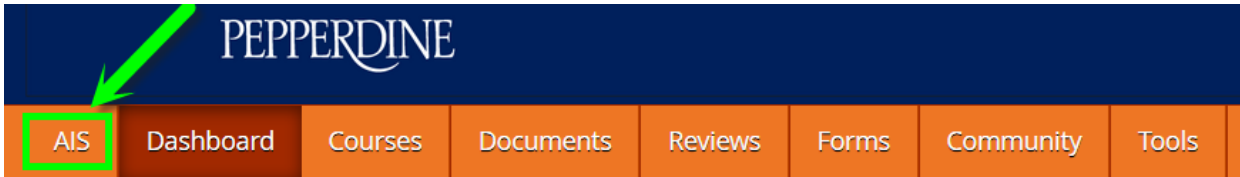
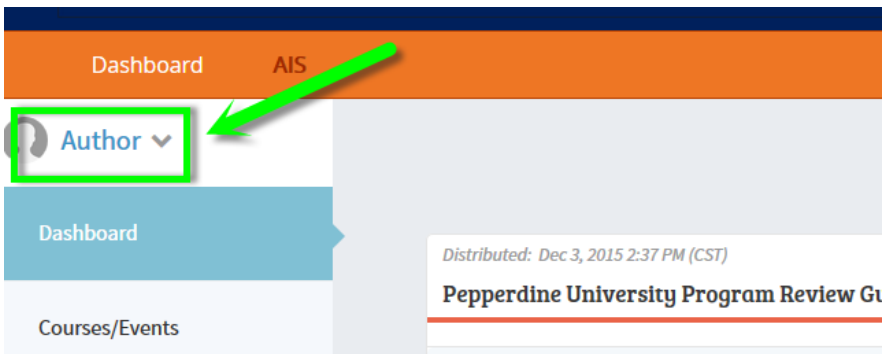


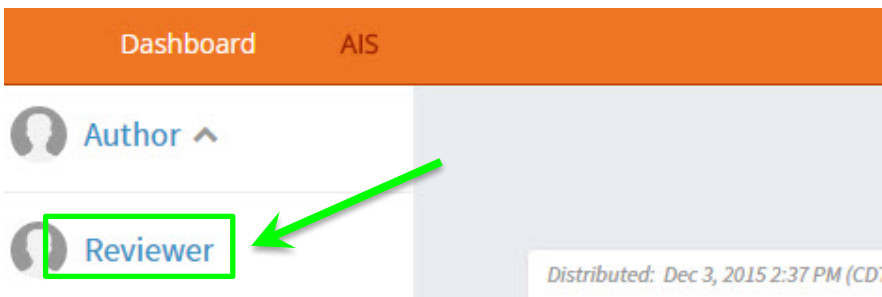
1. Go to <https://www.livetext.com> and click “Login” on the top right. Enter your ID and password and click “Login.”
2. Once logged in, you will be on your default page, the Dashboard. Click on AIS on the top left to enter the Assessment Insight System, where the annual reviews are stored.



3. Click the drop down button next to “Author”.



4. Click reviewer to switch your role to Reviewer.



5. Under the reviewer role, select the report under “Select Template”.

Select Template: Annual Report on Program Assessn

- Annual Report on Program Assessment - Graziadio
- Annual Report on Program Assessment - GSEP
- Annual Report on Program Assessment - Seaver
- Annual Report on Program Assessment - Seaver 2017**
- Curriculum Map
- Program Review Guidebook for Academic Departments 2015-2016
- Program Review Guidebook for Academic Departments 2016-2017
- Program Review Guidebook for Academic Departments 2017-2018
- Program Review Guidebook for Non-Academic Departments 2016-2017
- State of Assessment Report
- Test Template - James
- Test Template - James Clone

Submitted - 63.6%

Section Status

Plans

Introduction Curriculum Map Assessment Map Assessment Findings Closing the Loop

Not Started In Progress Submitted Reviewed

Detail Status

6. Click any submitted section of the program to begin reviewing the template. If a section or program is not visible, it has not yet been submitted by the author. (You will only see the reports you’ve been assigned to review.)

Select Template: Annual Report on Program Assessn

Template Status

Not Started - 7.1%

In Progress - 21.4%

Submitted - 71.4%

Section Status

Plans

Assessors Outcome Assessed Curriculum Map Assessment Map Direct and Indir...

Not Started In Progress Submitted Reviewed

Detail Status

Program/Unit	Due Date	Overall Status	Assessors	Outcome Assessed	Curriculum Map	Assessm
Art		Submitted	S	S	S	S
Economics		Submitted	S	S	S	S
Human Communication		Submitted	S	S	S	S

7. Click Details under "Template Assessment Rubrics" to open the rubric.

ent Findings

5 Closing the Loop

Complete Review

Click Details to open the rubric

Assessment Panel

Section Assessment Rubrics [Details](#)

There are no rubrics.

Template Assessment Rubrics [Details](#)

Graziadio Annual Ass ... 0.000 pts 0.00%

Clear	L1	L2	L3	L4	N/A
Item1	✓	✓	✓	✓	N/A
Item2	✓	✓	✓	✓	N/A

8. After reviewing the template, please choose save on top right to exit the template.

Assessment Panel

Section Assessment Rubrics [Details](#)

There are no rubrics.

Template Assessment Rubrics [Details](#)

Reviewer 1 - Seaver Annua ... 0/40 (0.00%)

Clear	L1	L2	L3	L4	N/A
Item1	✓	✓	✓	✓	N/A

Please contact Kailee Rogers (kailee.rogers@pepperdine.edu) if you have any questions.