

UPLOADING AN ASSIGNMENT

Westfield State University

Uploading an Assignment

Step 1: Log into your LiveText account

[Solutions](#)[Clients](#)[Community](#)[Visitor Pass](#)[Demo](#)[Register | Buy](#)[Login](#)[Forgot password?](#)

 taskstream +  Tk20 +  LIVETEXT
50 years of combined experience working with 1,000+ institutions

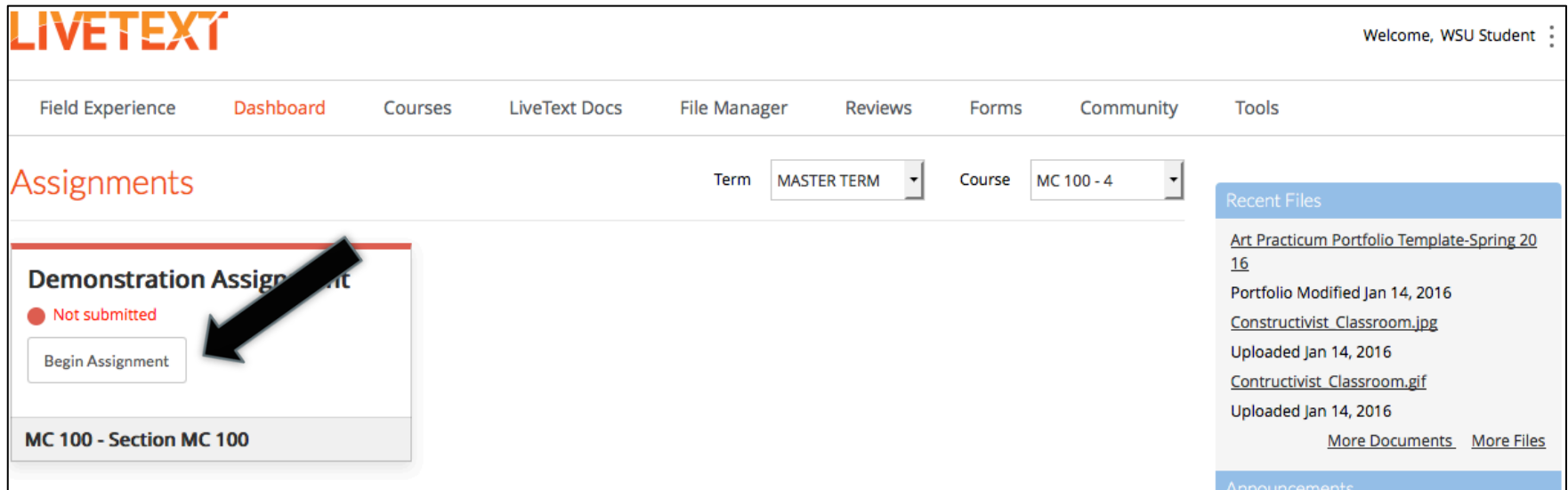
LiveText has joined the Taskstream-Tk20 family!

LiveText and Taskstream-Tk20 have joined forces to advance assessment solutions that support the improvement of learning across higher education.

[Learn More >](#)

Uploading an Assignment

Step 2: Click the “Begin Assignment” button



The screenshot shows the LIVENEXT dashboard interface. At the top left is the LIVENEXT logo. At the top right, it says 'Welcome, WSU Student' with a dropdown menu icon. Below this is a navigation bar with links: Field Experience, Dashboard (highlighted in red), Courses, LiveText Docs, File Manager, Reviews, Forms, Community, and Tools. The main content area is titled 'Assignments' in orange. It features a 'Term' dropdown set to 'MASTER TERM' and a 'Course' dropdown set to 'MC 100 - 4'. Below these is a card for 'Demonstration Assignment' with a red dot and the text 'Not submitted'. A large black arrow points to the 'Begin Assignment' button on this card. At the bottom of the card, it says 'MC 100 - Section MC 100'. On the right side, there is a 'Recent Files' section with a list of files: 'Art Practicum Portfolio Template-Spring 2016', 'Portfolio Modified Jan 14, 2016', 'Constructivist Classroom.jpg', 'Uploaded Jan 14, 2016', 'Constructivist Classroom.gif', and 'Uploaded Jan 14, 2016'. At the bottom of this section are links for 'More Documents' and 'More Files'. Below that is an 'Announcements' section.

LIVENEXT Welcome, WSU Student

Field Experience **Dashboard** Courses LiveText Docs File Manager Reviews Forms Community Tools

Assignments Term: MASTER TERM Course: MC 100 - 4

Demonstration Assignment
● Not submitted
[Begin Assignment](#)
MC 100 - Section MC 100

Recent Files
[Art Practicum Portfolio Template-Spring 2016](#)
Portfolio Modified Jan 14, 2016
[Constructivist Classroom.jpg](#)
Uploaded Jan 14, 2016
[Constructivist Classroom.gif](#)
Uploaded Jan 14, 2016
[More Documents](#) [More Files](#)

Announcements

Uploading an Assignment

Step 3: Click the “Attach” button

Demonstration Assignment

Assignment Details

Description



This assignment is designed for demonstration purposes.

Assignment Submission

Attachment List

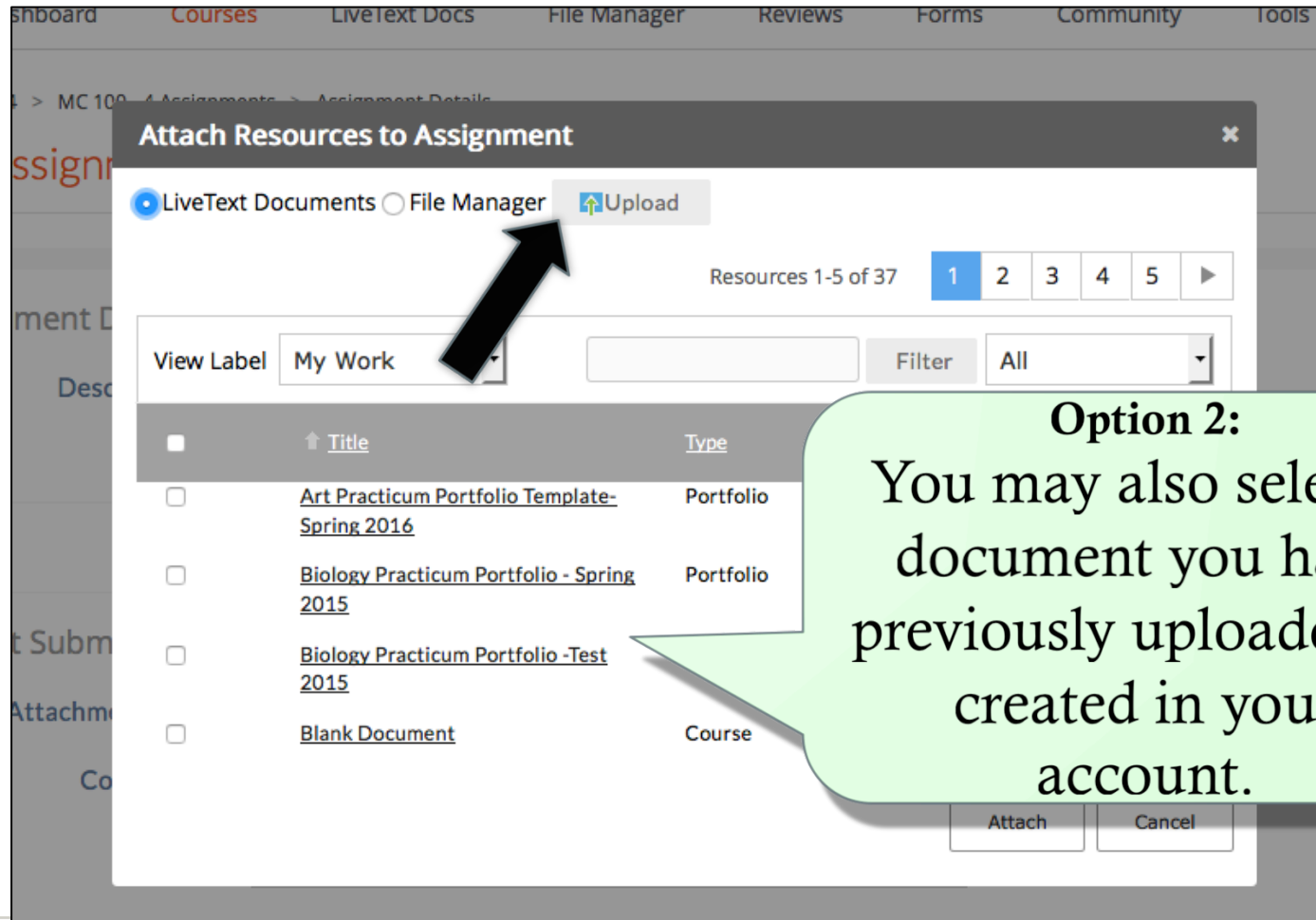
Attach

Comment



Uploading an Assignment

Step 4 (Option 1): Click the “Upload” button



The screenshot shows a web interface for attaching resources to an assignment. The dialog box is titled "Attach Resources to Assignment" and has three tabs: "LiveText Documents" (selected), "File Manager", and "Upload". A large black arrow points to the "Upload" button. Below the tabs, there is a "View Label" dropdown set to "My Work", a search bar, and a "Filter" dropdown set to "All". A table of resources is displayed, showing columns for checkboxes, titles, and types. The resources listed are:

	Title	Type
<input type="checkbox"/>	Art Practicum Portfolio Template-Spring 2016	Portfolio
<input type="checkbox"/>	Biology Practicum Portfolio - Spring 2015	Portfolio
<input type="checkbox"/>	Biology Practicum Portfolio -Test 2015	
<input type="checkbox"/>	Blank Document	Course

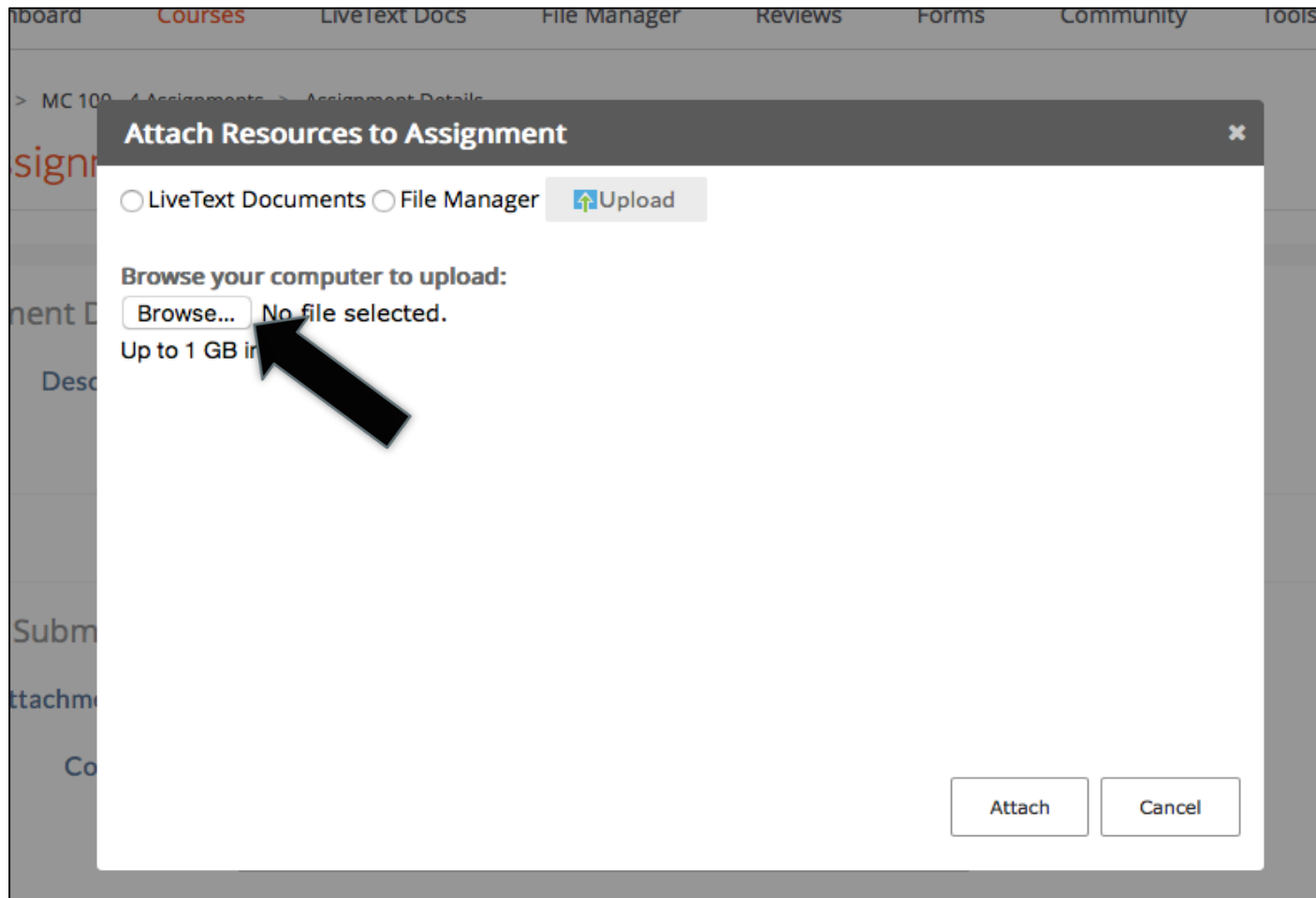
At the bottom of the dialog are "Attach" and "Cancel" buttons. A green callout box on the right contains text about Option 2.

Option 2:

You may also select a document you have previously uploaded or created in your account.

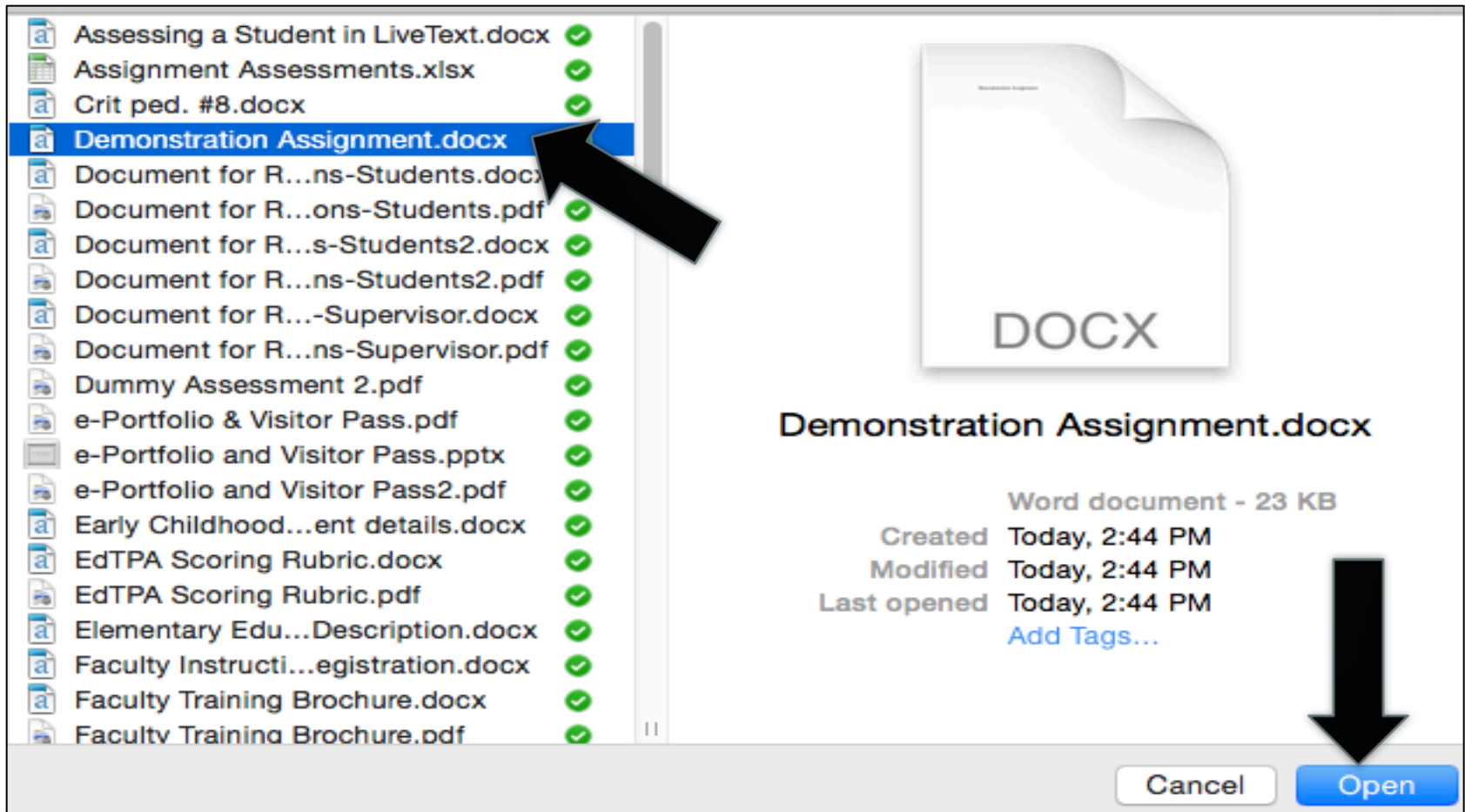
Uploading an Assignment

Step 5: Click the “Browse” button



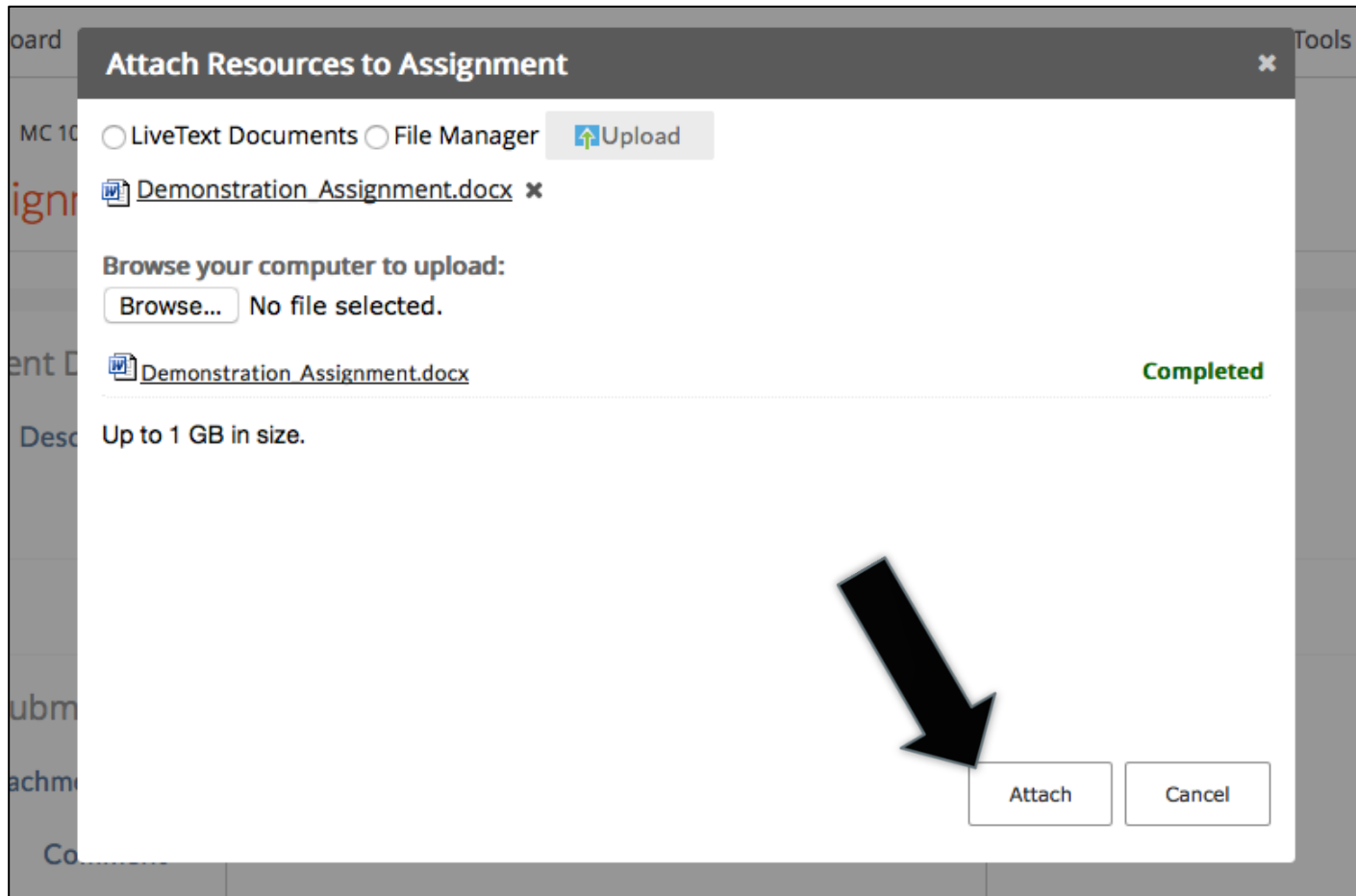
Uploading an Assignment

Step 6: Select the file and click “Open”



Uploading an Assignment

Step 7: Click the “Attach” button






Uploading an Assignment

Step 8: Click the “Submit Assignment” button


Assignment Submission


Attachment List


 Demonstration Assignment.docx 0.02M  


Attach

Comment







 **Submit Assignment** Cancel

In some cases you might only need to write in the comments box instead of uploading a document.

Uploading Assignment: Confirmation Screen

Demonstration Assignment

Congratulations! Your assignment has been submitted to your instructor.

Assignment Details

● Awaiting Assessment

Documents  [Demonstration Assignment.docx](#) 0.02M 

Description This assignment is designed for demonstration purposes.

[Show More >](#)

At this point you can withdraw your assignment if you would like to do so. Not after deadline date though.

Withdraw Submission  Go Back

