

Learning | Assessment | Accreditation Solutions



LiveText Quick Guides

# Submit a Course Assignment

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## Submit an Assignment for a Course

Users have 3 different ways to start the Assignment Submission process.

**Option A: Submit your assignment from the Dashboard Active Assignments Section.**

**Option B: Submit your assignment within the Course Assignment itself.**

**Option C: Submit your assignment from your LiveText Document View Page.**

All 3 options above will eventually lead users to the same Submission Page.

### Option A: Submit your assignment from the Dashboard Active Assignments Section

1. From within the **Dashboard**, click the **Submit Assignment** button that corresponds with the assignment to be submitted.
2. The Submission tab will open with method(s) for submitting an artifact, including **LiveText Document, Insert URL, Upload Attachment**, and/or typing a **Comment**. Multiple methods may be selected for artifact submission.
3. When finished uploading all artifacts, click the **Submit Assignment** button.
4. The Submission tab will display the most recent submission, links to the associated artifacts, the date of the submission, and the status of the submission (e.g. Awaiting Assessment).

### Option B: Submit your assignment within the Course Assignment itself

1. Choose the course of the assignment to be submitted from the right side of the page.
2. Go to the **Assignments** Tab.
3. Click the **Submit Assignment** button that corresponds with the assignment to be submitted .
4. The Submission tab will open with method(s) for submitting an artifact, including **LiveText Document, Insert URL, Upload Attachment**, and/or typing a **Comment**. Multiple methods may be selected for artifact submission.
5. When finished uploading all artifacts, click the **Submit Assignment** button.
6. The Submission tab will display the most recent submission, links to the associated artifacts, the date of the submission, and the status of the submission (e.g. Awaiting Assessment).

Users can also see the entire list of course they are attending under the Course Tab.

## Option C: Submit your assignment from your LiveText Document View Page

1. Start from the Document View Page; click the **Submit Assignment** button on the top of the document.
2. Select the corresponding academic term in the Terms drop down menu.
3. Choose the corresponding course assignment on the list.
4. Click the **Select for Submission** button on top of the assignments list.
5. The Submission tab will open with method(s) for submitting an artifact, including **LiveText Document, Insert URL, Upload Attachment**, and/or typing a **Comment**. Multiple methods may be selected for artifact submission.
5. When finished uploading all artifacts, click the **Submit Assignment** button.
6. The Submission tab will display the most recent submission, links to the associated artifacts, the date of the submission, and the status of the submission (e.g. Awaiting Assessment).

## Insert Artifacts for the Assignment Submission

By choosing one of the options above, users will then go to the **Assignment Submission** Page. LiveText allows users to submit additional artifacts other than LiveText documents. All of which are optional.

### Insert a LiveText Document for the Submission

1. Click the **LiveText Document** tab.
2. Click the **Choose...** button.
3. An Insert LiveText Link pop-up window will appear.
4. Select a Label (e.g. My Work, Inbox, or a custom label).
5. Select the checkbox located to the left of each document to be submitted.
6. Click the **Insert** button.

### Insert a URL Reference for the Submission

1. Click the **Insert URL** tab.
2. Enter the URL (e.g. [www.livetext.com](http://www.livetext.com)) in the Insert a URL text box.
3. Click the **Insert** button.

### Upload an Attachment for the Submission

1. Click the **Upload Attachment** tab.
2. Click the **Browse...** button.
3. Search and select the target file for upload. Note: This process will vary based on the operating system or browser.
4. Click the **Upload** button. Once the upload is complete, click the **Browse...** button to upload another file or click the **Done with upload** button.

### Insert Additional Comment for the Submission

1. Click the **Comment** tab.
2. Enter a comment into the text Comment box.

## Submission Status Indicators

From within the student Dashboard and Assignments Overview page within each of the courses, students are able to view their courses and assignments posted for the current term. Submission Status indicators are indicated by the following:

### Submit Assignment



The screenshot shows a card for 'Chapter Presentation Project' with a calendar icon and the date '10.05.2008'. Below the title, there is a link for 'Assignment Details' and a red button labeled 'Submit Assignment'.

**Submit Assignment** indicates that the assignment has not been submitted.

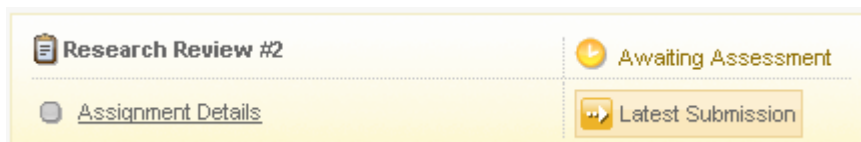
### Resubmit Assignment



The screenshot shows a card for 'Self-Reflection'. Below the title, there is a link for 'Assignment Details' and a red button labeled 'Resubmit Assignment'.

**Resubmit Assignment** indicates that the assignment was submitted, and the instructor may have assessed the submission with grades, comments or rubric scoring, and requested resubmission. Students can access grades, comments, and scoring associated with the initial submission(s), revise their artifacts, and resubmit the assignment accordingly.

### Awaiting Assessment



The screenshot shows a card for 'Research Review #2' with a clock icon and the text 'Awaiting Assessment'. Below the title, there is a link for 'Assignment Details' and a yellow button labeled 'Latest Submission'.

**Awaiting Assessment** indicates that the assignment was submitted but has not been assessed. Students may click **Latest Submission** button to view their most recent submission(s).

### Assessment Published



The screenshot shows a card for 'Book Review "The Dumplings Recipe"' with a green checkmark icon and the text 'Assessment Published'. Below the title, there is a link for 'Assignment Details' and a green button labeled 'View Assessment'.

**Assessment Published** indicates that the assignment has been assessed. Students may click the link to view grades, comments, and scoring.

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## LiveText Support Team

If you have further questions regarding our application, you can contact us at:

### LiveText Tech Support

**Phone: 1-866-LiveText (1-866-548-3839)**

**Email: [support@livetext.com](mailto:support@livetext.com)**