 0.05M

[Show More](#)

Withdraw Submission



Go Back