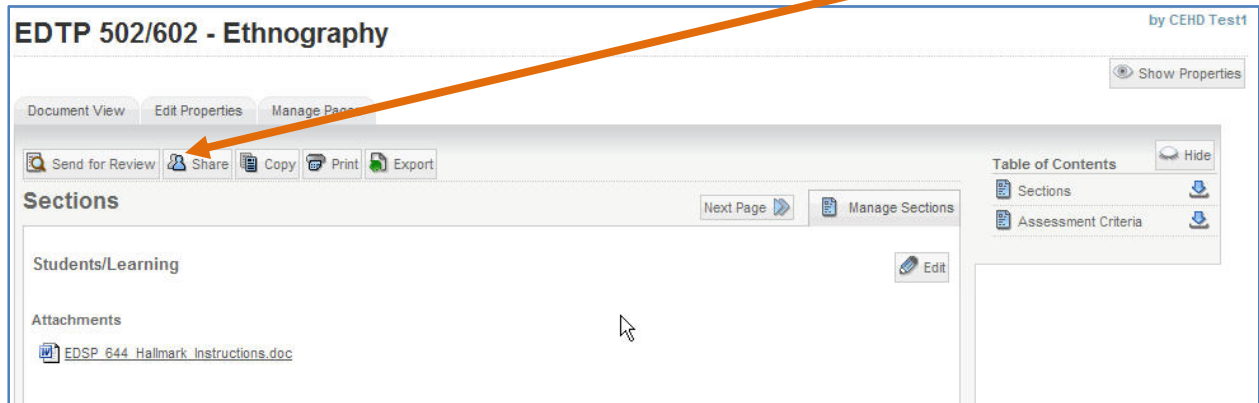
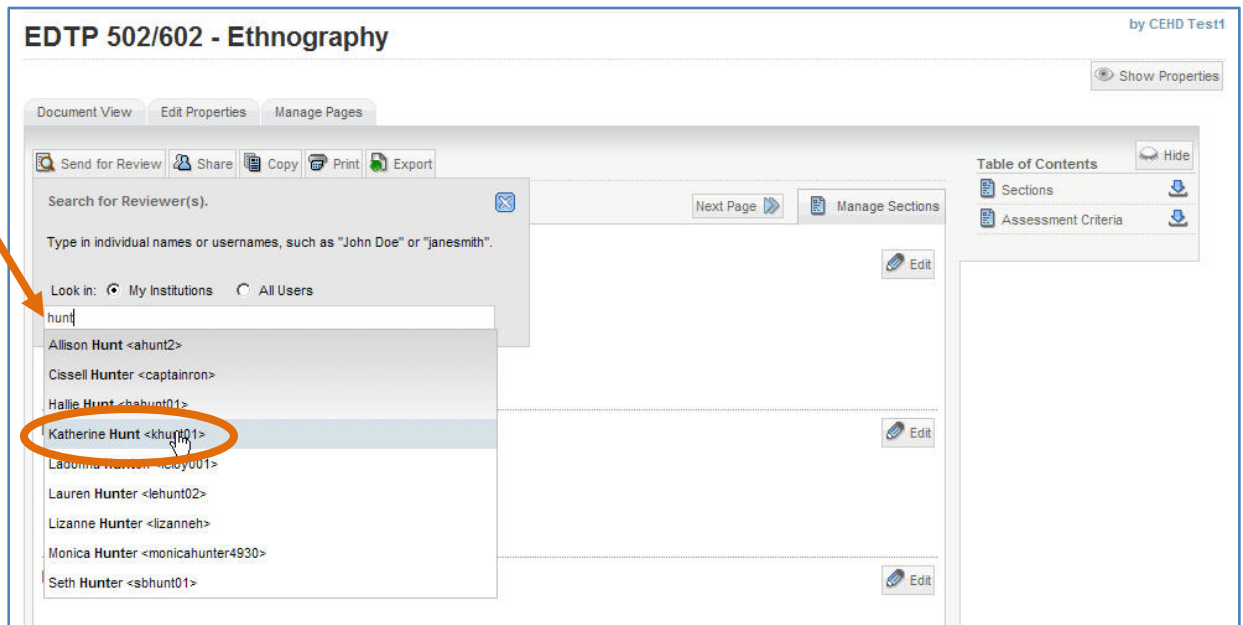


Send for Review

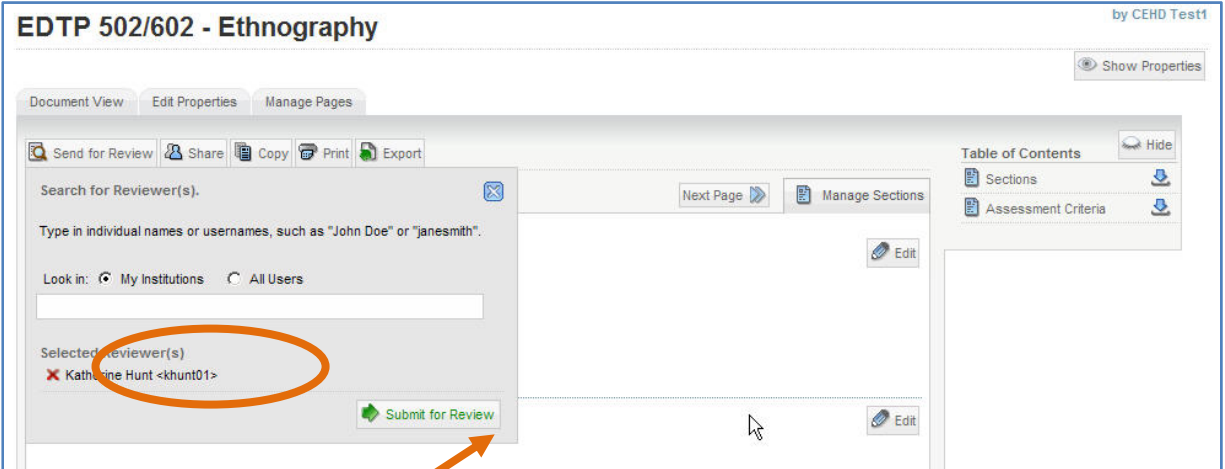
1. Once the assignment is ready for review from a professor, click the **"Send for Review"** button.



2. In the text box, type in the last name of the professor that you are sending the assignment to.



3. After typing in the name, wait for LiveText to pull up a list of names matching what you typed and then select the appropriate name.



4. Click the **“Submit for Review”** button once the name and username appear under **“Selected Reviewer(s).”**

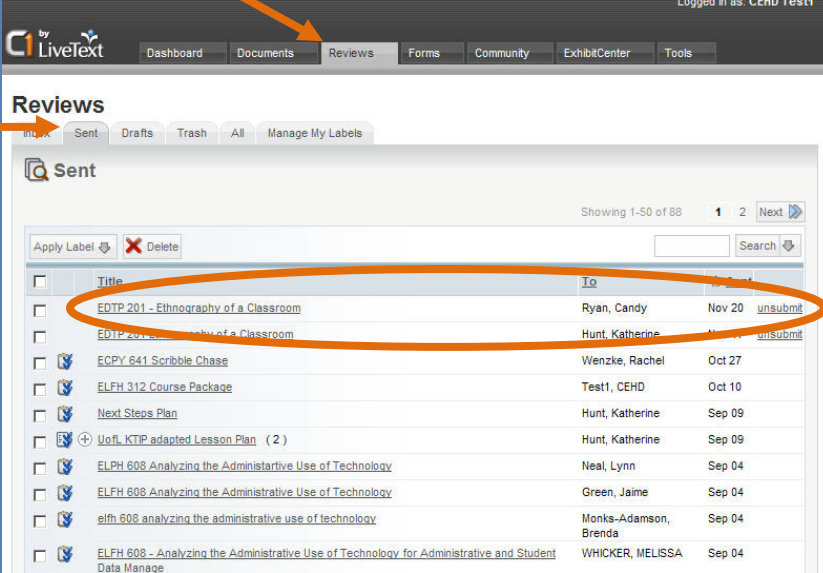
HINTS:

If your professor has a common last name, you may need to type in first and last name when sending for review.

Do NOT use the enter key after typing in a name. Make sure you only type the name and then wait for a list to appear.

Verification of Submission

1. Click on the **“Reviews”** tab at the top of the screen.



The screenshot shows the LiveText interface with the 'Reviews' tab selected. The 'Sent' sub-tab is also selected. A table of documents is displayed, with the first two rows circled in orange. The table has columns for Title, To, and Date. The first row is 'EDTP 201 - Ethnography of a Classroom' sent to 'Ryan, Candy' on 'Nov 20'. The second row is 'EDTP 201 - Ethnography of a Classroom' sent to 'Hunt, Katherine' on 'Nov 17'.

Title	To	Date
EDTP 201 - Ethnography of a Classroom	Ryan, Candy	Nov 20
EDTP 201 - Ethnography of a Classroom	Hunt, Katherine	Nov 17
ECPY 641 Scribble Chase	Wenzke, Rachel	Oct 27
ELFH 312 Course Package	Test1, CEHD	Oct 10
Next Steps Plan	Hunt, Katherine	Sep 09
UoFl KTP adapted Lesson Plan (2)	Hunt, Katherine	Sep 09
ELPH 608 Analyzing the Administrative Use of Technology	Neal, Lynn	Sep 04
ELFH 608 Analyzing the Administrative Use of Technology	Green, Jaime	Sep 04
elph 608 analyzing the administrative use of technology	Monks-Adamson, Brenda	Sep 04
ELFH 608 - Analyzing the Administrative Use of Technology for Administrative and Student Data Manage	WHICKER, MELISSA	Sep 04

2. Click on the **“Sent”** tab.
3. Locate the document that you sent for review. It should list who it was sent to and the date/time it was sent.