

REQUESTING DISPOSITION ASSESSMENTS IN LIVETEXT

1. First, contact the instructor in person, via email, or via phone and let them know that you are requesting a disposition assessment from them. If they agree, proceed to the next step in the process.

2. Log into your LiveText account and create a Disposition request document in LiveText using the existing template "**Candidate Disposition Form Request**" (in the *GA: Armstrong Atlantic State University >> Student Template* folder).

- A. Choose a folder (GA: Armstrong Atlantic State University) (Student Templates)
- B. Choose a template (Candidate Disposition Form Request (Template))

3. Use the following naming convention for the Title of your document when creating your disposition request document: (***This is EXTREMELY IMPORTANT***)

(ex.)

(your full name) – (your major) – Disposition Form - Semester and Year

Jane Smith – ECE-BSED – Disposition Form – Fall08

(ECE-MAT, etc.)

4. Edit the section which requests your name, program, and other relevant information. NOTE: This is at the bottom of the document and you may need to scroll down the page once you have clicked "edit". Once you have typed in this information, select the "SAVE" button at the bottom of the page and then click the "FINISH" button at the top right of the page. At the top of the screen, select the "SUBMIT FOR REVIEW" link. In the box that pops up, type in the last name of the person who will be completing your dispositions form. A list will appear in the lower part of the pop-up box or in the top part of the pop-up box itself. Click on the appropriate reviewer's name so that it appears in the top part of the pop-up box.

Edit Document | Submit for Review | Sh

X

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

Submit to Reviewers:

Nancy Luke <lukenanc>

Submit

 Look in: My institutions All Users

5. Select the "Submit" button. You should receive a confirmation message stating that the submission was successful. Check later in your **Reviews** area in LiveText to see the disposition form that has been filled out for you. NOTE: If you are submitting this dispositions request to more than one reviewer, you may repeat steps 4 and 5 using the same document but altering the information and searching for an additional reviewer in the pop-up box listing possible reviewers.

6. Be patient. Once your reviewer has completed your disposition form, you can check your results in your **Reviews** area. Remember to click on the "Sent for Review" tab and then click the link to view your review.

(To Print your assessments for your application packet: Ctrl and P)