1. Go to www.livetext.com.

2. Log into your account.

3. Click the Documents tab at the top of the account.
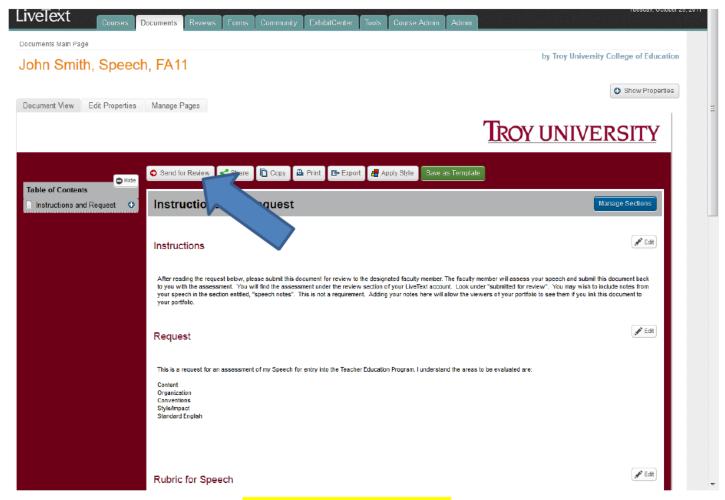

4. Then click the New button to create your Speech and and then Interview templates.

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
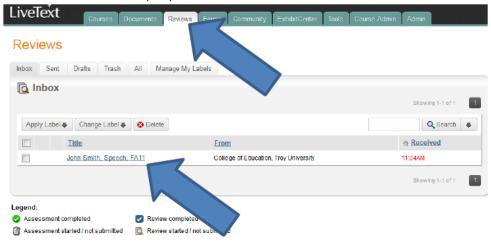   - Click the Save as New Document button when done.

6. Now you should see the template for Speech. <mark>There is nothing for you to enter or type in.</mark> 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.

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