

FACULTY AND STUDENT INSTRUCTIONS FOR CLEARING INC IN LIVETEXT

Due to changes in the LiveText system which make going back to older terms/semester more problematic we have a new protocol for addressing the completion of INC assignments in LiveText.

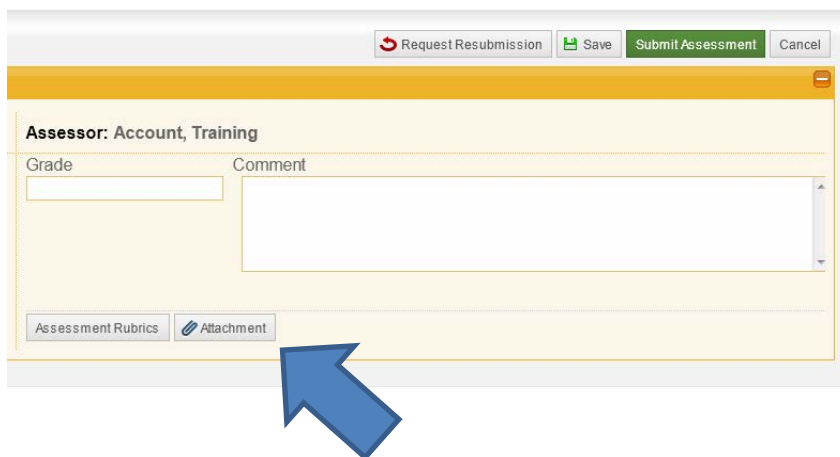
Step One:

The student will hand in a hard copy via email to their instructor.

Step Two:

The instructor will move the student from the red column to the yellow column to force grading. **NOTE: This cannot be done if the student's name is still in red text. That indicates that the student never purchased/registered their accounts. Only names not in red text may be moved over for grading.**

If a worksample needs to be placed in LiveText follow the instructions below:

A screenshot of the LiveText assessment interface. At the top, there are four buttons: 'Request Resubmission' (with a circular arrow icon), 'Save' (with a floppy disk icon), 'Submit Assessment' (in green), and 'Cancel'. Below this is a yellow header bar with the text 'Assessor: Account, Training'. Underneath, there are two input fields: 'Grade' and 'Comment'. At the bottom of the form, there are two buttons: 'Assessment Rubrics' and 'Attachment' (with a paperclip icon). A large blue arrow points to the 'Attachment' button.

Attach a copy of the student's work received via email. This allows you to grade and retain a copy of the student's work sample even though they did not submit it from their LiveText account to yours. **Note: This practice should only be used to address special issues and no student can be assessed who does not have a LiveText account. The company considers that a breach of contract.**