## LIVETEX1. by Watermark™

## Instructions for students to upload an assignment

- 1. Log in to your student account at <u>www.livetext.com</u>
- 2. At the Dashboard window, select the courses tab.

LIVETE	Xĩ							Welcome, Arthur Th	omas
Dashboard	Courses	LiveText Docs	File Manager	Reviews	Forms	Community	Tools		
Assignmer	nts				Term Sort	All Current Terms Alphabetical	▼ Course Due Date ●	All Submissions to Asses	<b>v</b> 5
3. At the Cour	se Overvie	ew page, seled	t the Assign	ments tab	).				

Overview Assig	gnments Students	Standards & Outcomes	Announcements	Discussions
Course O	verview			
🖉 Edit				

4. Click the Begin Assignment button to the right of the assignment you intend to upload.

(1)			
<u>Writing</u> Assignment	April 28, 2016	May 10, 2016	Begin Assignment
Assignment	April 20, 2010	May 10, 2010	

5. Review details of the assignment in the Assignment Details section.

6. Click the Attach Files button in the Assignment Submission section

If you are uploading a digital document created outside of LiveText:

a. Click the Upload button

b. Browse your hard drive or thumb drive to locate the digital document

c. Select the digital document by clicking once and select the Open button or simply double click the digital document

d. When the upload is complete click the green Attach Selected Files button

Attach Resources to Assignment	×
● LiveText Documents ◎ File Manager	<b>P</b> Upload
	Resources 1-1 of 1
View Label My Work •	Filter All •

- 7. Click the LiveText Document if you will be using a document created in LiveText Docs.
- 8. Type comments to the instructor if necessary in the comment box
- 9. Click the red Submit Assignment button (bottom right corner).

Assignment S	Submission
Attachment List	Attach
Comment	
	Image: Submit Assignment Cancel

10. You should see a green Congratulations bar if the assignment was submitted correctly