

## LiveText Tips for students

1. If you have any LiveText issues, make sure you contact their Support line located under the Help tab on their site.
2. When you reply to a discussion board, make sure you always click reply. Do not start a new discussion.
3. To create a new LiveText document, go to your Documents page, click new, choose your template, and then click save/create.
4. To submit an assignment, click the submit button next to the assignment on your home page. You can then attach a LiveText document or a separate document, such as a Word or PowerPoint document to be submitted.
5. To attach a document to be submitted, do the following: Click Browse. Click on Upload New. Click on Browse again. Locate the file you want to upload. Click on it and then click open. Click Upload File. Wait for it to say Completed. If you navigate away from the page, it will not upload. Also, please note that Dial-Up Internet will take longer. Click Save. (If you uploaded the wrong file, all you need to do is click "Remove", which is right next to the file you uploaded.) Please note that once you upload a file to LiveText, it is stored in your que, so if you need to attach it again for some reason, you will not have to upload it again. To attach a LiveText document, click Browse under LiveText documents, choose your LiveText document and save.
6. Before you have submitted an assignment, it will show up in red. After you have sent it to me, but before I have assessed it, the assignment will be yellow. Once I have assessed it and sent it back to you, the assignment will turn green.
7. When you receive an assignment back from me, you can check the assignment for your grade and comments by clicking on the grade and comments tab. If you do not have a grade from me, it means you probably forgot to attach your document or there is something that I want you to fix on your assignment. When this happens, I will send it back to you with a request for resubmission. If you don't see any comments, let me know ASAP.
8. To access our assignments, go to the Assignments tab on the course screen.