

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.*

The screenshot displays the LiveText Grading interface. At the top is a navigation bar with tabs: Field Experience, Dashboard, Courses, LiveText Docs, File Manager, Reviews, Forms, Community, Tools. Below the navigation bar, the page title is 'Assignments'. There are filters for 'Term' (Training Term) and 'Course' (All). A 'Sort' section has radio buttons for 'Alphabetical' (selected) and 'Submissions to Assess'. The main content area is divided into two sections: 'Data Day - Section 000 (2)' and 'TR101 - Section 1 (12)'. Each section contains a table of assignments with progress bars and 'Assess'/'Report' links. A red box highlights the 'PCOE Integrated Reliability 2' assignment in the 'Data Day' section, with a red arrow pointing to it. The 'Recent Files' sidebar on the right shows 'Test 3' and 'COU - Test' with their respective modification dates and document links. The 'Announcements' sidebar shows 'No Announcements'.

Assignment	Term	Progress	Assess	Report
Data Day - Section 000 (2)				
PCOE Integrated Reliability 1	December 12, 2014	1 (Yellow) / 1 (Green)	Assess	Report
PCOE Integrated Reliability 2	December 12, 2014	2 (Red)	Assess	Report
TR101 - Section 1 (12)				
AED 679 Work Sample		10 (Red) / 1 (Yellow)	Assess	Report
ELE 520 Observations		11 (Red)	Assess	Report
HMS 420 - Internship Evaluation		8 (Red) / 3 (Green)	Assess	Report
Observation Assignment Informal 1		7 (Red) / 2 (Yellow) / 2 (Green)	Assess	Report

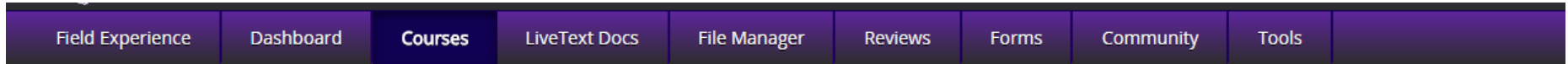
3. You will see a series of tabs. Click on “Submissions & Grades”.

The screenshot displays a course management interface. At the top, a dark purple navigation bar contains several tabs: Field Experience, Dashboard, Courses (highlighted), LiveText Docs, File Manager, Reviews, Forms, Community, and Tools. Below this bar, a breadcrumb trail reads: Courses Main Page > Data Day - 000 > Data Day - 000 Assignments. The main heading is "PCOE Integrated Reliability 2". Below the heading, there are two tabs: "Assignment Details" and "Submissions & Grades", with the latter highlighted by a red box and a red arrow pointing to it. A "Copy" button is visible in the top left of the content area. The "General Information" section contains the following details:

General Information	
Title	PCOE Integrated Reliability 2
Description	
Assignment URL	https://c1.livetext.com/misk5/sso/TXSFASU300/assignment/1238483
Show Assignments to Students	Yes

At the bottom of the visible content area, the "Resources & Settings" section is partially visible.

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.*



Courses Main Page > Data Day - 000 > Data Day - 000 Assignments

PCOE Integrated Reliability 2

Assignment Details Submissions & Grades

Awaiting Submission (2)		Awaiting Assessment		Completed	
<input type="button" value="Assess"/>				All grades are published	
<input type="checkbox"/> Name		Name		Name	Final Grade
<input type="checkbox"/> Gillen, Hayley					
<input type="checkbox"/> Strahl, Joseph					

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.

Latest Submission

Student Strahl, Joseph

[Request Resubmission](#) [Save](#) [Submit Assessment](#) [Cancel](#)

PCOE Integrated Reliability 2 ● Awaiting Assessment
Submitted Jan 15, 2016 10:21 AM

Documents to be Assessed (0)

Grade


Comment

Attachments [Attach](#)

Expand Rubrics +





















▼ Performance Assessment

	<u>I...</u>	<u>A...</u>	<u>U...</u>	<u>N/A</u>
E 1	✓	✓	✓	✓
E 2	✓	✓	✓	✓
E 3	✓	✓	✓	✓
E 4	✓	✓	✓	✓



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.

▼ Performance Assessment

	Target (3 pts)	Acceptable (2 pts)	Unacceptable (1 pt)	N/A
History 	 Targeted performance is evidenced by a thorough description of the history of the profession.	 Acceptable performance is evidenced by an adequate description of the history of the profession.	 Unacceptable performance is evidenced by limited information on the history of the profession.	N/A 
Philosophy 	 Targeted performance is evidenced by a thorough discussion of the philosophy of the profession including wellness and prevention.	 Acceptable performance is evidenced by an adequate discussion of the philosophy of the profession including wellness and prevention.	 Unacceptable performance is evidenced by a limited discussion of the philosophy of the profession and/or failure to discuss wellness and prevention.	N/A 
Ethics 	 Targeted performance is evidenced by a thorough discussion of the need for ethical and legal guidelines.	 Acceptable performance is evidenced by an adequate discussion of the need for ethical and legal guidelines.	 Unacceptable performance is evidenced by an inadequate discussion of the need for ethical and legal guidelines.	N/A 
Professional Identity 	 Targeted performance is evidenced by a thorough discussion of the elements related to professional identity including professional organizations	 Acceptable performance is evidenced by an adequate discussion of the elements related to professional identity including professional organizations	 Unacceptable performance is evidenced by an inadequate discussion of the elements related to professional identity including professional organizations	N/A 

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".

Latest Submission

Student Strahl, Joseph

[Request Resubmission](#) [Save](#) [Submit Assessment](#) [Cancel](#)

PCOE Integrated Reliability 2 ● Awaiting Assessment
Submitted Jan 15, 2016 10:21 AM

Documents to be Assessed (0)


Grade



Comment

Attachments
[Attach](#)

Expand Rubrics +

▼ Performance Assessment

	T...	A...	U...	N/A
E 1 	✓	✓	✓	✓



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.

Courses Main Page > Data Day - 000 > Data Day - 000 Assignments

PCOE Integrated Reliability 2

Assignment Details

Submissions & Grades

Awaiting Submission (1)	Awaiting Assessment	Completed (1)
Assess		All grades are published
<input type="checkbox"/> Name	Name	Name
<input type="checkbox"/> Gillen, Hayley		<input type="checkbox"/> Strahl, Joseph