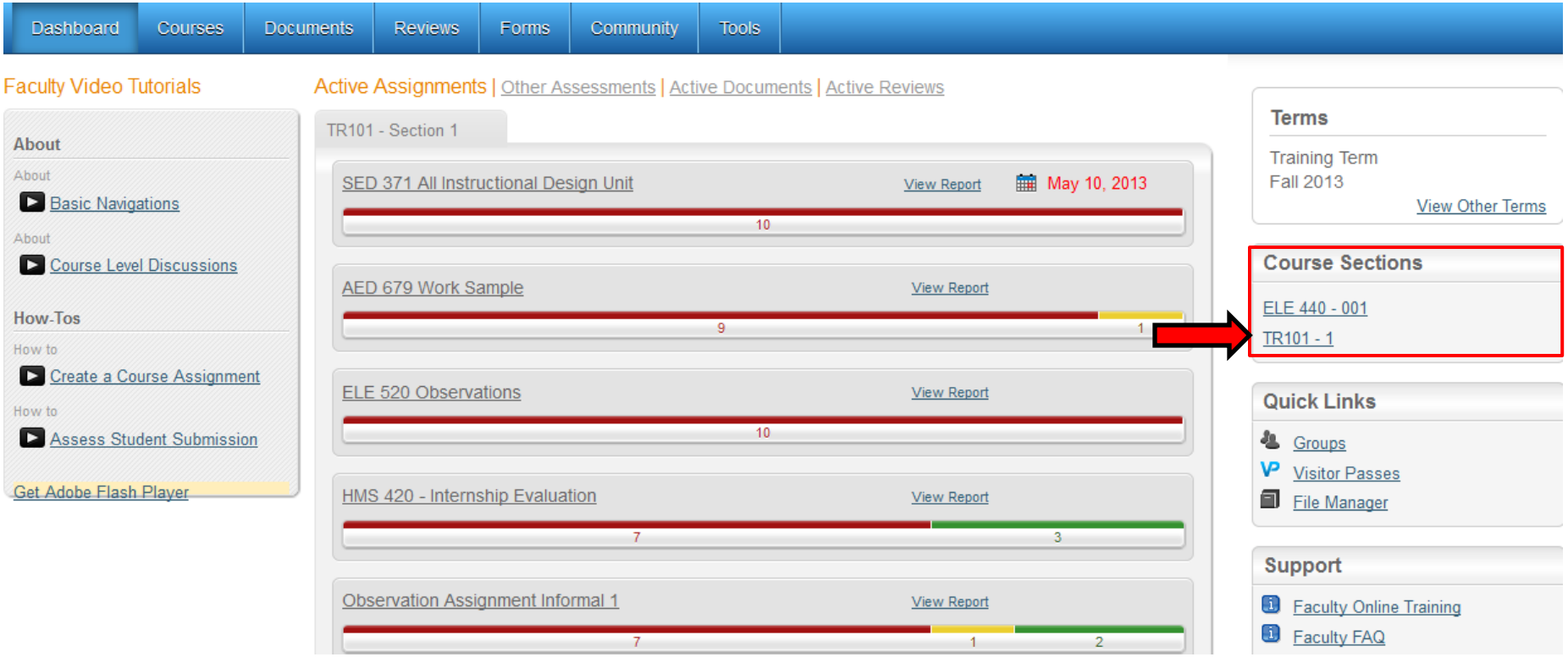
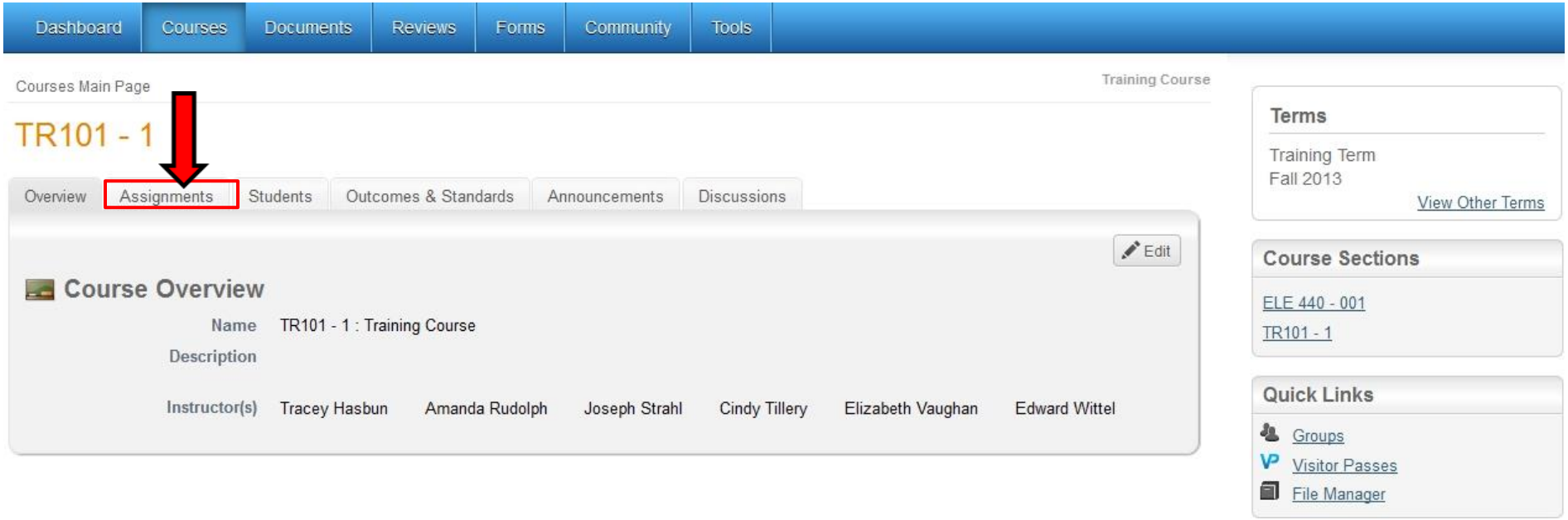
# LiveText - Grading

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

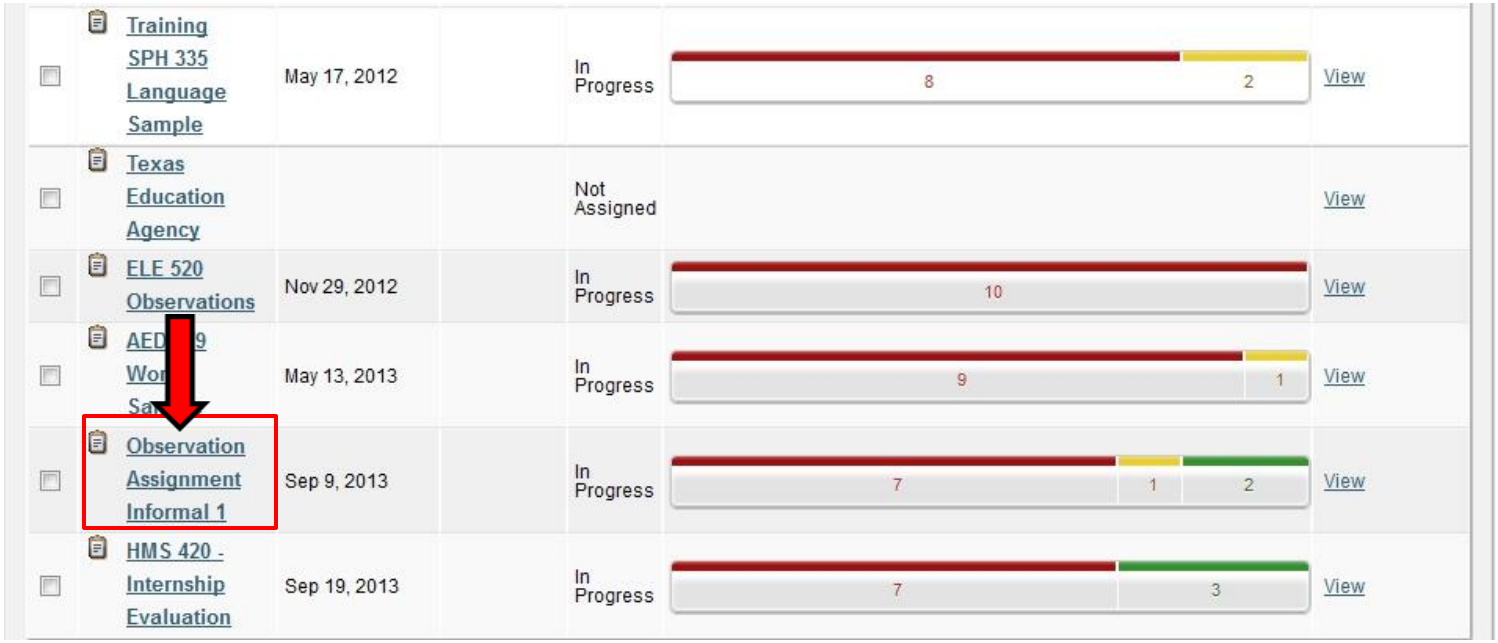
2. On the right side of your screen you will see “Course Sections”. Select the appropriate course you need to grade. **Note: your courses will be named differently than (TR101-1), but the process is the same.*



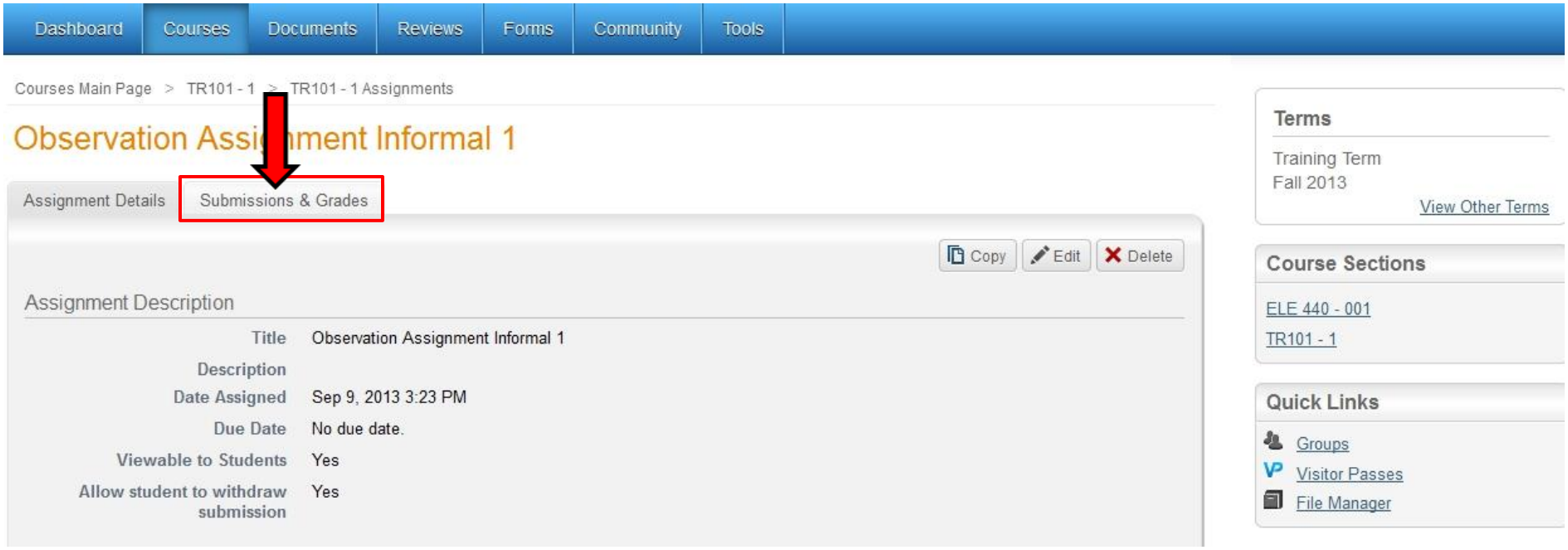
3. Under your course number *(TR101-1)* you will see a series of tabs: “Overview”, “Assignments”, “Students”, “Outcomes & Standards”, Announcements”, and “Discussions”.  Click on the Assignments tab.



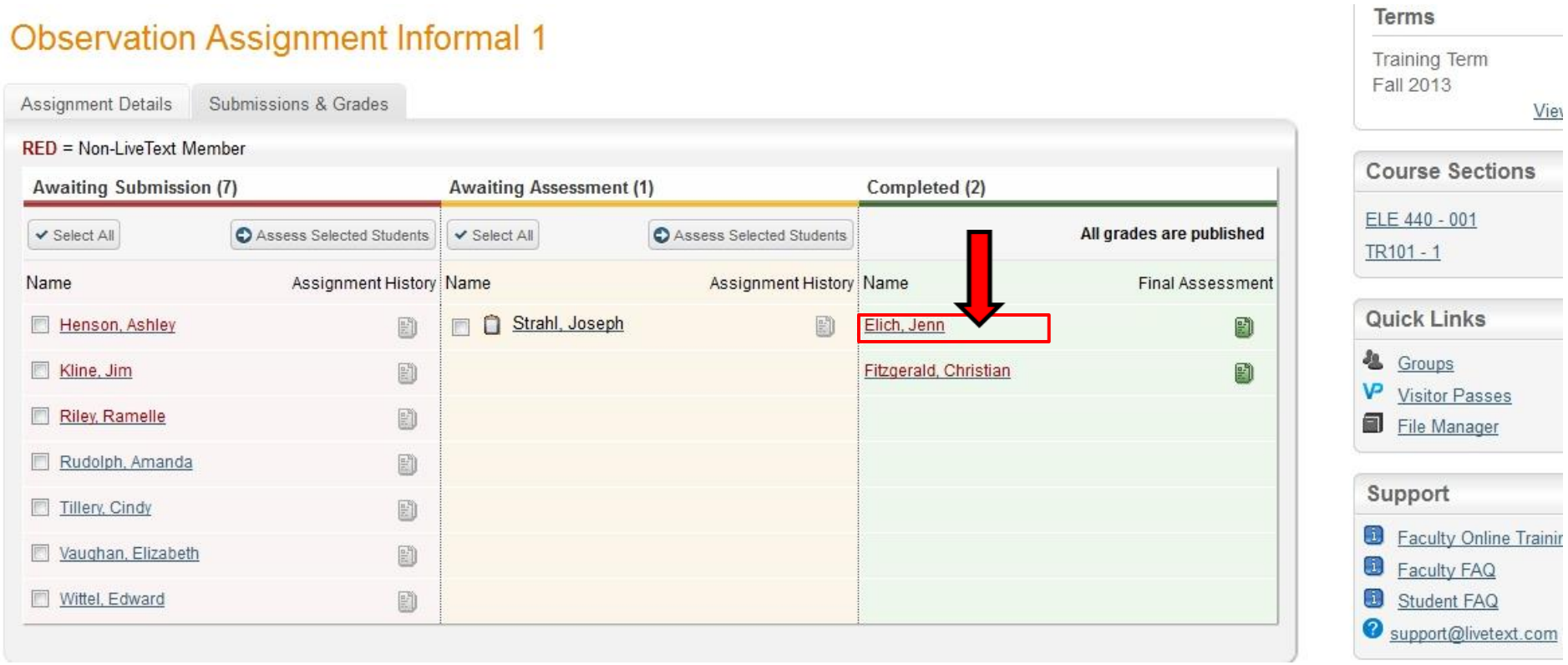
4. You will now see a series of all the assignments within your selected course. Find the assignment you would like to grade and click on it. **Note: your assignments will be named differently, but the process is the same.*



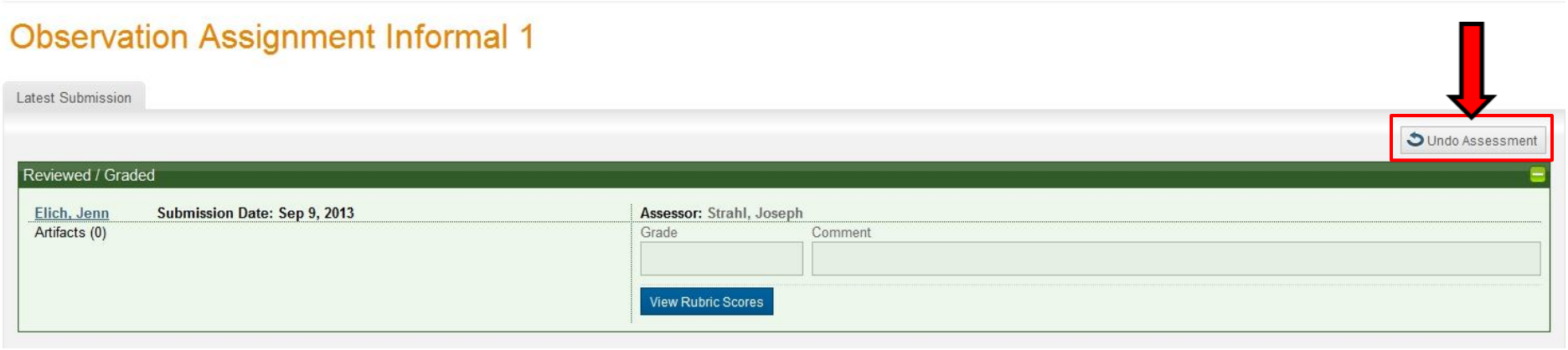
5. After selecting your assignment, you will see a new page. Under your assignment title *(Observation Assignment Informal 1)* you will see the following tabs: “Assignment Details” and “Submissions & Grades”. Click on the Submissions & Grades tab. **Note: your assignment will be named differently, but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



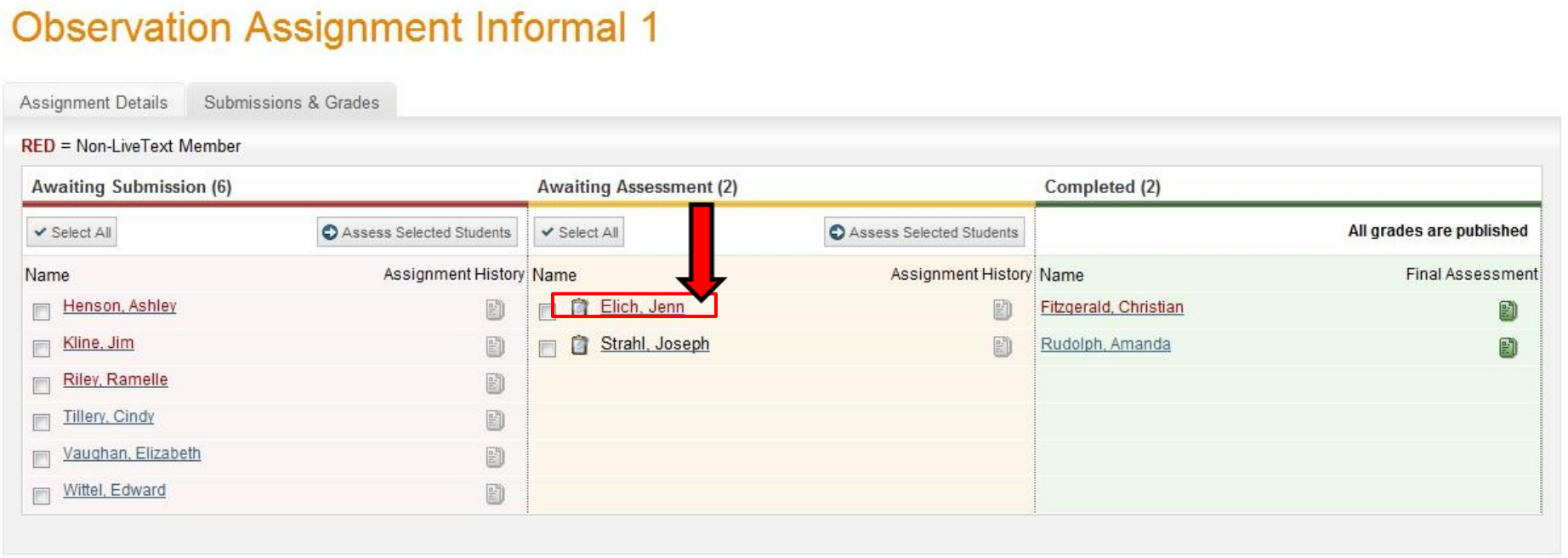
6. On the right side of your screen *(green box)* you should see a list of students who have been graded. Click on the student's name who you would like to undo their grade. **Note: your students will be named differently, but the process is the same.*



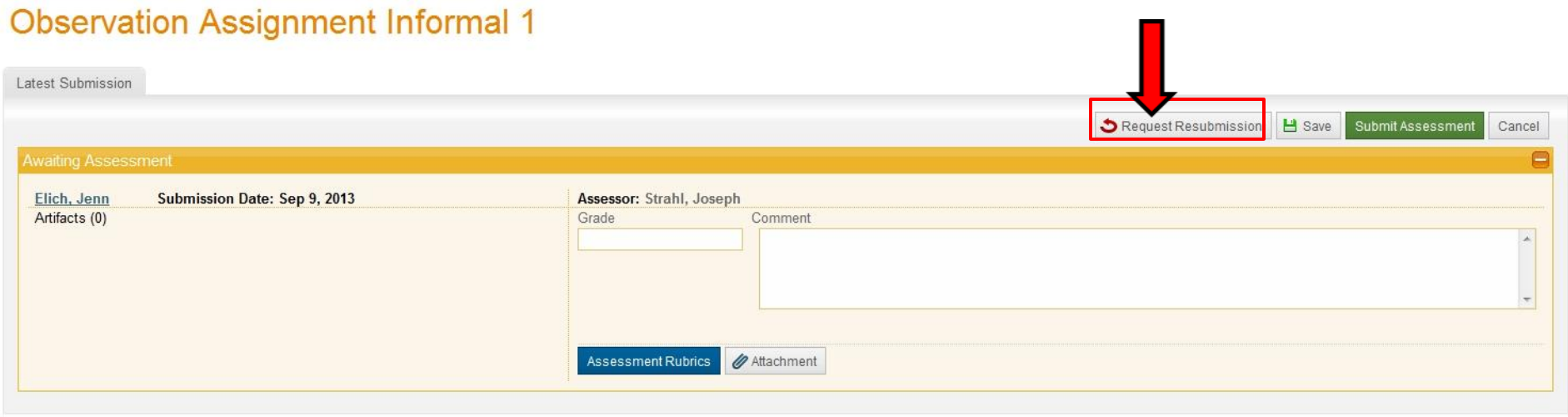
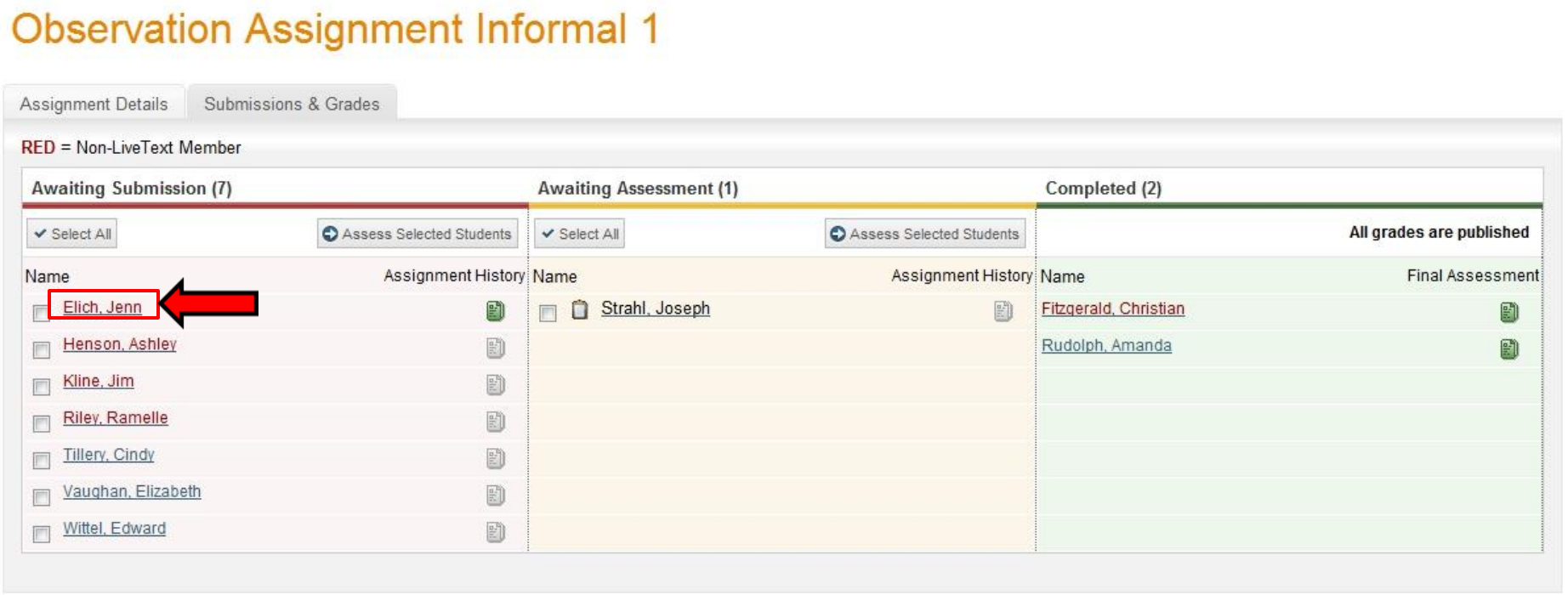
7. On the right side of your screen above the green box you will see a smaller box stating “Undo Assessment”. Click on it.



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.



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



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.*