

UPLOADING AN ASSIGNMENT

Westfield State University

Uploading an Assignment

Step 1: Log into your LiveText account



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Username

.....

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Step 2: Click the “Begin Assignment” button

The screenshot displays the LIVES TEXT user interface. At the top left is the LIVES TEXT logo. The top right corner shows a user greeting: "Welcome, WSU Student". A navigation bar contains the following items: Field Experience, Dashboard (highlighted in red), Courses, LiveText Docs, File Manager, Reviews, Forms, Community, and Tools. Below the navigation bar, the "Assignments" section is visible. It includes filters for "Term" (MASTER TERM) and "Course" (MC 100 - 4). A card for "Demonstration Assignment" is shown, with a red dot and the text "Not submitted". A black arrow points to the "Begin Assignment" button on this card. Below the card is the text "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), and "Constructivist Classroom.gif" (Uploaded Jan 14, 2016). At the bottom of the right sidebar are links for "More Documents" and "More Files", and a partially visible "Announcements" section.

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Step 3: Click the “Attach” button

Demonstration Assignment

Assignment Details

Description

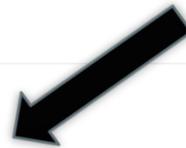
This assignment is designed for demonstration purposes.

Assignment Submission

Attachment List

Attach

Comment



Uploading an Assignment

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

Attach Resources to Assignment

LiveText Documents File Manager

Resources 1-5 of 37 1 2 3 4 5 ▶

View Label My Work Filter All

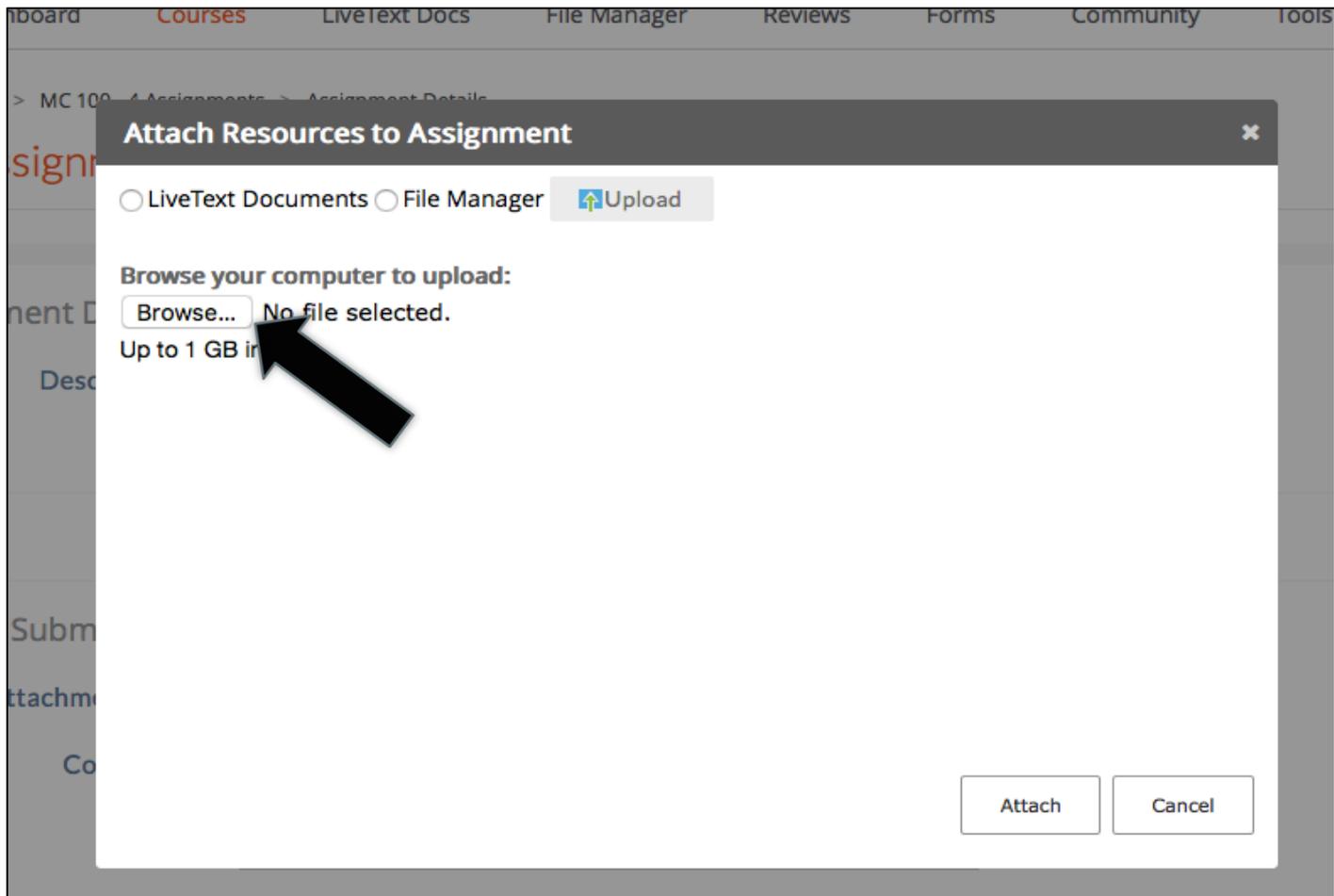
<input type="checkbox"/>	↑ Title	Type
<input type="checkbox"/>	Art Practicum Portfolio Template-Spring 2016	Portfolio
<input type="checkbox"/>	Biology Practicum Portfolio - Spring 2015	Portfolio
<input type="checkbox"/>	Biology Practicum Portfolio -Test 2015	
<input type="checkbox"/>	Blank Document	Course

Attach Cancel

Option 2:
You may also select a document you have previously uploaded or created in your account.

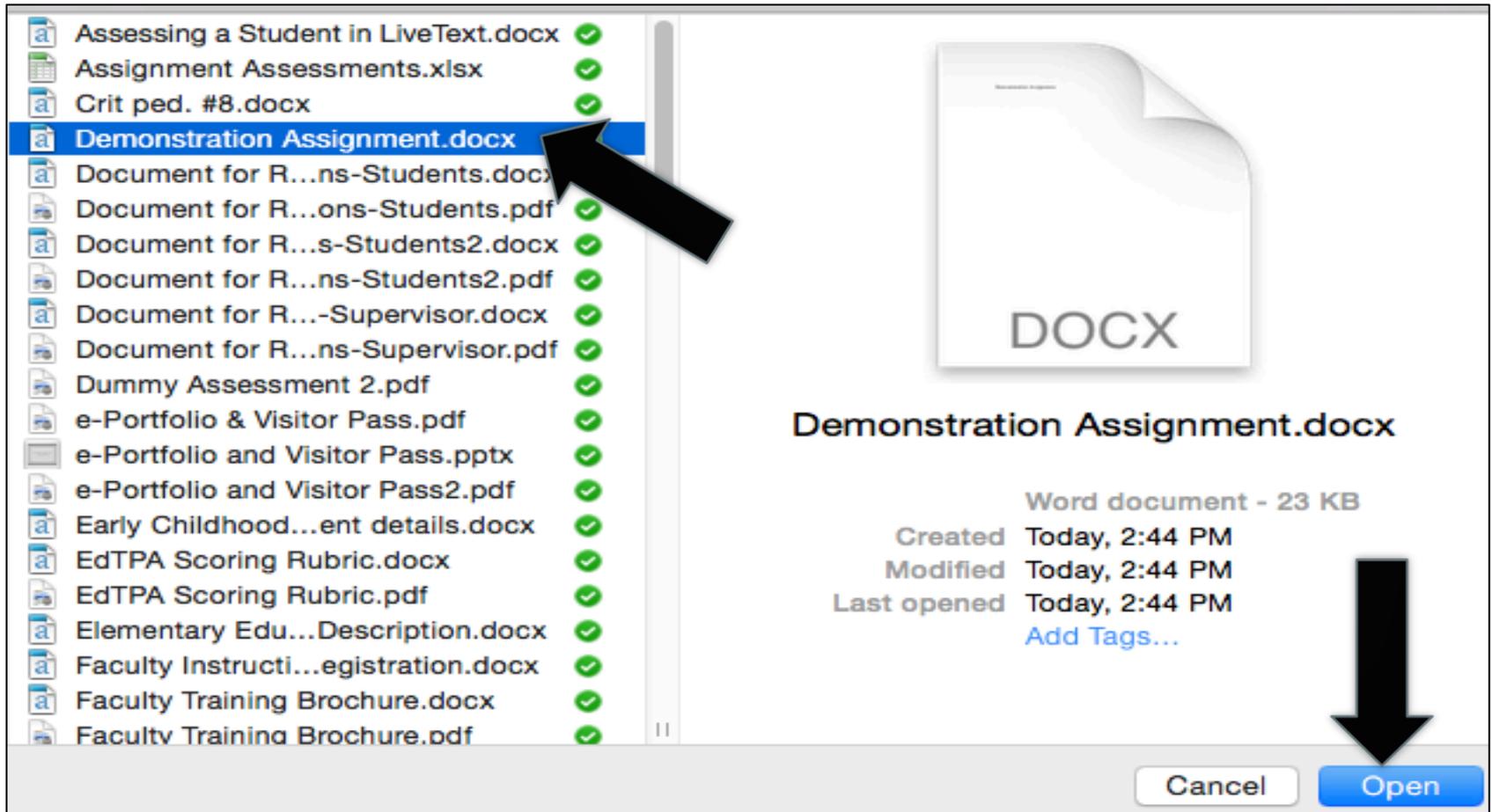
Uploading an Assignment

Step 5: Click the “Browse” button



Uploading an Assignment

Step 6: Select the file and click “Open”



The screenshot shows a file selection dialog box. On the left, a list of files is displayed, each with a small icon and a green checkmark to its right. The file "Demonstration Assignment.docx" is highlighted in blue. A black arrow points from this file to the preview area on the right. The preview area shows a large document icon with the text "DOCX" on it. Below the icon, the file name "Demonstration Assignment.docx" is displayed. Underneath the name, the file type and size are listed: "Word document - 23 KB". Below that, the creation, modification, and last opened dates are shown as "Today, 2:44 PM". A blue link "Add Tags..." is also present. At the bottom right of the dialog, there are two buttons: "Cancel" and "Open". A large black arrow points down towards the "Open" button.

File Name	Icon	Checkmark
Assessing a Student in LiveText.docx	Word document	✓
Assignment Assessments.xlsx	Excel spreadsheet	✓
Crit ped. #8.docx	Word document	✓
Demonstration Assignment.docx	Word document	✓
Document for R...ns-Students.docx	Word document	✓
Document for R...ns-Students.pdf	PDF document	✓
Document for R...s-Students2.docx	Word document	✓
Document for R...ns-Students2.pdf	PDF document	✓
Document for R...-Supervisor.docx	Word document	✓
Document for R...ns-Supervisor.pdf	PDF document	✓
Dummy Assessment 2.pdf	PDF document	✓
e-Portfolio & Visitor Pass.pdf	PDF document	✓
e-Portfolio and Visitor Pass.pptx	PowerPoint presentation	✓
e-Portfolio and Visitor Pass2.pdf	PDF document	✓
Early Childhood...ent details.docx	Word document	✓
EdTPA Scoring Rubric.docx	Word document	✓
EdTPA Scoring Rubric.pdf	PDF document	✓
Elementary Edu...Description.docx	Word document	✓
Faculty Instructi...egistration.docx	Word document	✓
Faculty Training Brochure.docx	Word document	✓
Faculty Training Brochure.pdf	PDF document	✓

Demonstration Assignment.docx

Word document - 23 KB

Created Today, 2:44 PM

Modified Today, 2:44 PM

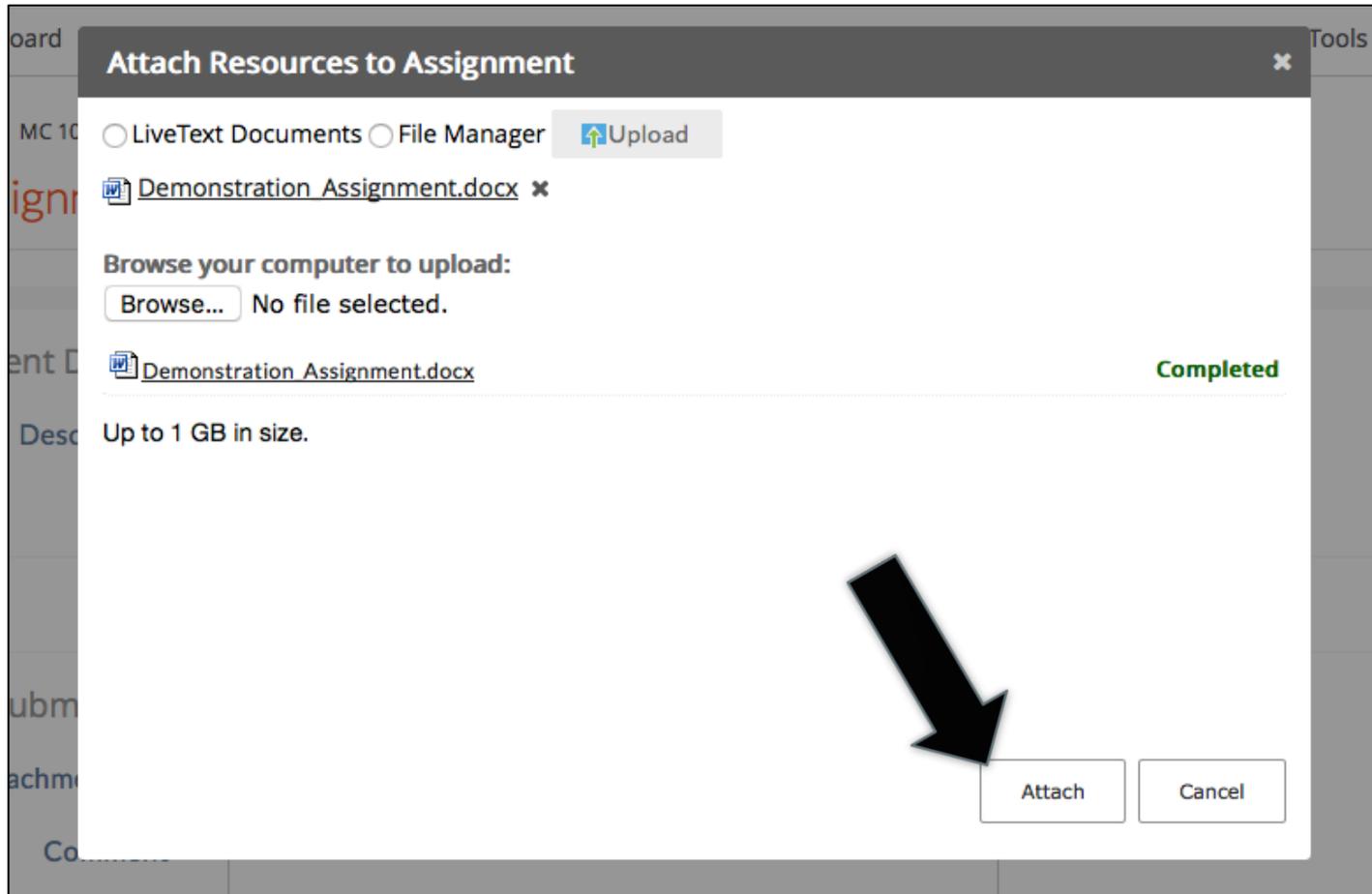
Last opened Today, 2:44 PM

[Add Tags...](#)

Cancel Open

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Step 7: Click the “Attach” button



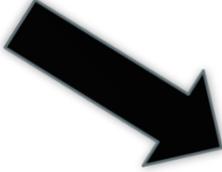
Uploading an Assignment

Step 8: Click the “Submit Assignment” button

Assignment Submission

Attachment List  Demonstration Assignment.docx 0.02M  

Comment



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.

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

[Withdraw Submission](#) ⓘ [Go Back](#)

