

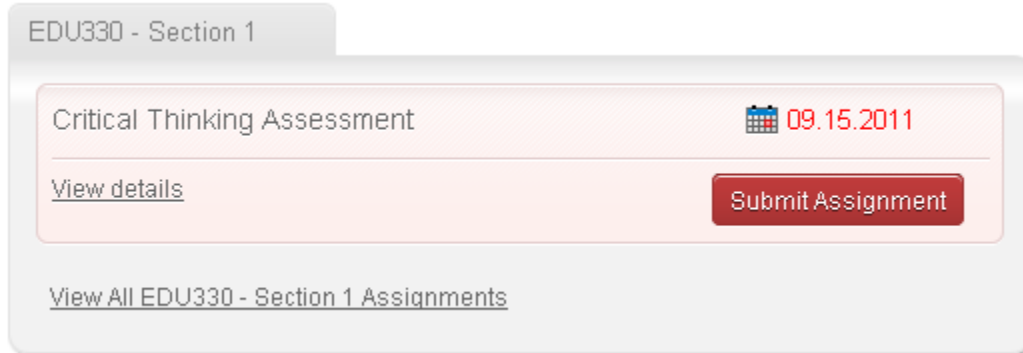
## Submitting an Assignment in LiveText

### Submission Status Indicators


#### Note:

If an assignment has not yet been started and an assignment template is provided, the **Submit Assignment** button is not available at this stage. You are directed to the **Assignment Details** page to review the assignment description, due dates, assessment methods, associated outcomes, and template. To create a document for the assignment, click the link to use the template provided.

It indicates that the assignment has not been submitted.



EDU330 - Section 1

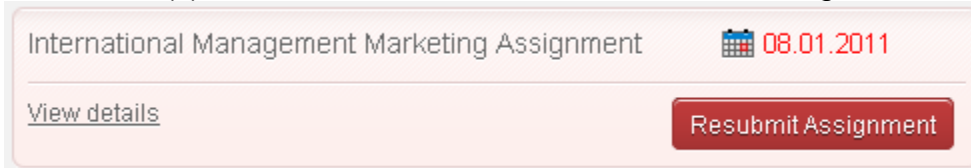
Critical Thinking Assessment  09.15.2011


[View details](#) [Submit Assignment](#)

[View All EDU330 - Section 1 Assignments](#)

#### Resubmit Assignment

It 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.

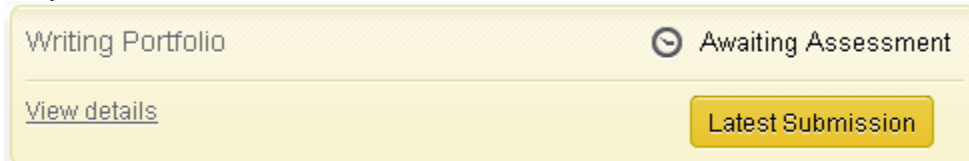



International Management Marketing Assignment  08.01.2011

[View details](#) [Resubmit Assignment](#)

#### Awaiting Assessment

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



Writing Portfolio  Awaiting Assessment

[View details](#) [Latest Submission](#)

## Assessment Published

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



## Course Assignment Submission Methods

### Submit from Dashboard

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, URL, File Attachment, and/or typing a Note. Multiple methods may be selected for artifact submission.

### Submit From a LiveText Document

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 Term dropdown menu.
3. Choose the corresponding course assignment on the list.
4. The **Latest Submission** tab opens and displays method(s) for submitting artifacts including **LiveText Document(s)**, **URL(s)**, and **File Attachment(s)**. You may also add notes to your submission in the **Note** text box. Multiple methods may be selected for artifact submission.
5. When finished uploading all artifacts, click the **Submit Assignment** button to complete the submission process.
6. The **Latest 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).

### Submit from the Course Assignment Details Page

#### Note:

Users can also retrieve the entire courses list that corresponds the academic term by going to the **Courses** tab.

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 **Latest Submission** tab opens and displays method(s) for submitting artifacts including **LiveText Document(s)**, **URL(s)**, and **File Attachment(s)**. You may also add notes to your submission in the **Note** text box. Multiple methods may be selected for artifact submission.
5. When finished uploading all artifacts, click the **Submit Assignment** button to complete the submission process.
6. The **Latest 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).