

1. Log into your LiveText

Go to <https://www.livetext.com> and click “Login” on the top right. Enter your ID and password and click “Login.”

2. LiveText Dashboard

Once logged in, you will come to your Dashboard, a page that lists everything you have on LiveText – Courses, Assignments, Documents, and Reviews. To assess a student assignment, under ‘Active Assignments’, click the assignment you want to assess.

The screenshot shows a dashboard entry for 'ILO Diversity - Section 1 (1)'. It includes a document icon, the assignment title 'Case Study - Kidnapped Nigerian Girls', the date 'January 21, 2017', a progress bar with 33 red segments and 8 yellow segments, and 'Assess' and 'Report' buttons.

3. Submissions & Grades

When you click on the assignment, it will open the Submission & Grades tab.

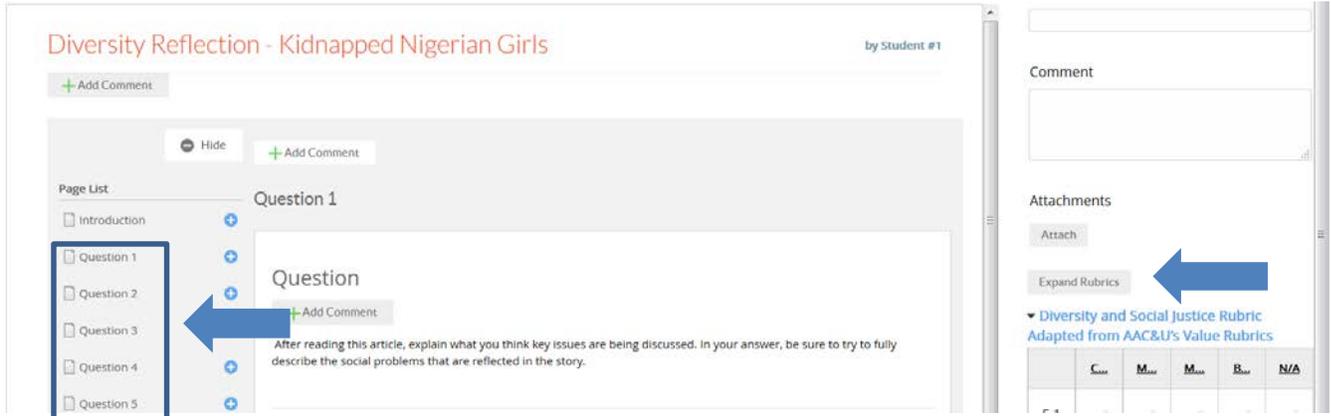
- Red tab: Students have not submitted their assignments.
- Yellow tab: Students have submitted their assignments. Faculty can start to assess these assignments.
- Green Tab: Faculty and assessors have completed the assessment.

Case Study - Kidnapped Nigerian Girls

Awaiting Submission (33)		Awaiting Assessment (8)		Completed	
Name		Name		Name	Final Grade
Student S13		Student S1			

4. Start assessing

- Click on the student name **under the yellow tab**, you will be taken to the assignment page.
- Attached files will be listed under 'Documents to be Assessed'.
- Click on 'Expand Rubrics' to the right of the screen to open the rubric for assessment.
- Navigate to different question to review students' reflection.



5. Rubrics Scoring

- Rubrics will be opened once you click on the 'Expand Rubrics' button.
- Click on a cell to select the level of performance.
- Click on the  button to leave comments.
- Scores will show in the bottom of the rubric.



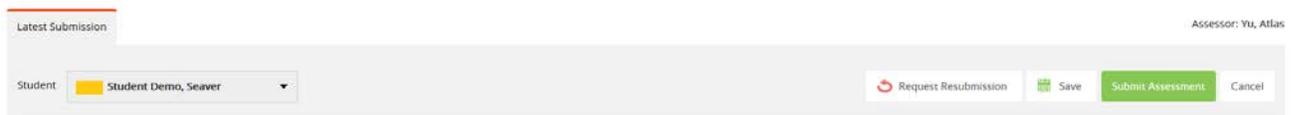
▼ Diversity and Social Justice Rubric Adapted from AAC&U's Value Rubrics

	<u>Capstone (4 pts)</u>	<u>Milestones (3 pts)</u>	<u>Milestones (2 pts)</u>	<u>Benchmark (1 pt)</u>	<u>N/A</u>
Self-Awareness Cultural (1,000, 16%)  + CA-PEP-ILO-15.P-3-CGU	✓ Effectively evaluates and analyzes significant issues in the natural and human world based on integrating and articulating insights into one's own cultural rules and others biases.	✓ Evaluates issues in the natural and human world based on one's own cultural rules and biases.	✓ Analyze ways that human actions influence decision-making in certain cultural context issues in the natural and human world.	✓ Identify some connections between an individual's personal decision-making and certain cultural issues.	✓ N/A
Cultural Diversity (1,000.	✓	✓	✓	✓	✓

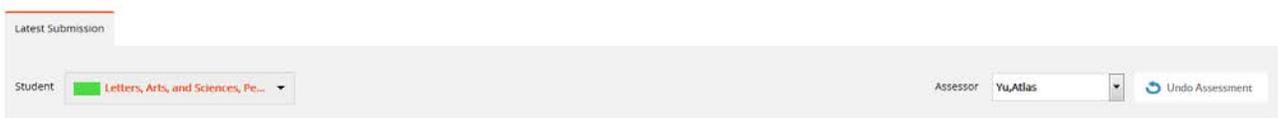
6. Complete the Assessment Process

After the submission has been reviewed and/or assessed, instructors may Save, Request Resubmission, Submit Assessment, or Cancel the assessment. These buttons are located in the top right of the student submission area.

'Save' will save all the assessment scores and comments for future assessing. 'Cancel' will delete all the assessment scores and comments. Faculty can also request students resubmit their assignments. Once faculty click on 'Request Resubmission', students will get a notice to update and resubmit the assignment.



'Submit Assessment' will move the student from 'Awaiting Assessment' to 'Complete'. At this point, data will be compiled for analytics.



Faculty are still be able to undo the assessment in the assessment page. Once faculty undo assessment, the assignment will move from 'Complete' back to 'Awaiting Assessment' and faculty will be able to assess the assignments again.

If you have any questions, please contact Kailee at kailee.rogers@pepperdine.edu.

Thank you.