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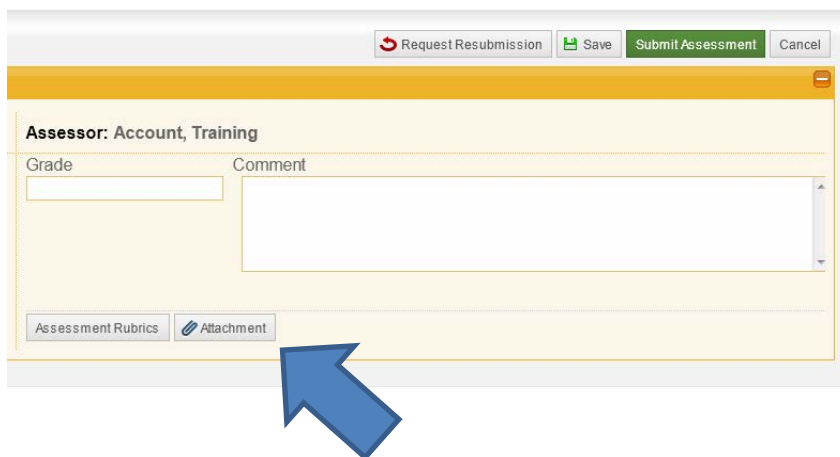
Step One:
The student will hand in a hard copy via email to their instructor.

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:

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.__*