

# 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.

The screenshot shows the LiveText interface. At the top is a blue navigation bar with tabs: Dashboard, Courses, Documents, Reviews, Forms, Community, and Tools. The 'Tools' tab is highlighted with a red box and a red arrow. Below the navigation bar, there are several sections. On the left is a sidebar with 'About' and 'How-Tos' sections. The main content area is titled 'TR101 - Section 1' and contains five report generation progress bars. Each bar shows the title of the report, a 'View Report' link, and a date. The progress bars are filled with red, yellow, and green segments, indicating the status of the report generation. On the right side, there are three panels: 'Terms', 'Course Sections', and 'Quick Links'.

Dashboard Courses Documents Reviews Forms Community **Tools**

Faculty Video Tutorials Active Assignments | Other Assessments | Active Documents | Active Reviews

TR101 - Section 1

SED 371 All Instructional Design Unit [View Report](#) May 10, 2013  
10

AED 679 Work Sample [View Report](#)  
9 1

ELE 520 Observations [View Report](#)  
10

HMS 420 - Internship Evaluation [View Report](#)  
7 3

Observation Assignment Informal 1 [View Report](#)  
7 1 2

**Terms**  
Training Term  
Fall 2013  
[View Other Terms](#)

**Course Sections**  
[ELE 440 - 001](#)  
[TR101 - 1](#)

**Quick Links**  
 [Groups](#)  
 [Visitor Passes](#)  
 [File Manager](#)

**Support**  
 [Faculty Online Training](#)  
 [Faculty FAQ](#)

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"/> <a href="#">fewtewr</a>	C1 Assessment	<input type="button" value="Edit"/> <input type="button" value="Rename"/>
<input type="checkbox"/> <a href="#">fewtewr</a>	C1 Assessment	<input type="button" value="Edit"/> <input type="button" value="Rename"/>

A screenshot of the "Tools" section in a software interface. At the top, there is a navigation bar with tabs for "Reports", "Standards & Outcomes", "Visitor Passes", and "File Manager". Below this, the "Reports" section is active, showing a header "Reports" and a sub-header "New... ▾" with a red arrow pointing to it. To the right of the "New..." button is a "Delete" button. 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 title "fewtewr", a type "C1 Assessment", and two action buttons: "Edit" and "Rename".

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

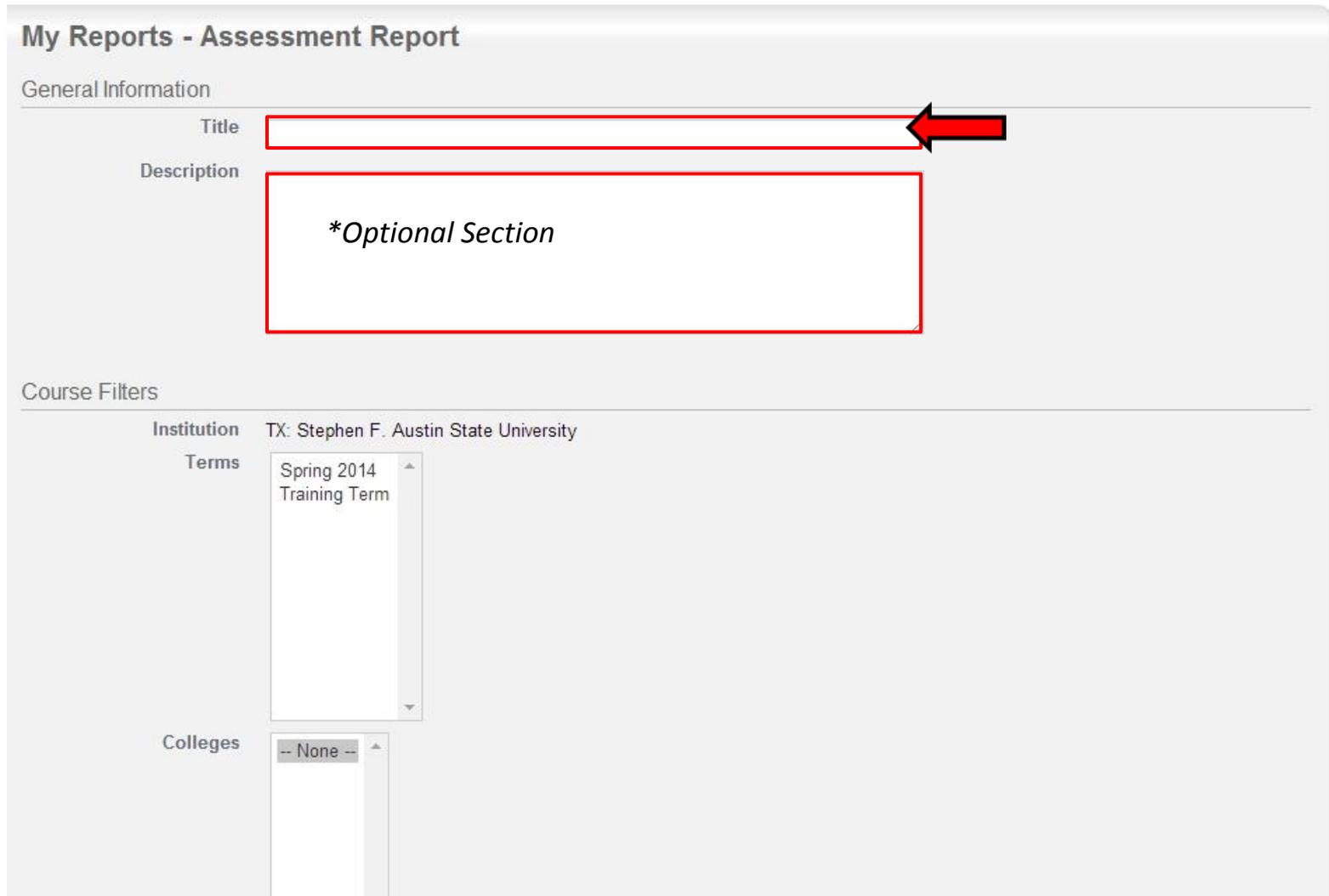
Description

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

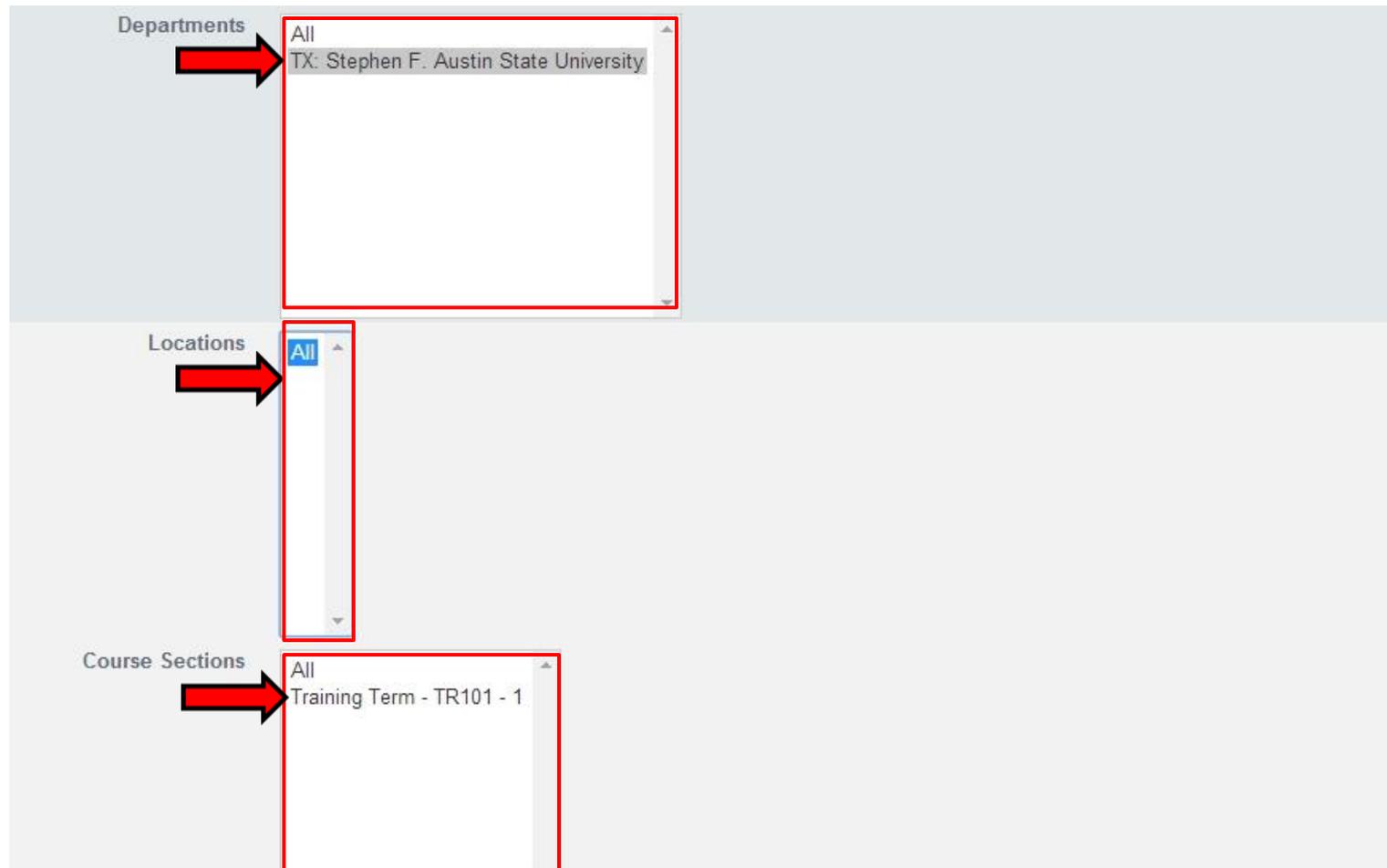
**Terms**   
Training Term

**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 <cindytiltery>

### 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

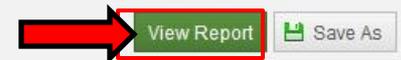
Forms

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.

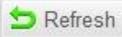
Refine Results

Select Assessee 

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

Select Assignments 

=== Training Course - ===  
 Training Project

 Refresh

 **Rubric: Performance Assessment**

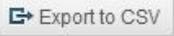
	Exemplary (0.000 pts)	Acceptable (0.000 pts)	Unacceptable (0.000 pts)	Mean	Mode	Stdev
Content	<u>3</u>	0	0	0.000	0.000	0.000
Reflection	0	<u>3</u>	0	0.000	0.000	0.000
Writing	0	<u>2</u>	<u>1</u>	0.000	0.000	0.000

**Content** 3 (100%)

**Reflection** 3 (100%)

**Writing** 2 (66%) 1 (33%)

Exemplary
  Acceptable
  Unacceptable

 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