

Using a Rubric for Assessment in LiveText

The assessment process begins by selecting a course assignment and selecting the student or group of students to assess. Student submissions may be assessed with one or more rubrics associated with the assignment, and/or may include comments and grades. Instructors may save, submit, or cancel assessments, as well as request the student to resubmit. Grades and assessments may also be published or deleted.

STEP ONE: Select the Assignment and Students to Assess

Note: If you place check marks in the boxes to select students, you must follow step 4 to assess students. By clicking on student's names without using the checkboxes, you automatically are taken to the assessment. On the **Submissions & Grades** tab, a new information message appears when you select a student(s) in the red **Awaiting Submission** column. The message will inform you that ask you are about to move the selected student(s) from the red **Awaiting Submission** column into the yellow **Awaiting Assessment** column, removing the student's ability to submit for the assignment unless **Request Resubmission** is selected.

1. From the **Dashboard** click the **Assignment Progress Bar** that corresponds with the assignment to be assessed.
2. The **Submission & Grades** tab will open. This tab corresponds with the Assignment Progress Bar and displays the names of students identified as: **Awaiting Submission, Awaiting Assessment**, or assessments that have been **Completed**.
3. Select the checkbox to the left of each student to be assessed or click on the student's name to individually assess.
4. Click the **Assess Selected Students** button.

The student submission area will open. The top section within this area displays the Student's Name, Submission Date (if submitted), the Submission Status (e.g. Awaiting Submission, Awaiting Assessment), as well as options to **Save, Request Resubmission, Submit Assessment**, or **Cancel**. If the assignment was previously submitted, a **Previous Submissions** tab also appears. This area will also display any student comments and artifacts submitted (e.g. LiveText document, web link, attachment). There are also two buttons displayed below the submission and artifact information: **Assessment Rubrics** (if applicable) and Attachment.

STEP TWO: Add Comments (Optional)

If the submission includes a LiveText document, the document will open automatically with a Table of Contents. Click the page titles within the Table of Contents to review the content and provide optional comments. Instructors may click and open any non-LiveText artifact (e.g. MS Word document, web link). However, the review and comment feature is not applicable to non-LiveText documents.

Note: After inserting or modifying text-level comments, simply click outside of the comment box to save your work.

1. Assessors are able to place comments at the document-level, page-level and section-level.
2. Within the student's work, click the **Comment** button.
3. Enter a comment into the text box and click the **Save** button.
4. To modify a comment, click on the **Edit Comment** button next to the comment you wish to change.
5. Enter text and click the **Save** icon to save changes.
6. Click on the **Delete button to remove the entire comment.**
7. Click on the Cancel button to leave the comment box without saving changes.
8. Comments may also be inserted at the text-level by clicking on the word or text on which to place the comment.
9. Enter text and click the Save icon to save changes.
10. Click on the Minimize button to leave the comment box without saving changes.
11. To modify a text-level comment, click on the comment with the cursor to expose the buttons.
12. Click on the Edit button to open the box and make changes.
13. Click on the Minimize button to hide the comment from view.
14. Click the Remove button to remove the entire comment.

STEP THREE: Assess with a Rubric

Note: An ellipsis (...) appears after a shortened version of the rubric description, reminding the user to click the Show/Hide Rubric Descriptions link to see full descriptions.

If the assignment is associated with one or more rubrics, instructors may click the Assessment Rubrics button.

About the Rubrics Container:

When you begin assessing with a rubric, you will notice that a rubrics container populates on top of the active browser window, below and to the left of the student status submission box. You will have the ability to undock the container for side-by-side viewing if necessary.

1. Within the student submission status box, click the Assessment Rubrics button.
2. Select your rubric if there are multiple rubrics.
3. Click the cell to select the performance level for each element of the rubric.
4. Click the title of the performance level to select the same performance level for all elements.
5. Click the Comment button located to the right of each element title and enter a comment.
6. The docked rubric automatically saves when you click the Save, Request Resubmission, or Submit Assessment action buttons.

STEP FOUR: Enter a Grade and Comments (Optional)

1. Within the student submission status box, enter a grade into the Grade text box.
2. Within the student submission status box, enter general comments into the Comment text box.



STEP FIVE: Evaluate and Re-attach a Submitted Attachment


Note: Assessors can download, comment on, and re-attach student attachments during the assessment process. This enhancement allows for greater flexibility in assessing with evaluation within the student's native document file format, improved and expanded assessor-assessee communication, and additional abilities to provide comments and feedback other than through conventional LiveText capabilities.

1. Download and open the submitted file attachment(s).
2. Review, comment on, and modify within the native file format.
3. Save this file to your computer.
4. To re-attach this submitted file with your comments, click the Attachment button, browse your computer to find the saved file, and re-attach to your assessment.

STEP SIX: Complete the Assessment Process

After the submission has been reviewed and/or assessed, instructors may Save, Request Resubmission, Submit Assessment, or Cancel the assessment. These buttons are located in the top right of the student submission area.

Save	The Save button will save all comments, grades, and/or scoring on assessment rubrics, but will not submit the assessment. Instructors can select the student from the Awaiting Assessment column within the Submission & Grades tab, and continue reviewing and assessing the student.
	The Request Resubmission button will change the status of the assignment on the student's Dashboard from View Latest Submission (yellow) to Resubmit Assignment (red). It will also change the status on the Assignment Progress Bar and Submission & Grades area in the faculty's view from Awaiting Assessment (yellow) to Awaiting Submission (red). The student will be able to view any comments, grades, and/or scoring on assessment rubrics to the student.
	The Submit Assessment button will save all comments, grades, and/or scoring on assessment rubrics, and will complete the assessment process. The status on the Assignment Progress Bar and Submission & Grades area in the faculty's view will change from Awaiting Submission (red) or Awaiting Assessment (yellow) to Complete (green).

	Submitting an assessment does not always imply that the assessments have been submitted or published to students. Instructors are able to adjust settings to release assessments to students at the time of assessment, or to publish the assessments to multiple students within the course at the same time.
	The Cancel button will cancel all comments, grades, and/or scoring on assessment rubrics not submitted.