

Eastern Illinois University
LiveText:
Locating Submitted and Reviewed
Assignments



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Introduction

This tutorial explains how to access documents that have been “submitted for review” and have been assessed by your instructor. This will allow you to see the status of the assessment process, view your document and see comments and results of assessments used by your instructor.

Locating a document that has been submitted:

1. Login into LiveText.
2. On your “My Desk/My Work” page, locate “Reviews” on the left side of the screen. Click on “Reviews” (Figure 1.1)

Figure 1.1

The screenshot shows the 'collegeLiveTextedu solutions' interface. The top navigation bar includes 'MyDesk'. The left sidebar is divided into sections: 'Materials' (with sub-items like My Work, Inbox, Sent, All, Trash, Labels, assessments, lesson plan, Letter of Intent, edit labels...), 'Collaboration' (with sub-items like Reviews, Groups, Visitors), 'Tools' (with sub-items like Reports, Account info, Forms), and 'References' (with sub-items like Standards, Resources, Library). The 'Reviews' item in the 'Collaboration' section is highlighted with a red box and a red arrow. A yellow callout box with red text says 'Click on Reviews to view submitted documents'. The main content area, titled 'Materials: My Work', contains a toolbar with 'Create', 'Apply label', 'Change label', 'Remove label "My Work"', and 'Delete'. Below the toolbar is a table of materials:

<input type="checkbox"/>	Title	Type
<input type="checkbox"/>	ex attach lesson plan	Lesson Plan
<input type="checkbox"/>	Ex Unit	Project
<input type="checkbox"/>	ex1023	Project
<input type="checkbox"/>	field ex	Project
<input type="checkbox"/>	Journal Refl	Project
<input type="checkbox"/>	K CTE EX	Portfolio
<input type="checkbox"/>	K CTE EX	Portfolio
<input type="checkbox"/>	K CTE EX	Portfolio
<input type="checkbox"/>	Kairsten Jack's Portfolio	Portfolio
<input type="checkbox"/>	KJack CTE Prof Port	Portfolio
<input type="checkbox"/>	lessonplan ex 102306	Lesson Plan
<input type="checkbox"/>	letter ex1025	Project
<input type="checkbox"/>	Letter of Intent Ex	Project
<input type="checkbox"/>	math lesson plan ex	Lesson Plan
<input type="checkbox"/>	planet song lesson	Lesson Plan
<input type="checkbox"/>	sedpractex	Project

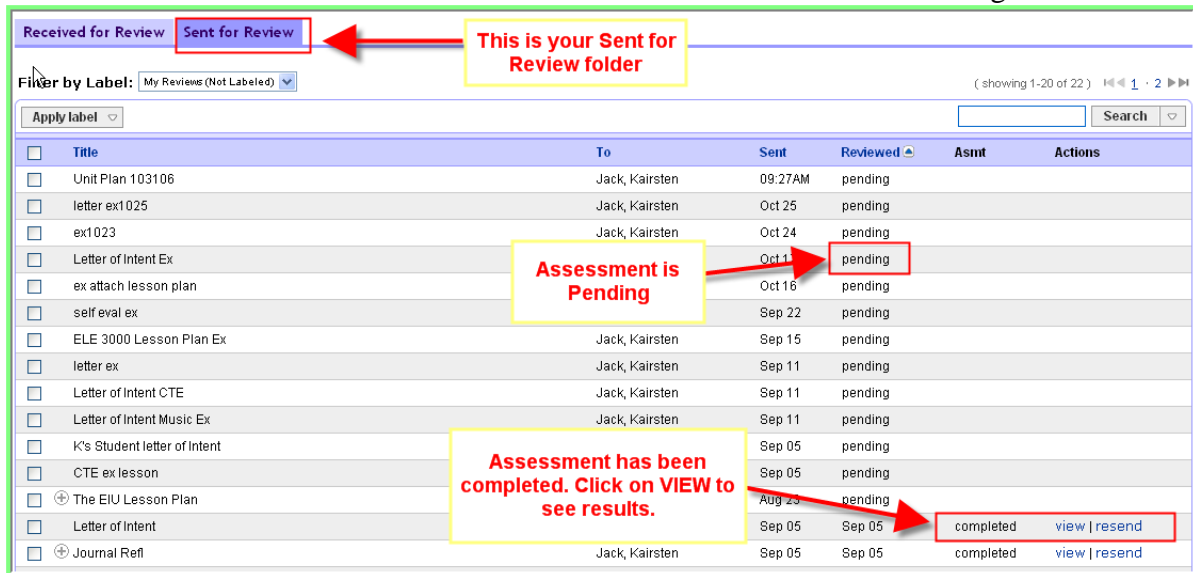
- This will bring you to a new page. On this page there are TWO folders located on the top of the screen. Click on the folder labeled “Sent for Review” (Figure 1.2).

Figure 1.2



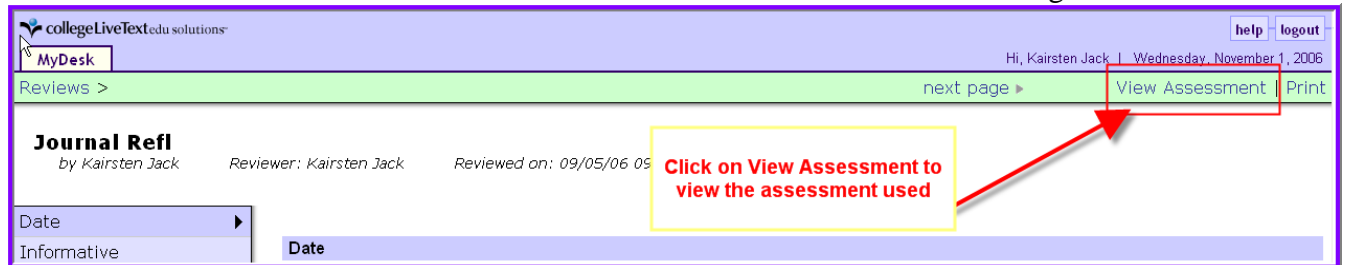
- In your “Sent for Review” folder you will see the title of the document that you have sent, who you sent it to, the date/time, and the status of the review process (Figure 1.3).
*If you DO NOT see your document, you may have sent it incorrectly. Go to the tutorial on “submitting for review and sharing” for assistance.
- If your document has not yet been reviewed, it will say it is PENDING. If your document has been reviewed, it will say COMPLETED and you can click on VIEW to see the results of the assessment (Figure 1.3).

Figure 1.3



6. When you click on VIEW, this will bring you to a new page. You will see any comments that your instructor (reviewer) has made. Click on “View Assessment” to view the assessment that your instructor used to review your document (Figure 1.4).

Figure 1.4



7. This will open the assessment used and you will be able to view the results of the assessment.

For further assistance, contact support@livetext.com.