SCORING INSTRUCTIONS FOR PORTFOLIOS/ASSIGNSMENTS IN LIVETEXT

2. Login using your username and password.
3. Click on the color-coded bar labeled with the Portfolio or other assignment.

4. In the yellow “Awaiting Assessment” column, click on the name of the student that you have been assigned to score.
5. The student’s portfolio/assignment will appear at the bottom of the screen or as an attached document on the left side. Click on the blue “Assessment Rubrics” button to open a pop-up window containing the rubrics.
6. Select the appropriate score using the point-and-click rubrics provided. Comments can be entered into each rubric item by clicking on the blue “bubble” located next to each rubric item.
7. Close the rubric window once all rubrics have been scored for the student.
8. Specific comments may be added directly in the portfolio/assignment. Enter any overall comments in the yellow “Comments” box on the main page. You may also include an attachment (i.e., Word document) using the paperclip icon beneath the Comments box.
9. Submit your assessment by clicking the green “Submit Assessment” button above the yellow status bar.

Please contact the Assessment Office for assistance with LiveText:
Coe-livetext@umd.edu