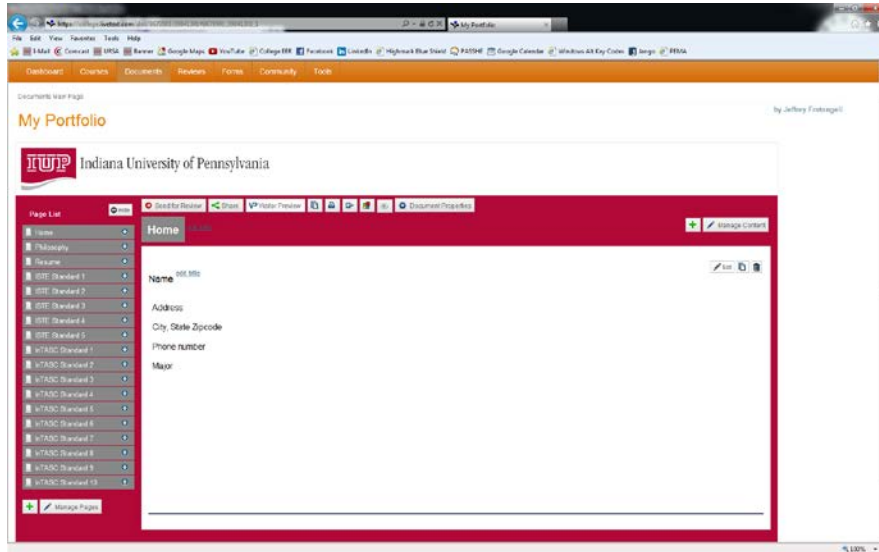
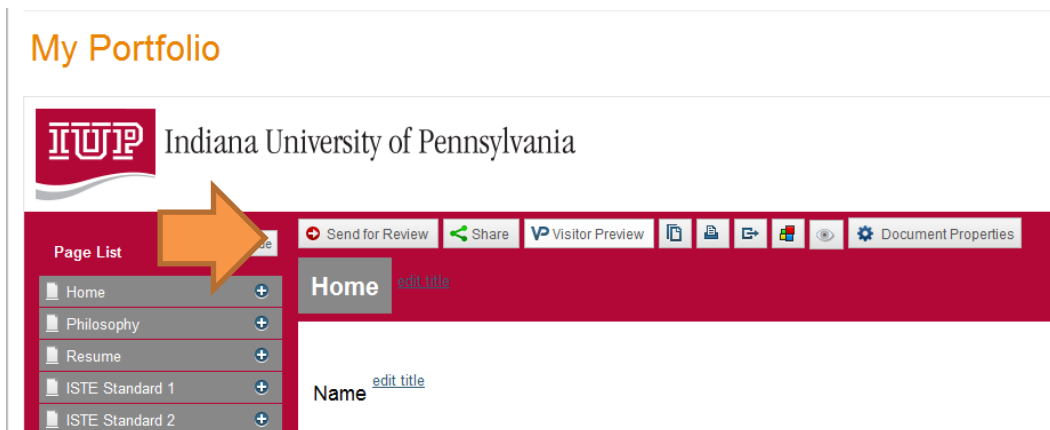


# How to submit your portfolio in LiveText for review

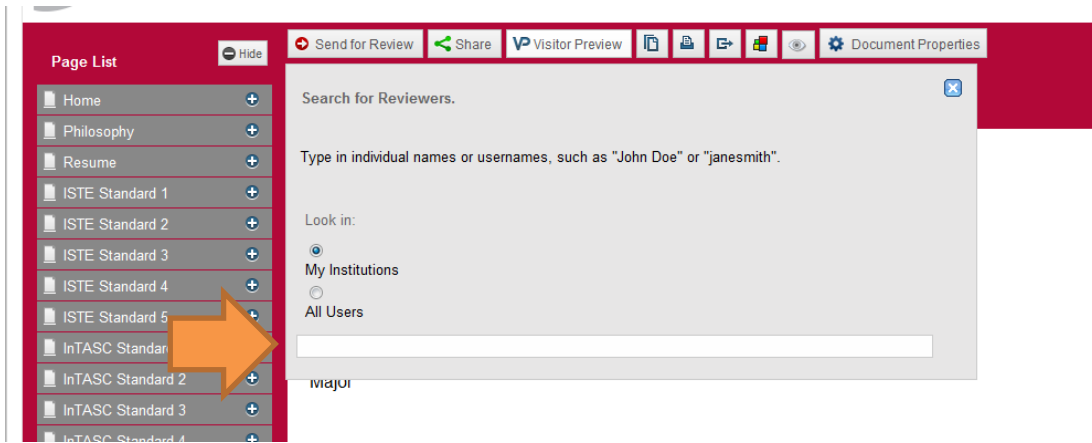
1. Open you LiveText portfolio.



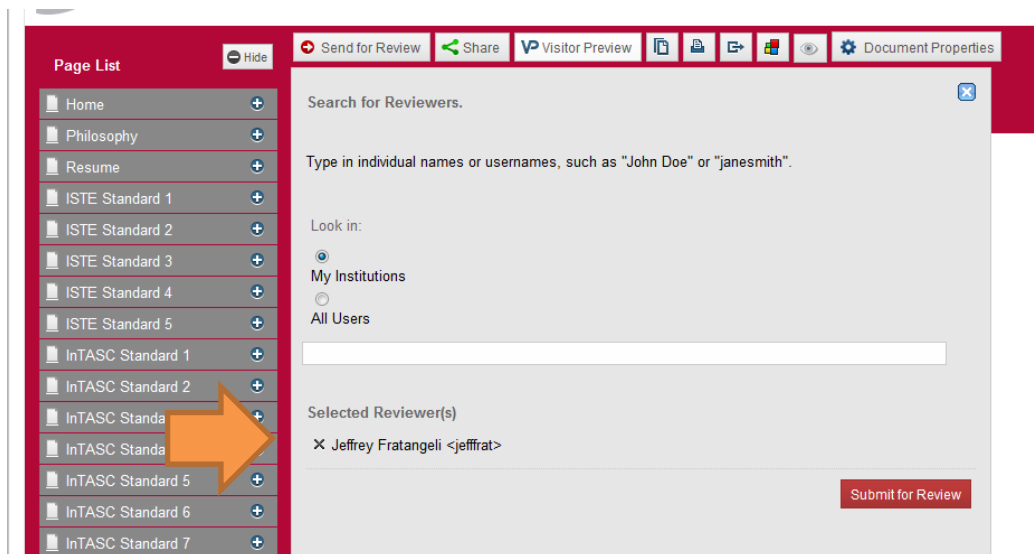
2. From within the document, click the **Send for Review** button located above the page title on the left side. A dialog box will open.



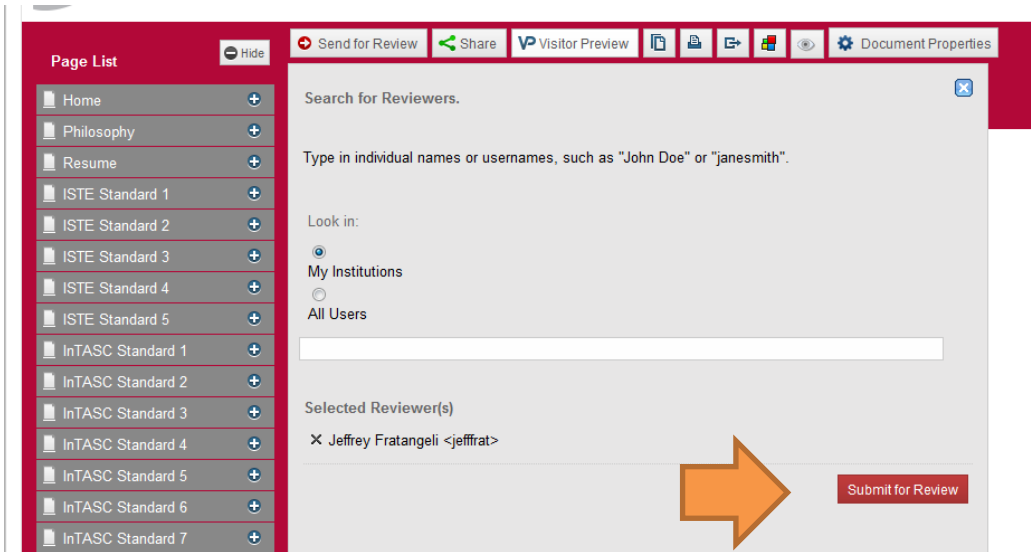
3. Enter the LiveText username given to you by the faculty member that is requesting review of your portfolio in the Search for Reviewers text box.



4. Based on the text entered, LiveText's Autocomplete Share Mechanism predicts the name or username of the LiveText member with whom the user wants to share. Click on the name of your reviewer. It should show up in the dialog box.



5. Click the **Submit for Review** button.



6. The system will display a confirmation message.

