How to complete the EDCE 698 Practicum Application in LiveText:
1. Log into LiveText
2. Click on “Documents” tab
3. Click on “New”
4. Choose “Gate Applications” dropdown list
5. Choose “EDCE 698 Practicum Application TEMPLATE” from Template list
6. Click on “Create Document” at the bottom of the screen
7. Title your application with your name and the semester in which you plan to complete practicum
8. Click “Ok”
9. Complete your EDCE 698 Practicum Application
10. Click "Send for Review" at the top of the application
11. Type “LibertyPlacement” (with no space) as username.
12. Click on “Liberty Placement Coordinator” in the shadow box that appears
13. Click "Submit for Review”
14. You should see the following message: “You have successfully sent this document”

Please be patient as the waiting period for applications to be approved is 2 weeks.
How to view the response to your EDCE 698 Practicum Application in LiveText:
1. Log into LiveText
2. Click on “Reviews” tab
3. Click on your EDCE 698 Practicum Application in the list of reviews
4. Click on “View Assessment”
5. Click the “Undock” button (a box with an arrow) on the taskbar to view the entire rubric.
6. Check the ratings for each requirement on the rubric.
7. Any ratings of “Denied” or “Probation” require additional information before the application can be approved.

If you have any questions, please email schoolcounseling@liberty.edu