

# **Introduction to LiveText**

# LiveText Documents

## Create From an Assignment Template

1. From within the Dashboard, click the **Click here for Assignment Details** link that corresponds with the assignment. The link is located under the assignment title.
2. If the assignment includes an Assignment Template, the selected templates will appear within the **Assignment Details** tab.
3. Click the **Use this template** link located to the right of the assignment template title. This process will copy the template to the **My Work** area in the **Documents** tab for future viewing and editing.

## Submit as an Assignment

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 Comment. Multiple methods may be selected for artifact submission. (Go to [Insert Artifacts for the Assignment Submission](#) page to learn its details.)
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).

## Insert Artifacts for the Assignment Submission

LiveText allows users to submit additional artifacts other than LiveText documents. All of which are optional.

## Insert a LiveText Document(s) for the Submission

1. An **Insert LiveText document** chooser will automatically be displayed.
2. Select a Label (e.g. My Work, Inbox, or a custom label).
3. Select the checkbox located to the left of each document to be submitted.
4. Click the **Insert Document(s)** button.

## Insert a URL Reference for the Submission

1. Click the **Insert URL** tab.
2. Enter the **URL** (e.g. www.livetext.com) in the Insert an URL text box.
3. Click the **Insert** button.

## Upload an Attachment for the Submission

### Note:

If you have not uploaded your file to the File Manager, you can click the **Upload New...** button on top of the area. From here follow the steps to [Upload New Files within LiveText Features](#).

1. Click the **Upload an Attachment** tab.
2. Go to the **Select Label** drop down menu and choose the label where the file is located in the File Manager. By default, users should see files in the **Uncategorized** label.
3. Select the check box associated with the file.
4. Click the **Insert Selected Attachment(s)** button to confirm.

# View Submission Assessments


## View Assignment Assessments

When the submission status is in color green, it indicates that the assignment has been assessed and ready to be viewed. Students may click the link to view grades, comments, and scoring.



1. From within the **Dashboard** click the **View Assessment** button that corresponds with the assessed assignment.
2. The Submission tab will open with all submitted artifacts, including LiveText document, URL, attachment, and comment.

## View General Grades and Comments


- i. Within the student submission click the **Grade/Comments** tab.
- ii. Users will then see all grades and comments provided by their instructor.
- iii. Click the  icon to close the tab.

## View Assessment Rubric Scoring

### Note:

To see the descriptions in the assessment, click on **Show/Hide Rubric Description** button.



If rubric scoring is available in the assignment level, users will be able to find their assessed rubrics by:

- i. Within the student submission click the **Assessment Rubrics** tab.
- ii. Click the title of the rubric. If there is only one rubric it will open automatically.
- iii. Users will then see all rubric scoring provided by their instructor.
- iv. Click the  icon to close the tab.

## View Document Level, Page Level and Section Level Comments

If document, page and section level comments are available, all comments will be displayed automatically once the submission page is opened.

## View Text Level Comments

- i. Text Level Comments (if any) will appear as  icons.
- ii. To retrieve individual comment, click on the  icon.
- iii. To retrieve ALL comments of the page, click on the **Show Properties** button located at the top right corner of the document.
- iv. Click the **Show All** button to reveal all comments of the page at once.