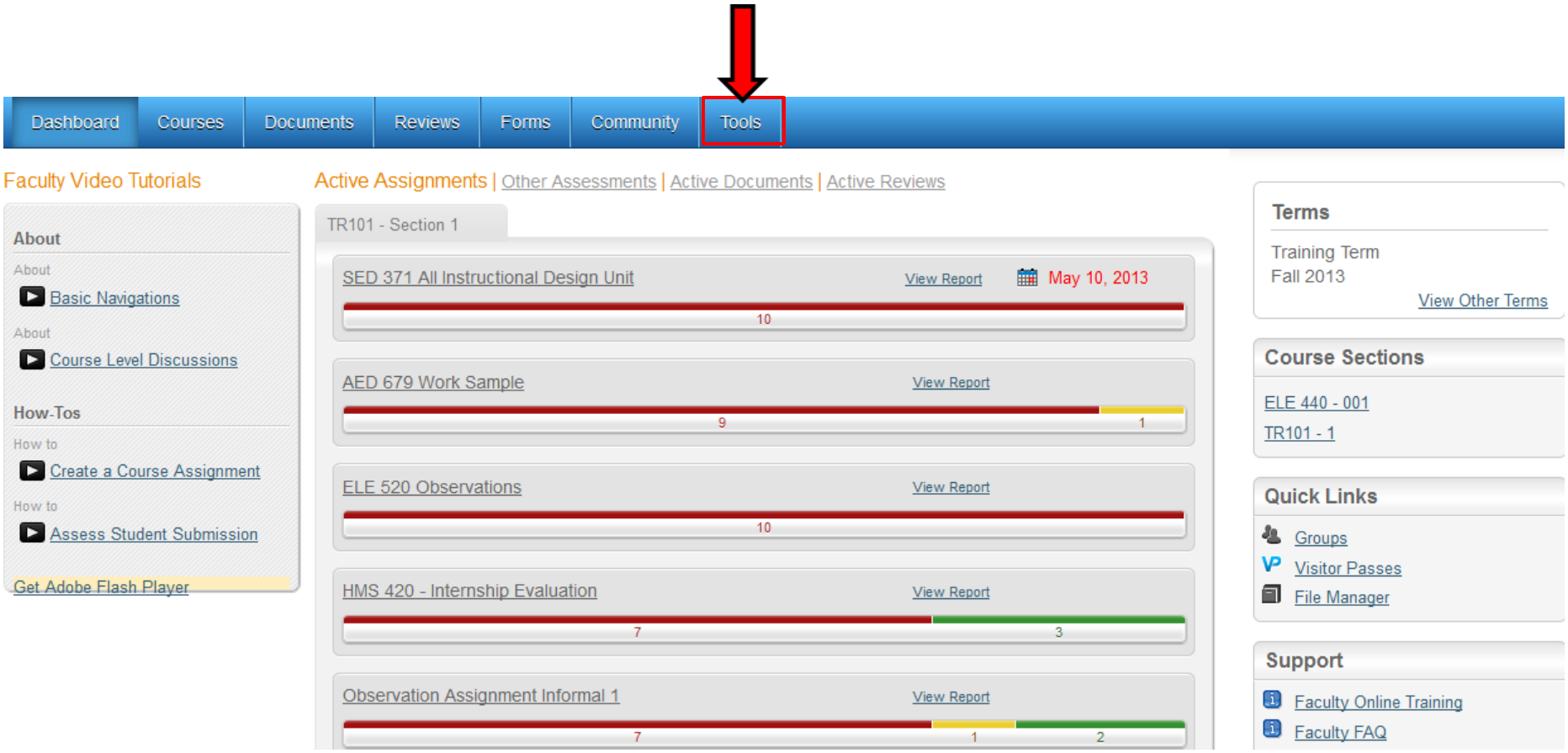
LiveText – Pulling Reports

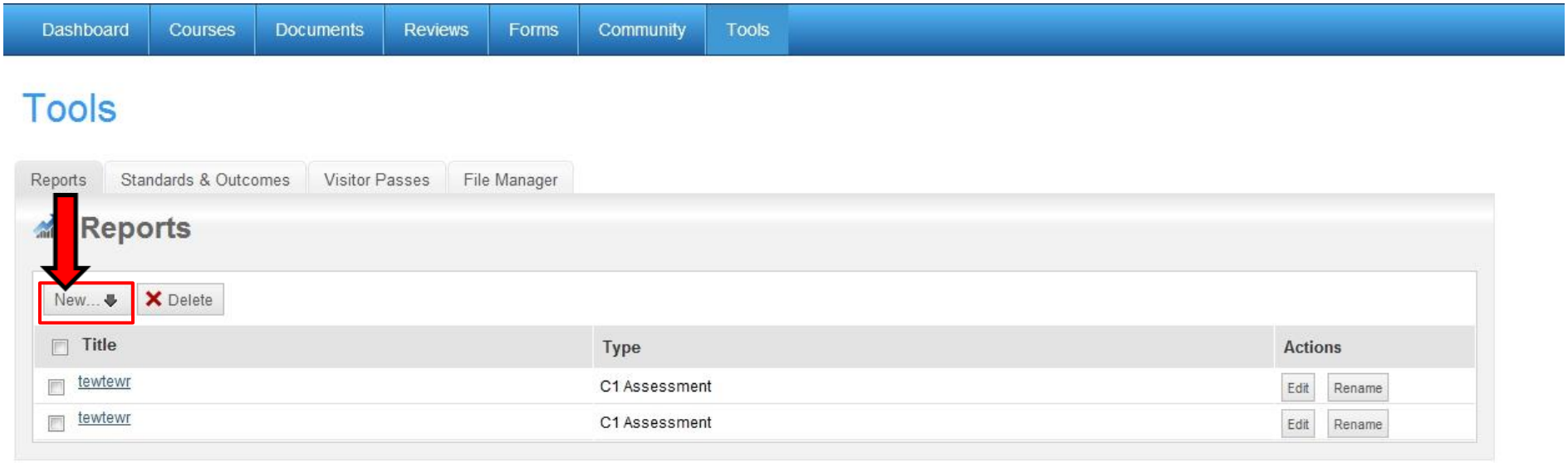
1. Login to LiveText (https://www.livetext.com)

2. On the top of your screen you will see a blue “Tools” tab. Click on it.

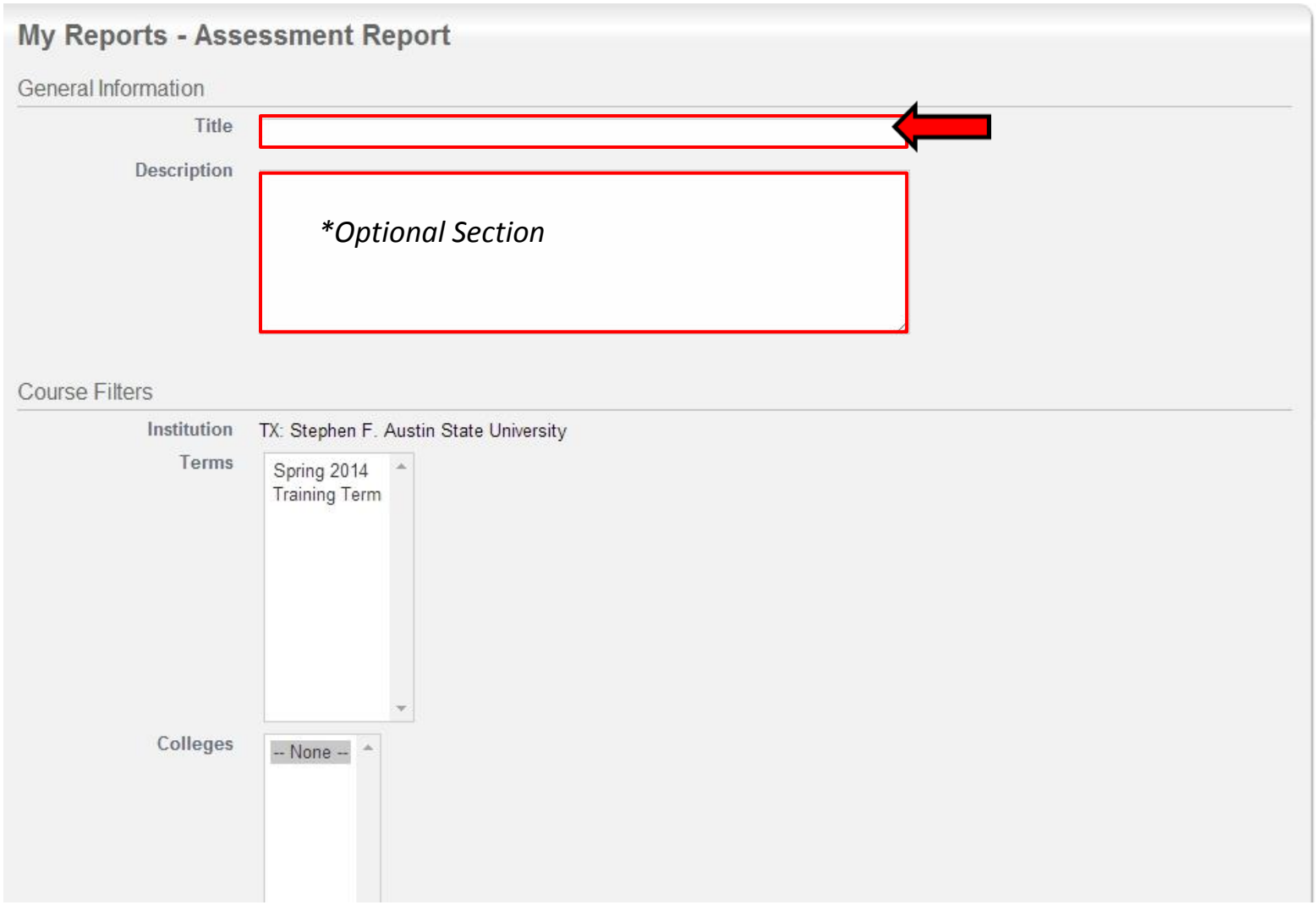


3. You will see a gray box stating “Reports”. Within that gray box you will see a smaller box stating “New” with a drop down arrow. Click on it.

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—”.

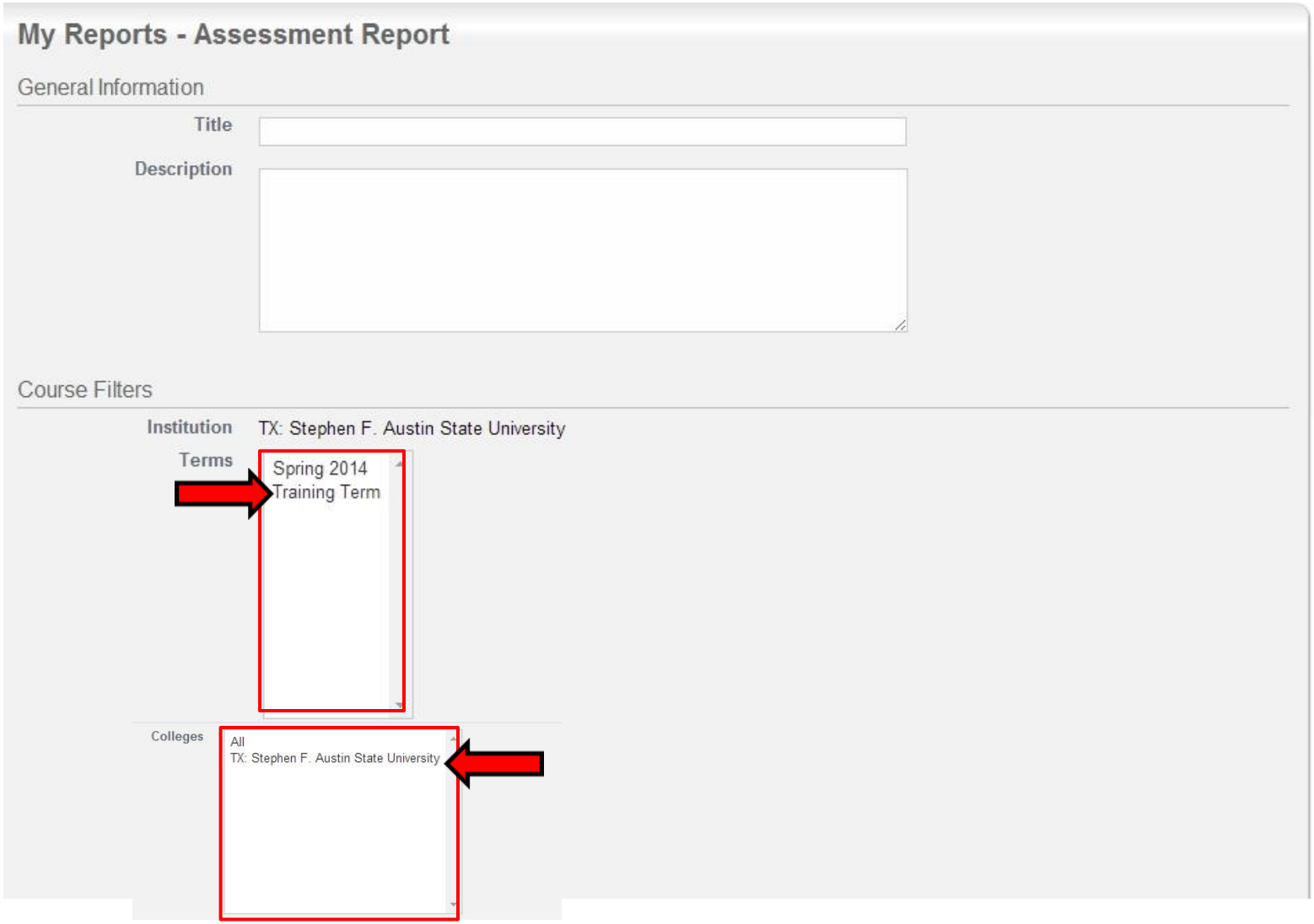


5. You will now see a new screen with a gray box stating “My Reports – Assessment Report”. Fill out the “Title” section according to what data you are reporting. You may choose to fill out the “Description” section, but you do not have to.



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.*

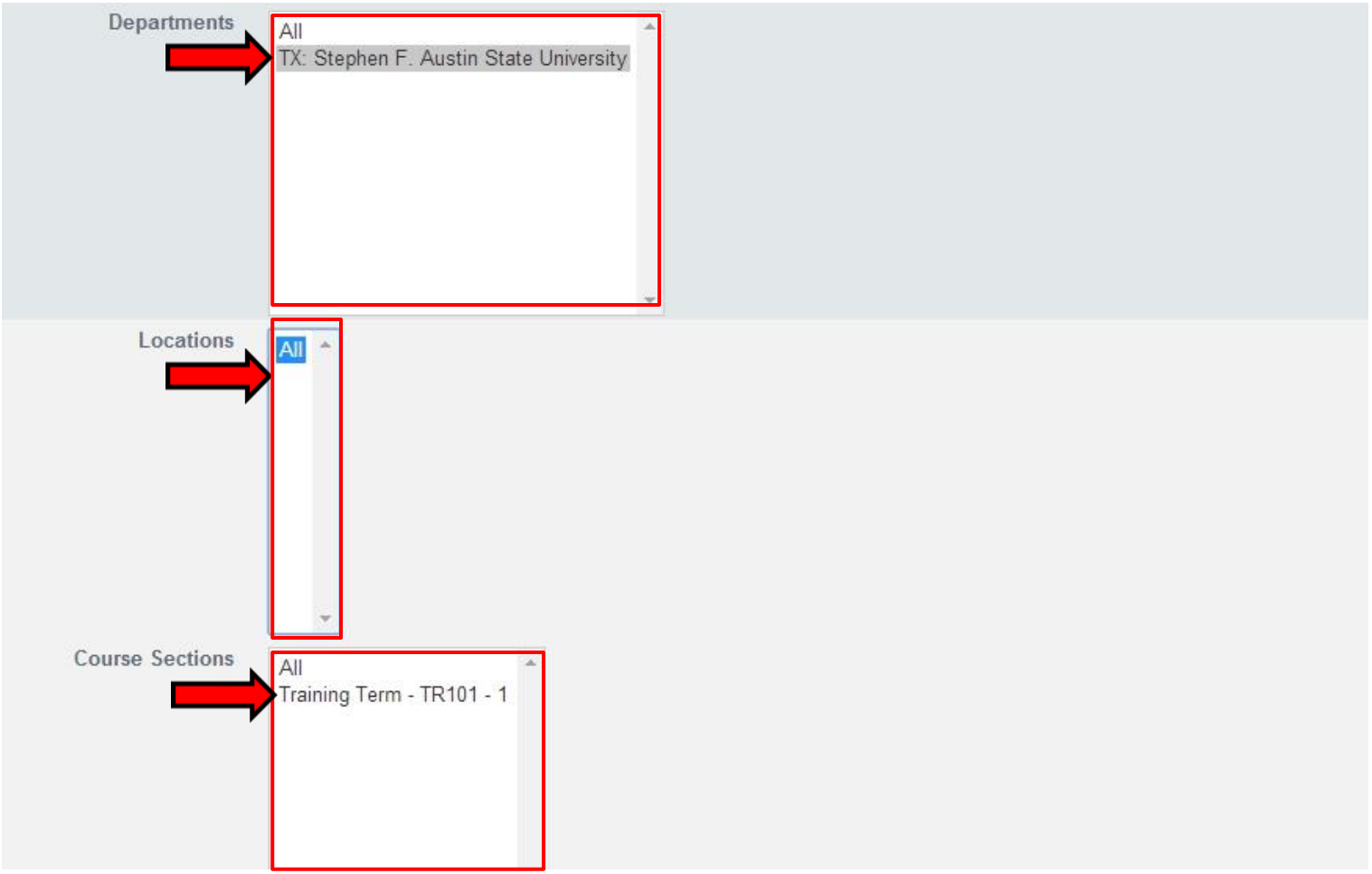
7. Once you have selected the “Term”, you will see “Stephen F. Austin State University” populate in the “Colleges” section. Select “Stephen F. Austin State University”.



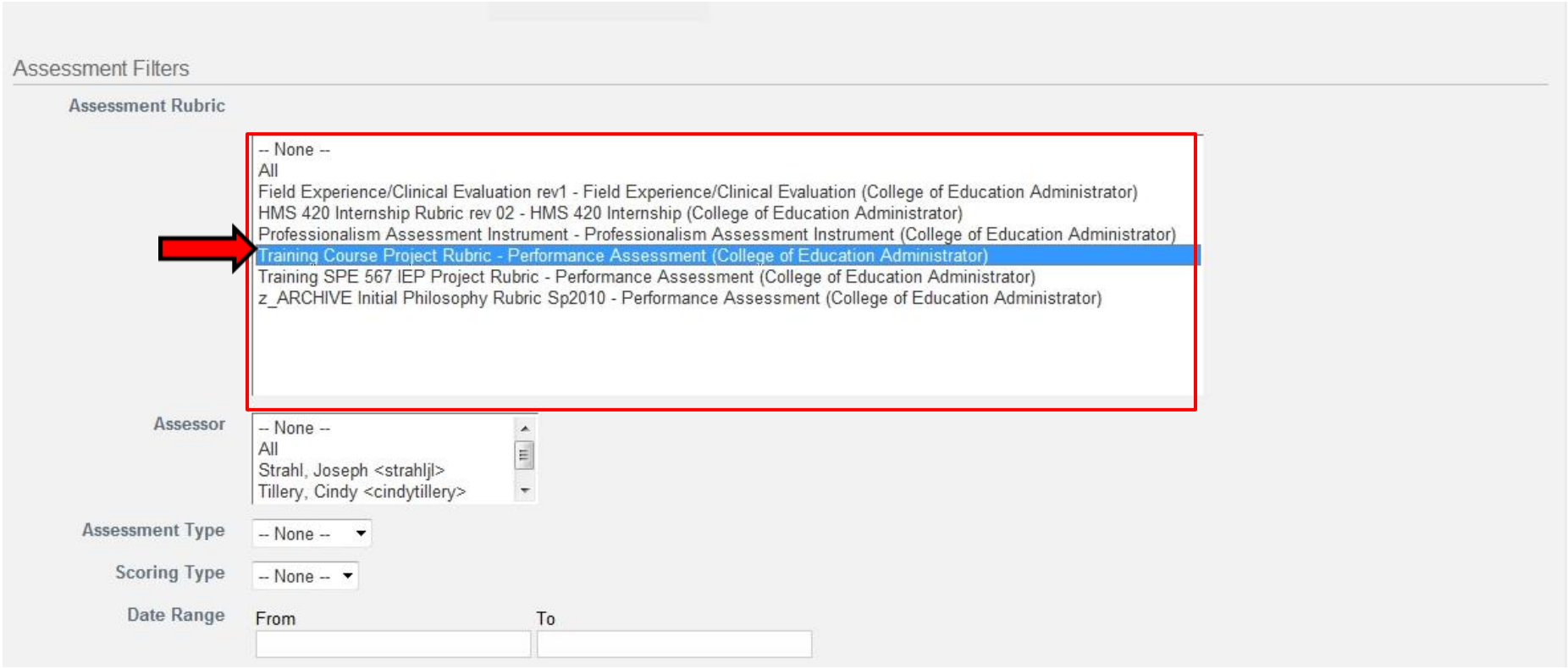
8. Under the section titled “Departments”, select the appropriate department. **Note: your department options will be different from (Stephen F. Austin State University), but the process is the same.*

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

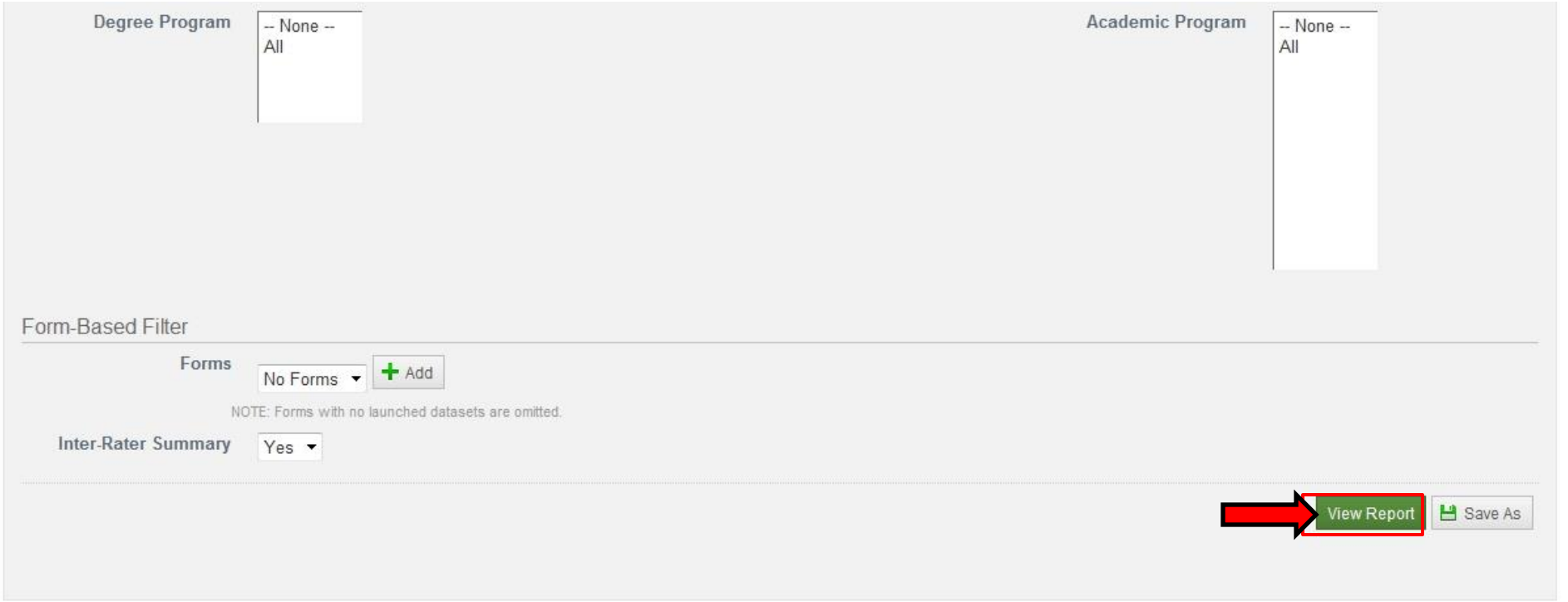
10. Under the section titled Course Sections”, select the course / section you would like to pull data from. **Note: if you would like to select more than 1 section at a time, hold the “Ctrl” key down while selecting.*



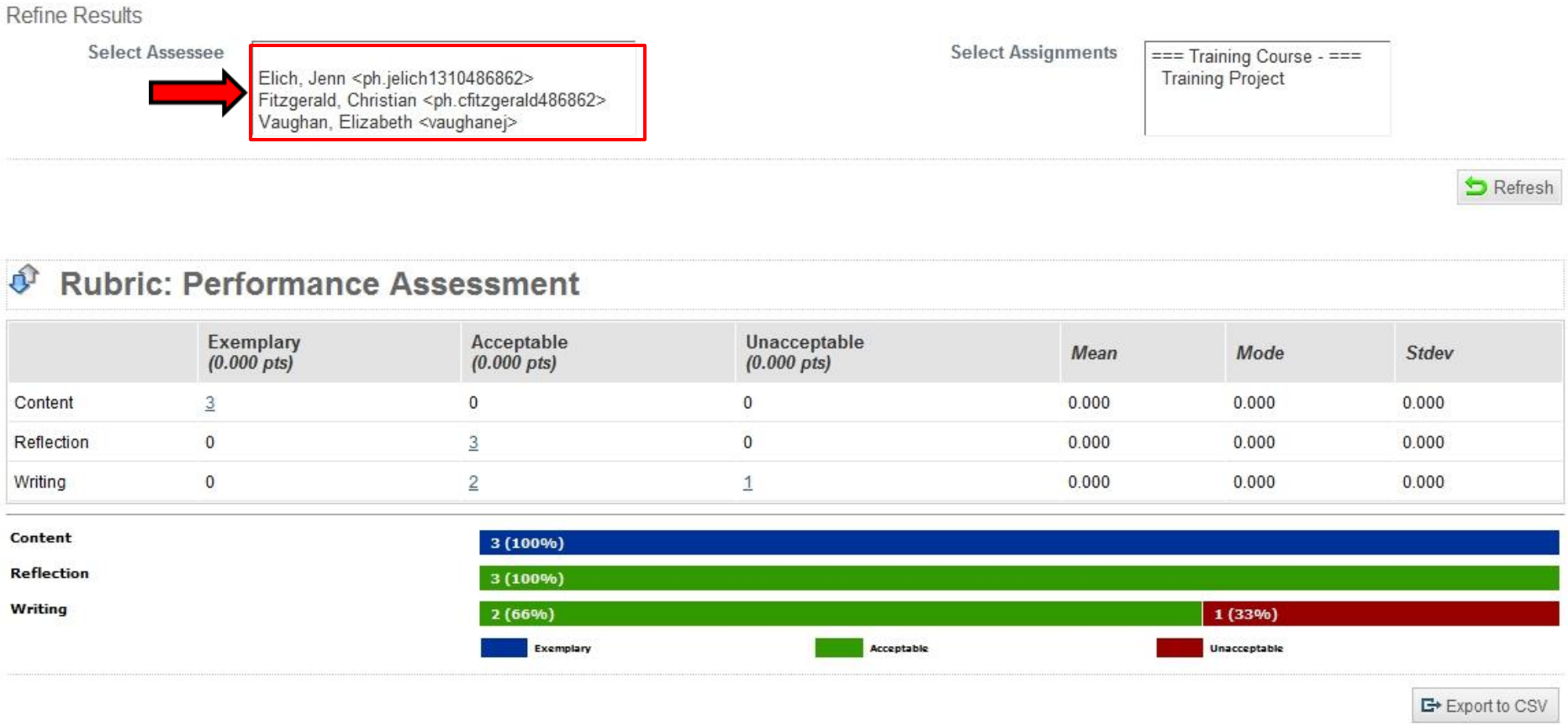
11. Under the section titled, “Assessment Rubric”, select what assessment / rubric you would like to run a report on by clicking on it. To select more than one hold down the “Ctrl” key on your keyboard while clicking on them. **Note: yours will be different from (Training Course Project Rubric), but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



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.

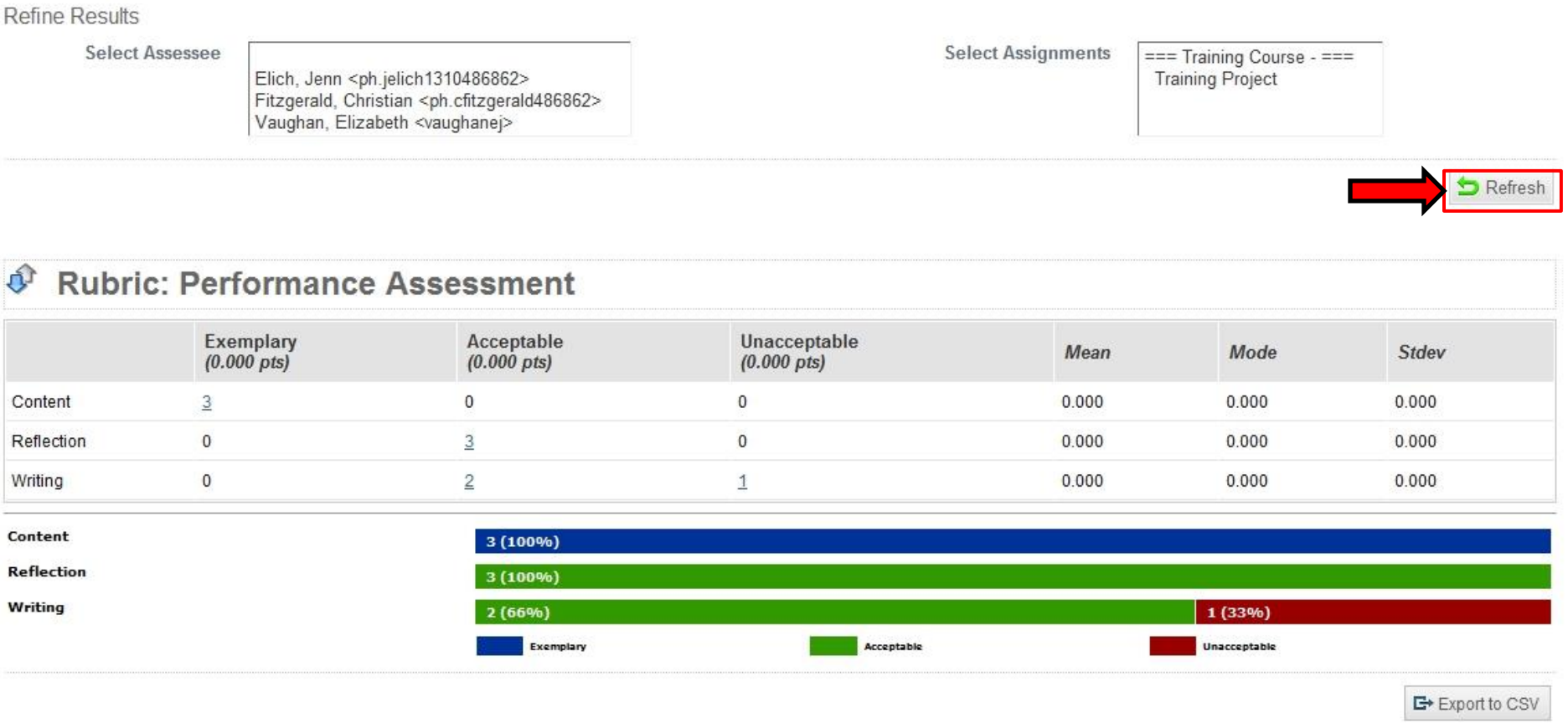


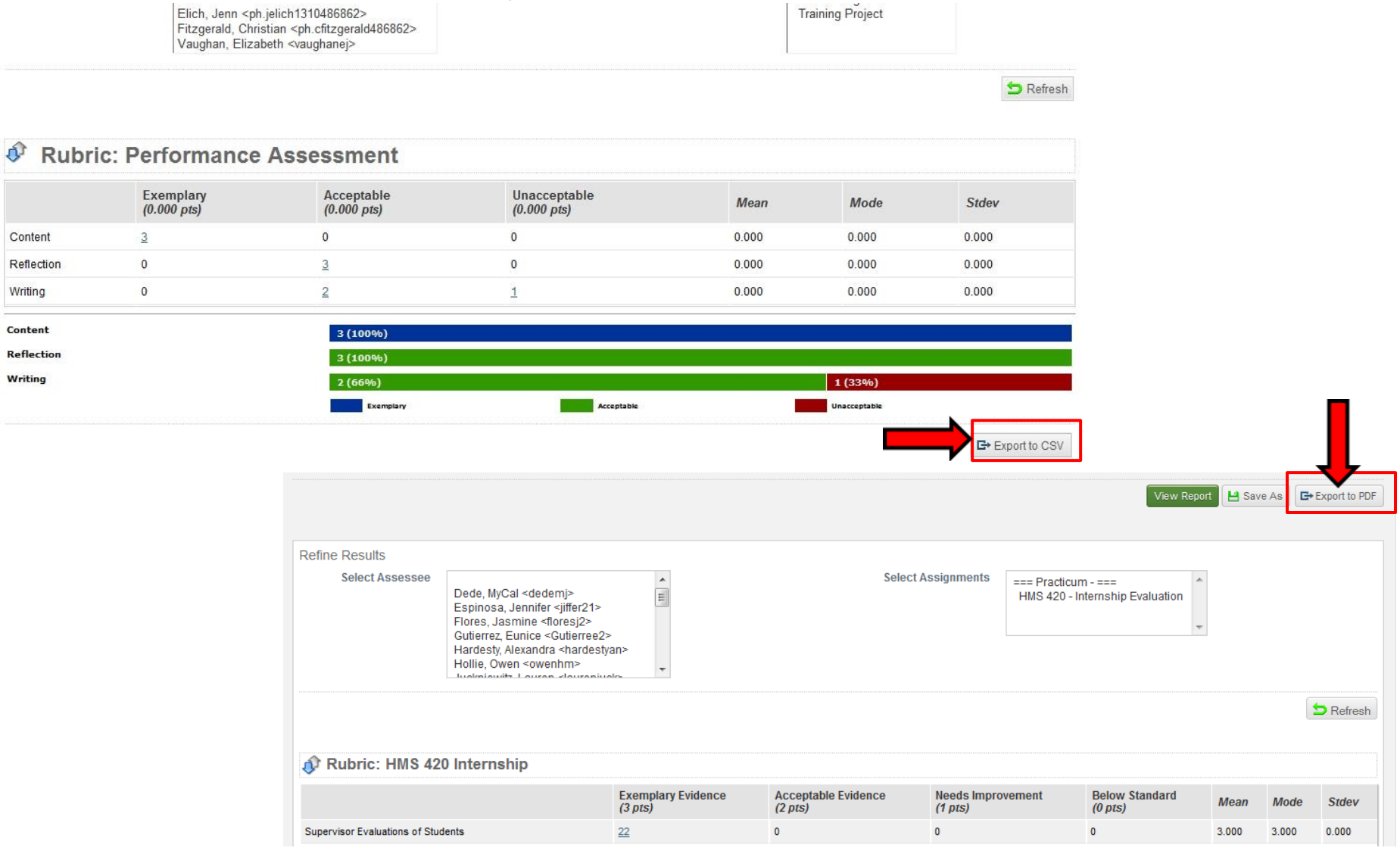
13. Underneath the green “View Report” box, you will see your report. To the left of your report there is a box stating “Select Assesse”. Click on the students you want to assess for the report. To select more than one hold down the “Ctrl” key on your keyboard while clicking on them.



	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

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



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.