

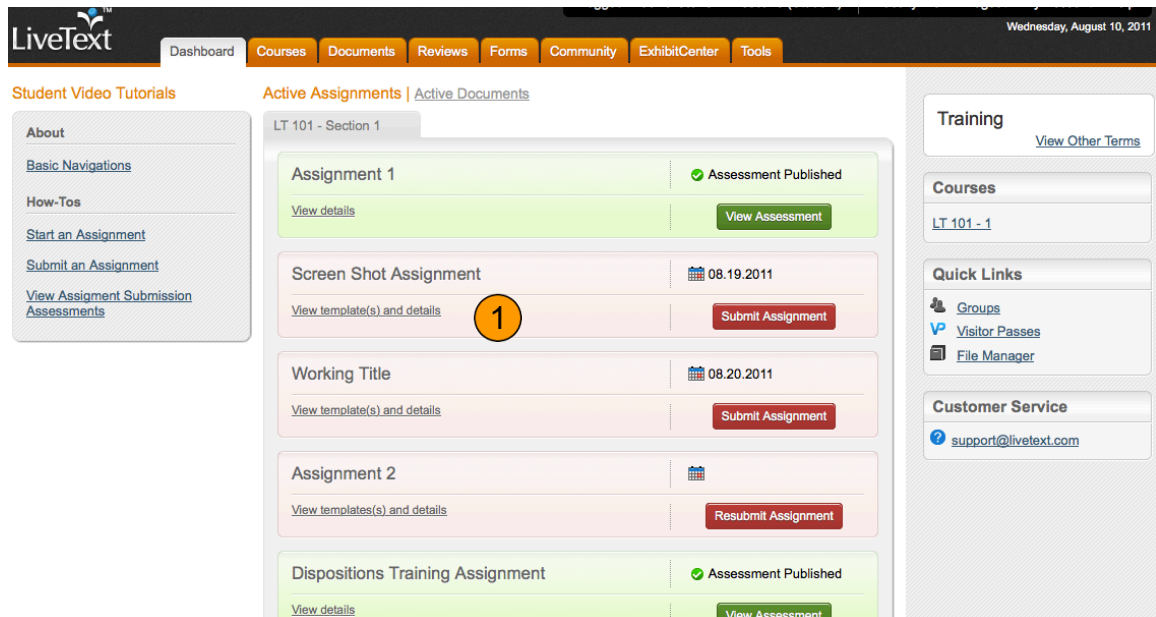
Create a Document for an Assignment Submission

Most assignments will include an Assignment Template. An Assignment Template serves as a master document that users draw upon in creating their work. Once a document template is selected and a title is given, it then becomes a LiveText document with a unique document ID that is ready for use.

If no Assignment Template exists, a new LiveText document can be created within the Documents area. Alternately, an assignment may be attached and submitted in another file format during the Assignment Submission Process.

Create a Document from an Assignment Template

1. From within the **Dashboard**, click the **View templates and details** link that corresponds with the assignment. The link is located under the assignment title.



The screenshot displays the LiveText dashboard interface. At the top, the LiveText logo is on the left, and the date "Wednesday, August 10, 2011" is on the right. A navigation bar contains tabs for Dashboard, Courses, Documents, Reviews, Forms, Community, ExhibitCenter, and Tools. Below the navigation bar, the main content area is titled "Active Assignments | Active Documents" and shows a list of assignments for "LT 101 - Section 1".

Assignment Title	Status	Actions
Assignment 1	Assessment Published	View details View Assessment
Screen Shot Assignment	08.19.2011	View template(s) and details Submit Assignment
Working Title	08.20.2011	View template(s) and details Submit Assignment
Assignment 2		View template(s) and details Resubmit Assignment
Dispositions Training Assignment	Assessment Published	View details View Assessment

The "Screen Shot Assignment" row is highlighted with a yellow circle containing the number "1", indicating the link to be clicked. The right sidebar contains sections for Training, Courses (including "LT 101 - 1"), Quick Links (Groups, Visitor Passes, File Manager), and Customer Service (support@livetext.com).

2. If the assignment includes an **Assignment Template** the selected template(s) will appear within the **Assignment Details** tab.
3. If there is an **Assessment Rubric**, it will be available to view under the heading **Assessment Method**.

The screenshot displays the LiveText interface for an assignment. At the top, the navigation bar includes 'Dashboard', 'Courses' (highlighted), 'Documents', 'Reviews', 'Forms', 'Community', and 'ExhibitCenter'. Below the navigation bar, the breadcrumb trail reads 'Courses Main Page > LT 101 - 1 > LT 101 - 1 Assignments'. The main heading is 'Assignment 1'. Underneath, there are two tabs: 'Assignment Details' (selected) and 'Latest Submission'. The 'Assignment Description' section contains the following information:

Title	Assignment 1
Description	
Date Assigned	August 16, 2010. 1:00 PM
Due Date	No due date.

The 'Assessment Method' section shows 'Selected Assessment(s)' with a dropdown menu containing 'Training Rubric 1 - View | Open', marked with a circled '3'.

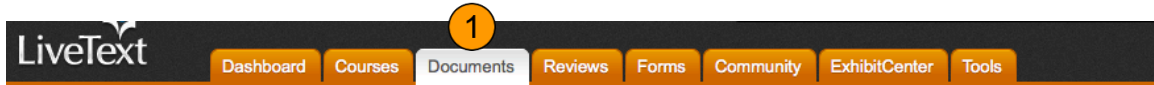
The 'Assignment Templates' section shows 'Selected Template(s)' with a dropdown menu containing 'Training Document 1 - View | Use This Template', marked with a circled '2' on the left and a circled '4' on the right.

4. Click the **Use This Template** link located to the right of the **Assignment Templates** title. This process will copy the template to the **My Work** area in the **Documents** tab for future viewing and editing.

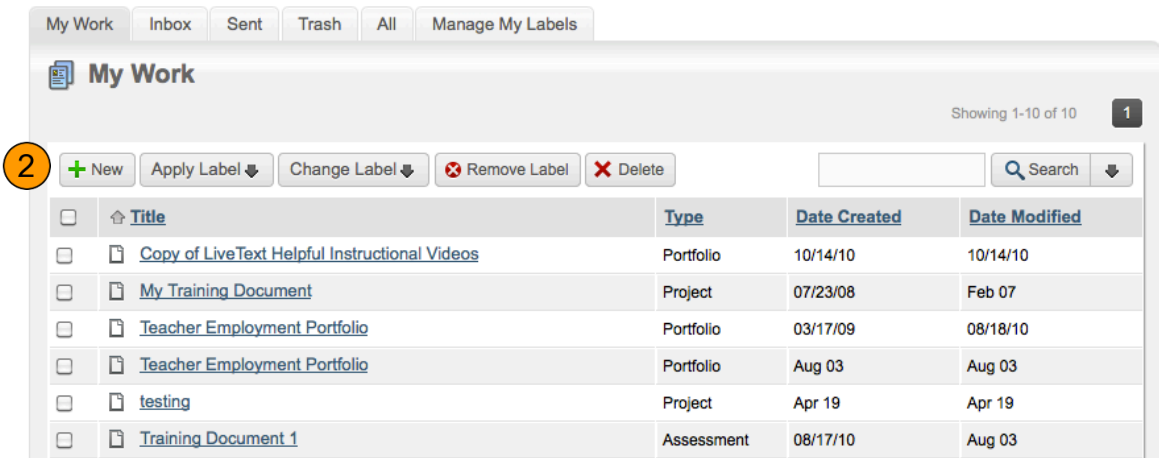
Create a New Document

All documents are created from document templates.

1. Click the **Documents** tab located in the top center of the screen.
2. From within the **My Work** tab click the **New** button.



Documents

A screenshot of the 'My Work' document management interface. At the top, there are tabs for 'My Work', 'Inbox', 'Sent', 'Trash', 'All', and 'Manage My Labels'. Below these is a 'My Work' header with a document icon and the text 'Showing 1-10 of 10' and a '1' in a box. A toolbar contains buttons for '+ New', 'Apply Label', 'Change Label', 'Remove Label', and 'Delete', along with a search box. Below the toolbar is a table of documents.

<input type="checkbox"/>	<u>Title</u>	<u>Type</u>	<u>Date Created</u>	<u>Date Modified</u>
<input type="checkbox"/>	Copy of LiveText Helpful Instructional Videos	Portfolio	10/14/10	10/14/10
<input type="checkbox"/>	My Training Document	Project	07/23/08	Feb 07
<input type="checkbox"/>	Teacher Employment Portfolio	Portfolio	03/17/09	08/18/10
<input type="checkbox"/>	Teacher Employment Portfolio	Portfolio	Aug 03	Aug 03
<input type="checkbox"/>	testing	Project	Apr 19	Apr 19
<input type="checkbox"/>	Training Document 1	Assessment	08/17/10	Aug 03

3. In the **Create a Document** page **Choose a folder** from the dropdown menu.
4. **Choose a template.**
5. Enter a **Title.**
6. Enter a **Description** (Optional).
7. Use the **Preview Styles** button to choose a style for your document if you wish.
8. Click the **Save as New Document** button located on the lower right side, below the **Template Outline.**

Documents Main Page

Create a Document

The screenshot shows the 'Create a Document' form with the following elements and callouts:

- Folder:** A dropdown menu with the text 'Choose a folder...' and a downward arrow. Callout 3 is a yellow circle with the number 3.
- Template:** A dropdown menu with the text 'Choose a template...' and a downward arrow. Callout 4 is a yellow circle with the number 4.
- Title:** A text input field. Callout 5 is a yellow circle with the number 5.
- Description:** A large text area for entering a description. Callout 6 is a yellow circle with the number 6.
- Layout:** A dropdown menu with 'Single Page' selected and a downward arrow.
- Style Set:** A dropdown menu with 'Default - Left Table of Contents' selected and a downward arrow. To its right is a button labeled 'Preview Styles' with a small icon. Callout 7 is a yellow circle with the number 7.
- Save as New Document:** A green button with white text. Callout 8 is a yellow circle with the number 8.