LiveText Faculty/Student Training

CITI Training Submissions

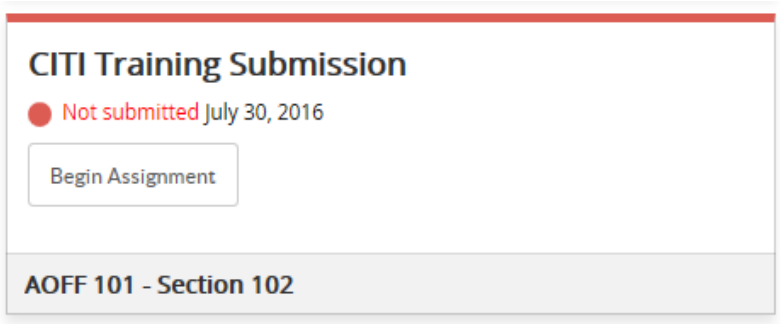
Before you Begin……..

- Be sure you have completed the CITI Training at the CITI Course Website –

  https://www.citiprogram.org

- Print the RESULTS page to PDF, copy/paste it into WORD, or print/scan it so that you have an electronic copy.
- Save the electronic document to upload into LiveText.

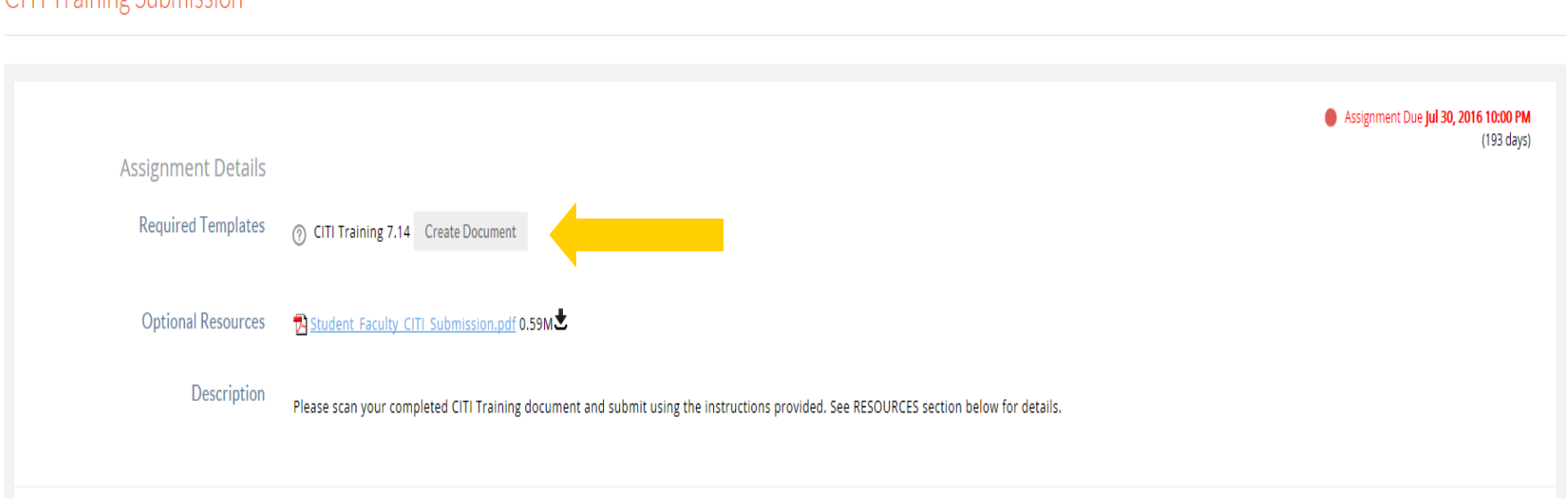
Step One



- After you login, on your DASHBOARD, you will see “CITI Training Submission” – click "Begin Assignment" to see the assignment.

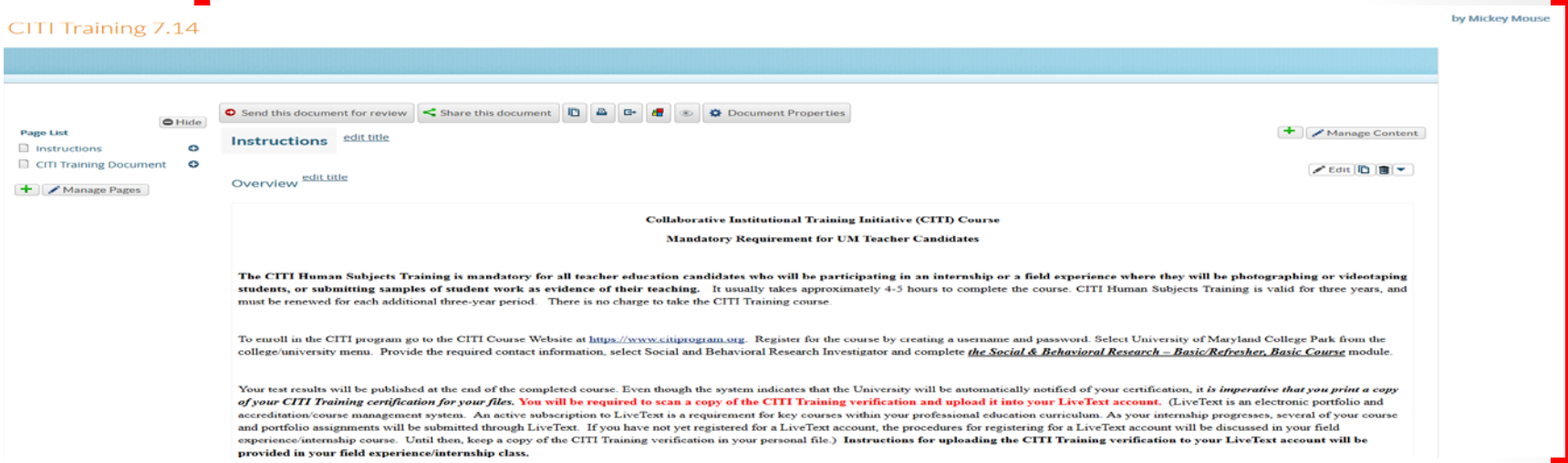
- *Notes for Faculty: 1. Make sure you are in Student View, from the top of you page. 2. You will only see the “Submit Assignment” button AFTER you have accessed the template.

Step Two



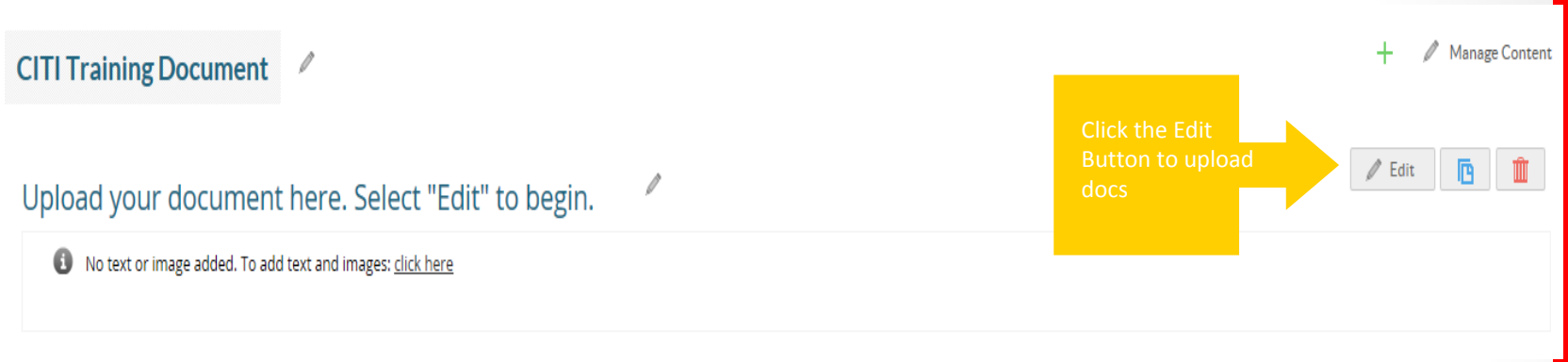
- Select “Create Document” to start adding your CITI score report.

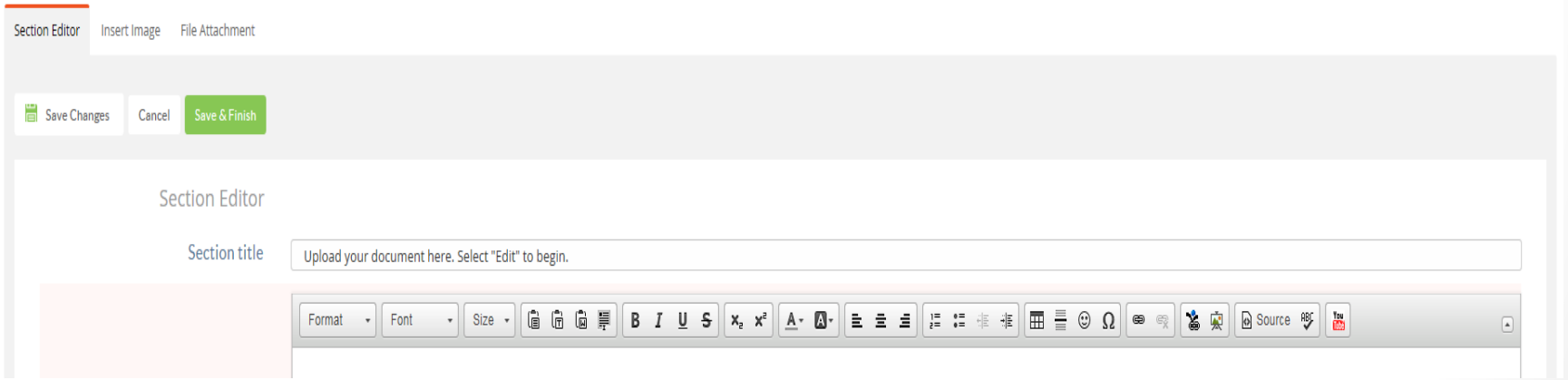
Step 3



- This is the template you will use to add your electronic results document. Please follow instructions provided in the template.

Steps Four & Five

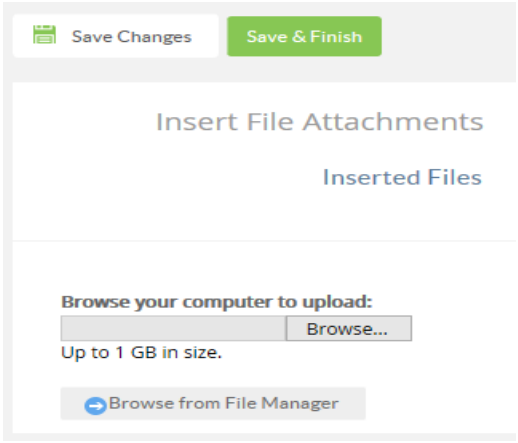




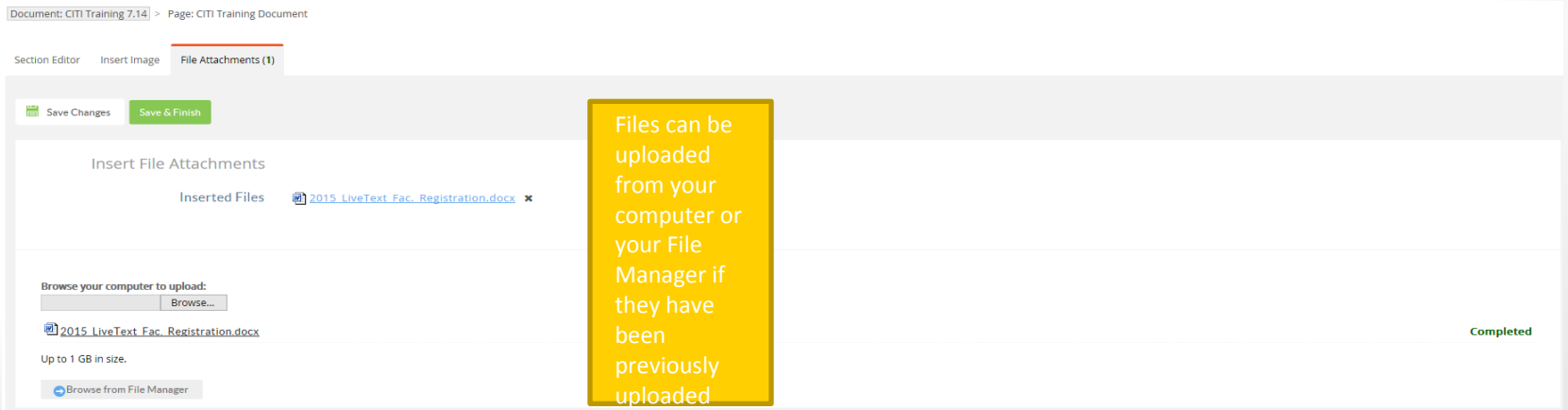
Use the File Attachment tab to access the "Upload New File" button **to Browse and attach your documents from your computer**

Steps 6 & 7

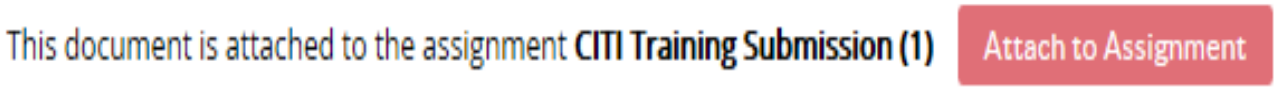
Click the "Browse" button to upload the documents



Once your document has uploaded, select "Save & Finish"

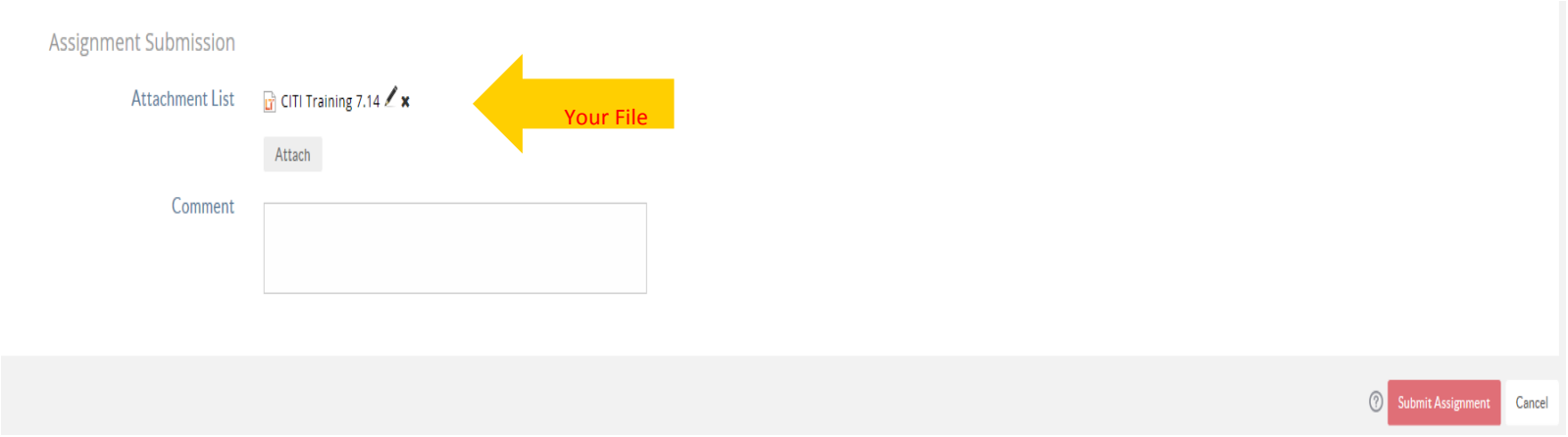


Step 8 & 9

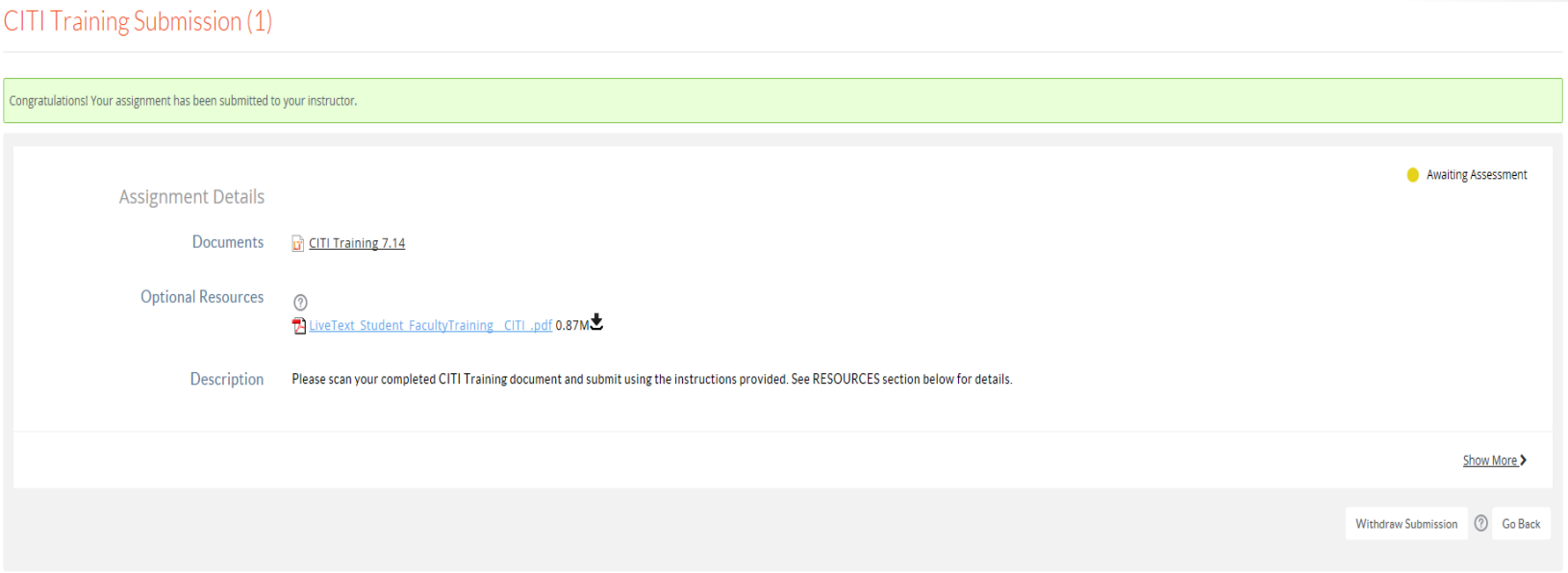


Scroll to the top of the page and click “Attach to Assignment”

If your file is attached, click the “Submit Assignment” button



Step 10



- 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.

Questions?

- COE Assessment Office:

  Donna North, Assessment Coordinator

  coe-livetext@umd.edu