



LiveText C1 Training 09

Assignment and Assessment Basics - Faculty

Technical Services

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This document contains the training materials for the re-designed LiveText C1 e-portfolio and assessment system. It is general information to familiarize users with the features available for production of course-based documents necessary to showcase artifacts for the teacher education program. For additional help please contact LiveText Tech Support - Phone:866-548-3839 Email: support@livetext.com. For local help contact the Instructional Media Specialist, Ms. Peterson - Phone: 336-285-4369 Email: peterson@ncat.edu

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LiveText C1 Training 2009

Creating Assignments and the Assessment Process

Course Assignment Basics

Assignment Details

- Users have two different ways to view the assignment details.
- Option A: From the Dashboard.
- Option B: From the Course.
- **Option A: From the Dashboard**
- From within the **Dashboard**, click the **Click here for assignment details** or **For assignment details and template(s) click here** link that corresponds with the assignment. The link is located under the assignment title.
- **Option B: From the Course**
- Choose the course of the assignment from the right side of the page or from the **Courses** tab which locates on the top of the page.
- Go to the **Assignments** tab.
- Click on the assignment link to view the details.

Course Assignment Template

- **Note:** Once users click on the **Use this template** link, the system will automatically create a LiveText document based off the assignment template. The document will be stored inside the **My Work** area, under the **Documents** tab for future viewing and editing. To avoid creating multiple documents from the same template by mistake, you only need to click on the **Use this template** link once.
- Click the assignment link that corresponds with the assignment. (Go to the Assignment Details page to see how to view the course assignment details.)

- If the assignment includes an Assignment Template the selected templates will appear within the **Assignment Details** tab.
- In the Assignment Template section, click the **Use this template** link located to the right of the assignment template title.
- After clicking the **Use this template** link, the document will open and is ready for editing. From this point forward, your document will be located under and accessible from the **My Work** area in the **Documents** tab.

View Student Submissions

- **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.
- From the **Dashboard** click the **Assignment Progress Bar** that corresponds with the assignment to be assessed.
- 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**.
- Select the checkbox to the left of each student to be assessed or click on the student's name to individually assess.
- 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), Assignment History (if the assignment was previously submitted), the Submission Status (e.g. Awaiting Submission, Awaiting Assessment), as well as options to Save, Request Resubmission, Submit Assessment, or Cancel. This area will also display any student comments and artifacts submitted (e.g. LiveText document, web link, attachment). There are also two tabs displayed below the submission and artifact information: Grade/Comments and Assessment Rubrics (if applicable).

Course Assessment Process – Course Assignment Submission

- 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.
- From the **Dashboard** click the **Assignment Progress Bar** that corresponds with the assignment to be assessed.
- 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**.
- Select the checkbox to the left of each student to be assessed or click on the student's name to individually assess.
- 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), Assignment History (if the assignment was previously submitted), the Submission Status (e.g. Awaiting Submission, Awaiting Assessment), as well as options to Save, Request Resubmission, Submit Assessment, or Cancel. This area will also display any student comments and artifacts submitted (e.g. LiveText document, web link, attachment). There are also two tabs displayed below the submission and artifact information: Grade/Comments and Assessment Rubrics (if applicable).

- **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:** Click the icon if you wish to cancel inserting the comment.
- Within the student's work there are areas provided to place comments.
- Assessors are able place comments at the document level, page level and section level.
- To add comments click the **Add Comment** link.
- Comments can also be inserted at the text level by clicking on the word or text where a comment should be provided.
- Enter a comment in the text box.
- Click the icon located in the top left of the comment window.

- **STEP THREE: Assess with a Rubric (Optional)**
- If the assignment is associated with one or more rubrics, instructors may click the Assessment Rubrics tab to access the rubric(s).
- **Note:** To see the descriptors in the assessment, click on **Show/Hide Rubric Description** button.
- Within the student submission page, click the **Assessment Rubrics** tab.
- Click the title of the rubric. If there is only one rubric it will open automatically.
- Click the **cell** to select the performance level for each element of the rubric. Optionally, click the title of the performance level to select all elements for the same performance level.
- Optionally, click the Icon located to right of each element title and enter a comment.
- Click the icon to close the tab.

Request Resubmission

- 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).
- From the **Dashboard**, click the **Assignment Progress Bar** that corresponds with the assignment to be assessed.
- 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**.
- Click on the assessed student's name.
- Click the **Undo Assessment** button located on the top right of the **Submission & Grades** tab.
- From the **Awaiting Submission** list, click the student's name whose assessment was undone.
- Click the **Request Resubmission** button located on the top section of the student submission page.

Submit Assessment

- After the submission has been reviewed and/or assessed, instructors may submit the assessment by clicking the **Submit Assessment** button.
- **Undo Assessment**
- Assessments may be moved back to the Awaiting Assessment status after they have been submitted and/or published to students.

- From the **Dashboard** click the **Assignment Progress Bar** that corresponds with the assignment.
- The **Submission & Grades** tab will open.
- In the Completed column, click the name of the student associated with the assessment to be modified.
- Click the **Undo Assessment** button, which is located on the top section of the student submission page.
- The student submission status in the **Assignment Progress Bar** and within the Submission & Grades tab will be changed from **Completed** (green) to **Awaiting Assessment** (yellow). The information already collected is not deleted.
- Faculty can now request a resubmission from the student or finish any comments or assessing that is needed.

Undo Assessment

- Assessments may be moved back to the Awaiting Assessment status after they have been submitted and/or published to students.
- From the **Dashboard** click the **Assignment Progress Bar** that corresponds with the assignment.
- The **Submission & Grades** tab will open.
- In the Completed column, click the name of the student associated with the assessment to be modified.
- Click the **Undo Assessment** button, which is located on the top section of the student submission page.
- The student submission status in the **Assignment Progress Bar** and within the Submission & Grades tab will be changed from **Completed** (green) to **Awaiting Assessment** (yellow). The information already collected is not deleted.
- Faculty can now request a resubmission from the student or finish any comments or assessing that is needed.

Publish Grades/Assessment

- If the Publish Grades checkbox is selected in the Assignment Details, assessments will be published to students upon assessment. However, if the Publish Grades checkbox is not selected, assessments will not be ready for release to students until all students in the class have been assessed. Once all students have been assessed, the Publish Grades button will be displayed within the Submissions & Grades tab.
- From the **Dashboard** view, click on the **Assignment Progress Bar** that corresponds with the assignment.

- The **Submission & Grades** tab will open.
- Click the **Publish Grades** button located in the top right corner of the Completed column to publish all of the grades to the students.

Submission Status Indicators

- Assignment progress bars are displayed in the Active Assignments area on the Dashboard as well as the course assignment pages. Each progress bar displays the submission status for an assignment including a count of the number of students who have not submitted work, the number of students awaiting assessment, and the number of students who have been assessed. The progress bar is color coded to indicate the submission status for each given assignment.
Note: Users can click the progress bar to view the names of students who are Awaiting Submission, Awaiting Assessment, or assessments that have been Completed.
- **Awaiting Submission**
- This bar displays the number of students who have not submitted and/or need to resubmit their assignments.
- **Awaiting Assessment**
- This bar displays the number of students who have submitted their assignments but have not been assessed by the instructor.
- **Completed**
- This bar displays the number of submissions that have a corresponding final assessment from the instructor. This bar does not always indicate that the assessments have been 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.

Create and Edit a Course Assignment

- Assignment progress bars are displayed in the Active Assignments area on the Dashboard as well as the course assignment pages. Each progress bar displays the submission status for an assignment including a count of the number of students who have not submitted work, the number of students awaiting assessment, and the number of students who have been assessed. The progress bar is color coded to indicate the submission status for each given assignment.
Note: Users can click the progress bar to view the names of students who are Awaiting Submission, Awaiting Assessment, or assessments that have been Completed.
- **Awaiting Submission**
- This bar displays the number of students who have not submitted and/or need to resubmit their assignments.

- **Awaiting Assessment**
- This bar displays the number of students who have submitted their assignments but have not been assessed by the instructor.
- **Completed**
- This bar displays the number of submissions that have a corresponding final assessment from the instructor. This bar does not always indicate that the assessments have been 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.

Create a Course Assignment

- Once courses have been uploaded, an assignment may be created for a course section. Creation of assignments within the Administrative Account will automatically be distributed and populated in faculty and student accounts. Faculty may create additional assignments related to the course as well as copy, edit or add to administrator-generated assignments (e.g. due dates). The steps for creating, copying, and editing an assignment are identical for faculty and administrators.
- **Formative vs. Summative**
By definition, formative assessments are on-going assessments, reviews, and observations. Summative assessments are typically culminating or final assessments used to evaluate the effectiveness of instruction and learning at the end of an academic term, year, or at a pre-determined time.
- Click the **Courses** tab located in the top center of the screen.
- Click the title of the Course Code or Course Name within the All Courses area.
- Click the **Assignments** tab located under the course title.
- Click the **New Assignment** button located in the top right of the Course Assignments Overview area.
- Enter a **Title** for the assignment.
- Enter an optional Description.
- Select a **Post Date** for the assignment. This is the date that the assignment will be displayed in the student's account.
- Select a **Due Date** for the assignment.
- Select the **Viewable to Students** checkbox if a student is required to submit an artifact for the assignment. If the checkbox is not selected, the assignment will not be displayed on the

student's course assignment list. However, it will still be displayed on the faculty's view. For example, this may be an assessment conducted on class participation or an oral presentation.

- Choose an optional **Assessment Method** that will be used when student submissions are evaluated. Multiple assessments may be selected.
- Select **Formative or Summative** as the Assessment Type. This is a tag designed to identify formative or summative assessments.
- Optionally, select the **Publish Grades** checkbox. If the Publish Grades checkbox is selected students will receive their grades and evaluations once it has been completed by the instructor. If the checkbox is not selected, the instructor will release all grades and evaluations for each assignment to students simultaneously from within the **Submission & Grades** tab.

Insert Assignment Template

- Click the assignment link that corresponds with the assignment. (Go to the Assignment Details to see how to view the course assignment details.)
- Within the **Assignment Details** tab, click on the **Edit** button on the top right corner of the page.
- Scroll down to the **Assignment Templates** Area.
- Click on the **Browse...** button.
- Select a Label (e.g. My Work, Inbox, or a custom label) where the document is listed.
- Select the checkbox located to the left of each document to be added.
- Click the **Insert Document(s)** button.
- Click the **Save Assignment** button to confirm.

Insert Assessment Document

- Click the assignment link that corresponds with the assignment. (Go to the Assignment Details to see how to view the course assignment details.)
- Within the **Assignment Details** tab, click on the **Edit** button on the top right corner of the page.
- Scroll down to the **Assessment Method** Area.
- Click on the **Browse...** button.
- Select a Label (e.g. My Work, Inbox, or a custom label) where the document is listed.
- Select the checkbox located to the left of each assessment document to be added.

- Click the **Insert Document(s)** button.
- Click the **Save Assignment** button to confirm.

Align Standards and Outcomes with Course Assignments

- Once users had inserted their assessment document(s) for the assignment, all standards & outcomes which align with each assessment rubric within the assessment document(s) will be automatically aligned with the course assignment as well. However, users can still choose to align additional standards & outcomes as needed.
- Click the assignment link that corresponds with the assignment. (Go to the [Assignment Details](#) to see how to view the course assignment details.)
- Within the **Assignment Details** tab, click on the **Edit** button on the top right corner of the page.
- Scroll down to the **Outcomes & Standards** Area, which is located at the bottom of the page.
- Click on the **Browse...** button.
- A Standards & Outcomes search engine will display.
- Enter keywords in the Search text box.
- Click the **Search** button.
- Select the outcome or standard set from the Filter by Set dropdown menu.
- A list of applicable standards will be displayed below the search area. Enter new search criteria in the text box or click the links to refine the search.
- Select the checkbox to the left of each outcome or standard to be added.
- Click the **Add Selected Outcomes & Standards** button located below the list of standards.
- The outcomes and standards selected will be displayed in the list.
- Click the **Save Assignment** button to confirm.

Add the Assessment As a Resource

- In many assignments, it is best practice to provide students with a copy of the assessment rubric before they begin their assignment. This provides students with an understanding of the expectations and criteria for assessment. Administrators and instructors may provide assessment rubric(s) by adding it as a Resource in the Assignment Details.
- **Add the Assessment as a Resource**
- Click the assignment link that corresponds with the assignment. (Go to the [Assignment Details](#) to see how to view the course assignment details.)

- Within the **Assignment Details** tab, click on the **Edit** button on the top right corner of the page.
- Scroll down to the **Resources** area, which is located at the bottom of the assignment edit page.
- Click the **Browse...** button in the **LiveText Document(s)** area.
- Select a Label (e.g. My Work, Inbox, or a custom label) where the document is listed.
- Select the checkbox located to the left of each document to be added.
- Click the **Insert Document(s)** button.

Click the **Save Assignment** button to confirm.

Create a New Announcement

- **Note:** Just like the idea of sending emails, **Send Announcement** feature is irreversible. Users are advised to use it with caution and respect.
- Click the **Courses** tab located in the top center of the screen.
- Click the title of the Course Code or Course Name within the All Courses area.
- Click the **Announcements** tab. The **Announcements** tab is the fifth tab from the left within the course page.
- Click the **New** button located on the top left of the Announcements Overview area.
- Enter a subject in the Announcement Subject box.
- Enter a message in the Message area.
- Click the **Send Announcement** button located in the lower right of the Announcement area.
- The new announcement for this course now is located on the **Dashboard** until it is read by students.

Delete An Announcement

- Just like the idea of emails, the **Send Announcement** feature is irreversible. If users had accidentally sent out any unwanted announcements, the best solution would be sending another announcement to address the honest mistake, just as email users would do.