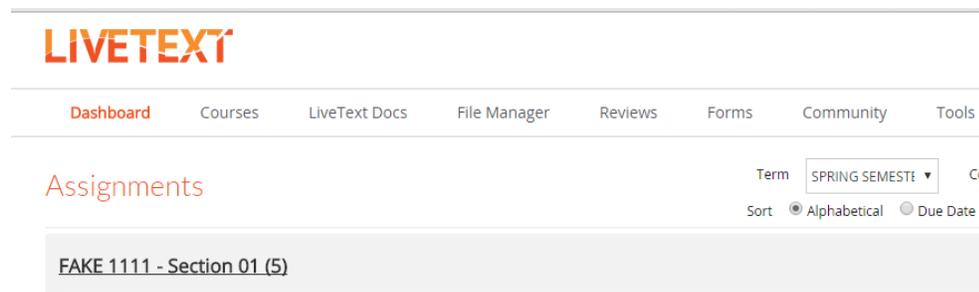




Instructor Upload for Student Assignment

If a student has provided an instructor with a digital file in fulfillment of an assignment, but has not logged on to LiveText and submitted the digital file through the student's LiveText account, the instructor might want to upload the file on behalf of the student to allow assessment of the assignment. To do so...

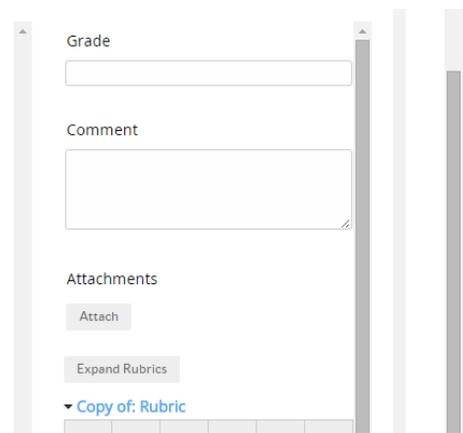
1. Log in to you Instructor account at www.livetext.com
2. At the dashboard window select the **Courses** tab.



3. In the course overview window, select the **Assignments** tab
4. Assignments have progress bars associated with them. Progress bars are color coded. Red represents student that have not uploaded an assignment, yellow represents uploaded assignments awaiting assessment, and green represents assignments that have been assessed
5. Click on the progress bar of the assignment that you intend to upload.
6. Click on the name of the student who you will be attaching a file for.

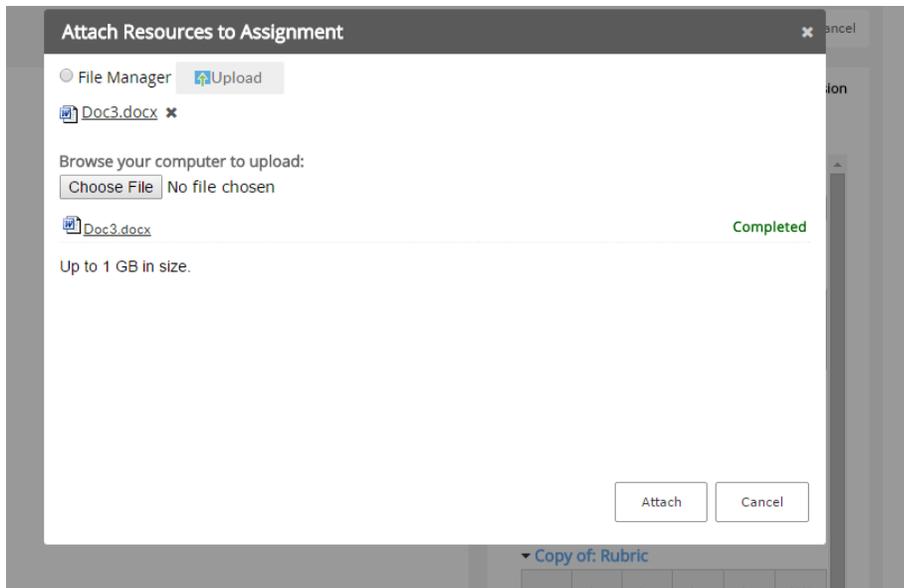
Awaiting Submission (1)	Awaiting Assessment	Completed
Assess		All grades are published
<input type="checkbox"/> Name	Name	Name Final Grade
<input type="checkbox"/> Doe, John		

7. After clicking the name of the student, on the right side of the screen you will see an **Attach** button.
8. Click the **Attach** button.



The screenshot shows a sidebar interface for a student submission. It includes a 'Grade' input field, a 'Comment' text area, and an 'Attachments' section with an 'Attach' button, an 'Expand Rubrics' button, and a dropdown menu for 'Copy of: Rubric'.

9. After clicking the **Attach** button, a popup window appears which allows you to browse your computer by clicking the **Upload** button, then the **Browse** button allows you to search your computer and select a specific file.
10. Once the file has been selected and uploaded, you will see the word **Completed** which informs you that the file has been uploaded.



11. Click the **Attach** button to attach
12. Once you see that the file has been attached, click the **Save** button. You will then be asked to confirm this action. If confirmed, then the status of the student's assignment becomes **"Awaiting Assessment"**

At this point, the instructor can click on the attachment to move the file from the LiveText server back to the instructor's computer. The instructor can open the attachment and the assessment rubric and do an assessment as usual. When the instructor clicks the **Submit Assessment** button, the student's assignment moves to the green Completed column.