Assessments: How to Complete Using Course Assignment Method

Each semester, instructors are required to complete assessments on their students. The number and type of assessments required depends on the course. This document explains that standard method of completing course-based assessments. Field Experience-related assessments may require a method as outlined in the Field Experience documentation.

For assessments related to submission of a document (e.g. a Lesson Plan), this guide assumes that you have already completed the steps in *Sending a Document for Review - Reviewing a Document.*
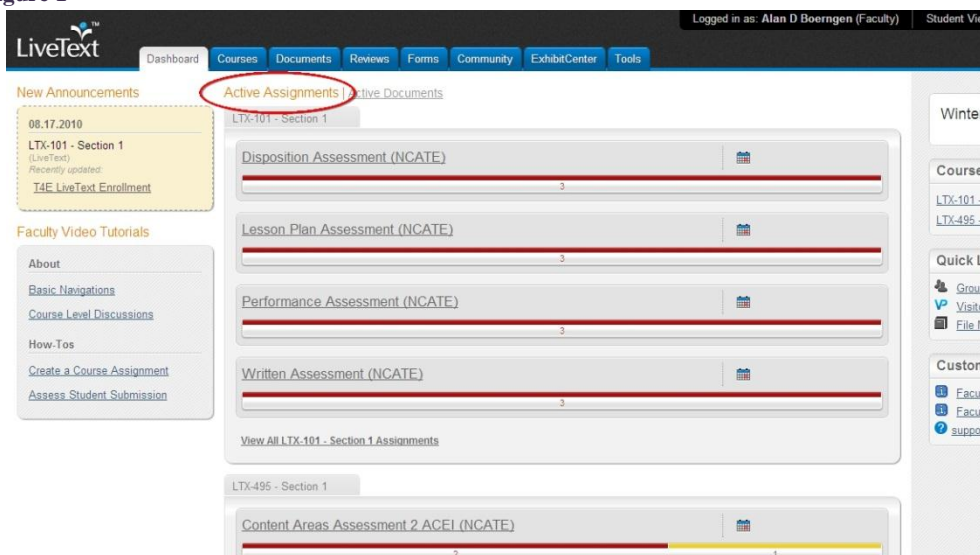

1

Log into LiveText and view the *Dashboard*.

By default, the *Dashboard* will show content (e.g. active assignments) for all current terms. To view content for a past term or a term that not yet begun, use the "View Other Terms" link found in the upper right of the LiveText screen.

2

Near the top-center of the Dashboard, notice the "Active Assignments" area. (Figure 1)

Figure 1

Shortcuts to assessments (assignments) required for each of your courses should appear in this area. Assignments created by a course instructor will also appear here (when applicable). Those assignments including "(NCATE)" in the title designate those populated by the LiveText administrator. These should reflect what assessments are required for the respective course. Please notify the LiveText administrator if the correct assessments for your course are not present by the mid-point of a term.
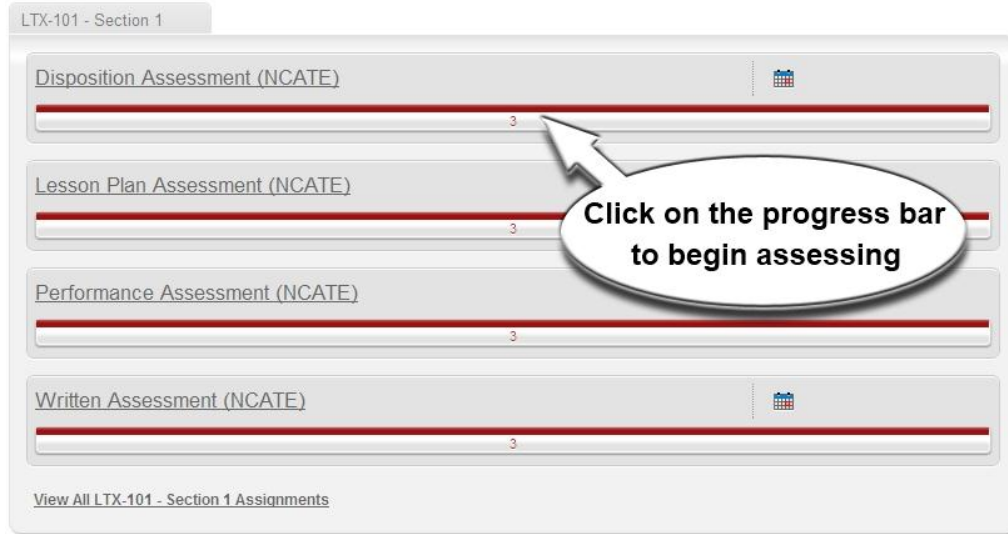
Note: the "Active Assignments" area will only appear if active assignments are present in a course.

3 **Click on the progress bar underneath the name of the assessment you would like to complete.**

In the example below (Figure 2), course "LTX-101" requires Disposition, Lesson Plan, Performance, and Written Assessments. The small number under the progress bar for each assignment indicates the number of students in the course and, thus, the number of each assessment needed.
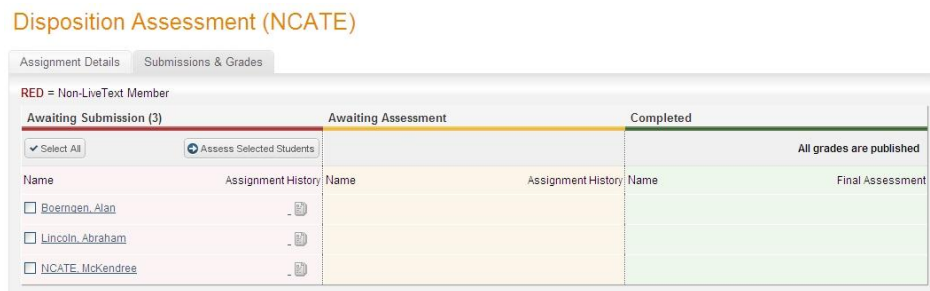
Figure 2

LTX-101 - Section 1

Disposition Assessment (NCATE)
3

Lesson Plan Assessment (NCATE)
3

Click on the progress bar to begin assessing

Performance Assessment (NCATE)
3

Written Assessment (NCATE)
3

View All LTX-101 - Section 1 Assignments

4 **Clicking the progress bar should open the "Submission & Grades" tab of the assignment.** (Figure 3)

The names of students in the course should appear in the red column (i.e. Awaiting Submission), though it is possible for names to appear in the yellow column (i.e. Awaiting Assessment) if a student has submitted a document through the assignment.

If the list of student names does not reflect the actual course roster, please contact the LiveText administrator to make corrections.

Figure 3

Disposition Assessment (NCATE)

Assignment Details | Submissions & Grades

RED = Non-LiveText Member

| Awaiting Submission (3)		Awaiting Assessment		Completed	
✓ Select All	⊕ Assess Selected Students				All grades are published
Name	Assignment History	Name	Assignment History	Name	Final Assessment
☐ Boerngen, Alan					
☐ Lincoln, Abraham					
☐ NCATE, McKendree					

5

Click on the name of the student to be assessed.

This will open a page (Figure 5, below in step 6) that allows for the assessment of selected student. When selecting a student from the red column, it is possible that you will be warned about moving a student to "Awaiting Assessment" status. **Click "OK"** if this appears.

Student names in the red or yellow columns are those for whom an assessment is still needed. If names in the green column (i.e. Completed), this means those students have been assessed already.

Figure 4
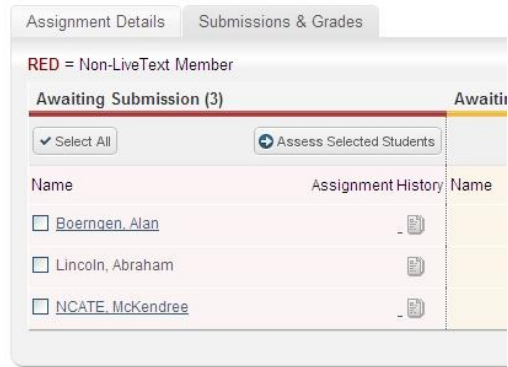
6

Click "Assessment Rubrics" button to open the rubric.

The assessment rubric will open in a small window. If the small window does not open, make sure your browser is set to allow pop-ups for www.livetext.com.

Figure 5
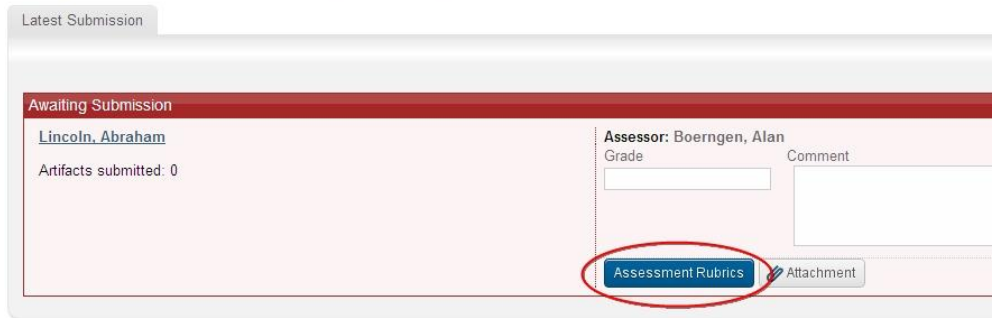
7

Assess student by completing the rubric. (Figure 6, next page)

Click the box that corresponds to the how the student is to be scored for each element. If a student will receive the same score for each element, clicking the column heading will issue that score for every element. **The scores are saved as you click** i.e. there is not a save button.

For some assessments (e.g. Performance Assessment), there may be multiple rubrics from which to choose. **Click on the rubric applicable to your course and leave all others blank.**

(continued on next page)

Figure 6

Comments can be added to individual elements by clicking the bubble in the upper-right of each element. Like the scores, comments are also saved as you type.

Near the "X" in the upper-right of the rubric window is an "Undock" button. This will allow for the resizing of the rubric window to a larger size.

8 **When finished scoring, close the rubric window by clicking the "X" in the upper-right corner of the window.** (Figure 6, above in previous step)

There is not "save" button of any sort, scoring and comments are saved automatically. ***Make sure you are clicking the "X" in the rubric window*** that opened upon clicking the "Assessment Rubrics" button and not the "X" in the main LiveText window.

9 **Click "Submit Assessment" button to complete the assessment for the selected student.**

The "Submission & Grades" tab should again display. The selected student's name should appear in the green column (Completed). This means that the assessment data for the selected student has been received.

Figure 7

Repeat steps 4-9 for each student. When all students are listed under the green column, the necessary data has been received for the respective assessment.