Courses

**Submitting an Assignment using a Template**

1. Log into a student LiveText account.
2. Locate the assignment on your Dashboard. In some cases navigating to a different term view may be require.  
   a. For more information please navigate to the following section
3. Click on the corresponding begin assignment button.
4. If the assignment requires the use of an instructor provided template, then Required Templates will be listed under the Assignment Details area. Click on the create document button which corresponds to the template title.
5. Edit the LiveText document as necessary to complete the assignment.
6. Click the attach to assignment button to attach the LiveText document to the course assignment.
7. Click the return to assignment button to navigate to the Assignment page.
8. Any uploaded files or LiveText documents you have previously selected for your submission for this assignment will appear under Assignment Submission across from Attachment List. If you would like to remove an item you have selected, click the beside any file or LiveText document that you don't want to submit for this assignment.
9. In the Comment box, enter an optional comment which the instructor of the course can view after the assignment has been submitted.
10. Click the submit assignment button to submit the attached files to this assignment.

**Resubmitting an Assignment**

1. Log into a student LiveText account.
2. Find the assignment and click on the corresponding **Continue Assignment** button.
3. On the Assignment page, click the + next to the Student Document to view the Grade and Assessment results. Comments made by the assessor can be seen by clicking on the document.
4. Make the necessary changes and resubmit by clicking Submit Assignment.
5. Type any additional comments you wish to send to the instructor and click **Submit Assignment** when you are finished.
6. A confirmation that your assessment has been successfully submitted will appear and the assignment status will change to Awaiting Assessment

**Withdrawing a Submitted Assignment**

1. Log into a student LiveText account.
2. Locate the assignment on your Dashboard and click on the corresponding button.
3. Click on the withdraw submission button which is located under Assignment Submission to withdraw the submission for this assignment.  
   a. Alternatively, click the Go Back button to return to the
4. In the confirmation dialog which appears, click the OK button to proceed.
5. If the submission has successfully been withdrawn the following message will be displayed :  
   You have withdrawn your submission. This submission is no longer available for assessment. This indicates that you are now able to resubmit work for the assignment.

**Assignment Submissions for Students**

1. Log into a student LiveText account.
2. Locate the assignment on your Dashboard. In some cases navigating to a different term view may be require.  
   a. For more information please navigate to the following section   
      i. View Other Terms
3. Click on the corresponding Begin Assignment button.
4. Review the assignment details.
5. Click on the attach button to open the Attach Resources to Assignment window.
6. Select the checkbox next to the title of any LiveText documents which are to be attached to the assignment.
7. Click the File Manager radio button to view files from the File Manager. Select the checkbox next to the file names of any files which are to be attached.
8. Click the upload button to begin uploading files from your device. Click the button which is located beneath the text “Browse your computer to upload.” Note: This button may appear as a choose file button or as a browse button depending on the web browser which is being used. In the pop up window which appears double click the icon of a file from your device’s local storage. Repeat step 7 as needed to attach more external files.
9. Click the attach button to attach all selected items to the assignment.
10. Any uploaded files or LiveText documents you have previously attached to this assignment for submission will appear under Assignment Submission across from Attachment List. If you would like to remove an item you have selected, click the beside the file or LiveText document that you don't want to submit for this assignment.
11. In the Comment box, enter an optional comment which the instructor of the course can view after the assignment has been submitted.
12. Click the submit assignment button to submit the attached files to this assignment.

**Submitting a File Attachment or LiveText Document**

1. Log into a student LiveText account.
2. Locate the assignment on your Dashboard. In some cases navigating to a different term view may be require.   
   a. For more information please navigate to the following section  
      i. View Other Terms
3. Click on the corresponding Begin Assignment button.
4. Review the assignment details.
5. Click on the attach button to open the Attach Resources to Assignment window.
6. Select the checkbox next to the title of any LiveText documents which are to be attached to the assignment.
7. Click the File Manager radio button to view files from the File Manager. Select the checkbox next to the file names of any files which are to be attached.
8. Click the upload button to begin uploading files from your device. Click the button which is located beneath the text “Browse your computer to upload.” Note: This button may appear as a choose file button or as a browse button depending on the web browser which is being used. In the pop up window which appears double click the icon of a file from your device’s local storage. Repeat step 7 as needed to attach more external files.
9. Click the attach button to attach all selected items to the assignment.
10. Any uploaded files or LiveText documents you have previously attached to this assignment for submission will appear under Assignment Submission across from Attachment List. If you would like to remove an item you have selected, click the beside the file or LiveText document that you don't want to submit for this assignment.
11. In the Comment box, enter an optional comment which the instructor of the course can view after the assignment has been submitted.
12. Click the submit assignment button to submit the attached files to this assignment.

## Create a New Document

### Create a New Document

**Note:**  
A Template Outline will appear on the right side of the screen once a document template has been selected. The outline reflects the page and section titles of the document template. The document structure, titles, and content may be modified after the document has been created.

All documents are created from document templates.

1. Click the LiveText Docs tab located in the top center of the screen.
2. From within the **My Work** tab, click the **New** button.
3. On the Create a Document Page choose a folder from the dropdown menu.
4. Choose a document template and click Create Document
5. Enter a Title and a Description (Optional).
6. Click the **Save as New Document** button located on the lower right side, below the Template Outline.

The document will open and is ready for use.