LiveText - Grading

1. Login to LiveText (https://www.livetext.com)

2. On the right side of your screen you will see “Course Sections”. Select the appropriate course you need to grade. *Note: your courses will be named differently than (TR101-1), but the process is the same.
4. You will now see a series of all the assignments within your selected course. Find the assignment you would like to grade and click on it. *Note: your assignments will be named differently, but the process is the same.*
5. After selecting your assignment, you will see a new page. Under your assignment title (*Observation Assignment Informal 1*) you will see the following tabs: “Assignment Details” and “Submissions & Grades”. Click on the Submissions & Grades tab. *Note: your assignment will be named differently, but the process is the same.*
6. On the left side of your screen *(red box)* you should see a list of students who are enrolled in this course. Select the student’s assignments you would like to grade by checking the box to the left of their name.
7. On the left side of your screen (red box), you will see “Assess Selected Students” in the top right corner. Click on it.
8. You will see a new red box with your selected students listed on the left side. In the middle of the red box you will see “Assessment Rubrics” in blue. Click on it.
9. You should now see a blue pop-up window. Within the blue box it will have the following options: “Professionalism Assessment Instrument” and “Field Experience/Clinical Evaluation”. Click on Professionalism Assessment Instrument.
10. Within the blue box you will see a rubric. You will fill the rubric out by clicking on the appropriate squares for each assessment. It will tally the points automatically. *Note: the dark blue squares are example of selected sections.*
11. Once you have completed filling out the top section scroll down and click on “Field Experience/Clinical Evaluation”. You will then proceed to fill out this section in the same way as the top *(Step 10).*

**Observation Assignment Informal 1**

![Image showing a section titled Field Experience/Clinical Evaluation]
12. Once you have completed filling out both sections of the rubric do the following: click on the blue “x” in the top right corner of the blue pop-up window. This will cause the assessment and points to save.
13. This will return you to the previous screen (also in Step 7). On the right side of your screen you will see a green box that says “Submit Assessment”. Click on it.
14. You will now see all of the students you selected to grade in Step 5 have moved to the right side (green box). This means that their assignments have been graded and are now complete.