
Learning | Assessment | Accreditation Solutions



2009 LiveText Collaboration & Assessment Conference

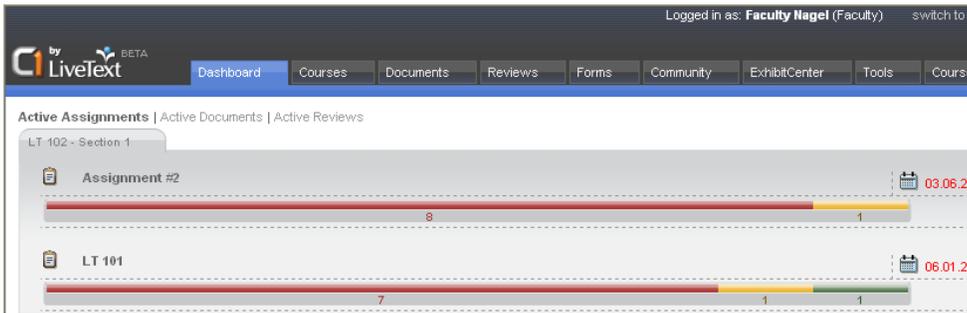
Faculty Training

Faculty Training Guide

When users of LiveText register their accounts they become one of three distinct roles. Accounts will become Admin, Faculty or Student accounts. Each of these has different and unique responsibilities and abilities. In this section we will be examine the role of the faculty and how their responsibilities differentiate from the Admin and Student Accounts.

The following sections in the Faculty guide discuss and demonstrate how to examine, create and assess assignments. The basic navigation and lay out of LiveText accounts for faculty is shown to the users. In each section detailed step by step directions are given for the creation and assessing of assignments that each student will be responsible for submitting.

Assignment Progress Bar



Assignment progress bars are displayed in the Active Assignments area on the Dashboard as well as the course assignment pages. Each progress bar displays the submission status for an assignment including a count of the number of students who have not submitted work, the number of students awaiting assessment, and the number of students who have been assessed. The progress bar is color coded to indicate the submission status for each given assignment.

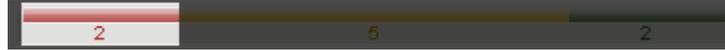
Note: Users can click the progress bar to view the names of students who are *Awaiting Submission*, *Awaiting Assessment*, or assessments that have been **Completed**



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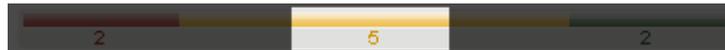
Note: This bar does not always indicate that the assessments have been published to students. Instructors are able to adjust settings to release assessments to students at the time of assessment, or to publish the assessments to multiple students in the course at the same time.

Awaiting Submission



This bar displays the number of students who have not submitted and/or need to resubmit their assignments.

Awaiting Assessment



This bar displays the number of students who have submitted their assignments but have not been assessed by the instructor.

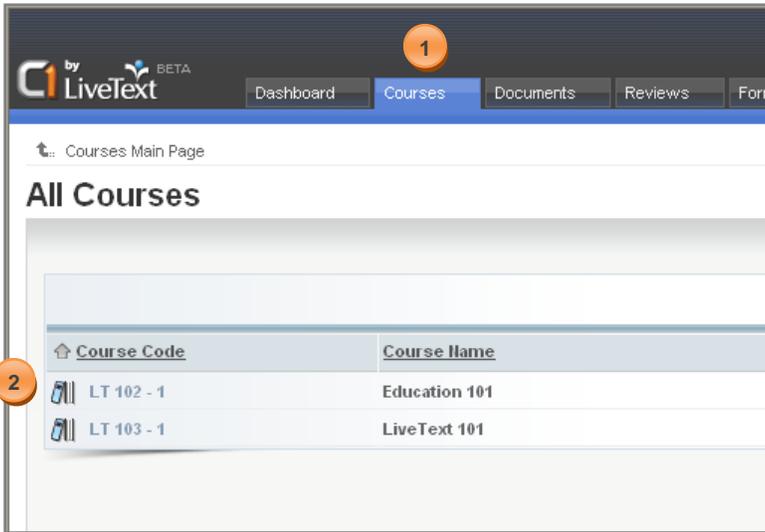
Completed



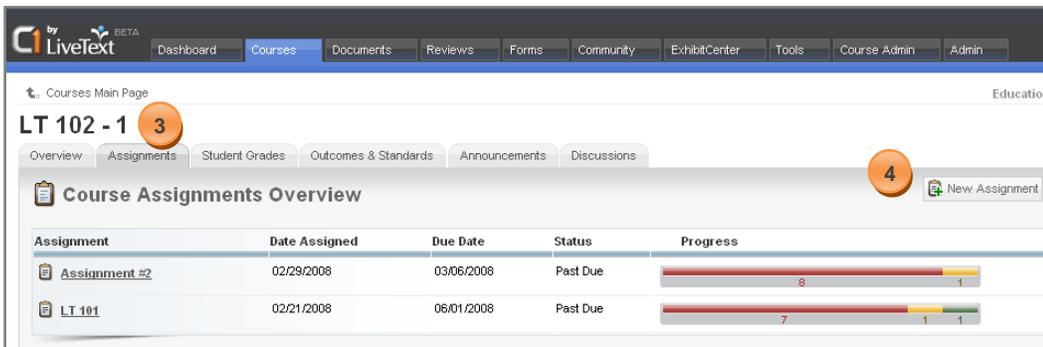
This bar displays the number of submissions that have a corresponding final assessment from the instructor.

Create a Course Assignment

1. Click the **Courses** tab located at the top of the screen.
2. Click the **Title** of the Course Code or Course Name within the All Courses area.



3. Click the **Assignments** tab located under the course title.
4. Click the **New Assignment** button located in the top right of the Course Assignments Overview area.



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Note: For example, this may be an assessment conducted on class participation or an oral presentation. Students will be able to access their grades and evaluations for these assignments from within the Course Assignments tab.

5. Enter a **Title** for the assignment.
6. Enter a **Description** (optional).
7. Select a **Post Date** for the assignment. This is the date that the assignment will be displayed in the student's account.
8. Select a **Due Date** for the assignment.
9. Select the **Viewable to Students** checkbox if a student is required to submit an artifact for the assignment. If the checkbox is not selected, the assignment will not be displayed on the student's Dashboard, but will be displayed on the faculty Dashboard.

Creating...

Courses Main Page > LT 102 - 1 > LT 102 Assignments

New Assignment

Assignment Details

5 Title (Required)

6 Description

7 Post Date Do not post it yet

8 Due Date

9 Viewable to Students

10. Insert the **Assessment Method** (optional) that will be used when student submissions are evaluated. Multiple assessments documents may be inserted.

Assessment Method

10a Insert More Assessment Rubric(s)
Browse...

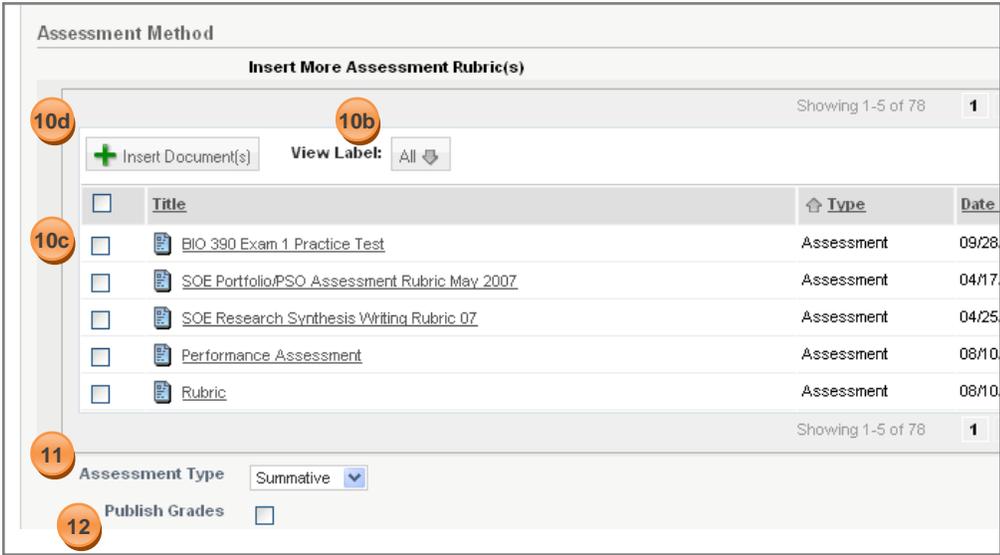
Assessment Type Summative

Publish Grades

- a. Click the **Browse...** button

- b. Select a Label (e.g. My Work, Inbox, or a custom label) where the document is located.
- c. Select the checkbox located to the left of each document to be inserted.
- d. Click the **Insert Document(s)** button.

Note: By definition, formative assessments are on-going assessments, reviews, and observations. Summative assessments are typically culminating or final assessments used to evaluate the effectiveness of instruction and learning at the end of an academic term, year, or at a pre-determined time.



- 11. Select the assessment type, "**Formative or Summative**". This is a tag designed to identify Formative or Summative assessments.
- 12. Optionally, select the **Publish Grades** checkbox. If the Publish Grades checkbox is selected students will receive their grades and evaluations once it has been completed by the instructor. If the checkbox is not selected, the instructor will release all grades and evaluations for each assignment to students simultaneously from within the Submission & Grades tab.



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13. Insert **Assignment Templates** (Optional) if the assignment requires a new LiveText document for student use. Multiple templates may be inserted.
- Click the **Browse...** button.
 - Select a Label (e.g. My Work, Inbox, or a custom label) where the document is located.
 - Select the checkbox located to the left of each document to be inserted.
 - Click the **Insert Document(s)** button.

Assignment Templates

Insert template(s) if the assignment requires a new document.

13c + Insert Document(s)
View Label: My Work ▾

<input type="checkbox"/>	Title	Type	Date C
13b <input type="checkbox"/>	Walmart 2005 Case Study	Project	Apr 09
<input type="checkbox"/>	COEHS Syllabus Template 1	Course	Apr 03
<input type="checkbox"/>	guides	Project	Apr 17
<input type="checkbox"/>	Joe Nagel's Portfolio Sample	Portfolio	Feb 13
<input type="checkbox"/>	Katie Wood's Honors Program Portfolio; Fall 2007	Portfolio	Apr 03

14. The **Outcomes & Standards** area will automatically display any standards that are aligned in the assessment rubrics selected. Users can also choose additional Outcomes & Standards that the assignment meets.
- Click the **Browse...** button.
 - Enter the state, standard set name or acronym, or keywords.
 - Click the **Search** button.
 - A list of applicable standards will be displayed below the search area. Enter new search criteria in the text box or click the links to refine the search.
 - Select the checkbox to the left of each outcome or standard to be added.
 - Click the **Add Selected Outcomes & Standards** button located below the list of standards.

15. Optionally, select **Resources** for students, including a LiveText document, web site, or file attachment.

a. **Insert LiveText Document(s):**

- I. Click the **Browse...** button in the Insert LiveText Document(s) area.
- II. An Insert LiveText Link pop-up window will open.
- III. Select a Label (e.g. My Work, Inbox, or a custom label) where the document is listed.
- IV. Select the checkbox located to the left of each document to be added.
- V. Click the **Insert** button.

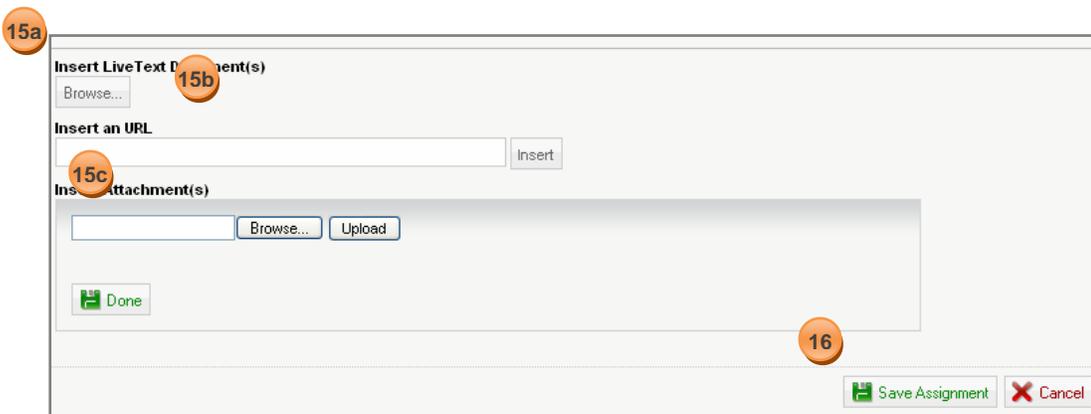
b. **Insert a URL:**

- I. Enter the URL (e.g. www.livetext.com) in the Insert a URL text box.
- II. Click the **Insert** button.

c. **Insert Attachment(s):**

- I. Click the **Browse...** button in the Insert Attachment(s) area.
- II. Search and select the target file for upload
- III. Click the **Upload** button.
- IV. Once the upload is complete, click the **Browse...** button to upload another file or click the **Done with upload** button.

16. When finished editing the assignment details, click the **Save Assignment** button located in the lower right of the Assignment Details area.



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Best Practice: Giving Students Viewing Rights to Assessments

In many assignments, it is best practice to provide students with a copy of the assessment rubric before they begin their assignment. This provides students with an understanding of the expectations and criteria for assessment. Administrators and instructors may provide assessment rubric(s) by adding it as a Resource in the Assignment Details. However, the shared access of the assessment must be set as a Public URL or shared with individual users or groups.

Note: LiveText users who have experience with the legacy version may be familiar with accessing existing school or university domain templates by clicking the **Create** button, and/or posting new templates by clicking the **More...Create Template** link within a document. The New Generation provides instructors and administrators with the ability to post documents as templates within assignments. However, domain templates accessed by users from the **Create** button can only be created by users with Template Administration Rights.

Option 1: Add the Assessment as a Resource

1. While creating/editing an assignment, scroll down to the **Resources** area. The Resources area is the final section in the Assignment Details tab.
2. Click the **Browse...** button in the Insert LiveText Document(s) area.
3. An Insert LiveText Link pop-up window will open.
4. Select a Label (e.g. My Work, Inbox, or a custom label) where the document is listed.
5. Select the checkbox located to the left of each document to be added.
6. Click the **Insert** button.
7. Click the **Save Assignment** button.

Option 2: Share the Assessment as a Public URL

1. Click the title of the LiveText document that is to be shared from the Documents tab.
2. Click the **Share Document** button.
3. Click the **Advanced sharing options** link located within the Share window.
4. Click the **Advanced Options** link located in the top right corner of the screen.
5. Select the radio button to the left of **Public**.
6. Click the **Save** button.

Milestones

LiveText users who have experience with the assessment process in the legacy version may be familiar with Milestones for tracking student progress and disaggregation during data reporting. For example, a student may be assessed with the same assessment rubric(s) on four lesson plans or case studies within a course or a series of courses. In the legacy version, the instructor may have selected from a pre-established set of Milestones (e.g. Lesson Plan 1, Lesson Plan 2, Lesson Plan 3, Lesson Plan 4) as a way to later track and compare the student's growth.

In C1, course-based assignments do not use Milestones in the assessment process or data reporting. Each milestone in C1 is identified and organized by assignment. Data can be reported by academic year, term, course, and assignment.

However, Milestones are available to users when they assess non-course-based assignments within the Reviews tab.

One Template, Multiple Assessments

Students may be assessed on a lesson, project, portfolio, etc. multiple times throughout a course or program. Therefore it is not required to include a template for every assignment. For example, students may begin their portfolio from a template in one assignment and will be able to edit and submit their portfolio in future courses and assignments.

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Course-Based Assessment

The assessment process begins by selecting a course assignment and selecting the student or group of students to assess. Student submissions may be assessed with one or more rubrics associated with the assignment, and/or may include comments and grades. Instructors may save, submit, or cancel assessments, as well as request the student to resubmit. Grades and assessments may also be published or deleted.

STEP ONE: Select the Assignment and Students to Assess

1. From the **Dashboard** click the **Assignment Progress Bar** that corresponds with the assignment to be assessed.

The screenshot shows the LiveText dashboard with the 'Active Assignments' section. Under the 'ENG 310 - Section PM' category, two assignments are listed: 'RT 81464 test' and 'King Richard II Review'. The 'King Richard II Review' assignment has a progress bar with a red circle and the number '1' next to it, indicating it is the selected assignment for assessment.

2. The **Submission & Grades** tab will open. This tab corresponds with the Assignment Progress Bar and displays the names of students identified as: **Awaiting Submission**, **Awaiting Assessment**, or assessments that have been **Completed**.
3. Select the checkbox to the left of each student to be assessed or click on the student's name to individually assess.
4. Click the **Assess Selected Students** button.

Note If you place check marks in the boxes to select students, you must follow step 4 to assess students, by clicking on student's names without using the check boxes, you automatically are taken to the assessment

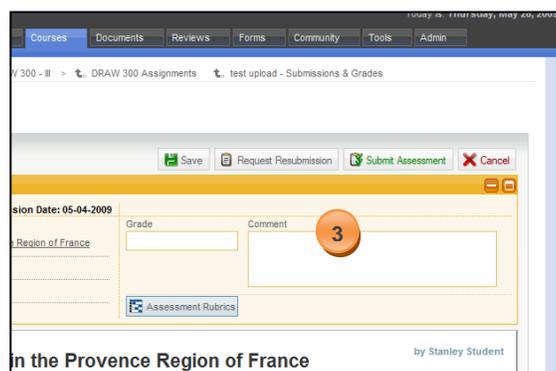
The screenshot shows the 'Submission & Grades' tab for the assignment 'Alexander and the Terrible, Horrible, No Good, Very Bad Day Book Review'. The interface is divided into three sections: 'Awaiting Submission (15)', 'Awaiting Assessment (1)', and 'Completed'. The 'Awaiting Assessment' section is highlighted with a red circle and the number '4'. In this section, the student 'Nagel, Faculty' is listed with a checkbox and an 'Assess Selected Students' button. The 'Assess Selected Students' button is highlighted with a red circle and the number '3'.

The student submission area will open. The top section within this area displays the Student's Name, Submission Date (if submitted), Assignment History (if the assignment was previously submitted), the Submission Status (e.g. Awaiting Submission, Awaiting Assessment), as well as options to Save, Request Resubmission, Submit Assessment, or Cancel. This area will also display any student comments and artifacts submitted (e.g. LiveText document, web link, attachment). There are also two tabs displayed below the submission and artifact information: Grade/Comments and Assessment Rubrics (if applicable).

STEP TWO: Add Comments (Optional)

If the submission includes a LiveText document the document, will open automatically with a Table of Contents. Click the page titles within the Table of Contents to review the content and provide optional comments. Instructors may click and open any non-LiveText artifact (e.g. MS Word document, web link). However, the review and comment feature is not applicable to non-LiveText documents.

1. Within the student's work there are areas provided to place comments.
2. Assessors are able place comments at the document level, page level and section level.
3. To add comments click inside the **Comment** box and type the comment.

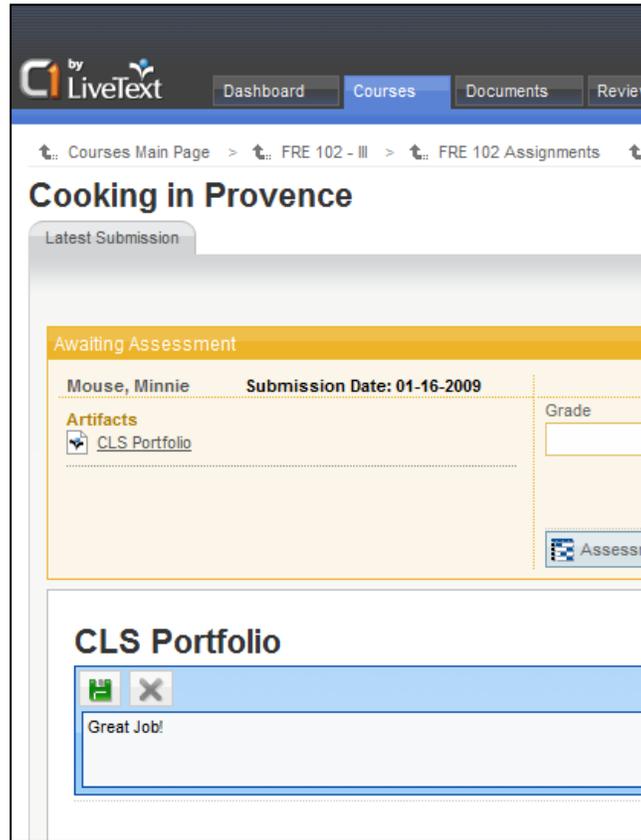


4. Comments can also be inserted at the text level by clicking on the word or text where a comment should be provided.
5. Enter a comment in the text box.

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Note: The save feature for the comments appears as a green diskette to the left of the gray X.

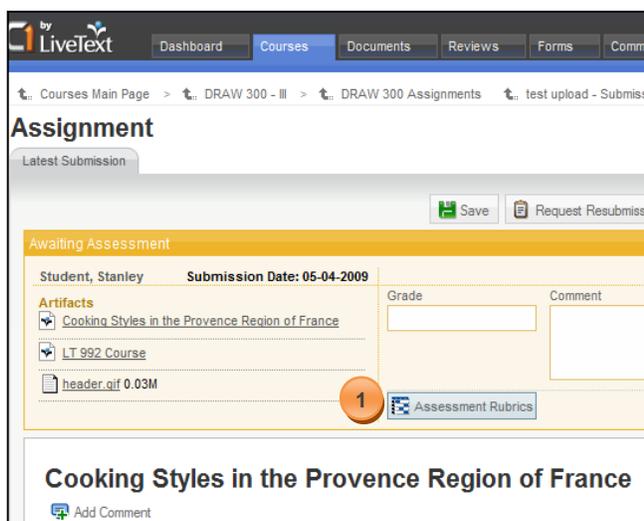
6. Click the **Save** icon located in the top left of the comment window.



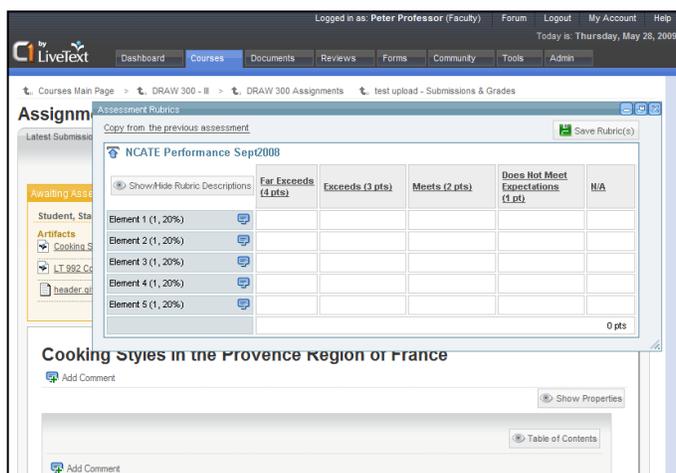
STEP THREE: Assess with a Rubric (Optional)

If the assignment is associated with one or more rubrics, instructors may click the Assessment Rubrics button to access the rubric(s).

1. Within the student submission page, click the **Assessment Rubrics** button.



2. Click the title of the rubric. If there is only one rubric it will open automatically.
3. Click the cell to select the performance level for each element of the rubric. Optionally, click the title of the performance level to select all elements for the same performance level.



DOCUMENT TITLE

- Optionally, click the **Comment Icon** located to right of each element title and enter a comment.

STEP FOUR: Enter a Grade (Optional)

- Within the assessment status box, click inside the **Grade** field to enter a grade.

The screenshot shows the LiveText interface for an assignment submission. The top navigation bar includes 'Dashboard', 'Courses', 'Documents', 'Reviews', 'Forms', and 'Comm'. The breadcrumb trail is 'Courses Main Page > DRAW 300 - III > DRAW 300 Assignments > test upload - Submis'. The main heading is 'Assignment'. Below it, there's a 'Latest Submission' section with 'Save' and 'Request Resubmission' buttons. A yellow banner indicates 'Awaiting Assessment'. The student is 'Stanley' and the submission date is '05-04-2009'. Under 'Artifacts', there are three items: 'Cooking Styles in the Provence Region of France', 'LT 992 Course', and 'header.gif 0.03M'. To the right, there are 'Grade' and 'Comment' fields. The 'Grade' field is highlighted with a red circle containing the number 1. Below the artifacts, there is an 'Assessment Rubrics' button. At the bottom, the title 'Cooking Styles in the Provence Region of France' is displayed with an 'Add Comment' button.

STEP FIVE: Complete the Assessment Process

After the submission has been reviewed and/or assessed, instructors may **Save**, **Request Resubmission**, **Submit Assessment**, or **Cancel** the assessment. These buttons are located in the top right of the student submission area.

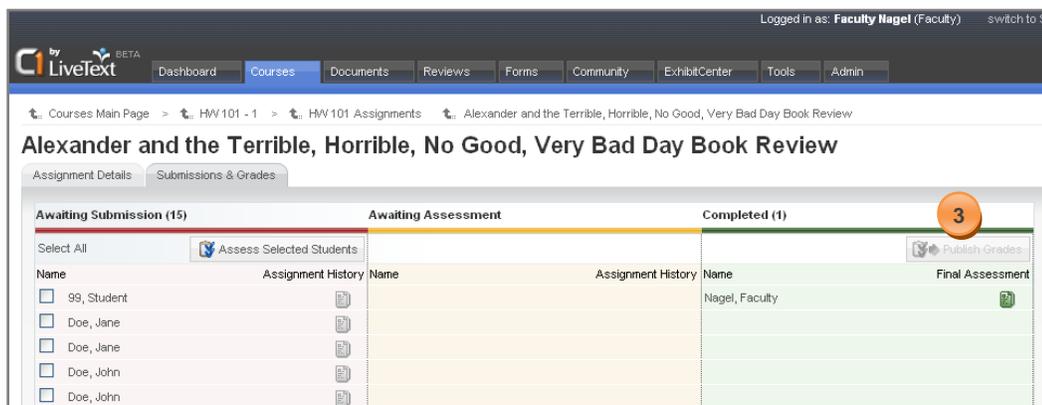
	<p>The Save button will save all comments, grades, and/or scoring on assessment rubrics, but will not submit the assessment. Instructors can select the student from the Awaiting Assessment column within the Submission & Grades tab, and continue reviewing and assessing the student.</p>
	<p>The Request Resubmission button will change the status of the assignment on the student's Dashboard from View Latest Submission (yellow) to Resubmit Assignment (red). It will also change the status on the Assignment Progress Bar and Submission & Grades area in the faculty's view from Awaiting Assessment (yellow) to Awaiting Submission (red).</p> <p>The student will be able to view any comments, grades, and/or scoring on assessment rubrics to the student.</p>

	<p>The Submit Assessment button will save all comments, grades, and/or scoring on assessment rubrics, and will complete the assessment process. The status on the Assignment Progress Bar and Submission & Grades area in the faculty's view will change from Awaiting Submission (red) or Awaiting Assessment (yellow) to Complete (green).</p> <p>Submitting an assessment does not always imply that the assessments have been submitted or published to students. Instructors are able to adjust settings to release assessments to students at the time of assessment, or to publish the assessments to multiple students within the course at the same time.</p>
	<p>The Cancel button will cancel all comments, grades, and/or scoring on assessment rubrics not submitted.</p>

Publish Grades

If the Publish Grades checkbox is selected in the Assignment Details, assessments will be published to students upon assessment. However, if the Publish Grades checkbox is not selected, assessments will not be ready for release to students until all students in the class have been assessed. Once all students have been assessed, the Publish Grades button will be displayed within the Submissions & Grades tab.

1. From the dashboard view, click the on the **Assignment Progress Bar** that corresponds with the assignment.
2. The **Submission & Grades** tab will open.
3. Click the **Publish Grades** button located in the top right corner of the Completed column to publish all of the grades to the students.



Note: To publish grades all of the students in the course must be assessed before the instructor can publish the grades

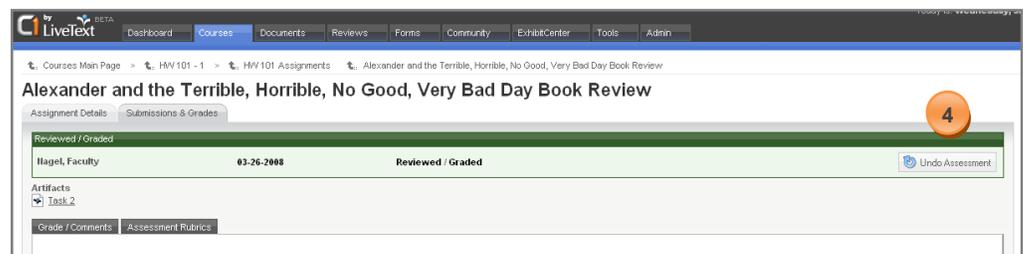


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Undo Assessments

Assessments may be moved back to the **Awaiting Assessment** status after they have been submitted and/or published to students.

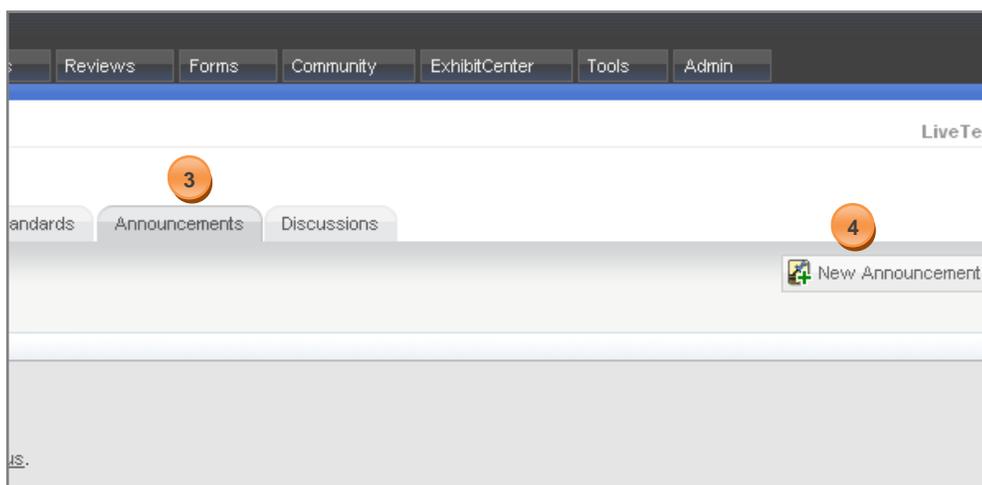
1. From the **Dashboard** click the Assignment Progress Bar that corresponds with the assignment.
2. The **Submission & Grades** tab will open.
3. In the Completed column click the name of the student associated with the assessment to be modified.
4. Click the **Undo Assessment** button.



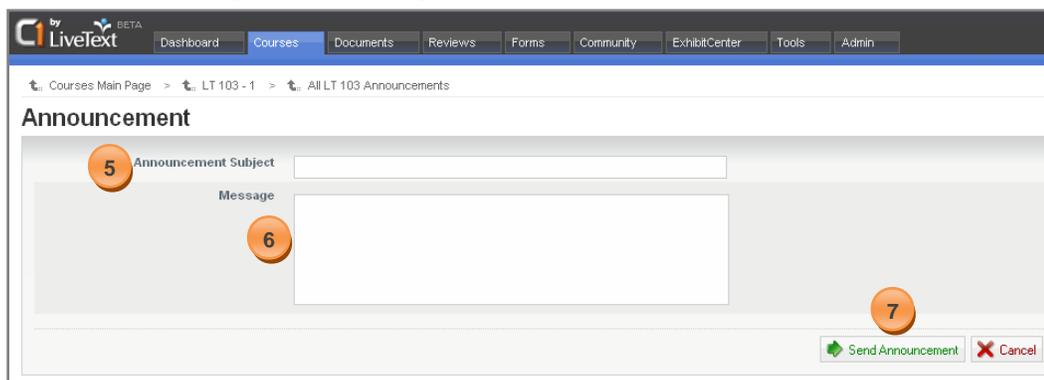
5. The student submission status in the Assignment Progress Bar and within the Submission & Grades tab will be changed from Completed (green) to Awaiting Assessment (yellow). The information already collect is not deleted.
6. Faculty can now request a resubmission from the student or finish any comments or assessing that is needed.

Create a New Announcement

1. Click the **Courses** tab located in the top center of the screen.
2. Click the title of the Course Code or Course Name within the All Courses area.
3. Click the **Announcements** tab. The Announcements tab is the fifth tab from the left within the course page.
4. Click the **New Announcement** button located in the top right of the Announcements Overview area.



5. Enter a subject in the Announcement Subject box.
6. Enter a message in the Message area.



7. Click the **Send Announcement** button located in the lower right of the Announcement area.

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Note: Faculty and admin users are able to assess students on assignments from past terms, but are not able to create or copy assignments for past terms.

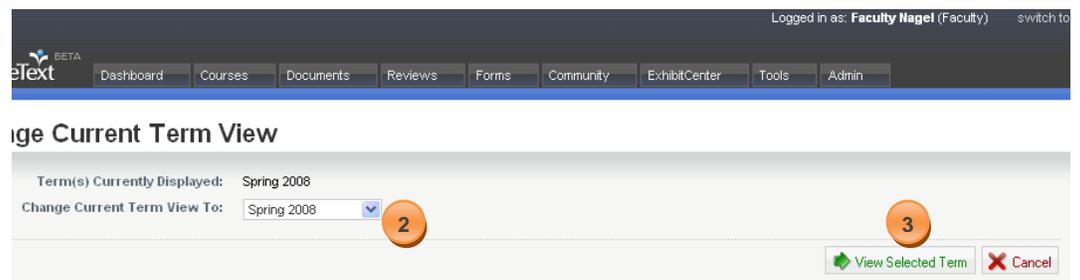
Academic Terms

Within C1, an academic term is a division of an academic year the time during which a school, college, or university offers courses. These divisions may be called 'terms', 'semesters', 'quarters', or 'trimesters', depending on the institution and country. Institutions often define their academic terms in their Student Information System (SIS) including specific start and end dates for each term.

Students and faculty will be able to view multiple terms and adjust settings to display a specific term within the Dashboard tab. Faculty will be able to create, manage, edit, and delete course-based items for future terms in the same way they do for the current term.

View Courses from Different Terms

1. From within the **Dashboard** or **Courses** tab click the **View Other Terms** link located near the top right of the screen.
2. Select a term from the **Change Current Term View** dropdown menu.
3. Click the **View Selected Term** button.



4. The Dashboard will display the courses, assignments, and announcements associated with the term selected.

LiveText Support Team

If further questions arise regarding the application contact LiveText at:

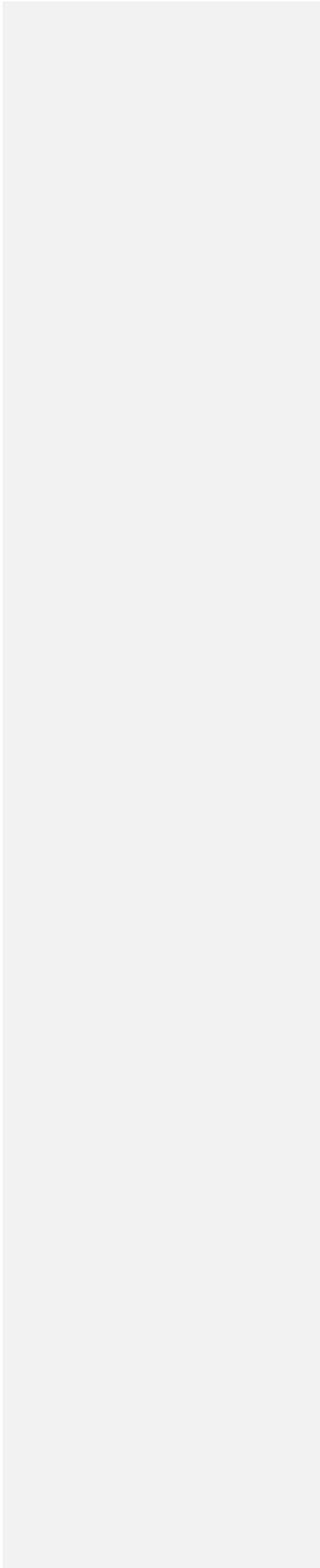
LiveText Tech Support

Phone: 1-866-LiveText (1-866-548-3839)

Email: support@livetext.com



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Email: support@livetext.com

