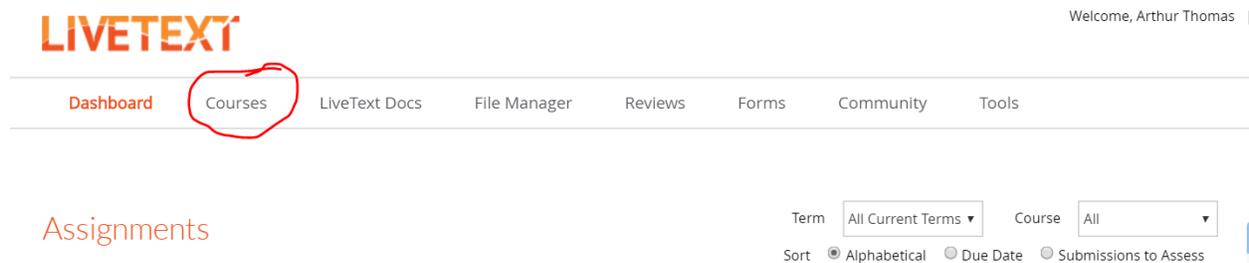


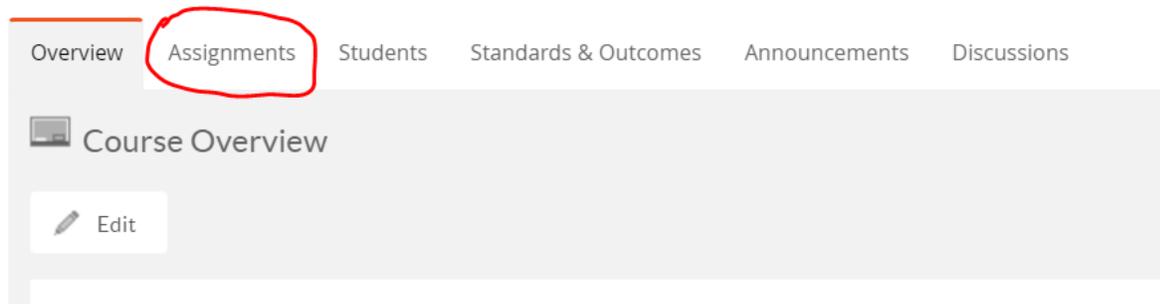


### Instructions for students to upload an assignment

1. Log in to your student account at [www.livertext.com](http://www.livertext.com)
2. At the Dashboard window, select the courses tab.



3. At the Course Overview page, select the Assignments tab.



4. Click the Begin Assignment button to the right of the assignment you intend to upload.  
(1)

Writing Assignment	April 28, 2016	May 10, 2016	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Begin Assignment
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5. Review details of the assignment in the Assignment Details section.

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

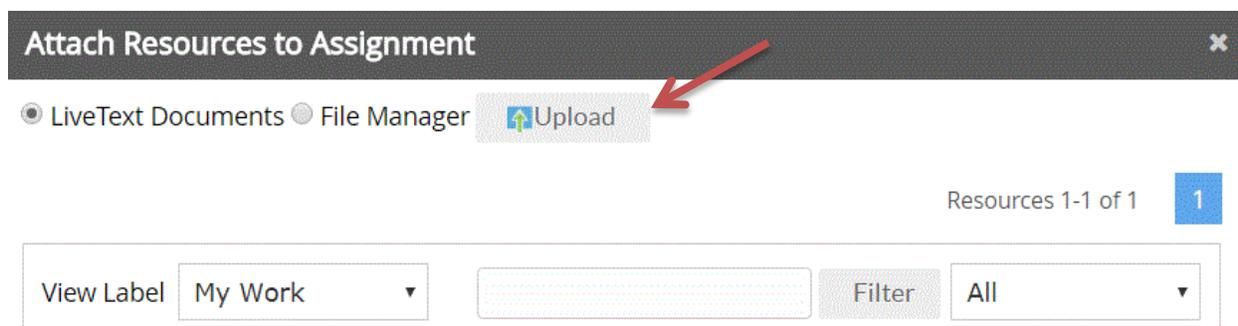
**If you are uploading a digital document created outside of LiveText:**

**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**

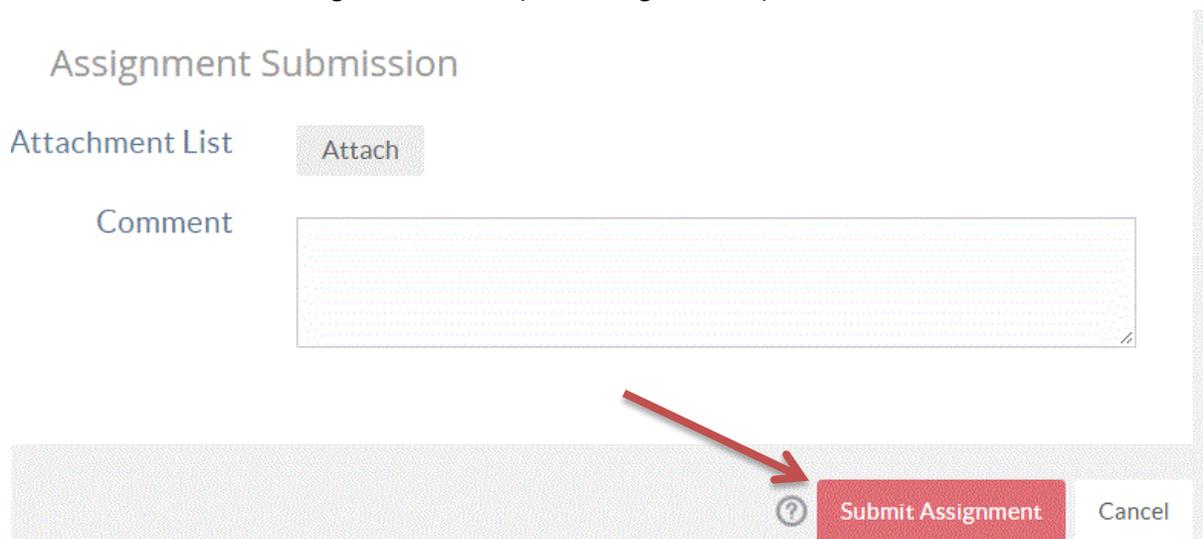
**d. When the upload is complete click the green Attach Selected Files button**



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).



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