

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 <u>www.livetext.com</u>
- 2. In the dashboard window select the Courses tab.



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

LIVETEXT		Welcome, Steve Lochmann Student View	Faculty View Logout My Account Help
Dashboard Courses LiveText D	ocs File Manager Reviews	Forms Community Tools	
All Courses			
Term All Current Terms All Current Terms All Terms			Q Search V
Te Fake Keycode Term	Course Code	Course Name	Instructor
FALL SEMESTER 2015	1111 - Section 01	Temp Class 01	Steve Lochmann
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Fake Keycode Term	4444 - Section 01	Temp Class 04	Steve Lochmann
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- 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.

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-	Assignment	Assigned								Rubric Re	port
-	Assignment SAFHS SLO #2: AAC&U 2013 VALUE Rubric: Information Literacy	Assigned January 1, 2016	Due May 6, 2	2016	Progress		2			Rubric Re	port

- 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.

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SBM SLO #1: AAC&U 2013 VALUE Rubric: Critical Thinking	Awaiting Submission
Documents to be Assessed (0)	^ Grade ^
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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.

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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.

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

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

LIVETEXT	Welcome, !	Steve Lochmann <u>Student View</u> Faculty	View Logout My Account Help
Dashboard Courses LiveText Docs File Man	nager Reviews Forms	Community Tools	
Courses Main Page > GAQF 5415 - 01 > GAQF 5415 - 01 Assignments > SBM SLO #1: AAC&U 2013 VALUE R	SBM SLO #1: AAC&U 2013 VALUE Rubric ubric: Critical Thinkir	: Critical Thinking $>$ Submissions & Grades	
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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.

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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.

