

Submitting A Course Assignment from a LiveText Document

After attaching your file(s) attachments and inserting image(s) and writing or cutting and pasting your work on the required assignment “tab/page”, you will submit your portfolio to your instructor to be assessed.

NOTE: When submitting a course assignment in a LiveText document it is important to remember that you are sending your whole portfolio, which is like a 3-ring binder, to your instructor and specifying which assignment you want them to grade.

1. We will start by logging into your, LiveText account (use Mozilla Firefox as the preferred browser).

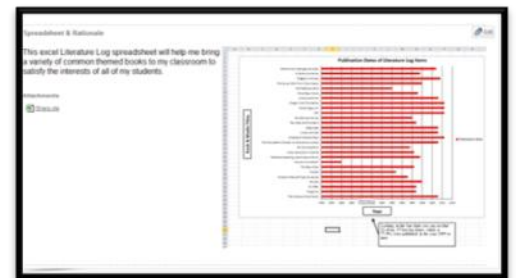
2. Access your portfolio by clicking on the Documents Tab from the navigation tabs at the top of your screen find and click on the title of your portfolio.



3. Once in your portfolio, look under the Table of Contents (located on the right or left of the page) and click on the “tab/page” corresponding with your assignment (for this podcast we will submit the ITPS F – Spreadsheets assignment).



4. Check that your work is posted and make sure everything has been added to the section and is formatted the way you want it. *The ITPS F-Spreadsheets assignment will look similar to this example with the excel file attached, a screenshot of your file, and the accompanying rationale.



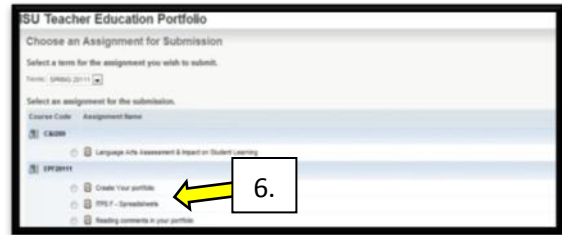
(Hint—Check the rubric as you complete your assignment to insure your submission meets the requirements outlined in the rubric)

5. If you believe your work meets the standards set in the rubric, scroll to the



top of the ITPS F-Spreadsheets page and click the red **Submit Assignment** button

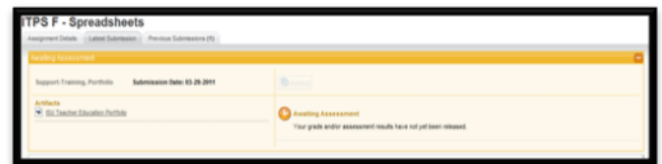
6. Once you have clicked on the red **Submit Assignment** button, you will be taken to Choose an Assignment for Submission. Here you will click the radio button next to the assignment title you are submitting your portfolio to for assessment. In this tutorial I will click the radio button next to ITPS F – Spreadsheets.



7. The Awaiting Submission (red box) will then appear. Here you will want to “Measure Twice and Cut Once” which means that you should double check your work to make sure it is formatted the way you want it. (To check your work, scroll down and click on the assignment “tab/page” you are submitting) If everything is as it should be, then scroll back up to the red Awaiting Submission box and type a **Note** to your instructor if necessary and click the green **Submit Assignment** button.



8. The yellow Awaiting Assessment (yellow box) will then appear confirming your assignment has been sent to your instructor and is waiting to be reviewed and assessed.



9. Now when you return to your Dashboard, this assignment will reflect your Awaiting the Submission Status (yellow) until the teacher assesses your work.

Note:

*At any time you can click on the Awaiting Submission button on you dashboard to review your submission, remember to click on the correct tab/page to view your submitted work.

** Remember changes and corrections can be made anytime to your portfolio (Documents tab) but cannot be viewed by your instructor until you submit/resubmit your work.

***If you have any other questions feel free to stop by the Portfolio Lab, Degarmo 52 during the hours of operation or email us at teportfolio@ilstu.edu.