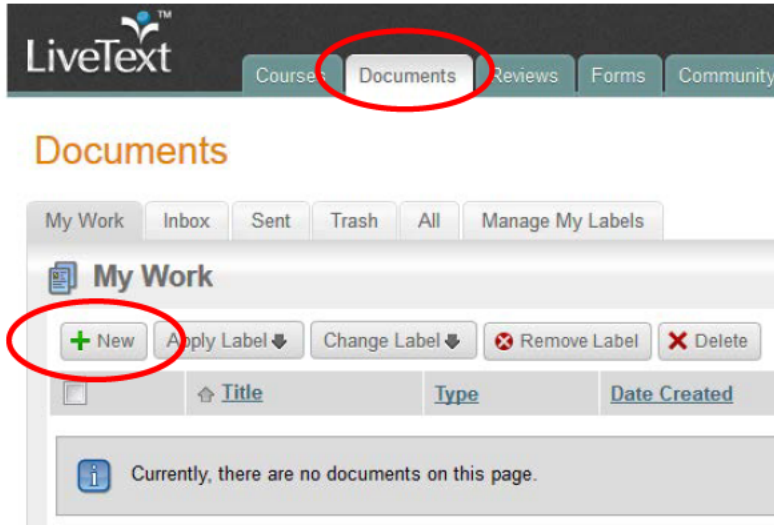
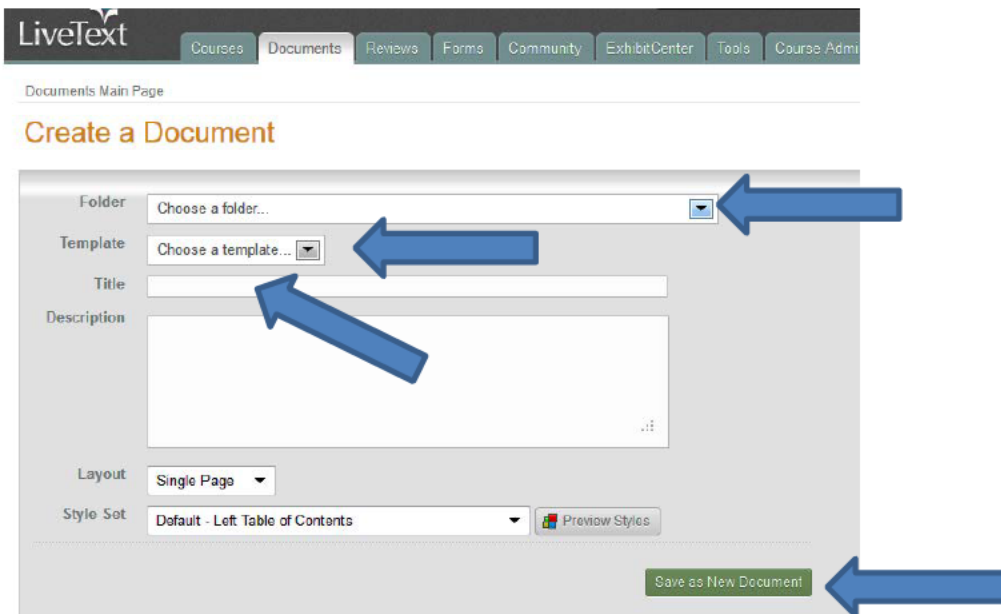


**PLEASE NOTE THAT BECAUSE SPEECH AND INTERVIEW IS NOT DIRECTLY TIED WITH A SPECIFIC COURSE THAT THE SUBMISSION PROCESS IN LIVETEXT IS DIFFERENT FROM THE NORMAL COURSE ASSIGNMENT SUBMISSION PROCESS.**

1. Go to [www.livertext.com](http://www.livertext.com).
2. Log into your account.
3. Click the Documents tab at the top of the account.



4. Then click the New button to create your Speech and and then Interview templates.



5. From the pulldown titled Folder select (1) TEP-GTEP-INTERNSHIP C1 Documents.
  - SPEECH: From the pulldown titled Template select Request to Evaluate UG-ALTA-TEP Speech Assignment
  - In the blank field Title enter the following: Full Name, Speech and Current Semester -  
Example: John Smith, Speech, FA11
  - Click the Save as New Document button when done.

LiveText Courses Documents **Reviews** Forms Community ExhibitCenter Tools Course Admin Admin Tuesday, October 25, 2011

Documents Main Page by Troy University College of Education

## John Smith, Speech, FA11

Document View Edit Properties Manage Pages Show Properties

**TROY UNIVERSITY**

Send for Review **Share** Copy Print Export Apply Style Save as Template

Table of Contents  
Instructions and Request

### Instructions and Request

**Instructions** Edit

After reading the request below, please submit this document for review to the designated faculty member. The faculty member will assess your speech and submit this document back to you with the assessment. You will find the assessment under the review section of your LiveText account. Look under "submitted for review". You may wish to include notes from your speech in the section entitled, "speech notes". This is not a requirement. Adding your notes here will allow the viewers of your portfolio to see them if you link this document to your portfolio.

**Request** Edit

This is a request for an assessment of my Speech for entry into the Teacher Education Program. I understand the areas to be evaluated are:

Content  
Organization  
Conventions  
Style/Impact  
Standard English

**Rubric for Speech** Edit

6. Now you should see the template for Speech. **There is nothing for you to enter or type in.** Simply click the **Send for Review** button. A pop up box will appear which will allow you to **type in your instructor's name**. The fullname will appear below where you typed it in. **Click the name.** A **red Submit for Review** button will appear. **Click this.**

In small print a message that says - **You have successfully sent this document to 1 user.**

**FOLLOW THIS SAME PROCESS TO COMPLETE A TEMPLATE FOR INTERVIEW.**

### **TO VIEW YOUR GRADE**

1. Click the Reviews tab at the top of your account.

LiveText Courses Documents **Reviews** Forms Community ExhibitCenter Tools Course Admin Admin

## Reviews

Inbox Sent Drafts Trash All Manage My Labels

**Inbox** Showing 1-1 of 1

Apply Label Change Label Delete  Search

<input type="checkbox"/>	Title	From	Received
<input type="checkbox"/>	<a href="#">John Smith_Speech_FA11</a>	College of Education, Troy University	11:04AM

Showing 1-1 of 1

Legend:  
 Assessment completed  Review completed  
 Assessment started / not submitted  Review started / not submitted

2. Click the document link to open your template.
3. You should be able to view the assessment given by your instructor.