LiveText - Grading

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

2. In the middle of your screen you will see your course(s) and assignment(s) listed. Select the appropriate course/assignment you need to grade. *Note: your courses will be named differently, but the process is the same.
3. You will see a series of tabs. Click on “Submissions & Grades”.

![Image showing the interface of a learning management system with a highlighted link to "Submissions & Grades"]
4. 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. *Note: the middle (yellow) means the student has submitted something and the right (green) means that the student has been assessed and is complete.
5. Click “Expand Rubric” or simply click on the rubric boxes condensed to assess your student. For the purposes of this example, click on “Expand Rubrics”. This will open up a new tab/window on your computer.
6. You will fill the rubric out by clicking on the appropriate squares for each assessment. *Note: the dark blue squares are example of selected sections.* You may also choose to add comments along each row of the rubric by click on the thought bubble. Exit out of this tab/window and go back to the other page.

<table>
<thead>
<tr>
<th>Performance Assessment</th>
<th>Target (3 pts)</th>
<th>Acceptable (2 pts)</th>
<th>Unacceptable (1 pt)</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td><img src="image" alt="Target" /></td>
<td><img src="image" alt="Acceptable" /></td>
<td><img src="image" alt="Unacceptable" /></td>
<td>N/A</td>
</tr>
<tr>
<td>Philosophy</td>
<td><img src="image" alt="Target" /></td>
<td><img src="image" alt="Acceptable" /></td>
<td><img src="image" alt="Unacceptable" /></td>
<td>N/A</td>
</tr>
<tr>
<td>Ethics</td>
<td><img src="image" alt="Target" /></td>
<td><img src="image" alt="Acceptable" /></td>
<td><img src="image" alt="Unacceptable" /></td>
<td>N/A</td>
</tr>
<tr>
<td>Professional Identity</td>
<td><img src="image" alt="Target" /></td>
<td><img src="image" alt="Acceptable" /></td>
<td><img src="image" alt="Unacceptable" /></td>
<td>N/A</td>
</tr>
</tbody>
</table>
7. You will now see the rubric as completed.

8. You can add a comment in the comment box if you’d like and then click “Submit Assessment”.

PCOE Integrated Reliability 2
Documents to be Assessed (0)

Grade

Comment

Attachments

Expand Rubrics

Performance Assessment
9. You will now see that student listed in the complete (green) section. Simply, repeat these steps for each student that you need to assess.