

# 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

CITI Training Submission

 Jul 30, 2015

[Begin Assignment](#)

- After you login, on your DASHBOARD, you will see “CITI Training Submission” – click here to see 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

LiveText™ Welcome, Mickey Mouse [Logout](#) [My Account](#)

Field Experience Dashboard Courses Documents Reviews Forms Community Tools

Courses Main Page > AOFF 101 - 102 > AOFF 101 - 102 Assignments

## CITI Training Submission

**Assignment Not Submitted** Due in 71 days

**Step 1 of 3** Review Assignment Details

**Assignment Due** Jul 30, 2015 10:00 PM  
**Description** Please scan your completed CITI Training document and submit using the instructions provided. See RESOURCES section below for details.

**Resources** [LiveText Student FacultyTraining\\_CITI\\_.pdf 0.87M](#)

**Rubrics** [CITI Training Submission Status](#) ← Rubric is here

**Step 2 of 3** Author & Attach Assignment Materials

**Assignment requires use of instructor-provided Template**  
Click **Begin Using Template** and a copy of the template will be attached to this assignment. You may then edit it.

CITI Training 7.14

**Have you already created files or LiveText documents for this assignment?**

**Do you need to create a new LiveText Document?**

You can upload a file from your computer or attach a document that has already been created or uploaded within the LiveText system.

A LiveText document may be a portfolio, lesson plan, project, assessment, or a training template and can be authored and edited within the LiveText system. Once you create a new LiveText document from this screen, it will be attached to this assignment.

- Select “Begin Using Template” to start adding your CITI document.

# Step 3

CITI Training 7.14

by Mickey Mouse

The screenshot displays a document editor interface. At the top, there are buttons for "Send this document for review", "Share this document", and "Document Properties". Below these are two tabs: "Instructions" (selected) and "Overview". The "Instructions" tab contains the following text:

**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 [edit title](#)



Upload your document here. Select "Edit" to begin. [edit title](#)

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



Select "Edit" to access tools for uploading

[+ Manage Content](#)










[Edit](#)  

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

Section Editor   Insert Image   File Attachment

Section Editor

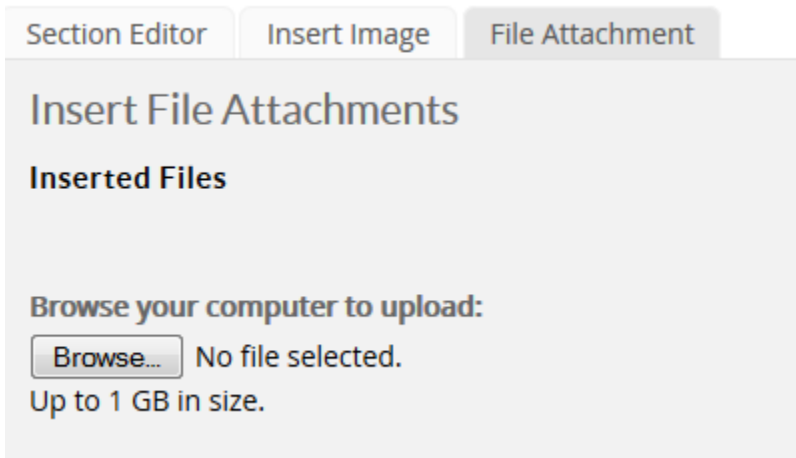
Section title   Upload your document here. Select "Edit" to begin.

Format   Font   Size         **B**   *I*   U   ~~S~~    $x_2$     $x^2$    **A**   **A**           

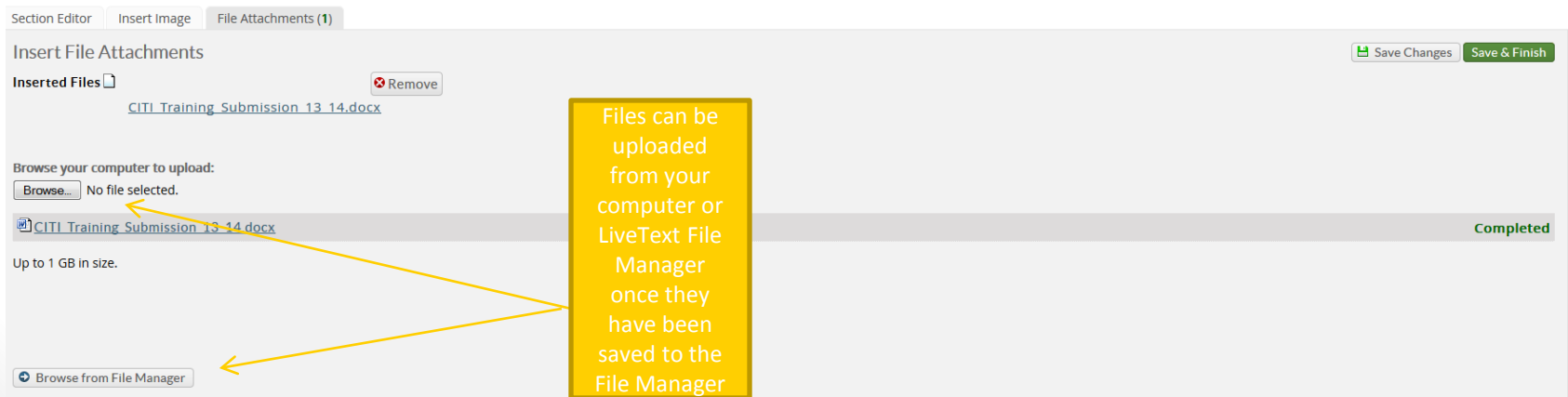
Use the File Attachment tab to access the "browse" button that uploads your scanned document from your computer.

# Steps 6 & 7

Click the “Browse” button to upload the documents



Once your document has uploaded select “Save & Finish”



# Step 8 & 9

Documents Main Page



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

[Continue to Step 3](#)

**Scroll to the top of the page and click  
“Continue to Step 3”**

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

Attach Files

 CITI Training 7.14 

Your File

Step 3 of 3 Submit Assignment

Comments/URL (optional)

[Submit Assignment](#) [Cancel](#)



# Step 10

## CITI Training Submission

Awaiting Assessment Submitted on May 20, 2015

Congratulations! Your assignment has been submitted to your instructor.

### Assignment Details & Instructions

Assignment Due	July 30, 2015 10:00:00 PM CDT	Submitted	May 20, 2015 2:34:35 PM CDT
Description	Please scan your completed CITI Training document and submit using the instructions provided. See RESOURCES section below for details.		
Resources	<a href="#">LiveText Student Faculty Training CITI .pdf 0.87M</a>		
Rubrics	<a href="#">CITI Training Submission Status</a>		

### Attached Assignment Materials

Attached Files [CITI Training 7.14](#)

#### Withdraw Submission

Your instructor has enabled the option for you to withdraw your assignment submission. You will be able to do so until the assignment due date OR the instructor has begun assessing your work. Once you withdraw a submission, you must resubmit your work to complete the assignment.

Click **Withdraw Submission** to take back your assignment submission.

[Withdraw Submission](#)

- 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](mailto:coe-livetext@umd.edu)