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Faculty Guide to Course Assignments

Complete an Assessment

To assess a course assignment:
1. Log into a faculty LiveText account.
2. Locate the appropriate assignment on the faculty Dashboard.

Note: If you are having difficulty locating the appropriate assignment, you may wish to filter your posted assignments by term and/or course. These dropdown boxes are located toward the upper right of your posted assignments.

3. Once the assignment has been located, click on the corresponding submission progress bar or “Assess” link to navigate to the assignment’s Submissions & Grades page.
4. Click on the name of a student in the yellow “Awaiting Assessment” column to begin an individual assessment for a student who has submitted work to the assignment. Alternatively, select the checkbox next the names of multiple students to perform a group assessment.

Note: Assessments may be completed for students who have not yet submitted to the assignment. These students are located in the red “Awaiting Submission” column. If an assessment is begun for a student in the “Awaiting Submission” column that student will be unable to submit to the assignment.

5. In the Latest Submission tab, the instructor can view the student’s name, the submission date (if the student submitted the assignment), and the submission status (e.g. Awaiting Submission, Awaiting Assessment). The instructor also has access to the following options: Request Resubmission, Save, Submit Assessment, and Cancel. If the assignment was previously submitted, a Previous Submissions tab also appears. The
**Student** dropdown box may be used to quickly switch between student submissions that are “Awaiting Assessment”.

If there are additional assessors for the assignment, there will be an **Assessor** dropdown box and an **Assessor Visibility** button. An instructor for the course can use the **Assessor** dropdown box to switch between completed assessments. The **Assessor Visibility** button can be used by an instructor to reconcile completed assessments.

6. Any comments the selected student may have added to their submission will also be viewable toward the top of the student submission page.

7. A list of attached files will be located under the **Documents to be Assessed** section. If a LiveText document is attached to the submission, the document will open automatically in the document viewer directly in the browser window. Click the page titles listed on the LiveText documents **Page List** to navigate through the document. Optional instructor comments may be added to the document at this time.
8. If non-LiveText artifacts (e.g. Microsoft Word files, PDFs or URLs) have been attached to the submission, click on the title of the artifact to open it using the appropriate software on your device.

9. If one or more assessment documents have been attached to the course assignment, then the instructor may use any of the available rubrics to assess the student’s work. Any available assessment rubrics will be located toward the right side of the screen below the grade and comment text boxes.
   a. For more information please navigate to the following section:
      i. Assess with a Rubric

10. The instructor may optionally add a grade in the Grade text box and a comment in the Comment text box. These text boxes are located toward the right side of the screen.

11. The instructor may optionally evaluate and re-attach submitted non-LiveText artifacts.
    a. For more information please navigate to the following section:
       i. Evaluate and Re-Attach Submitted Non-LiveText Artifacts

12. After the submission has been reviewed and/or assessed, instructors may Request Resubmission, Save, Submit Assessment, or Cancel the assessment. The buttons for these actions are located toward the top right of the student submission area.
Faculty User Guide: Assessing Submissions

a. If the instructor clicks the Request Resubmission button, then the status of the assignment on the student Dashboard will change from “Awaiting Assessment” to “Need to Resubmit”. It will also change the status on the Assignment Progress Bar and Submission & Grades tab in the faculty view from “Awaiting Assessment” (yellow) to “Awaiting Submission” (red).

The student will be able to view any comments, grades, and/or scoring on assessment rubrics to the student.

b. If the instructor clicks the Save button, then all comments, grades, and/or scoring on assessment rubrics will be saved, however, an assessment will not be submitted. Instructors can select the student from the Awaiting Assessment column within the Submission & Grades tab, and continue reviewing and assessing the student at a later time.

c. If the instructor clicks the Submit Assessment button, then all comments, grades, and/or scoring on assessment rubrics will be saved and the assessment process will be completed. The status on the Assignment Progress Bar and Submission & Grades tab in the faculty view will change to “Completed” (green).

Submitting an assessment does not always imply that the assessments have been submitted or published to students. Instructors are able to adjust settings to either release assessments to students at the time of assessment, or to publish the assessments to multiple students within the course at the same time.

d. If the instructor clicks the Cancel button, then the instructor will be brought to the Submissions & Grades page and no comments, grades, and/or scoring on assessment rubrics will be saved.
Assess with a Rubric

To complete an assessment using a rubric:

1. Locate the appropriate rubric. All available rubrics are located along the right side of the student submission page.

2. If a rubric cell contains more text than can be displayed, hover over the cell with your cursor and a pop up box should appear where the text is displayed. Alternatively, click on the button to open a new tab which contains any available rubrics.

3. Click the cells to select the performance level for each element of the rubric.

4. Click the title of a performance level to select the same performance level for all elements.

5. Click the Comment button located to the right of each element title and enter an optional comment.
Evaluate and Re-Attach Submitted Non-LiveText Artifacts

To Evaluate and Re-Attach Submitted Non-LiveText Artifacts:
1. Download and open the submitted file attachment(s).
2. Review, comment on, and modify within the native file format.
3. Save this file to your device.
4. On the student submission page, locate the Attachments area along the right side of the screen. It is located directly below the Comment text box.
5. Click the button to select the new file as an attachment.
6. In the Attach Resources to Assignment window, the File Manager option is selected by default. Select the checkbox next to the file names of any files which are to be attached.
7. Click the **Upload** button to begin uploading files from your device. Then click the button which is located beneath the text “Browse your computer to upload.”

Note: This button may appear as a **Choose File** button or a **Browse** button depending on the web browser which is being used.

In the pop up window which appears, double click the icon of a file from your device’s local storage. Repeat step 7 as needed to select more external files.

8. Click the **Attach** button to attach all selected items as resources to the assignment.
Undo Assessment

If a student’s name appears in the green “Completed” column, an instructor may not request a resubmission until the assessment has been undone for that student.

To undo an assessment:

1. Log into a faculty LiveText account.
2. Locate the appropriate assignment on the faculty Dashboard.

3. Once the assignment has been located, click on the corresponding submission progress bar or “Assess” link to navigate to the assignment’s Submissions & Grades page.
4. Click on the name of a student in the yellow “Completed” column to open the completed assessment for this student.

5. Click on the button to undo the completed assessment. This will change the status of the assignment on the student Dashboard will change from “Completed” to “Awaiting Assessment”. It will also change the status on the Assignment Progress Bar and Submission & Grades tab in the faculty view from “Completed” (green) to “Awaiting Assessment” (yellow).
Request a Resubmission

If a student's name is in the yellow "Awaiting Assessment" column and you have already clicked on their name to view the student's latest submission, then the student cannot retract their latest submission. In order for the student to resubmit their assignment at this point, an instructor for the course would have to request a resubmission for that student.

To request a resubmission:
1. Log into a faculty LiveText account.
2. Locate the appropriate assignment on the faculty Dashboard.

3. Once the assignment has been located, click on the corresponding submission progress bar or “Assess” link to navigate to the assignment’s Submissions & Grades page.

**Note:** If you are having difficulty locating the appropriate assignment, you may wish to filter your posted assignments by term and/or course. These dropdown boxes are located toward the upper right of your posted assignments.
4. Click on the name of a student in the yellow “Awaiting Assessment” column to open the latest submission for the student.

5. If desired, complete an assessment on the student's latest submission.

6. Click the button to request a resubmission. This will change the status of the assignment on the student Dashboard from “Awaiting Assessment” to “Need to Resubmit.” It will also change the status on the Assignment Progress Bar and Submission & Grades tab in the faculty view from “Awaiting Assessment” (yellow) to “Awaiting Submission” (red).

The student will be able to view any comments, grades, and/or scoring on assessment rubrics to the student.