

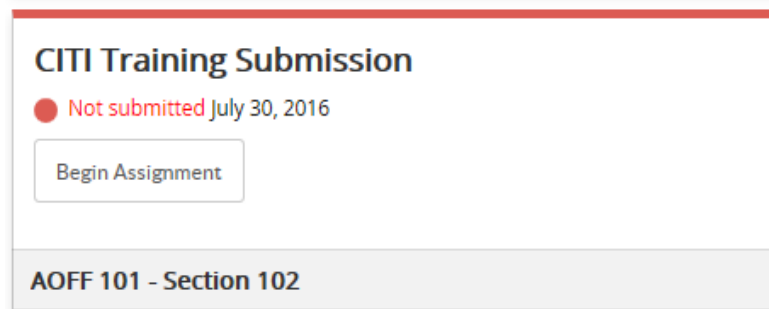
LiveText Faculty/Student Training

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

CITI Training Submission

Assignment Due Jul 30, 2016 10:00 PM
(193 days)

Assignment Details

Required Templates

CITI Training 7.14 Create Document



Optional Resources

[Student Faculty CITI Submission.pdf](#) 0.59M

Description

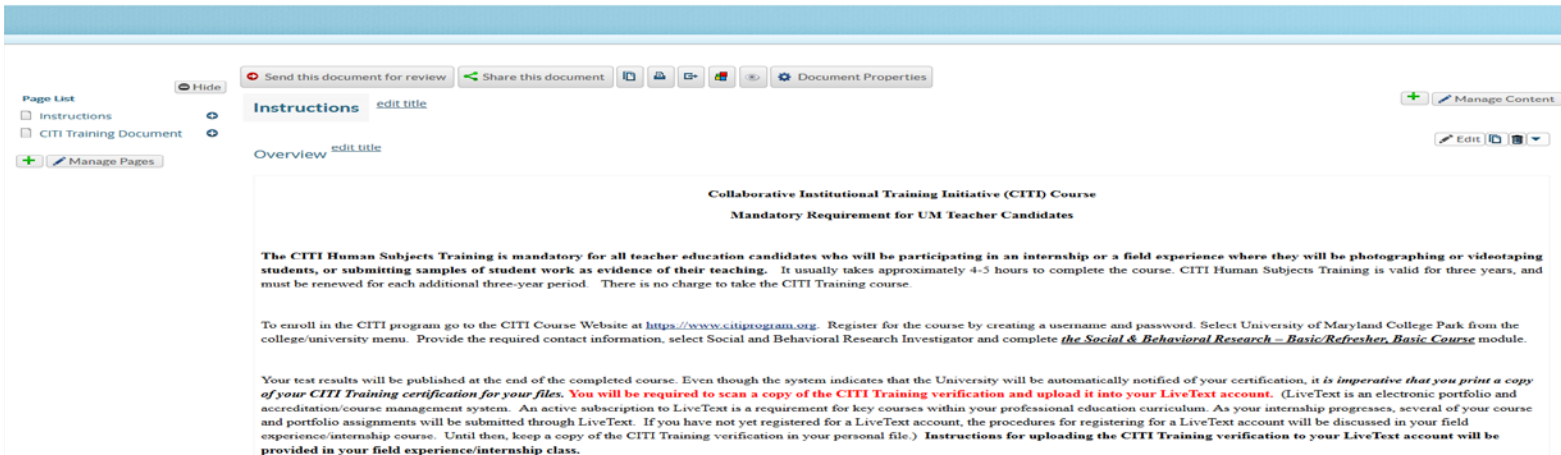
Please scan your completed CITI Training document and submit using the instructions provided. See RESOURCES section below for details.

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

Step 3

CITI Training 7.14

by Mickey Mouse



The screenshot shows a document editor interface. On the left is a 'Page List' with 'Instructions' and 'CITI Training Document'. The main content area has a title 'Collaborative Institutional Training Initiative (CITI) Course' and a subtitle 'Mandatory Requirement for UM Teacher Candidates'. The text describes the CITI Human Subjects Training, its purpose, and enrollment instructions. It includes a URL for the CITI Course Website and mentions a 'Social & Behavioral Research - Basic/Refresher, Basic Course' module. A note at the bottom states that test results will be published and that users must print and scan their CITI Training verification to upload to their LiveText account.

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.citiprogram.org>. Register for the course by creating a username and password. Select University of Maryland College Park from the college/university menu. Provide the required contact information, select Social and Behavioral Research Investigator and complete the *Social & Behavioral Research – Basic/Refresher, Basic Course* module.

Your test results will be published at the end of the completed course. Even though the system indicates that the University will be automatically notified of your certification, *it is imperative that you print a copy of your CITI Training certification for your files. You will be required to scan a copy of the CITI Training verification and upload it into your LiveText account.* (LiveText is an electronic portfolio and accreditation/course management system. An active subscription to LiveText is a requirement for key courses within your professional education curriculum. As your internship progresses, several of your course and portfolio assignments will be submitted through LiveText. If you have not yet registered for a LiveText account, the procedures for registering for a LiveText account will be discussed in your field experience/internship course. Until then, keep a copy of the CITI Training verification in your personal file.) **Instructions for uploading the CITI Training verification to your LiveText account will be provided in your field experience/internship class.**


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

Steps Four & Five


CITI Training Document 

  Manage Content

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

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

Click the Edit
Button to upload
docs



 Edit  

Section Editor Insert Image File Attachment

 Save Changes Cancel Save & Finish

Section Editor

Section title

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

Format Font Size    **B** *I* U **S** x_2 x^2              Source    

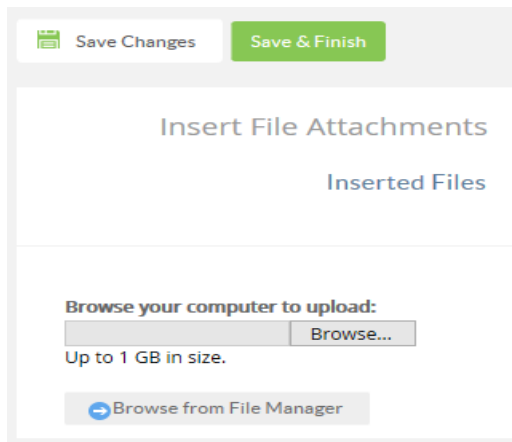
Use the File Attachment tab to access
the "Upload New File"

button  Upload New File to Browse and attach

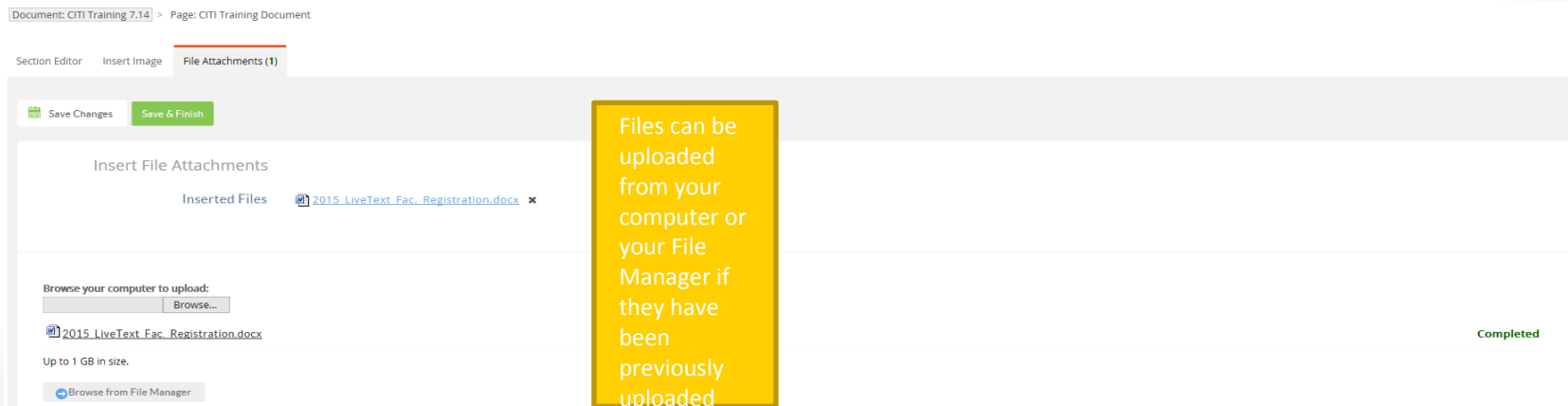
your documents from your computer

Steps 6 & 7

Click the “Browse” button to upload the documents



Once your document has uploaded, select “Save & Finish”



Step 8 & 9

This document is attached to the assignment **CITI Training Submission (1)**

Attach to Assignment

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

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

Assignment Submission

Attachment List  CITI Training 7.14  

Attach

Comment

Your File



Submit Assignment

Cancel

Step 10

CITI Training Submission (1)

Congratulations! Your assignment has been submitted to your instructor.


Assignment Details

● Awaiting Assessment

Documents  [CITI Training 7.14](#)

Optional Resources



 [LiveText Student Faculty Training_CITI .pdf](#) 0.87M 

Description Please scan your completed CITI Training document and submit using the instructions provided. See RESOURCES section below for details.

[Show More](#) >

Withdraw Submission



Go Back

- 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