

Please use the following guidelines to submit an assignment in LiveText. These instructions may be used for the CITI Training, Maryland Teacher Technology Standards (MTTS), Teacher Performance Assessment (edTPA), Portfolios, or any other course assignments.

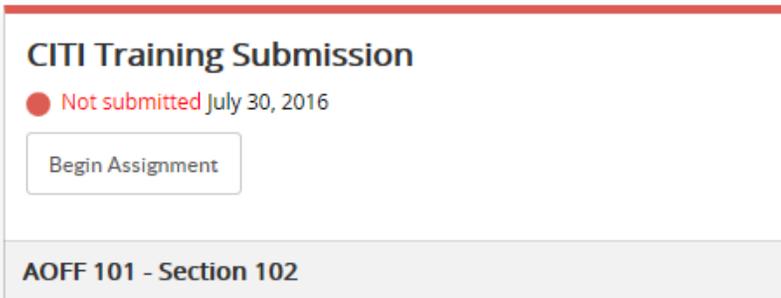
STEP ONE:

LOGIN to your LiveText account at www.livertext.com

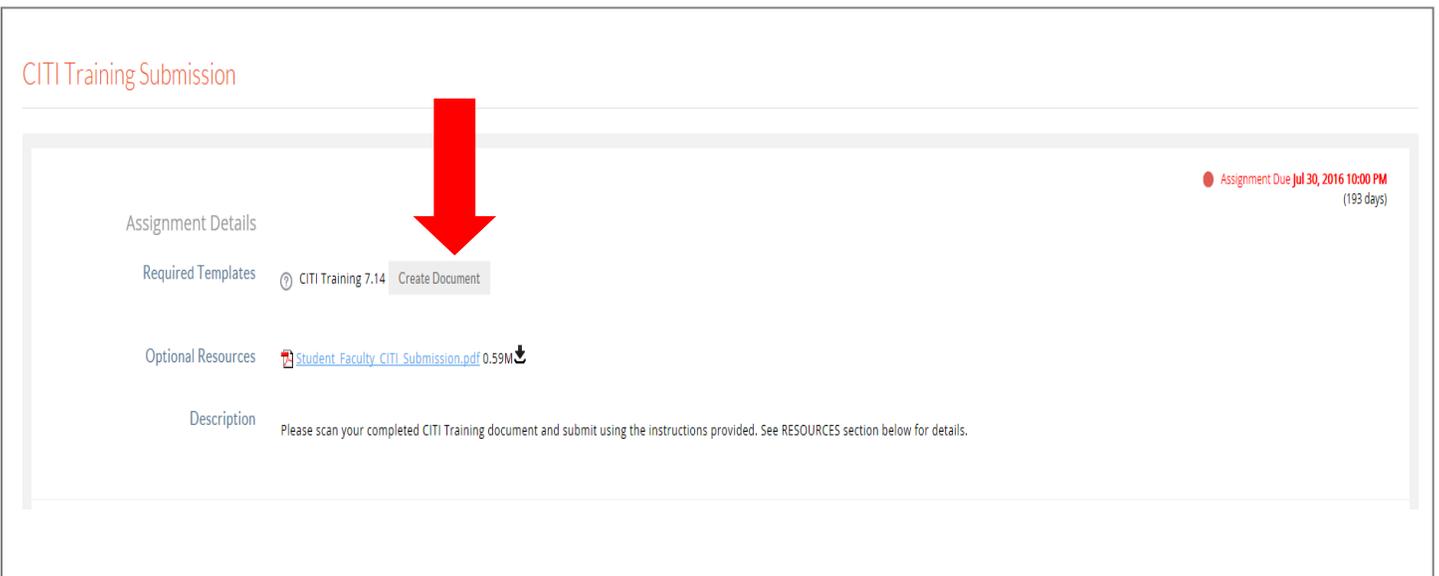
Note: If you have forgotten your password, please use the “*Forgot*” link on the LiveText homepage.

STEP TWO:

FIND YOUR ASSIGNMENT, THEN CLICK THE **BEGIN ASSIGNMENT BUTTON.**

**STEP THREE:**

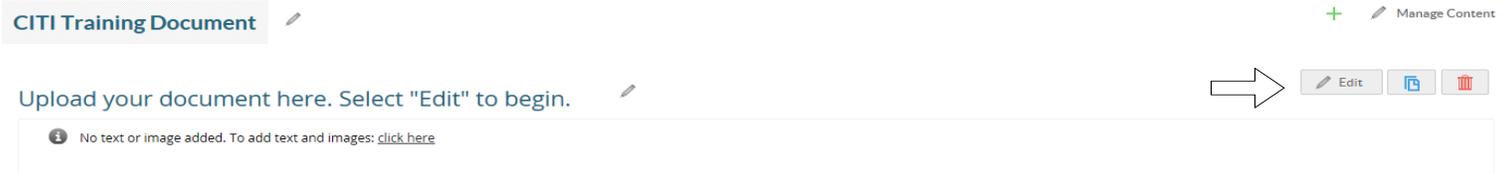
Click the **Create Document** button to access the template.



STEP FOUR:

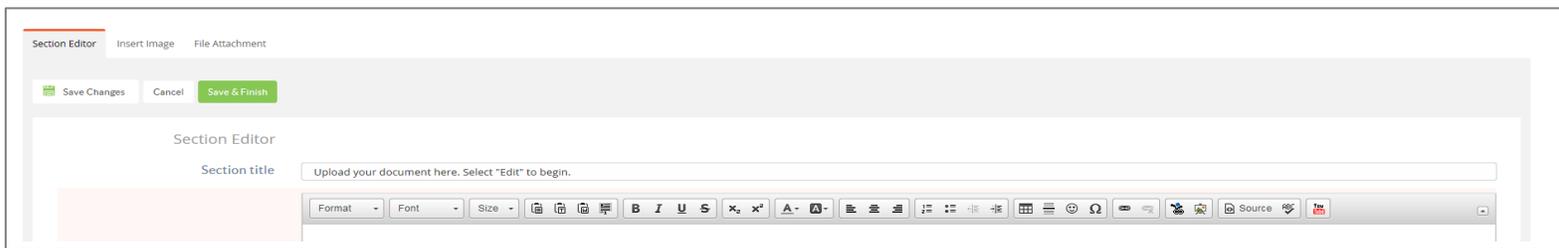
You will see – the template for your assignment. It will have an overview section with directions for adding required artifacts (files, pictures, text, etc.). Note: There may be a left-side menu – be sure to click all menu items to see entire assignment.

SELECT EDIT TO ACCESS SECTIONS YOU NEED TO EDIT OR ADD ARTIFACTS TO.



STEP FIVE:

ADD ARTIFACTS USING **INSERT IMAGE** AND/OR **FILE ATTACHMENT** TABS. You may also add text in the white space.



Be sure to click  to save your changes.

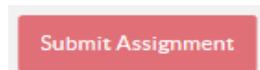
STEP SIX:

Once you have completed the assignment, return to the **top** of the template. **SELECT**

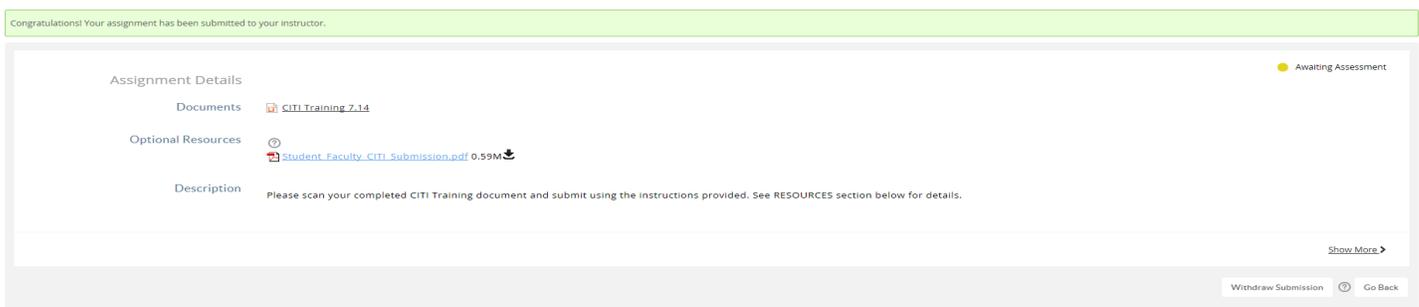


STEP SEVEN:

Make sure the template is attached. Add comments, if you like. At the bottom, **CLICK**



CITI Training Submission



Note: You may withdraw a submission if the instructor has not viewed or begun the process of scoring your assignment. After making revisions, please resubmit.