

LiveText Quick Guide for Assessing Student Work

Locate Student Work

1. Log in to LiveText (<http://www.livetext.com>)
2. Click:
 - Reviews (on left side of screen)
 - Title of the student work (scroll down if needed)
 - Your Work Here (on left side of screen); either use paper version or open student work file
 - Assess (in green bar at top right of screen)

Assess Student Work

1. Click Select to the right of the desired rubric (you might have to click Rubrics on the upper left side of the screen to see the entire rubric)
2. Using student work *and* rubric, read criteria, then select the attainment level
3. Add and save Comments for each element/row (optional)

Submit Rubric

1. Type comments in the Comment box
2. If student has mastered task, click
 - Reporting Type - Official &
 - Save and Submit
2. If student must resubmit work, click &
 - Reporting Type - Practice
 - Save

You have completed your review and returned the work to the student's Reviews: Inbox. Complete this task for each student.

For more information, go to
<http://www.emich.edu/coe/livetext/faculty>.

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