The NEW Way to Complete & Submit an Assignment in LiveText

Complete:

- At the top of your dashboard, you will see an area called Active Assignments.
- Choose the assignment shared by your instructor.
- When the assignment is opened, you will see the description, assessment method, template, and outcomes and standards.
- To check your assignment's rubric or assessment, click on View Assessment beside the assessment's name.
- To complete your assignment, choose Use this Template in the Assignment Template area.
- To add text to a page, click on Edit on the right of the page.
- To add an attachment, look under File Attachments at the bottom of the page. Click on the word Edit beside Inserted File(s). Choose Upload New File, then Browse to locate the file that you would like to attach. Click on your filename and then Open. Then, choose Add to Queue. Finally, choose Upload Selected Files. (To see if your file is attached, go back to the Section Editor tab at the top left. You should see your file at the bottom of your screen.)
- To save throughout, choose Save Changes on the right-hand side.
- To save a section and go onto the next one, choose Save & Finish.

Submit:

- Be sure that you have clicked on Save & Finish on the last section that you were editing.
- Choose Submit Assignment on the left-hand side of your screen.
- Select the assignment that you would like to submit.
- To double check, go back to your Dashboard at the top of your screen. Your assignment will still be at the top of your screen. (Submitted assignments will be yellow. Reviewed assignments will turn green!)

* Use the Quick Guide movies at the top of your screen for guidance if necessary. Or, use LiveText's Help area at the top right corner.