Sending a Document for Review/Reviewing a Document

This guide outlines the process of sending a document for review (for students) and reviewing a sent document (for faculty). For perspective, steps for the student are documented first, then for faculty.

Students

NOTE: Both on the *Dashboard* and within a document, it might be tempting to submit a document using the *Submit Assignment* button. ***PLEASE DO NOT*** use this to submit a document to an instructor unless specifically asked to do so.

1

Select a document to send for review.

In the *Documents* tab, open the document you would like to send for review (e.g. reflections paper, lesson plan, portfolio).

2

Check to be sure the document is ready to be sent and click *Send for Review* when ready. (Figure 1) This will bring up the "*Search for Reviewer(s)*" window.

Figure 1

3

In the "*Search for Reviewer(s)*" window (Figure 2), type the last name of your instructor.

This should bring up available LiveText accounts that match this name. Select your instructor from the available results (Abraham Lincoln, in this example). Your instructor should now be listed under "*Selected Reviewer(s)*" as shown in Figure 3.

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Figure 3

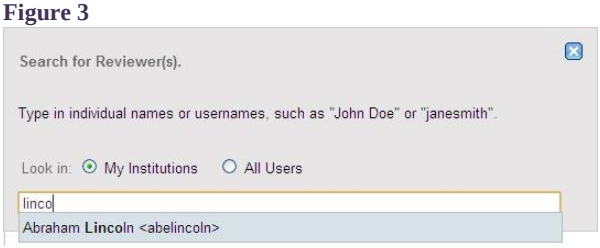


Figure 2

4

Click the "Submit for Review" button to send your document. (Figure 3)

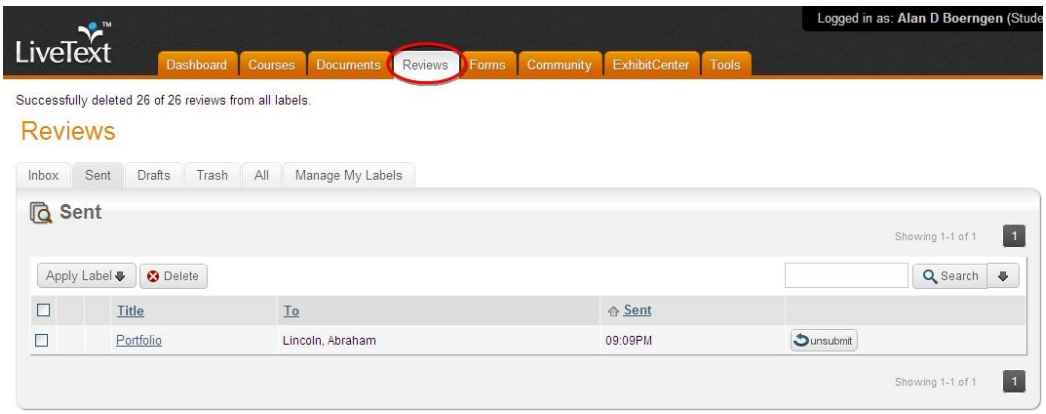
"*You have successfully sent this document…*" will display upon a successful send. Click the blue "X" in the upper right to close this window.

5

Keep up with the review status in the *Reviews* tab. (Figure 4)

A document can be unsubmitted in the ***Sent*** tab until the point at which an instructor opens it. When an instructor completes a review of the document, it should appear in the ***Reviews*** Inbox.

Figure 4



Icons will appear to the left of the document title (Figure 5) to update you on the status of the review. The "*Review completed*" icon will appear when your instructor has completed the review of your document. Open to view instructor comments. ***Note:*** If an assessment was to be performed in conjunction with a document (e.g. Lesson Plan), this will generally take place in the ***Courses*** tab with results appearing on the ***Dashboard***.

Figure 5

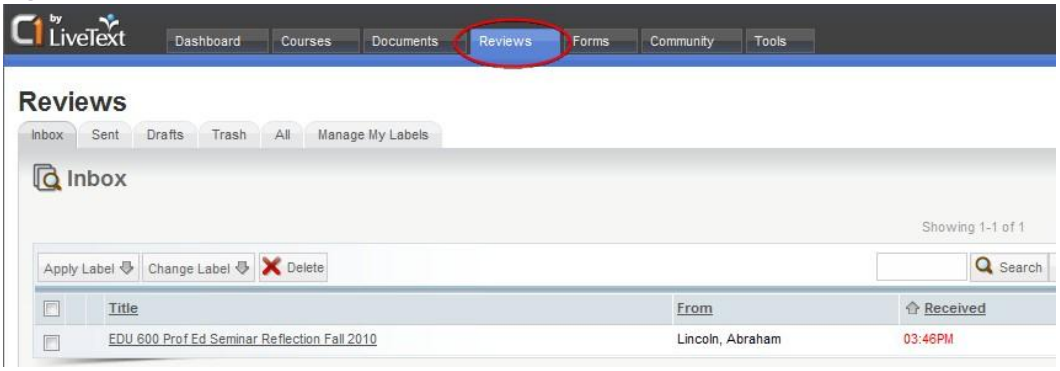
Faculty

NOTE: Both on the *Dashboard* and within a document, it might be tempting for a student to submit a document using the ***Submit Assignment*** button. This is a different method of submission than outlined in this document. ***PLEASE*** clarify to your students how you would like for them to submit their documents within LiveText.

1 **Select a document to review.**

When a student submits a document to you for review using the above instructions, it will appear in the *Reviews* tab in your *Inbox*. (Figure 6) In this example, Abraham Lincoln submitted a document for review at 3:46PM.

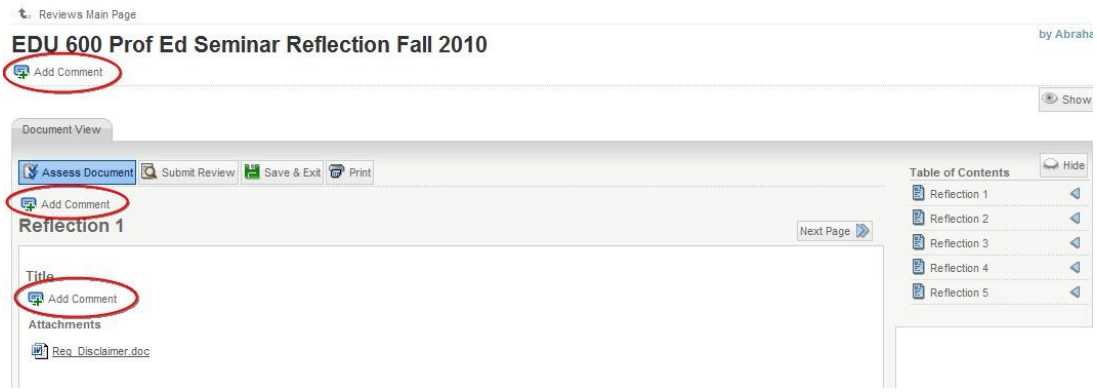
Figure 6



2 **Click on the title of the document to open it and review.**

While reviewing a document, comments can be added by clicking on the various "*Add Comment*" text/icons as indicated in Figure 7.

Figure 7



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Clicking on the "*Add Comment*" text/icon will open a small window for typing your comment (Figure 8). After entering your comment, click the green disk icon to save.

Figure 8

After saving, the comment will appear as shown in Figure 9. Click on the blue bubble on the far left to reopen for editing or deleting (click on the "*X*" after reopening).

Figure 9

At any point during the review, you can save your progress by clicking the "*Save & Exit*" option, as shown on the menu bar in Figure 10 below.

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3 **When you have completed your review, click "*Submit Review*"** (Figure 10) to send the document with your comments back to the student. A "*Review completed*" icon will appear to the left of the document title in your *Reviews* tab.

Figure 10

Important Note: As illustrated in Figure 10, please **DO NOT** use the "*Assess Document*" for performing assessments required by our accrediting bodies (e.g. NCATE). Unless special arrangements are needed, assessments will now be performed in the *Courses* tab using the shortcuts on the *Dashboard*. This process is outlined in another document. Thank you!

LiveText features an improved method for the submission of student assignments similar to the process used in common Course Management Systems (e.g. Blackboard, Moodle). Should this be of interest, please contact your LiveText administrator for details.