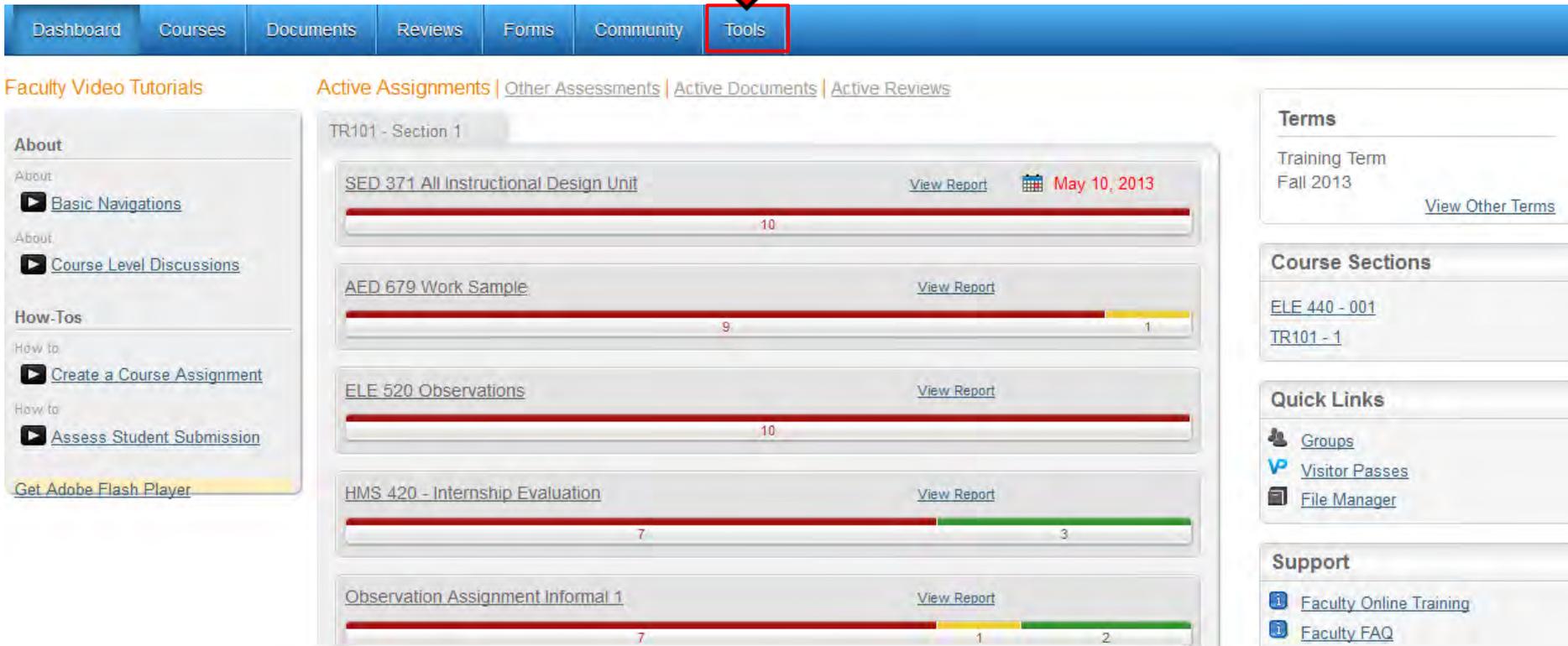
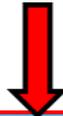


# LiveText – Pulling Reports

1. Login to LiveText (<https://www.livetext.com>)
2. On the top of your screen you will see a blue “Tools” tab. Click on it.



The screenshot shows the LiveText interface with the 'Tools' tab highlighted in the navigation bar. The main content area displays a list of assignments with progress bars and 'View Report' links. The right sidebar contains sections for 'Terms', 'Course Sections', 'Quick Links', and 'Support'.

**Navigation Bar:** Dashboard | Courses | Documents | Reviews | Forms | Community | **Tools**

**Active Assignments | Other Assessments | Active Documents | Active Reviews**

**TR101 - Section 1**

Assignment	View Report	Date
SED 371 All Instructional Design Unit	<a href="#">View Report</a>	May 10, 2013
AED 679 Work Sample	<a href="#">View Report</a>	
ELE 520 Observations	<a href="#">View Report</a>	
HMS 420 - Internship Evaluation	<a href="#">View Report</a>	
Observation Assignment Informal 1	<a href="#">View Report</a>	

**Terms**  
Training Term  
Fall 2013  
[View Other Terms](#)

**Course Sections**  
[ELE 440 - 001](#)  
[TR101 - 1](#)

**Quick Links**  
[Groups](#)  
[Visitor Passes](#)  
[File Manager](#)

**Support**  
[Faculty Online Training](#)  
[Faculty FAQ](#)

3. You will see a gray box stating “Reports”. Within that gray box you will see a smaller box stating “New” with a drop down arrow. Click on it.

4. Once you’ve done that you will see a drop down list of options. *ONLY* select things *BELOW* the “—C1 Only—” option. Click on “Assessment Report” that is *below* “—C1 Only—”.

Dashboard Courses Documents Reviews Forms Community Tools

## Tools

Reports Standards & Outcomes Visitor Passes File Manager

### Reports

New... ▾ Delete

Title	Type	Actions
<input type="checkbox"/> tewtewr	C1 Assessment	Edit Rename
<input type="checkbox"/> tewtewr	C1 Assessment	Edit Rename

5. You will now see a new screen with a gray box stating “My Reports – Assessment Report”. Fill out the “Title” section according to what data you are reporting. You may choose to fill out the “Description” section, but you do not have to.

Reports

## Tools

### My Reports - Assessment Report

General Information

Title

Description

Course Filters

Institution TX: Stephen F. Austin State University

Course Section

Note: Once course section(s) is selected, only course related assessment rubrics will display on the select box below.

- None -  
All  
Training Term - TR101 - 1

Filter Course Section by:

- College
- Department
- Term
- Location

Assessment Filters

6. The second section of the big gray box is called “Course Filters”. Within that section, check the box to the left of “Term”.

7. Once you have checked that box you will see a series of term options. Select what term you need to pull reports from. *\*Note: your term options will be different from (Training Term), but the process is the same.*

### My Reports - Assessment Report

General Information

Title

Description

---

Course Filters

Institution TX: Stephen F. Austin State University

Course Section

Note: Once course section(s) is selected, only course related assessment rubrics will display on the select box below.

-- None --  
All  
Training Term - TR101 - 1

Filter Course Section by

- College
- Department
- Term
- Location

**Term**

- All Terms
- Training Term

Assessment Filters

Assessment Rubric

8. Directly above “Term” you will see a box to the left of “Department”. Check that box.

9. Once you have checked that box you will see a series of Departments. Select what department you need to pull reports from. *\*Note: your department options will be different from (All Departments), but the process is the same.*

### My Reports - Assessment Report

General Information

Title

Description

---

Course Filters

Institution TX: Stephen F. Austin State University

Course Section   
All  
Training Term - TR101 - 1

Note: Once course section(s) is selected, only course related assessment rubrics will display on the select box below.

Filter Course Section by..

College

Department

Term

Location

Department dropdown menu:  
All Departments

Term dropdown menu:  
All Terms  
Training Term

---

Assessment Filters

Assessment Rubric

10. To the left of the “Department” & “Term” boxes you just checked, you will see a box called “Course Section”. Select the courses you need to pull reports from by clicking on them. To select more than one course hold down the “Ctrl” key on your keyboard while clicking on them. *\*Note: your course sections will be different from (Training Term – TR101-1), but the process is the same.*

## My Reports - Assessment Report

### General Information

Title

Description

### Course Filters

Institution TX: Stephen F. Austin State University

#### Course Section

Note: Once course section(s) is selected, only course assessment rubrics will display on the select box below.

Filter Course Section by..

College

Department

Term

Location

### Assessment Filters

Assessment Rubric

11. The third section of the big gray box is called “Assessment Filters”. Within this section you will see a box called “Assessment Rubric” with a list of all of your assessments, rubrics, etc. for the course you’ve chosen.

12. Select what assessment, rubric, etc. you would like to run a report on by clicking on it. To select more than one hold down the “Ctrl” key on your keyboard while clicking on them. *\*Note: yours will be different from (Training Course Project Rubric), but the process is the same.*

The screenshot displays the 'Assessment Filters' section of a software interface. At the top, there are filter options for 'Term' (checked) and 'Location' (unchecked). The 'Term' dropdown menu is open, showing 'All Terms' and 'Training Term' (selected). Below these filters is the 'Assessment Rubric' section, which contains a list of rubrics. A red box highlights this list, and a red arrow points to the selected item: 'Training Course Project Rubric - Performance Assessment (College of Education Administrator)'. Other rubrics in the list include 'Field Experience/Clinical Evaluation rev1', 'HMS 420 Internship Rubric rev 02', 'Professionalism Assessment Instrument', 'Training SPE 567 IEP Project Rubric', and 'z\_ARCHIVE Initial Philosophy Rubric Sp2010'. Below the rubric list are other filter options: 'Assessor' (with a dropdown menu showing 'Strahl, Joseph <strahlj>' and 'Tillery, Cindy <cindytiltery>'), 'Assessment Type', 'Scoring Type', and 'Date Range' (with 'From' and 'To' input fields).

13. Scroll down to the bottom of the screen. In the bottom right corner you will see a green box stating “View Report”. Click on it.

The screenshot displays a software interface with the following elements:

- Degree Program:** A dropdown menu with options "-- None --" and "All".
- Academic Program:** A dropdown menu with options "-- None --" and "All".
- Form-Based Filter:** A section containing:
  - Forms:** A dropdown menu showing "No Forms" and a "+ Add" button.
  - NOTE:** Forms with no launched datasets are omitted.
  - Inter-Rater Summary:** A dropdown menu showing "Yes".
- Bottom Right:** A green button labeled "View Report" with a red arrow pointing to it, and a "Save As" button next to it.

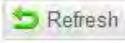
14. Underneath the green “View Report” box, you will see your report. To the left of your report there is a box stating “Select Assessee”. Click on the students you want to assess for the report. To select more than one hold down the “Ctrl” key on your keyboard while clicking on them.

Refine Results

Select Assessee 

Elich, Jenn <ph.jelich1310486862>  
 Fitzgerald, Christian <ph.cfitzgerald486862>  
 Vaughan, Elizabeth <vaughanej>

Select Assignments === Training Course - ===  
Training Project

 Refresh

---

 **Rubric: Performance Assessment**

	Exemplary <i>(0.000 pts)</i>	Acceptable <i>(0.000 pts)</i>	Unacceptable <i>(0.000 pts)</i>	Mean	Mode	Stdev
Content	<u>3</u>	0	0	0.000	0.000	0.000
Reflection	0	<u>3</u>	0	0.000	0.000	0.000
Writing	0	2	1	0.000	0.000	0.000

**Content** 3 (100%)

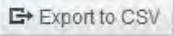
**Reflection** 3 (100%)

**Writing** 2 (66%) 1 (33%)

Exemplary

Acceptable

Unacceptable

 Export to CSV

15. To the right of your report you will see a small box stating “Refresh”. Click it.

Refine Results

Select Assessee

Elich, Jenn <ph.jelich1310486862>  
Fitzgerald, Christian <ph.cfitzgerald486862>  
Vaughan, Elizabeth <vaughanej>

Select Assignments

=== Training Course - ===  
Training Project



 **Rubric: Performance Assessment**

	Exemplary (0.000 pts)	Acceptable (0.000 pts)	Unacceptable (0.000 pts)	Mean	Mode	Stdev
Content	3	0	0	0.000	0.000	0.000
Reflection	0	3	0	0.000	0.000	0.000
Writing	0	2	1	0.000	0.000	0.000



 Export to CSV

16. Now you may chose to simply copy and paste the report into a Excel spreadsheet or Word document.

17. At the bottom right of your report you will see a box stating “Export to CSV”. If you want LiveText to export your report to an Excel spreadsheet, click this option. You also have the option to “Export to PDF” (bottom picture). This option is located above by the “View Report” button.

Elich, Jenn <ph.jelich1310486862>  
Fitzgerald, Christian <ph.cfitzgerald486862>  
Vaughan, Elizabeth <vaughanej>

Training Project

Refresh

### Rubric: Performance Assessment

	Exemplary (0.000 pts)	Acceptable (0.000 pts)	Unacceptable (0.000 pts)	Mean	Mode	Stdev
Content	3	0	0	0.000	0.000	0.000
Reflection	0	3	0	0.000	0.000	0.000
Writing	0	2	1	0.000	0.000	0.000



Export to CSV

View Report

Save As

Export to PDF

### Refine Results

Select Assessee

- Dede, MyCal <dedemj>
- Espinosa, Jennifer <jiffer21>
- Flores, Jasmine <floresj2>
- Gutierrez, Eunice <Gutierree2>
- Hardesty, Alexandra <hardestyan>
- Hollie, Owen <owenhm>
- Judiswita, Luvana <luvanajudiswita>

Select Assignments

=== Practicum - ===  
HMS 420 - Internship Evaluation

Refresh

### Rubric: HMS 420 Internship

	Exemplary Evidence (3 pts)	Acceptable Evidence (2 pts)	Needs Improvement (1 pts)	Below Standard (0 pts)	Mean	Mode	Stdev
Supervisor Evaluations of Students	22	0	0	0	3.000	3.000	0.000