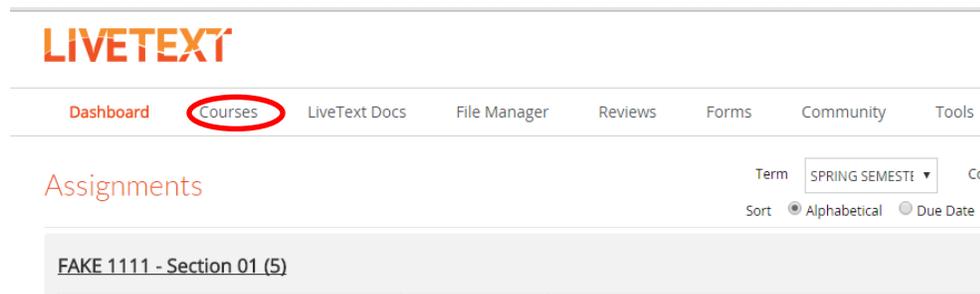




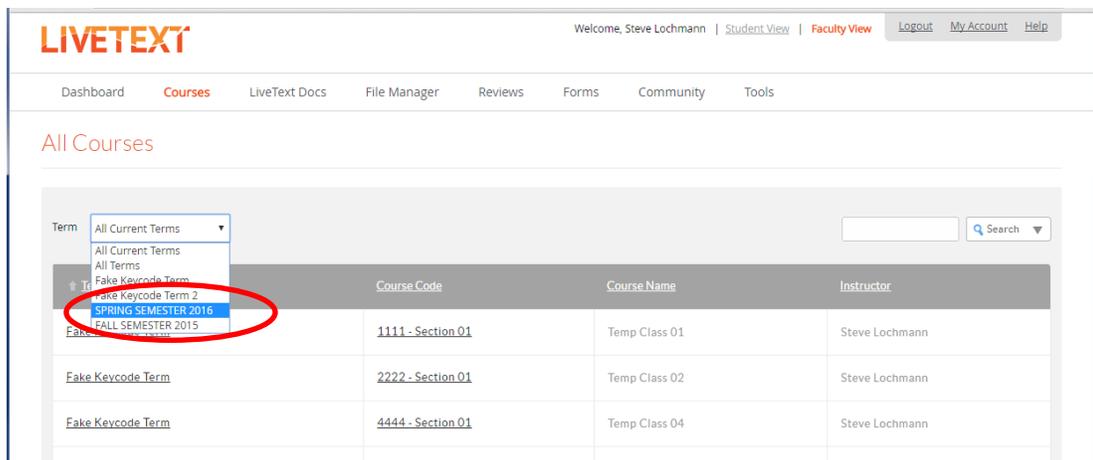
Instructors Can Upload a Digital File on Behalf of a Student

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.livertext.com
2. In the dashboard window select the **Courses** tab.



3. In the Term drop-down menu, select the current term.

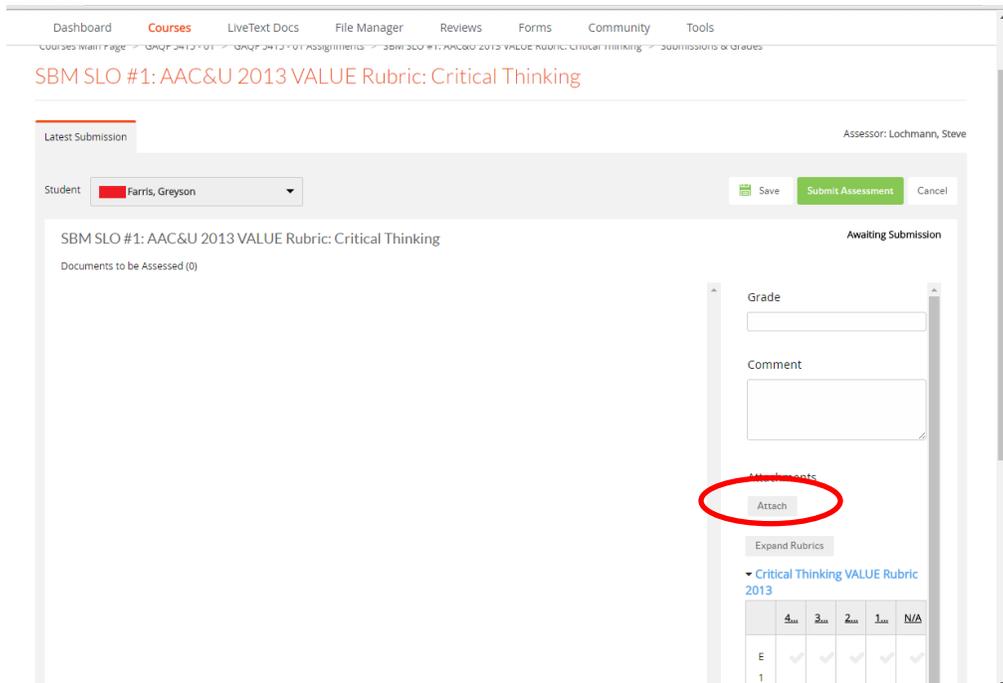


4. Hover your cursor over the course in which you want to work and click the link.
5. In the Course Overview window, hover your cursor over the **Assignments** tab and click the link.

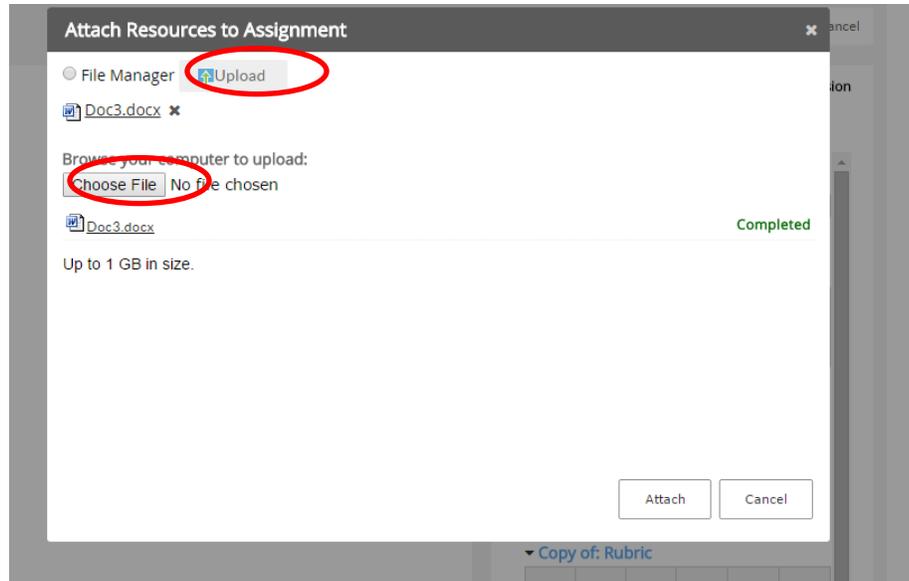
The screenshot shows the LIXIVETEXT interface for a course named 'GAQF 5415 - 01'. The 'Assignments' tab is highlighted with a red circle. Below the navigation tabs, there is a 'Course Assignments Overview' section with a table of assignments. The table has columns for 'Assignment', 'Assigned', 'Due', 'Progress', and 'Rubric Report'. Two assignments are listed: one with a red progress bar and one with a green progress bar.

Assignment	Assigned	Due	Progress	Rubric Report
SAFHS SLO #2: AAC&U 2013 VALUE Rubric: Information Literacy	January 1, 2016	May 6, 2016	2	View
University-Wide SLO: AAC&U 2013 VALUE Rubric: Written Communication	January 1, 2016	May 6, 2016	2	View

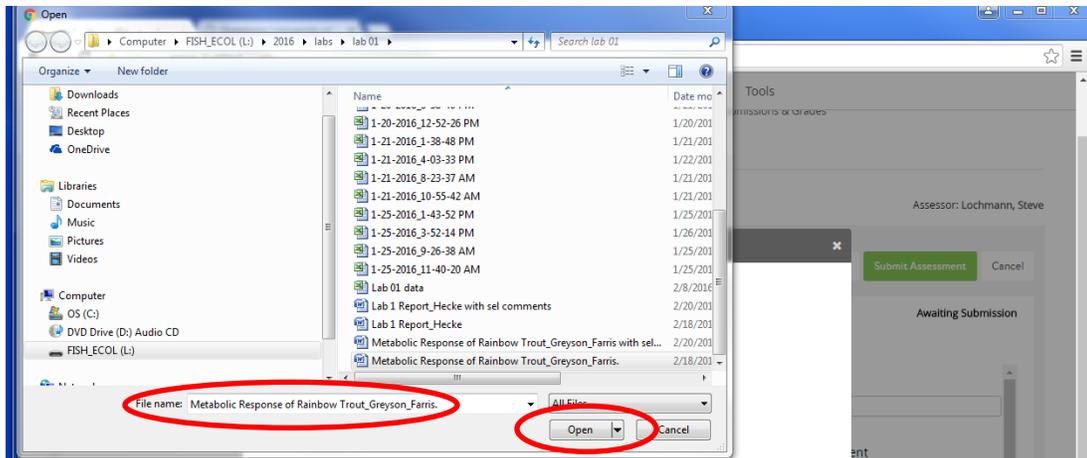
6. Assignments have progress bars associated with them. Progress bars are color coded. Red represents student that have not uploaded an assignment, yellow represents uploaded assignments awaiting assessment, and green represents assignments that have been assessed.
7. Click on the progress bar of the assignment in which you intend to upload digital files on behalf of the students.
8. Hover your cursor over the name of the student for whom you will be uploading a digital file, and click the link.
9. On the right side of the screen you will see an **Attach** button. Click the **Attach** button.



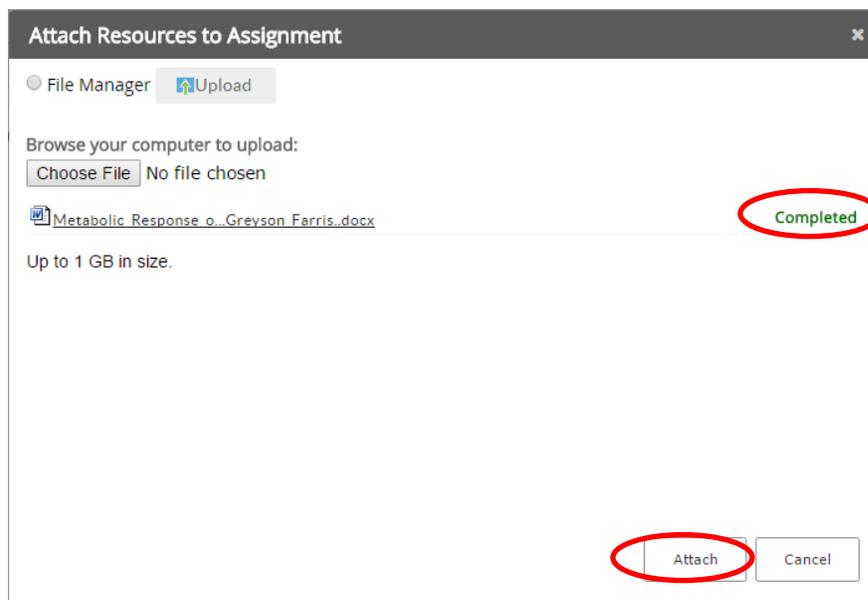
10. A popup window will appear which allows an instructor to browse the instructor's computer. Click the **Upload** button, then the **Choose File** button.



11. Another popup window appears which will allow the instructor to find the student's digital file on the instructor's computer. The instructor will find the digital file on their computer and click the file to be uploaded. After the name of the file appears in the File name window, click the Open button.



12. Once the upload is complete, click the Attach button to the bottom right of the Attach Resources to Assignment window.



13. Instructors will note that the digital file is now listed as an Attachment.

SBM SLO #1: AAC&U 2013 VALUE Rubric: Critical Thinking

Latest Submission

Assessor: Lochmann, Steve

Student Farris, Greyson

[Save](#) [Submit Assessment](#) [Cancel](#)

SBM SLO #1: AAC&U 2013 VALUE Rubric: Critical Thinking

Awaiting Submission

Documents to be Assessed (0)

Grade

Comment

Attachments

 [Metabolic Response of Rainbow Tr](#)

x

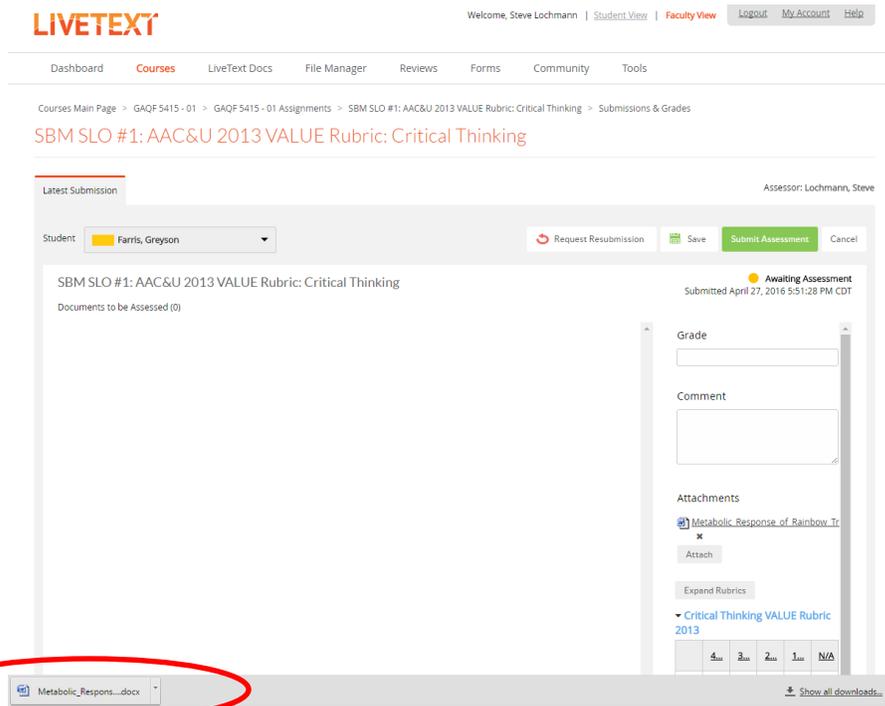
[Attach](#)

[Expand Rubrics](#)

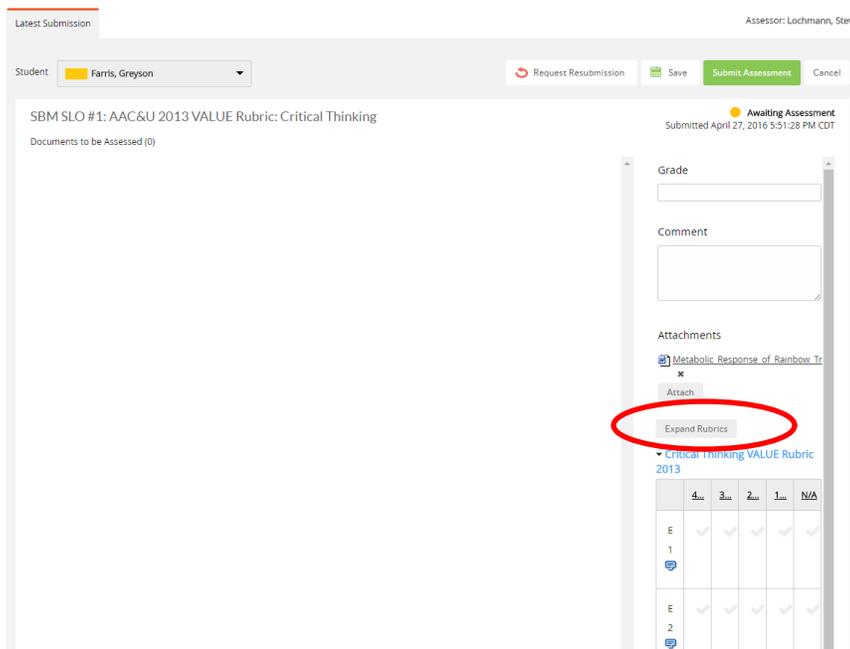
▼ [Critical Thinking VALUE Rubric 2013](#)

	4...	3...	2...	1...	N/A
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14. An instructor opens the student's digital file, by clicking on the attachment. The download is displayed on the bottom of the browser window.

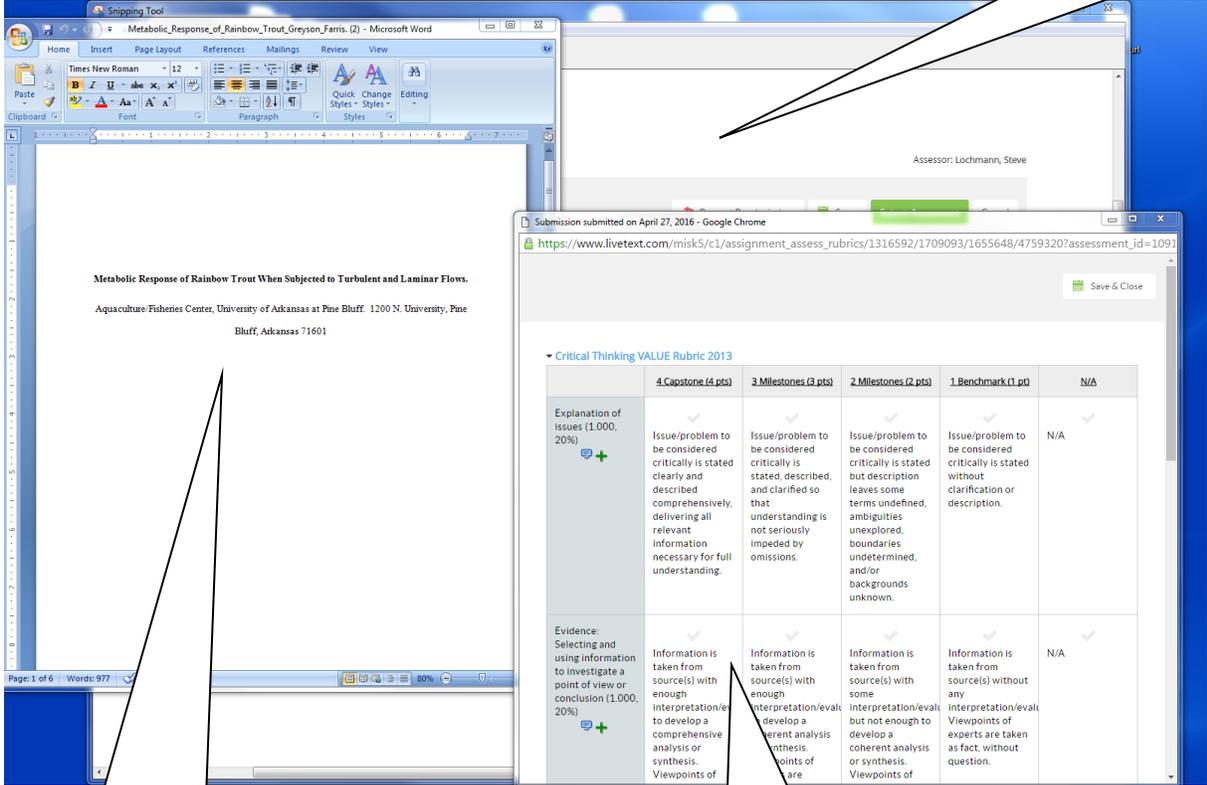


15. Double-clicking the digital file will open the document in a new window on the instructor's computer. An instructor can begin the rubric based assessment of the digital file by clicking on the Expand Rubrics button in the LiveText window of the browser.



16. With the digital file open in one window and the rubric open in another, the instructor can proceed with a rubric based assessment of a student learning outcome, using the digital file the instructor uploaded on behalf of the student.

LiveText still open in the browser window



Digital file (a MS Word document) open in one window

The rubric open in a second window