

LiveText – Pulling Reports

1. Login to LiveText (<https://www.livetext.com>)
2. On the top of your screen you will see a blue “Tools” tab. Click on it.



Faculty Video Tutorials

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How-Tos

How to

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How to

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Active Assignments | Other Assessments | Active Documents | Active Reviews

TR101 - Section 1

- [SED 371 All Instructional Design Unit](#) [View Report](#)  **May 10, 2013**
Progress: 10
- [AED 679 Work Sample](#) [View Report](#)
Progress: 9 / 1
- [ELE 520 Observations](#) [View Report](#)
Progress: 10
- [HMS 420 - Internship Evaluation](#) [View Report](#)
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Terms




Training Term
Fall 2013

[View Other Terms](#)



Course Sections

[ELE 440 - 001](#)
[TR101 - 1](#)

Quick Links

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3. You will see a gray box stating “Reports”. Within that gray box you will see a smaller box stating “New” with a drop down arrow. Click on it.

4. Once you’ve done that you will see a drop down list of options. *ONLY* select things *BELOW* the “—C1 Only—” option. Click on “Assessment Report” that is *below* “—C1 Only—”.



Tools

Reports Standards & Outcomes Visitor Passes File Manager

Reports

New... ▾ Delete

| <input type="checkbox"/> Title | Type | Actions |
|--------------------------------------------------|---------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> fewtewr | C1 Assessment | <input type="button" value="Edit"/> <input type="button" value="Rename"/> |
| <input type="checkbox"/> fewtewr | C1 Assessment | <input type="button" value="Edit"/> <input type="button" value="Rename"/> |

A screenshot of a web application interface. At the top is a blue navigation bar with buttons for "Dashboard", "Courses", "Documents", "Reviews", "Forms", "Community", and "Tools". Below this is a "Tools" section with a sub-menu containing "Reports", "Standards & Outcomes", "Visitor Passes", and "File Manager". The "Reports" sub-menu is active, showing a "Reports" header and a "New..." button with a dropdown arrow, which is highlighted by a red box and a red arrow. To the right of the "New..." button is a "Delete" button with a red 'X' icon. Below these buttons is a table with three columns: "Title", "Type", and "Actions". The table contains two rows of data, each with a checkbox, a link labeled "fewtewr", the type "C1 Assessment", and "Edit" and "Rename" buttons.

5. You will now see a new screen with a gray box stating “My Reports – Assessment Report”. Fill out the “Title” section according to what data you are reporting. You may choose to fill out the “Description” section, but you do not have to.

My Reports - Assessment Report

General Information

Title

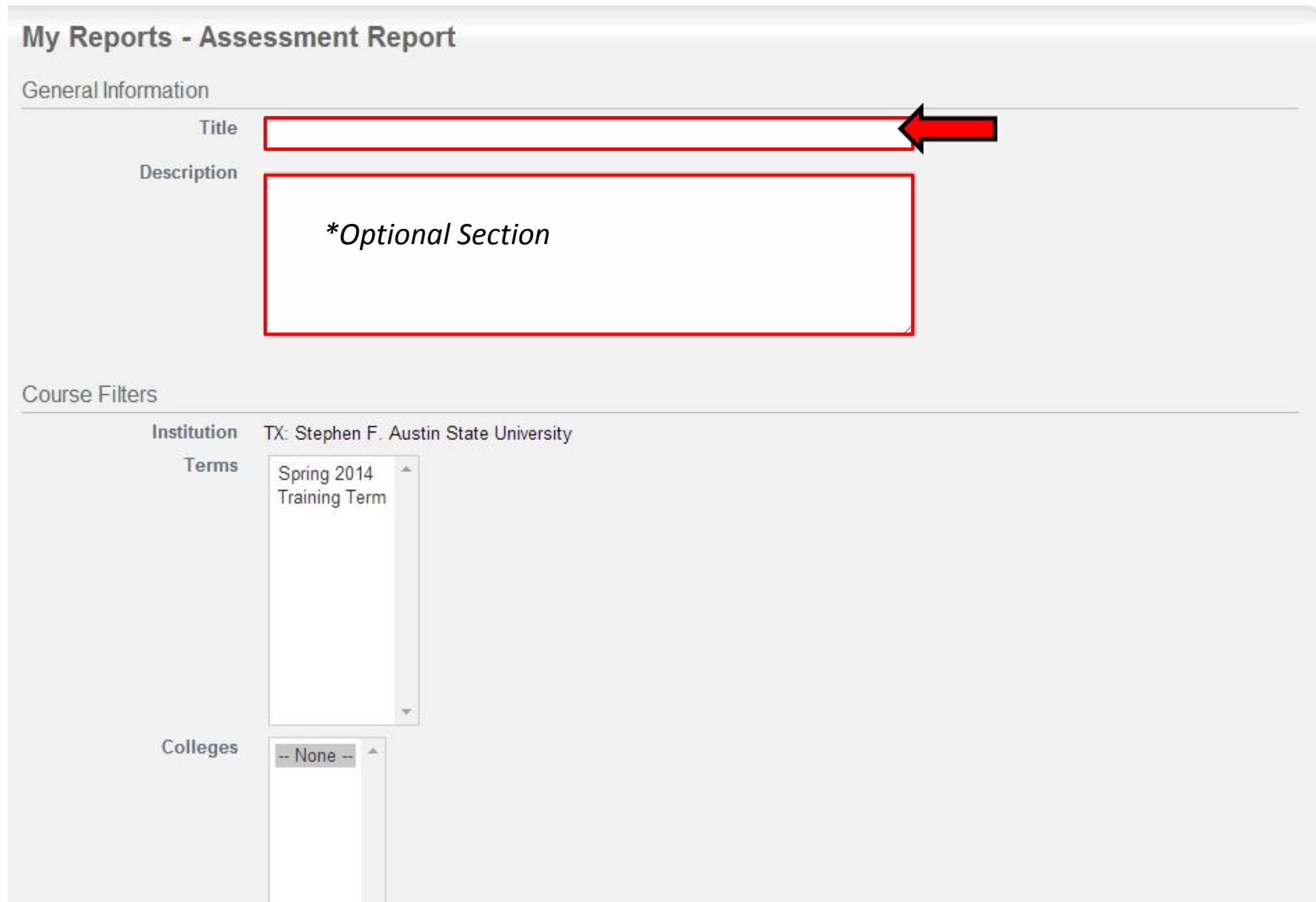
Description

Course Filters

Institution TX: Stephen F. Austin State University

Terms

Colleges



6. The second section of the big gray box is called “Course Filters”. Within this section, select the term that you would like to pull data from. **Note: your term options will be different from (Training Term), but the process is the same.*

7. Once you have selected the “Term”, you will see “Stephen F. Austin State University” populate in the “Colleges” section. Select “Stephen F. Austin State University”.

My Reports - Assessment Report

General Information

Title

Description

Course Filters

Institution TX: Stephen F. Austin State University

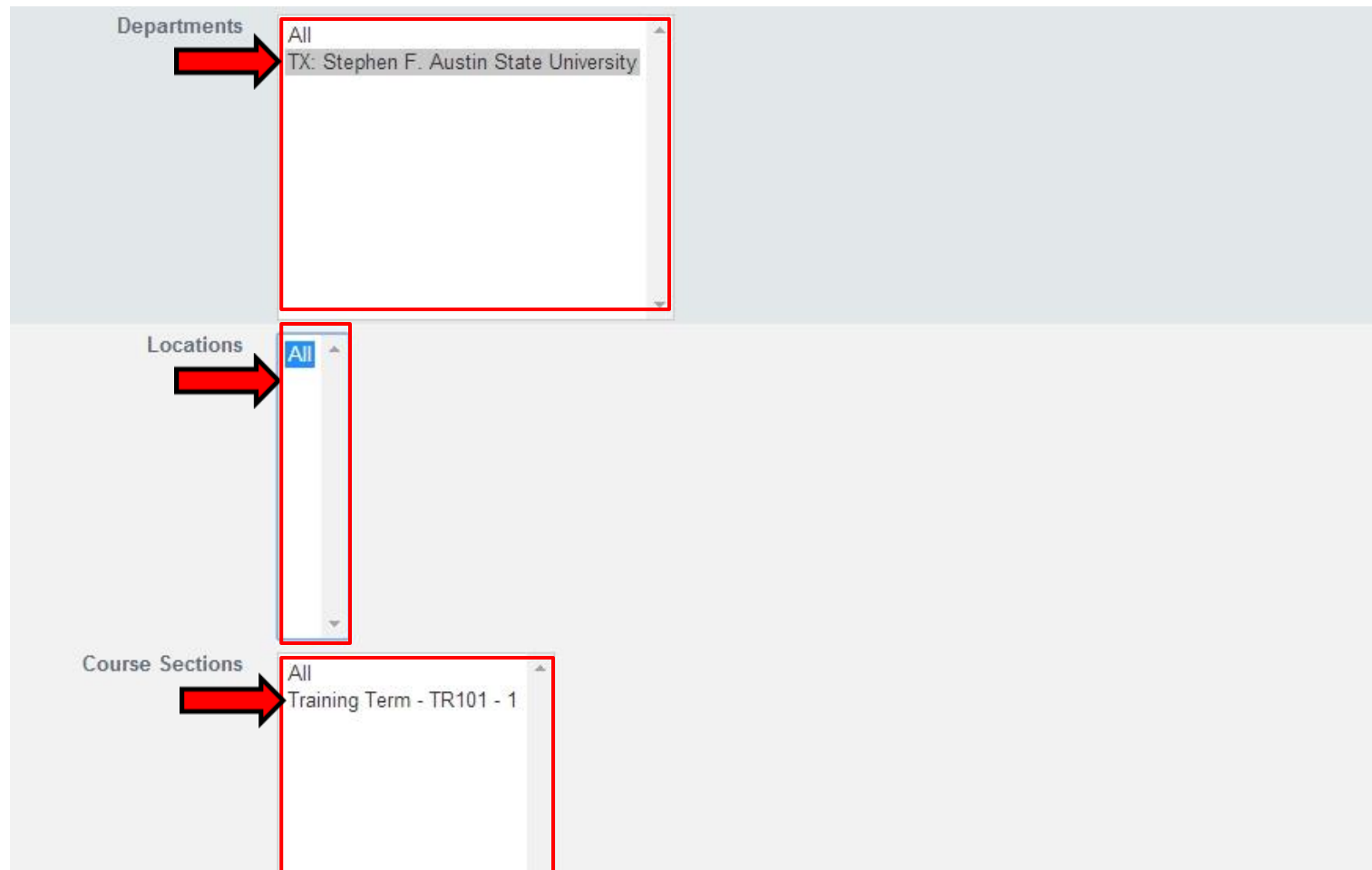
Terms
Training Term

Colleges
All

8. Under the section titled “Departments”, select the appropriate department. **Note: your department options will be different from (Stephen F. Austin State University), but the process is the same.*

9. Under the section titled “Locations”, select “All”.


10. Under the section titled “Course Sections”, select the course / section you would like to pull data from. **Note: if you would like to select more than 1 section at a time, hold the “Ctrl” key down while selecting.*



11. Under the section titled, “Assessment Rubric”, select what assessment / rubric you would like to run a report on by clicking on it. To select more than one hold down the “Ctrl” key on your keyboard while clicking on them. **Note: yours will be different from (Training Course Project Rubric), but the process is the same.*

Assessment Filters

Assessment Rubric



- None --
- All
- Field Experience/Clinical Evaluation rev1 - Field Experience/Clinical Evaluation (College of Education Administrator)
- HMS 420 Internship Rubric rev 02 - HMS 420 Internship (College of Education Administrator)
- Professionalism Assessment Instrument - Professionalism Assessment Instrument (College of Education Administrator)
- Training Course Project Rubric - Performance Assessment (College of Education Administrator)**
- Training SPE 567 IEP Project Rubric - Performance Assessment (College of Education Administrator)
- z_ARCHIVE Initial Philosophy Rubric Sp2010 - Performance Assessment (College of Education Administrator)

Assessor

- None --
- All
- Strahl, Joseph <strahlj>
- Tillery, Cindy <cindytille>

Assessment Type

-- None --

Scoring Type

-- None --

Date Range

From To

12. Scroll down to the bottom of the screen. In the bottom right corner you will see a green box stating “View Report”. Click on it.

Degree Program

-- None --
All

Academic Program

-- None --
All

Form-Based Filter

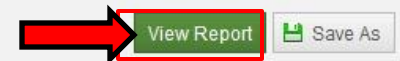
Forms

No Forms ▾

NOTE: Forms with no launched datasets are omitted.

Inter-Rater Summary

Yes ▾



13. Underneath the green “View Report” box, you will see your report. To the left of your report there is a box stating “Select Assessee”. Click on the students you want to assess for the report. To select more than one hold down the “Ctrl” key on your keyboard while clicking on them.

Refine Results

Select Assessee



Elich, Jenn <ph.jelich1310486862>
 Fitzgerald, Christian <ph.cfitzgerald486862>
 Vaughan, Elizabeth <vaughanej>

Select Assignments

=== Training Course - ===
 Training Project

Refresh

Rubric: Performance Assessment

| | Exemplary (0.000 pts) | Acceptable (0.000 pts) | Unacceptable (0.000 pts) | Mean | Mode | Stdev |
|------------|--------------------------|---------------------------|-----------------------------|-------|-------|-------|
| Content | <u>3</u> | 0 | 0 | 0.000 | 0.000 | 0.000 |
| Reflection | 0 | <u>3</u> | 0 | 0.000 | 0.000 | 0.000 |
| Writing | 0 | <u>2</u> | <u>1</u> | 0.000 | 0.000 | 0.000 |



Export to CSV

14. To the right of your report you will see a small box stating “Refresh”. Click it.

Refine Results

Select Assessee

Elich, Jenn <ph.jelich1310486862>
Fitzgerald, Christian <ph.cfitzgerald486862>
Vaughan, Elizabeth <vaughanej>

Select Assignments


=== Training Course - ===
Training Project



 Rubric: Performance Assessment

| | Exemplary (0.000 pts) | Acceptable (0.000 pts) | Unacceptable (0.000 pts) | Mean | Mode | Stdev |
|------------|--------------------------|---------------------------|-----------------------------|-------|-------|-------|
| Content | 3 | 0 | 0 | 0.000 | 0.000 | 0.000 |
| Reflection | 0 | 3 | 0 | 0.000 | 0.000 | 0.000 |
| Writing | 0 | 2 | 1 | 0.000 | 0.000 | 0.000 |



 Export to CSV

15. Now you may chose to simply copy and paste the report into a Excel spreadsheet or Word document.

16. At the bottom right of your report you will see a box stating “Export to CSV”. If you want LiveText to export your report to an Excel spreadsheet, click this option. You also have the option to “Export to PDF” (bottom picture). This option is located above by the “View Report” button.

Elich, Jenn <ph.jelich1310486862>
Fitzgerald, Christian <ph.cfitzgerald486862>
Vaughan, Elizabeth <vaughanej>

Training Project

 Refresh

Rubric: Performance Assessment

| | Exemplary (0.000 pts) | Acceptable (0.000 pts) | Unacceptable (0.000 pts) | Mean | Mode | Stdev |
|------------|--------------------------|---------------------------|-----------------------------|-------|-------|-------|
| Content | 3 | 0 | 0 | 0.000 | 0.000 | 0.000 |
| Reflection | 0 | 3 | 0 | 0.000 | 0.000 | 0.000 |
| Writing | 0 | 2 | 1 | 0.000 | 0.000 | 0.000 |



 [Export to CSV](#)

 [Export to PDF](#)

[View Report](#) [Save As](#) [Export to PDF](#)


Refine Results

Select Assessee

- Dede, MyCal <dedemj>
- Espinosa, Jennifer <jiffer21>
- Flores, Jasmine <floresj2>
- Gutierrez, Eunice <Gutierree2>
- Hardesty, Alexandra <hardestyan>
- Hollie, Owen <owenhm>
- Judiswita, Leona <leona...

Select Assignments

=== Practicum - ===
HMS 420 - Internship Evaluation

 Refresh

Rubric: HMS 420 Internship

| | Exemplary Evidence (3 pts) | Acceptable Evidence (2 pts) | Needs Improvement (1 pts) | Below Standard (0 pts) | Mean | Mode | Stdev |
|------------------------------------|-------------------------------|--------------------------------|------------------------------|---------------------------|-------|-------|-------|
| Supervisor Evaluations of Students | 22 | 0 | 0 | 0 | 3.000 | 3.000 | 0.000 |