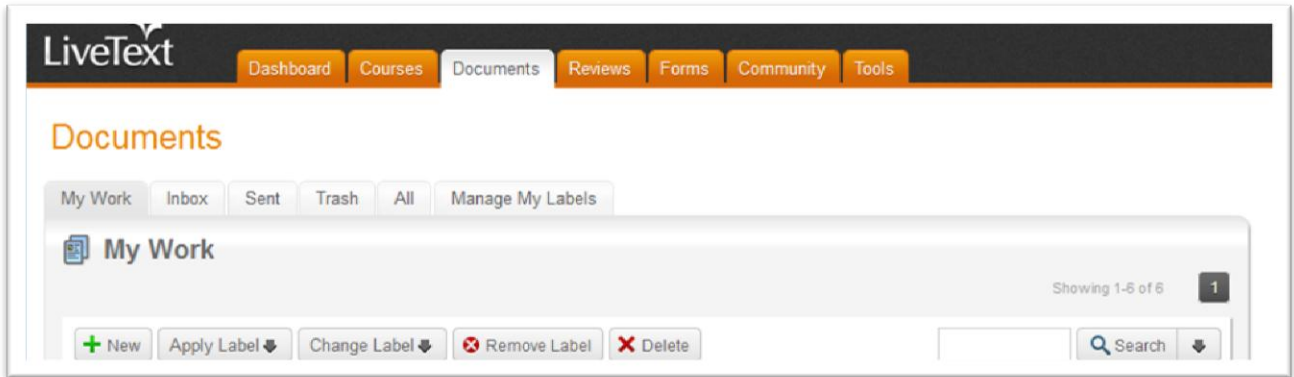


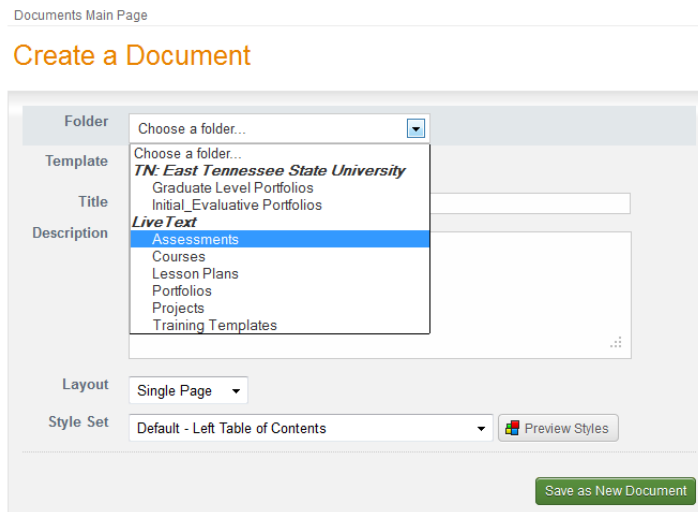
## Creating a Assessment Rubric in LiveText

Assessment tools are created in the Documents sections so that they can be added to course assignments as needed.

Create a New Document



1. Click the **Documents** tab located in the top center of the screen.
2. From within the **My Work** tab, click the **New** button.
3. On the Create a Document page choose a folder from the dropdown menu. You will choose from Assessments from the **LiveText** section of the list.



4. Choose the Design-Your-Own (DYO) Assessment template.

## Create a Document

Folder: Assessments

Template: Choose a template...  
 Design-Your-Own (DYO) Assessment  
 Standards-Linked Performance Assessment

Title: Design-Your-Own (DYO) Assessment

Description: Standards-Linked Performance Assessment

Layout: Single Page

Style Set: Default - Left Table of Contents

Preview Styles

Save as New Document

5. Enter a Title that includes the name of the assignment. The Description is optional.
6. Click the **Save as New Document** button located on the lower right side, below the Template Outline.

## Practice Rubric

Document View | Edit Properties | Manage Pages

Send for Review | Share | Copy | Print | Export | Apply Style | Save as Template

Table of Contents: Assessment

Assessment

Manage Sections

**Text & Image** [Edit]

Edit and rename this Text & Image section to include directions and information regarding this assessment.  
 Edit and rename the Rubric and Standards sections below to build your rubric, and add outcomes or standards.  
**LiveText Tip:** You can add additional Text & Image, Rubric, and Standards sections to this page.

- Click **Edit Page**.
- Click **Create**, and select **Text & Image**, **Standards**, and/or **Rubric** from the drop-down menu.
- Type the title of your new section and click OK.

**Standards** [Edit]

No standards added.  
 Click **edit** to add standards.

**Rubric** [Edit]

Rubric

The document will open and is ready for use. The Design-Your-Own (DYO) template has a Text & Image section that is not necessary for most rubrics. It can be deleted.

### Note:

Deleting a section will delete all content within the section.

1. From within a document, click the page title to be edited.
2. Click the **Manage Sections** button located in the top right corner of each page within the document.

Document: Practice Rubric Manage Pages by ETSU Education Administrator

Page: Assessment

### Manage Sections

Page Properties Save & Finish

Create Section Section Order Hide Unhide Edit Titles Copy Delete

Title	Section	Type
<input checked="" type="checkbox"/> Text & Image	1	Text & Image
<input type="checkbox"/> Standards	2	Standards
<input type="checkbox"/> Rubric	3	Rubric

3. Select the checkbox to the left of each section to be deleted.
4. Click the **Delete** button.
5. The section(s) selected will be deleted.
6. Click the **Save & Finish** button in the top right corner of the screen to view the document.

## Add Standards

1. Click the **Edit** button to the right in the Standards section.
2. Use the **Add** button (with the green plus sign) to access the Standard Set options and choose **All**.
3. Use the Select Set dropdown menu to find standards to be linked to the assessment (i.e. TN-ETSU-CF are the college conceptual frameworks).

Standards List Add New

### LiveText Standards

Save & Finish

Search using the following criteria:

Standard Set: (Personal | All) Select Set

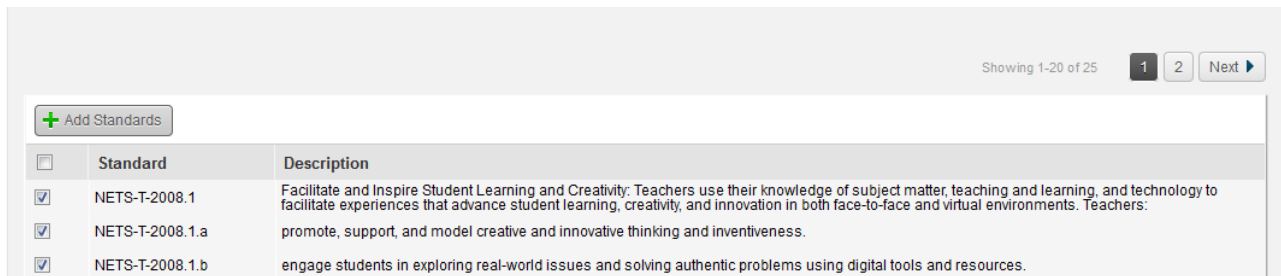
Standard

Currently, th

- TLMS
- TN
- TN-2010
- TN-AL-PECC
- TN-ALC-2007
- TN-APSU-PES
- TN-CBU-CP
- TN-CU-CF-OUTCOMES
- TN-CU-SOE-SA
- TN-CUMB
- TN-ELDS
- TN-ETSU-CF**
- TN-FEPG
- TN-GEDI
- TN-INST-LEAD
- TN-KING
- TN-LEE-LEE
- TN-LEE-OG
- TN-LMU-EAS-CI

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4. Select the checkbox to the left of each standard to be added. Use the **Add Standards** button (with the green plus sign) to complete the addition process for each page of standards.

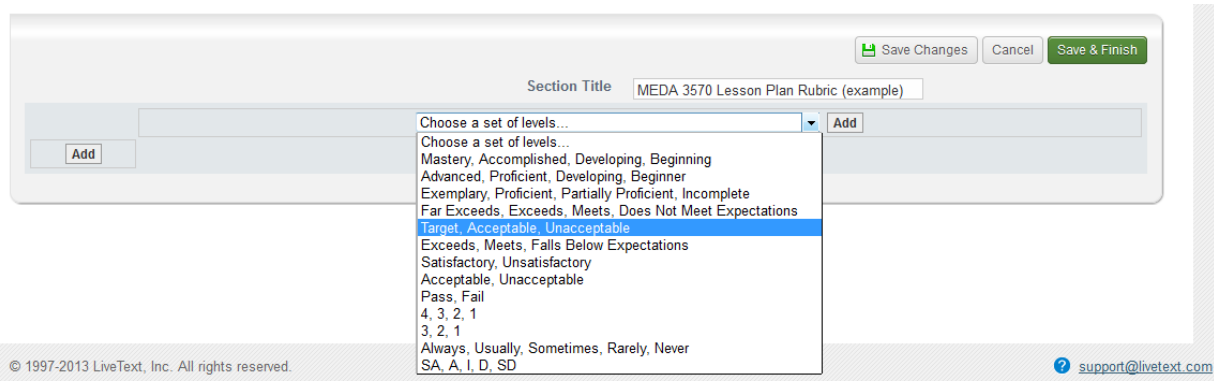


5. Use the green **Save & Finish** button to go back to the document.

**Note:** Use the **Add Standards** button to save choices from each page of standards. Once the standards have been added to the list, use the **Add New** tab to browse back to the standards list for the next page.

### Edit the Rubric

1. Click the **Edit** button to the right of the Rubric section.
2. Change the Section Title to include the key assessment name.
3. In the **Choose a set of levels...** menu, select the levels closest to your planned rubric.



4. Levels can be modified by clicking on the level. Clicking anywhere in the window will close the box and save the changes. Levels can also be added with the **Add** button to the right.

Section Title: MEDA 3570 Lesson Plan Rubric (example)

Target (3 pts) | Acceptable (2 pts) | Unacceptable (1 pt) | Add

Level: Target  
Points: 3  
Position: 1 | move

delete: this level  
insert: new level here

- Use the **Add** button to the left to include the elements that will be connected to the standards that have been selected. Click on each element to change the name and assign standards from the **Available Standards** list using the **add** button. As with the box for the levels, clicking anywhere in the window will close the box and save the changes.

Section Title: MEDA 3570 Lesson Plan Rubric (example)

Target (3 pts) | Acceptable (2 pts) | Unacceptable (1 pt) | Add

Element 1  
1/1 (100%)

Element: Element 1  
Weight: 1  
Position: 1 | move

Assigned Standards: | Available Standards:  
NETS-T-2008.1  
NETS-T-2008.1.a  
NETS-T-2008.1.b  
NETS-T-2008.1.c  
NETS-T-2008.1.d  
TN-ETSU-CF.1  
TN-ETSU-CF.2

remove | add

delete: this element  
insert: new element here

- Double click on each cell of the rubric to add criteria. This information can be copied and pasted into each cell from a rubric in another format.

Section Title: MEDA 3570 Lesson Plan Rubric (example)

Target (3 pts) | Acceptable (2 pts) | Unacceptable (1 pt) | Add

Technology Integration  
1/1 (100%)  
NETS-T-2008.1  
NETS-T-2008.1.a  
NETS-T-2008.1.b  
NETS-T-2008.1.c  
NETS-T-2008.1.d

Add

- Use the **Save Changes** button regularly to save your progress and the green **Save & Finish** button to go back to the document view.

## Document Properties

After a document is created, the document's Title, Description, Type, Layout, or Style may be modified.

### Title

1. From within a document, click the **Edit Properties** tab. The **Edit Properties** tab is the second tab from the left, and is located between the Document View and Manage Pages tabs.
2. Modify the Title.
3. Click the **Save** button on the lower right side of the Edit Properties tab.

### Description

1. From within a document, click the **Edit Properties** tab. The **Edit Properties** tab is the second tab from the left, and is located between the Document View and Manage Pages tabs.
2. Modify the Description.
3. Click the **Save** button on the lower right side of the Edit Properties tab.

### Type

1. From within a document, click the **Edit Properties** tab. The **Edit Properties** tab is the second tab from the left, and is located between the Document View and Manage Pages tabs.
2. Select a document type (e.g. Assessment, Course, Lesson Plan, Project, or Portfolio) from the Type dropdown menu.
3. Click the **Save** button on the lower right side of the Edit Properties tab.