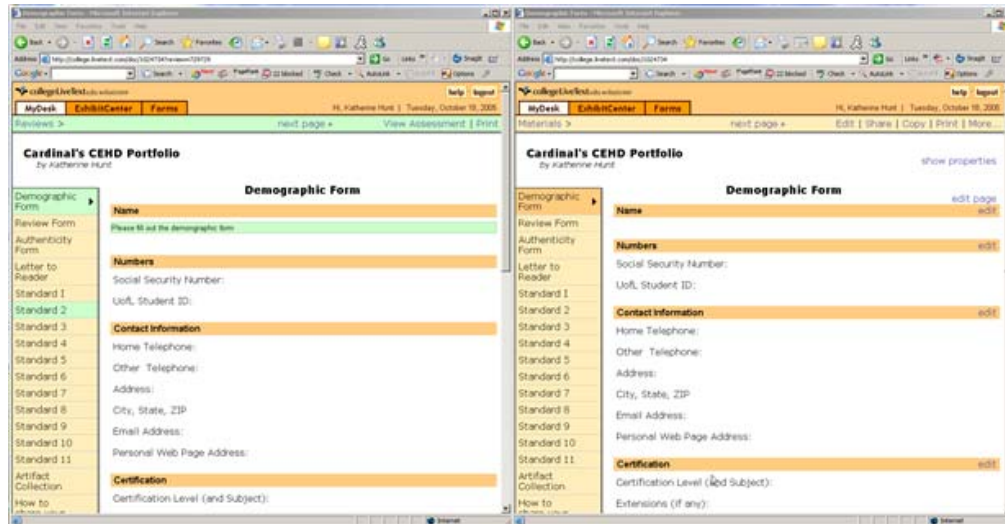


Revising and Re-submitting work in LiveText

After reading review comments from a professor you can revise and re-submit your work. Simply go to your MyWork folder and open the document to start making the changes. (If you want to have the comments in front of you, you can open up two internet windows have the comments open in one window and your document to edit in another window.)



After you have finished making your edits, go to your **Reviews** folder, under Collaboration. In Reviews, simply click the **resend** link, next to your document.

Sent for Review		items you have asked others to review				
<input type="checkbox"/>	Title	To	Sent	Reviewed	Asmt	Actions
<input type="checkbox"/>	Cardinal's CEHD Portfolio	Katherine Hunt	12-Oct-05	pending		
<input type="checkbox"/>	University of Louisville Portfolio	Katherine Hunt	12-Oct-05	12-Oct-05	completed	view resend

Once you have re-sent something you will notice that the document is only listed once, but there is a plus sign next to it. Clicking on the plus sign brings down the list of the other reviews/assessments that were done and the plus sign becomes a minus sign.

Sent for Review		items you have asked others to review				
<input type="checkbox"/>	Title	To	Sent	Reviewed	Asmt	Actions
<input type="checkbox"/>	⊖ Cardinal's CEHD Portfolio	Katherine Hunt	12-Oct-05	pending		
	03-Oct-05	06-Oct-05		view resend
	03-Oct-05	03-Oct-05		view resend
<input type="checkbox"/>	⊕ University of Louisville Portfolio	Katherine Hunt	12-Oct-05	12-Oct-05	completed	view resend