

## **DISPOSITION ASSESSMENT FORM REQUEST IN LIVETEXT**

1. Contact the instructor in person, via email, or via phone that you are requesting a dispositions assessment from them and obtain their permission to proceed.
2. Log into your LiveText account and create a Dispositions request document in LiveText using the existing template "Candidate Disposition Form" (in the **GA: Armstrong Atlantic State University** >> College of Education category).
3. Use the following naming convention when creating your 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. Once completed, 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 the **Reviews** area of your LiveText account 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.