

LiveText Document Submissions

CITI Training Document



Before You Begin....

Please complete the CITI Training at the CITI
Course site:

<https://www.citiprogram.org/>

Print the results and certificate and SAVE the
document to upload it to the course in
LiveText.



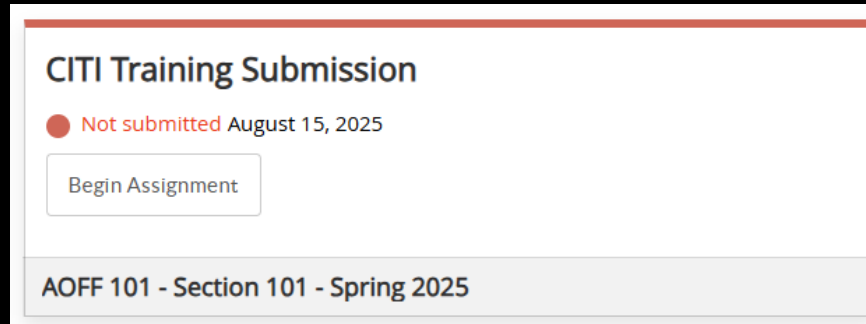
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Step 1

After you log into your LiveText account, on the Dashboard, you will see “CITI Training Submission”- click “Begin Assignment”.



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Step 2

Select the “Create Document” link to add your CITI score report

Assignment Details

Required Templates  CITI Training 6.23 [Create Document](#)



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Step 3

You will be provided with a template to add our document (see example). Please follow the instructions provided on the template. You will attach the CITI score report to the bottom of the template.

CITI Training 6.23

This document is attached to the assignment CITI Training Submission [Attach to Assignment](#)

Send this document for review Share this document Document Properties

Instructions

Page List

- Instructions
- CITI Training Document
- Manage Pages

Overview

Collaborative Institutional Training Initiative (CITI) Course
Mandatory Requirement for UM Teacher Candidates

The CITI Human Subjects Training is mandatory for all teacher education candidates who will be participating in an internship or a field experience where they will be photographing or videotaping students, or submitting samples of student work as evidence of their teaching. It usually takes approximately 4-5 hours to complete the course. CITI Human Subjects Training is valid for three years, and must be renewed for each additional three-year period. There is no charge to take the CITI Training course.

To enroll in the CITI program go to the CITI Course Website at <https://www.citi-program.org>. Select Log In button. Choose the Log In Through My Institution. Select University of Maryland College Park from the college/university menu. Provide your UMD credentials to sign in. Select and complete the Social & Behavioral Research-Basic/Refresher module.

***NOTE:** If you do not immediately see the Social & Behavioral Research- Basic/Refresher on your desktop after following the directions listed above. Click the "Add A Course" option on the main menu page. Then, under "Question 1" select the "Social and Behavioral Research Investigators" course. This will allow you to take the required CITI training course.



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Steps 4


Click the “Edit” Button in the bottom template section

Click the "Edit" Button to upload your document

Upload your document here. Select "Edit" to begin.



 No text or image added. To add text and images: [click here](#)



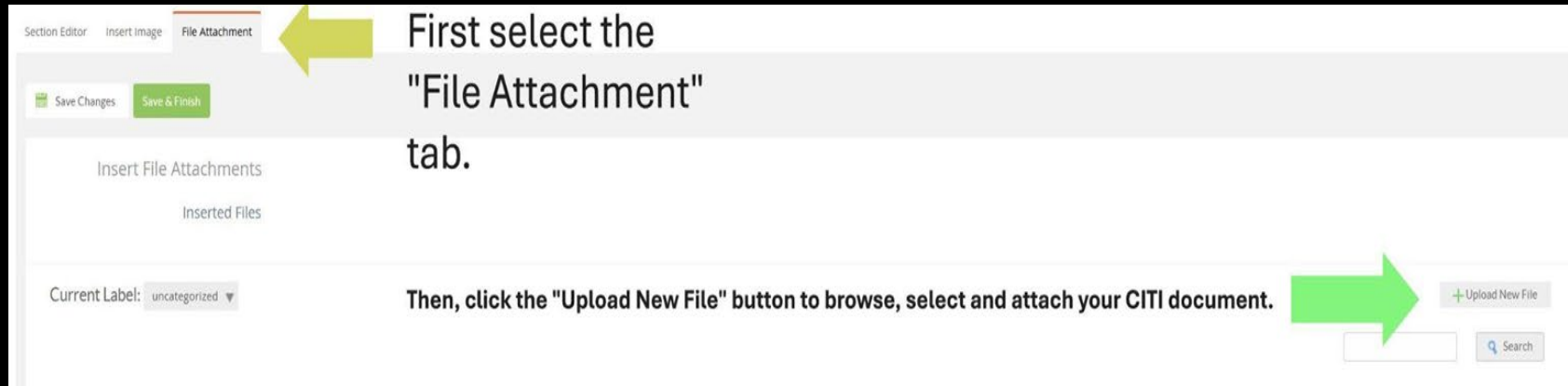
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Step 5

Upload your document completing the following steps:



The screenshot shows a web interface for document editing. At the top, there are three tabs: 'Section Editor', 'insert image', and 'File Attachment'. A yellow arrow points to the 'File Attachment' tab. Below the tabs, there are two buttons: 'Save Changes' and 'Save & Finish'. The main area is divided into 'Insert File Attachments' and 'Inserted Files' sections. At the bottom, there is a 'Current Label' dropdown menu set to 'uncategorized'. A green arrow points to the '+ Upload New File' button. A search bar with a magnifying glass icon is also visible.

Section Editor insert image **File Attachment**

Save Changes Save & Finish

Insert File Attachments

Inserted Files

Current Label: uncategorized

Then, click the "Upload New File" button to browse, select and attach your CITI document.

+ Upload New File Search



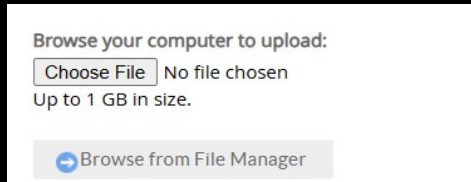
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Steps 6 & 7

Select “Choose File” to select the CITI report from your computer. Once your document has successfully attached you will see “Completed to the right of the file. Select the green “Save & Finish” button.



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Step 8

You will see your CITI document attached to the bottom of the template. Scroll to the top of the page and select the “Attach to Assignment” button

This document is attached to the assignment **CITI Training Submission**

[Attach to Assignment](#)







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Step 9




Assignment Submission

Attachment List  CITI Training 6.23    See your attached document here



Comment

If your doc is attached, click the Submit Assignment 



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Step 9


Once you have submitted your assignment your status will change to “Awaiting Assessment”. You have the option of withdrawing your submission and resubmitting until your assignment has been scored. When your assignment status turns “green” your assignment has been assessed.



Congratulations! Your assignment has been submitted to your instructor.



Assignment Details

Submitted July 3, 2025 at 11:44:39 AM CDT

Documents  [CITI Training 6.23](#)


Resources  <http://www.screencast.com/t/txt1UxnQt6>

 [CITISubmission2016.pdf](#) 0.55M 

 [Collaborative Institutional Training Initiative_rev_6.22.23.docx](#) 0.01M 

Description Please upload your CITI Completion Report and submit to this assignment. A video tutorial and instructions have been provided in the Resources section of the assignment. If you have any questions related to LiveText, please contact the Assessment Office at coe-livetext@umd.edu.

[Show More >](#)

[Withdraw Submission](#)  [Go Back](#)



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A large red triangle pointing right, with a black triangle pointing left, creating a central black area where the text is located.

Questions?

COE Assessment Office:
Donna North, Analyst
coe-livetext@umd.edu