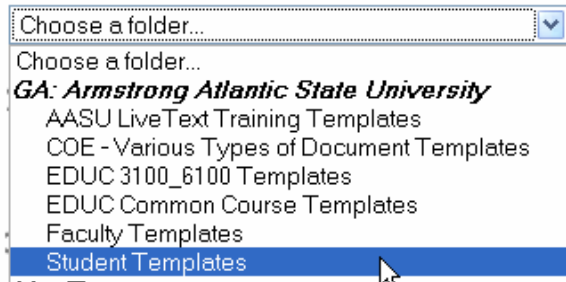


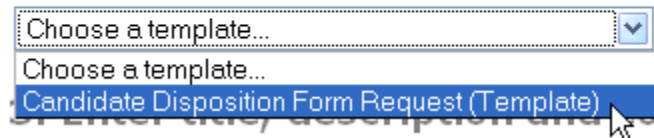
REQUESTING DISPOSITION ASSESSMENTS IN LIVETEXT

1. First, contact the instructor in person, via email, or via phone and let them know that you are requesting a dispositions assessment from them. If they agree, proceed to the next step in the process.
2. Log into your LiveText account and create a dispositions request document in LiveText using the existing template "**Candidate Disposition Form Request**" (in the *GA: Armstrong Atlantic State University* >> **Student Template** folder).

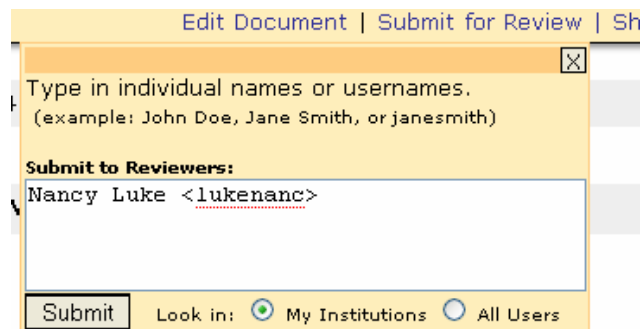
1. Choose a folder



2. Choose a template



3. Use the following naming convention for the Title of your document when creating your disposition request document:
(your full name) –(your major) – Dispositions Form - Semester and Year
Jackie Burkhardt – ECE – Dispositions Form - Sum07
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.



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.