

LiveText - Grading

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

2. On the right side of your screen you will see “Course Sections”. Select the appropriate course you need to grade. **Note: your courses will be named differently than (TR101-1), but the process is the same.*

The screenshot displays the LiveText dashboard. At the top is a blue navigation bar with tabs for Dashboard, Courses, Documents, Reviews, Forms, Community, and Tools. Below this is a breadcrumb trail: Faculty Video Tutorials | Active Assignments | Other Assessments | Active Documents | Active Reviews. The main content area is titled "TR101 - Section 1" and lists several assignments with progress bars and "View Report" links:

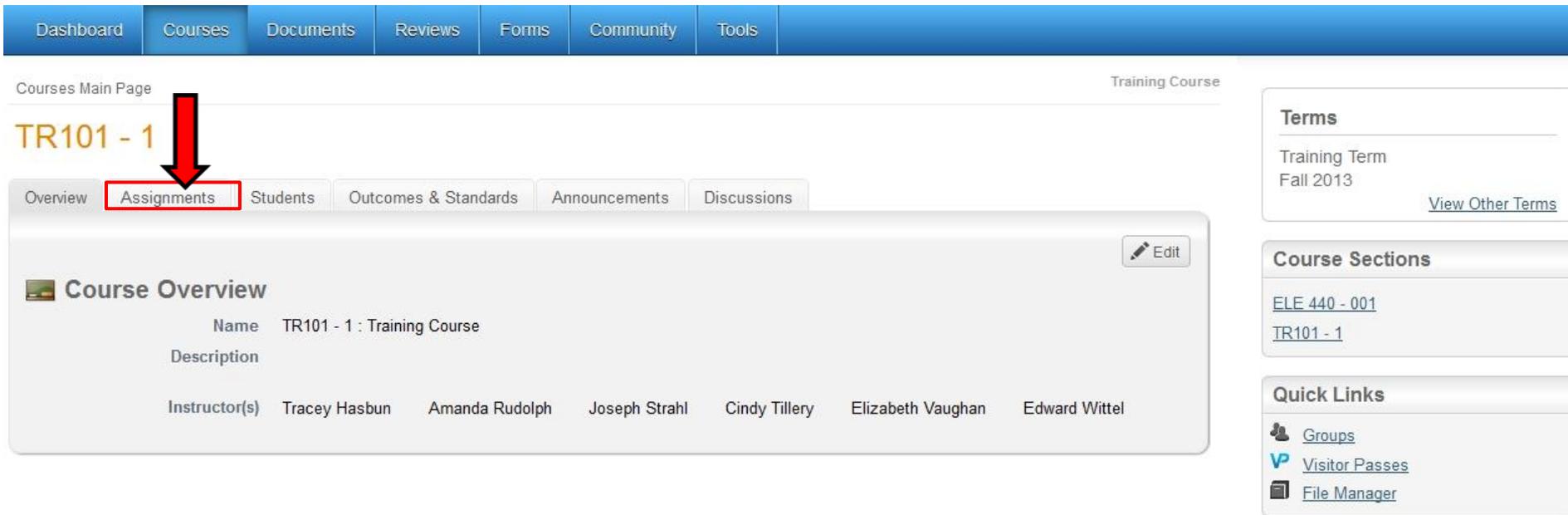
- SED 371 All Instructional Design Unit: 10/10 (100% complete)
- AED 679 Work Sample: 9/10 (90% complete)
- ELE 520 Observations: 10/10 (100% complete)
- HMS 420 - Internship Evaluation: 7/10 (70% complete)
- Observation Assignment Informal 1: 7/10 (70% complete)

On the right side, there is a sidebar with several sections:

- Terms:** Training Term, Fall 2013. [View Other Terms](#)
- Course Sections:** ELE 440 - 001, TR101 - 1. This section is highlighted with a red box, and a red arrow points from the "AED 679 Work Sample" progress bar to it.
- Quick Links:** Groups, Visitor Passes, File Manager
- Support:** Faculty Online Training, Faculty FAQ

On the left side, there is a "Faculty Video Tutorials" sidebar with sections for "About" (Basic Navigations, Course Level Discussions) and "How-Tos" (Create a Course Assignment, Assess Student Submission). A link for "Get Adobe Flash Player" is also present.

3. Under your course number (*TR101-1*) you will see a series of tabs: “Overview”, “Assignments”, “Students”, “Outcomes & Standards”, “Announcements”, and “Discussions”. Click on the Assignments tab.



The screenshot displays a course management interface. At the top, a blue navigation bar contains tabs for Dashboard, Courses, Documents, Reviews, Forms, Community, and Tools. Below this, the page is titled 'Courses Main Page' on the left and 'Training Course' on the right. The course number 'TR101 - 1' is prominently displayed in orange. A series of tabs is visible: Overview, Assignments (highlighted with a red box and a red arrow), Students, Outcomes & Standards, Announcements, and Discussions. Below the tabs is a 'Course Overview' section with an 'Edit' button. The overview includes the course name 'TR101 - 1 : Training Course', a description field, and a list of instructors: Tracey Hasbun, Amanda Rudolph, Joseph Strahl, Cindy Tillery, Elizabeth Vaughan, and Edward Wittel. On the right side, there are three panels: 'Terms' showing 'Training Term Fall 2013' with a 'View Other Terms' link; 'Course Sections' listing 'ELE 440 - 001' and 'TR101 - 1'; and 'Quick Links' with links for 'Groups', 'Visitor Passes', and 'File Manager'.

4. You will now see a series of all the assignments within your selected course. Find the assignment you would like to grade and click on it. **Note: your assignments will be named differently, but the process is the same.*

<input type="checkbox"/>	 Training SPH 335 Language Sample	May 17, 2012		In Progress	<div style="border: 1px solid gray; padding: 2px;"><div style="background-color: #800000; width: 80%;"></div><div style="background-color: #ffff00; width: 20%;"></div><p style="text-align: center; margin: 0;">8 2</p></div>	View
<input type="checkbox"/>	 Texas Education Agency			Not Assigned		View
<input type="checkbox"/>	 ELE 520 Observations	Nov 29, 2012		In Progress	<div style="border: 1px solid gray; padding: 2px;"><div style="background-color: #800000; width: 100%;"></div><p style="text-align: center; margin: 0;">10</p></div>	View
<input type="checkbox"/>	 AED 19 Work Sample	May 13, 2013		In Progress	<div style="border: 1px solid gray; padding: 2px;"><div style="background-color: #800000; width: 85%;"></div><div style="background-color: #ffff00; width: 15%;"></div><p style="text-align: center; margin: 0;">9 1</p></div>	View
<input type="checkbox"/>	 Observation Assignment Informal 1	Sep 9, 2013		In Progress	<div style="border: 1px solid gray; padding: 2px;"><div style="background-color: #800000; width: 70%;"></div><div style="background-color: #ffff00; width: 10%;"></div><div style="background-color: #008000; width: 20%;"></div><p style="text-align: center; margin: 0;">7 1 2</p></div>	View
<input type="checkbox"/>	 HMS 420 - Internship Evaluation	Sep 19, 2013		In Progress	<div style="border: 1px solid gray; padding: 2px;"><div style="background-color: #800000; width: 70%;"></div><div style="background-color: #008000; width: 30%;"></div><p style="text-align: center; margin: 0;">7 3</p></div>	View

5. After selecting your assignment, you will see a new page. Under your assignment title (*Observation Assignment Informal 1*) you will see the following tabs: “Assignment Details” and “Submissions & Grades”. Click on the Submissions & Grades tab. **Note: your assignment will be named differently, but the process is the same.*

The screenshot displays a course management system interface. At the top, a blue navigation bar contains the following tabs: Dashboard, Courses, Documents, Reviews, Forms, Community, and Tools. Below this, a breadcrumb trail reads: Courses Main Page > TR101 - 1 > TR101 - 1 Assignments. The main content area features the title "Observation Assignment Informal 1" in orange. Below the title, there are two tabs: "Assignment Details" and "Submissions & Grades". The "Submissions & Grades" tab is highlighted with a red box, and a red arrow points to it from above. To the right of the tabs are three buttons: "Copy", "Edit", and "Delete". Below the tabs is the "Assignment Description" section, which contains the following information:

Title	Observation Assignment Informal 1
Description	
Date Assigned	Sep 9, 2013 3:23 PM
Due Date	No due date.
Viewable to Students	Yes
Allow student to withdraw submission	Yes

On the right side of the page, there are three panels:

- Terms**: Training Term, Fall 2013. [View Other Terms](#)
- Course Sections**: [ELE 440 - 001](#), [TR101 - 1](#)
- Quick Links**: [Groups](#), [Visitor Passes](#), [File Manager](#)

6. On the right side of your screen (*green box*) you should see a list of students who have been graded. Click on the student's name who you would like to undo their grade. **Note: your students will be named differently, but the process is the same.*

Observation Assignment Informal 1

Assignment Details | Submissions & Grades

RED = Non-LiveText Member

Awaiting Submission (7)		Awaiting Assessment (1)		Completed (2)	
<input type="checkbox"/> Select All	<input type="button" value="Assess Selected Students"/>	<input type="checkbox"/> Select All	<input type="button" value="Assess Selected Students"/>	All grades are published	
Name	Assignment History	Name	Assignment History	Name	Final Assessment
<input type="checkbox"/> Henson, Ashley		<input type="checkbox"/> Strahl, Joseph		<input type="checkbox"/> Elich, Jenn	
<input type="checkbox"/> Kline, Jim				<input type="checkbox"/> Fitzgerald, Christian	
<input type="checkbox"/> Riley, Ramelle					
<input type="checkbox"/> Rudolph, Amanda					
<input type="checkbox"/> Tillery, Cindy					
<input type="checkbox"/> Vaughan, Elizabeth					
<input type="checkbox"/> Wittel, Edward					

Terms

Training Term
Fall 2013

[View](#)

Course Sections

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

Quick Links

[Groups](#)
 [Visitor Passes](#)
 [File Manager](#)

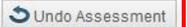
Support

[Faculty Online Trainin](#)
 [Faculty FAQ](#)
 [Student FAQ](#)
 support@livetext.com

7. On the right side of your screen above the green box you will see a smaller box stating “Undo Assessment”. Click on it.

Observation Assignment Informal 1

Latest Submission

 Undo Assessment



Reviewed / Graded

[Elich, Jenn](#) Submission Date: Sep 9, 2013
Artifacts (0)

Assessor: Strahl, Joseph

Grade

Comment

[View Rubric Scores](#)

8. You will know see the same screen from Step 6. This time the student that you selected “Undo Assessment” for will be listed in the middle (yellow) box. Click on their name.

Observation Assignment Informal 1

Assignment Details Submissions & Grades

RED = Non-LiveText Member

Awaiting Submission (6)		Awaiting Assessment (2)		Completed (2)	
<input checked="" type="checkbox"/> Select All	<input type="button" value="Assess Selected Students"/>	<input checked="" type="checkbox"/> Select All	<input type="button" value="Assess Selected Students"/>	All grades are published	
Name	Assignment History	Name	Assignment History	Name	Final Assessment
<input type="checkbox"/> Henson, Ashley		<input type="checkbox"/> Elich, Jenn		Fitzgerald, Christian	
<input type="checkbox"/> Kline, Jim		<input type="checkbox"/> Strahl, Joseph		Rudolph, Amanda	
<input type="checkbox"/> Riley, Ramelle					
<input type="checkbox"/> Tillery, Cindy					
<input type="checkbox"/> Vaughan, Elizabeth					
<input type="checkbox"/> Wittel, Edward					

9. You will now see a yellow box. In the top right of the yellow box you will see a smaller box stating "Request Resubmission". Click on it.

Observation Assignment Informal 1

Latest Submission

[Request Resubmission](#) [Save](#) [Submit Assessment](#) [Cancel](#)

Awaiting Assessment

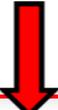
[Elich, Jenn](#) Submission Date: Sep 9, 2013 Artifacts (0)

Assessor: Strahl, Joseph

Grade

Comment

[Assessment Rubrics](#) [Attachment](#)



10. You will now see the same screen from Steps 6 and 8. This time your students name will be listed in the red “Awaiting Submission” box. Now your student will be able to go in and submit their observations. Once they have done that they will appear in the yellow “Awaiting Assessment” box. Then, you will be able to click on their name and grade them. **Note: you will need to repeat Steps 4-10 for each assignment that needs to be undone.*

Observation Assignment Informal 1

Assignment Details | Submissions & Grades

RED = Non-LiveText Member

Awaiting Submission (7)		Awaiting Assessment (1)		Completed (2)	
<input checked="" type="checkbox"/> Select All <input type="button" value="Assess Selected Students"/>		<input checked="" type="checkbox"/> Select All <input type="button" value="Assess Selected Students"/>		All grades are published	
Name	Assignment History	Name	Assignment History	Name	Final Assessment
<input type="checkbox"/> Elich, Jenn		<input type="checkbox"/> Strahl, Joseph		Fitzgerald, Christian	
<input type="checkbox"/> Henson, Ashley				Rudolph, Amanda	
<input type="checkbox"/> Kline, Jim					
<input type="checkbox"/> Riley, Ramelle					
<input type="checkbox"/> Tillery, Cindy					
<input type="checkbox"/> Vaughan, Elizabeth					
<input type="checkbox"/> Wittel, Edward					