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.*

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

| Field Experience | Dashboard | **Courses** | LiveText Docs | File Manager | Reviews | Forms | Community | Tools |

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

PCOE Integrated Reliability 2

Assignment Details | Submissions & Grades

📋 Copy

General Information

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

Resources & Settings

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.*
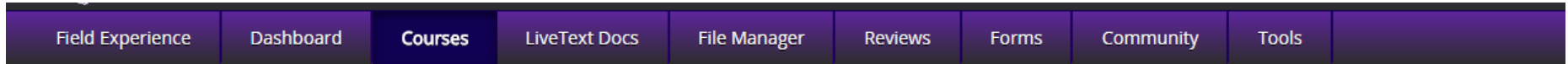
Field Experience	Dashboard	**Courses**	LiveText Docs	File Manager	Reviews	Forms	Community	Tools

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

PCOE Integrated Reliability 2

Assignment Details   **Submissions & Grades**

Awaiting Submission (2)		Awaiting Assessment	Completed	
Assess			All grades are published	
☐ Name		Name	Name	Final Grade
☐ Gillen, Hayley	📄			
☐ 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

	T...	A...	U...	N/A
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".

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.

PCOE Integrated Reliability 2

Assignment Details	Submissions & Grades

Awaiting Submission (1)	Awaiting Assessment	Completed (1)
Assess		All grades are published
☐ Name	Name	Name
☐ Gillen, Hayley		Strahl, Joseph