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.
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—”.
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.
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.
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.
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.
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.
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.
14. Underneath the green “View Report” box, you will see your report. To the left of your report there is a box stating “Select Assesse”. 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.
15. To the right of your report you will see a small box stating “Refresh”. Click it.
16. Now you may choose 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.