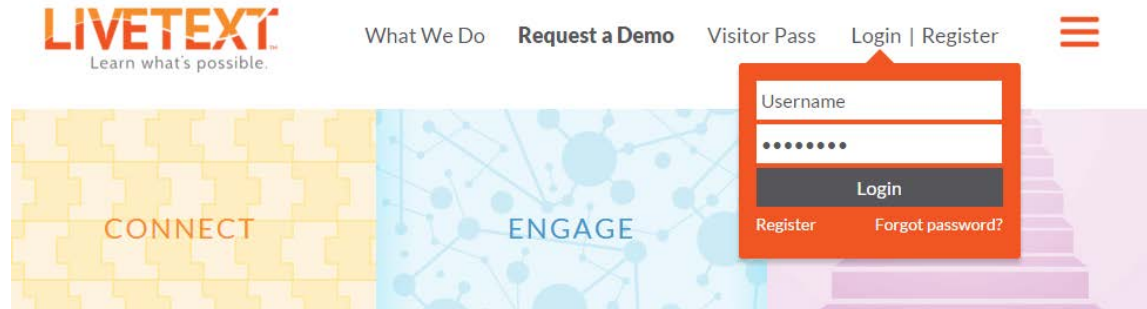


Instructions for accessing and completing your annual report in LiveText

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



2. Once you have logged in, you will be on your default landing page, the “Dashboard.” Click on “AIS” on the left.



3. This will automatically take you to your Author tab in the AIS dashboard, where you will see a list of the reports for which you are an author. Click on the report title to open it.

Section Name	Last Edited	Section Status
Annual Report on Program Assessment - Seaver 2017	8	

4. The report is separated into pages, which can be accessed by clicking the tabs at the top of the page (pictured).

Note: Do not click the green “submit” button until you are sure that section is ready to be reviewed. A section cannot be “un-submitted.” If you have filled out the section but are not ready to submit it for review, click “save” instead.

The sections can be filled out by simply clicking in the box and typing.

- 1 Assessors
- 2 Outcome Assessed
- 3 Assessment Data
- 4 Student Involvement
- 5 Findings & Analysis
- 6 Closing the Loop
- 7 Last Year's Assessment
- 8 Core Competency and

Submit

This form is for reporting on your annual assessment activities. If you have any questions please email Lisa Bortman at lisa.bortman@pepperdine.edu.

Name of Program

Name of Principal Assessor

Assessment Team

List by name the faculty members and students who worked on the assessment of the major and indicate the roles performed by each. It would be helpful to explain how you used students in the assessment process in meaningful ways.

Some of the sections also have a “rich text” element that can include bullet points, different font sizes, etc. as pictured below. You can insert an image through this function as well.

Direct Evidence

Student Learning Data

Explain what type of direct evidence you collected

(essay with a rubric, test or exam, video with a rubric)

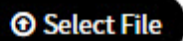
Present Assessment Findings

Include data results. This could be in the form of tables and graphs

Font Size A A B I U [bulleted list] [numbered list] [table] [link] [image]

If you have further data to provide that does not fit the template (such as a document with tables), you may also attach a Word or Excel file using the attachment tool.

Please attach evidence

 **Select File** Maximum allowed file size is 1GB.

If you need assistance with LiveText, please contact Kailee Rogers.
Kailee.rogers@pepperdine.edu

Thank you.