

Learning | Assessment | Accreditation Solutions



**Student Video Tutorial Training Guide**

**Start an Assignment**

START AN ASSIGNMENT

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## START AN ASSIGNMENT

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# Create a Document for Assignment Submission

This tutorial will show you how to create a document for your course assignment submission from the very beginning:

1. Create your Document from the Assignment Template.
2. Insert content by using a **Text & Image** Section.

## Create from an Assignment Template

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1. From within the Dashboard, click the **For assignment details and template(s) click here** link.
2. On the **Assignment Details** page, under the **Assignment Templates** section, click the Use this template link to the right of the template title. A brand new LiveText document will be created based off the assignment template.
3. To rename this document as soon as it's cloned, click the **Edit Properties** tab.
4. Enter a unique title for your newly created document.
5. Click the **Save** button to confirm.

## Author within a Text & Image Section

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1. From the document view, click the **Edit** button that corresponds to the **Text & Image Section** you wish to edit.
2. Rename the Section Title located above the editor toolbar if needed.
3. Enter text or make modifications in the **Section Editor**.
4. Click the **Save & Finish** button to save the changes and return to the document view.

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### Create a Text & Image Section

1. While viewing the document, click the **Manage Sections** link on the page where the new **Text & Image** section is needed.
2. Click the **Create Section** button.
3. Select the **Text & Image** option.
4. Enter a Section Title and click **OK**.



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### Need Additional Support?

- Click **Help** in the upper right corner when logged into LiveText to access how-to answers, guides, and videos.
- Ask a friend. LiveText makes it easy for friends and classmates to help and learn from peers.
- Use those localized, helpful resources recommended by your institution's LiveText Coordinator.
- Click [support@livetext.com](mailto:support@livetext.com) located at the bottom of each page in LiveText.
- Beyond the above, phone our Technical Support Team for assistance.