

About Submitting for Review

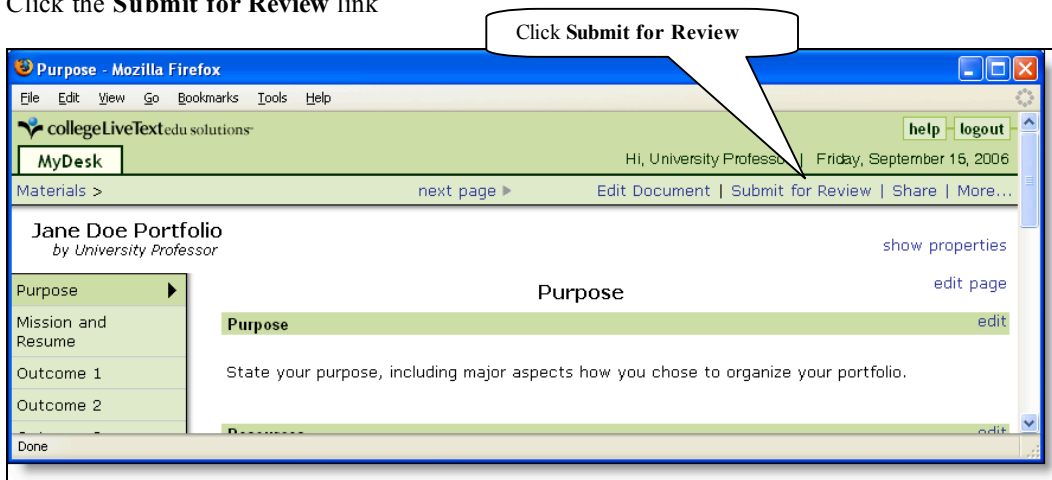
Submitting a document for review allows the recipient to add review comments to a document and to assess a document against a rubric.

Only LiveText documents can be submitted for review. Attach external files to a LiveText document in order to submit external files for review. External files are any computer files created outside of LiveText including word processing files, presentation files, image files, sound files, and video files.

Documents can be submitted for review to LiveText users or LiveText groups. Documents cannot be submitted for review to visitors or non-users.

To Send a Document for Review

1. Open the target document
2. Click the **Submit for Review** link



3. Enter the LiveText username, group, or the first and last name for a reviewer. Separate multiple reviewers with a comma or semicolon, or enter multiple reviewers on separate lines. As you type, the system will begin to search, refining the search as you enter more characters. The system will list the first 15 matches for the text that you have entered. You can select the appropriate match from the list at any time.

Note: This search is limited to all users in your domain. A domain is often, but not always, synonymous with a school. To search for LiveText users in other domains, click the "Advanced Share Options" link.

Type in individual names or usernames.
(example: John Doe, Jane Smith, or janesmith)

Send to Reviewers:

4. Click the **Send** button. If the user or group is listed under **Reviewers** then the submission succeeded. If the user remains in **Send to Reviewers** field then the system was not able to identify the user. There were either no matches or several matches. Revise your entry and try again.



The Reviews Page

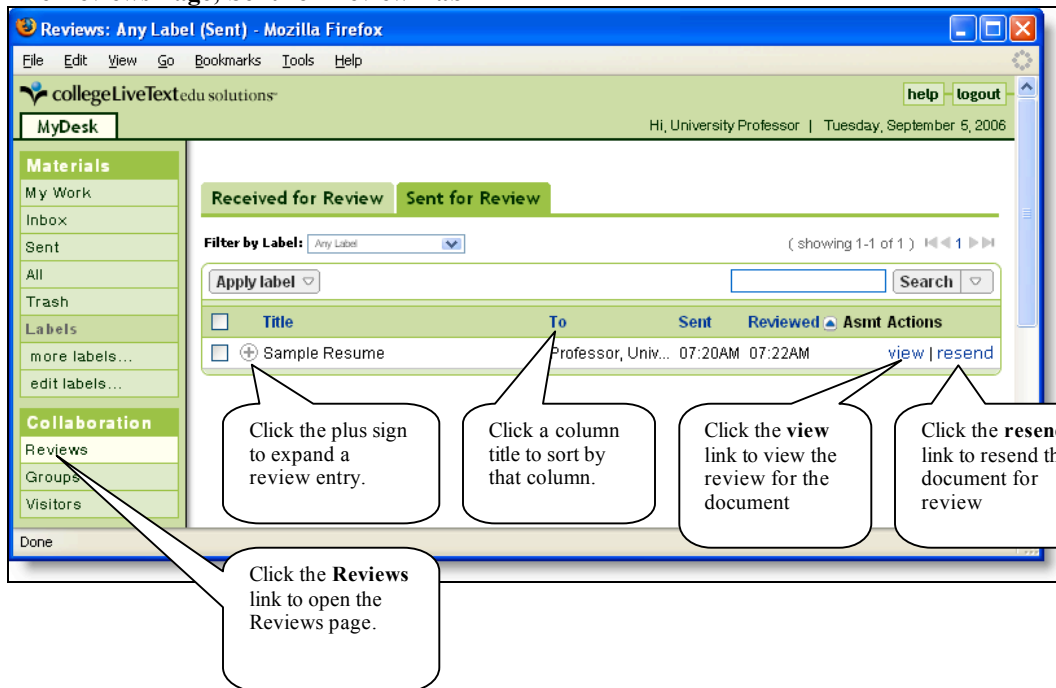
Use the Reviews page to check the review status of a document, to view a review, and to resend a document for review.

Note: Documents can not be edited from the Reviews page. Edit a document via the Materials menu in order to make any revisions.

The default label for reviews is Pending. The Pending label is a special label that always lists documents that have not been reviewed. Once a document has been reviewed, the Pending label is removed from that document.

Note: Select "Any Label" from the "Filter by label" menu in order to view a review

The Reviews Page, Sent for Review Tab



To Check the Review Status of a Document

1. Click the **Reviews** link within the **Collaboration** menu.
2. Click the **Sent for Review** tab
3. Select "Any Label" from the **Filter by label** menu
4. Click the corresponding **view** link

To View a Review

1. Click the **Reviews** link within the **Collaboration** menu
2. Click the **Sent for Review** tab
3. Select "Any Label" from the **Filter by label** menu
4. Click the corresponding **view** link

To Resend a document for Review

1. Click the **Reviews** link within the **Collaboration** menu
2. Click the **Sent for Review** tab
3. Click the corresponding **resend** link

To check review status / To view a review / To resend a document for review

The screenshot shows the 'Reviews: Any Label (Sent)' page in Mozilla Firefox. The page is titled 'collegeLiveTextedu solutions' and shows a user logged in as 'Hi, University Professor' on 'Tuesday, September 5, 2006'. The page is divided into two main sections: 'Received for Review' and 'Sent for Review'. The 'Sent for Review' section is active, showing a table of documents. The table has columns for 'Title', 'To', 'Sent', 'Reviewed', and 'Asmt Actions'. A single row is visible for 'Sample Resume', with 'To' as 'Professor...', 'Sent' as '07:20AM', and 'Reviewed' as '07:22AM'. The 'Asmt Actions' column contains 'view' and 'resend' links. Three callout boxes provide instructions: 'The Reviewed column shows "pending" when a document has not been reviewed. A date and or time is shown when a document has been reviewed.', 'Click view to view the review of a document.', and 'Click resend to resend a document for review.'