

Learning | Assessment | Accreditation Solutions



7th Annual LiveText Collaboration Conference

Creating and Sharing Rubrics

CREATING AND SHARING RUBRICS

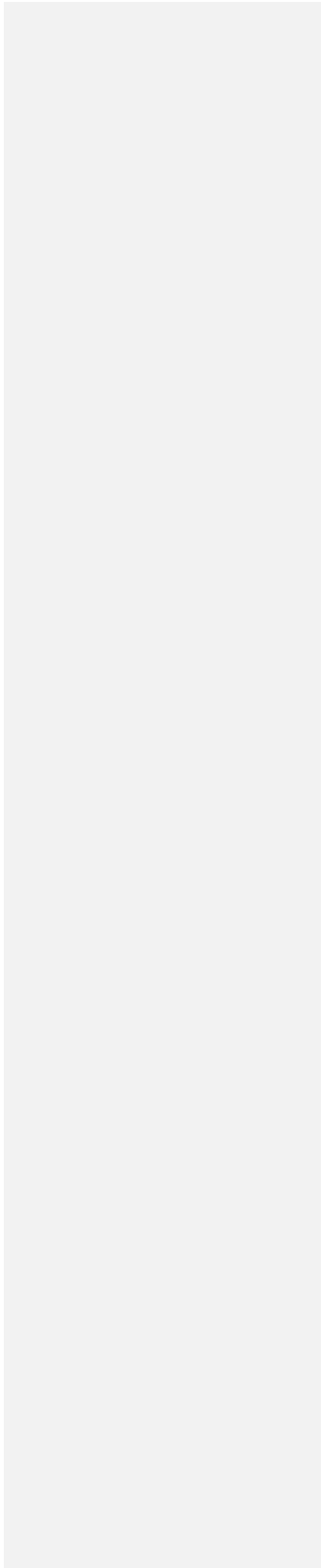


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Introduction

This session will give LiveText administrators and faculty a better understanding of Rubrics and how they are used in LiveText to evaluate student work, collect assessment data, and how to manage the results. This guide will contain instructions on creating Assessment Documents and Rubrics. Best practices for distributing, updating, and archiving assessments will be discussed. Additionally, this guide will discuss how to efficiently involve faculty in the process of creating and updating rubrics. Finally, the LiveText suggested methods for maintaining data integrity and report accuracy will be discussed.

While the collected data may serve many purposes, the goal is to provide faculty and administrators the ability to present assessment data as evidence for meeting institutional, state, regional and national accreditation standards or outcomes. Assessing documents with LiveText begins with a solid understanding of LiveText assessment tools, knowledge of the desired outcomes, and a set of policies that are well understood by the faculty. A careful consideration of these key concepts should be considered when developing a LiveText assessment document.

Definitions

Assessment Document - In LiveText, an "assessment document" refers to the overall assessment instrument created in LiveText. The assessment document may contain one or more rubric sections. Additionally, assessment documents may include milestones that identify one or more contextual points of the assessment.

Rubric - The rubric sections are the actual tables or grids with defined performance levels running across the top as column headings, defined objectives running down the left as row headings, and defined criteria or expectations of the objectives at each performance level.

Plan and Design an Assessment System

One of the most challenging aspects of implementing a new assessment system is the development of assessment instruments, including performance levels, elements/objectives, and criteria/expectations. Once an accord is reached, one may begin developing assessment documents in LiveText.

LiveText assessment documents can be designed to collect data across multiple levels and present an overall evaluation within an institution, unit, or program (i.e. assessment data may be collected by student, instructor, course, program, etc.). When designing an assessment system within LiveText, it is important to consider the objectives for the assessment and the desired outcomes of the data collection. A single assessment document may contain multiple rubrics. For non-course based assessments, the rubric can contain multiple milestones. The display of results is contingent upon the design; (i.e. multiple assessment documents with one rubric each

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vs. one assessment document with multiple rubrics vs. one assessment document with one long rubric that has 50 rows).

Scenario: The program has six outcomes to evaluate, with a separate rubric designed to assess each outcome with several objectives/elements per rubric. In LiveText there are several ways to design the evaluation:

- Option 1. Six separate assessment documents (one per outcome)
- Option 2. One assessment document with six rubrics embedded within it (one per outcome)
- Option 3. One assessment document with one rubric containing all objectives/elements for all outcomes

Points of consideration:

1. How will the data reports be displayed?
2. What design will be easiest for the assessors to use?
3. What version of LiveText will be used?

Use Assessment Documents

Anyone with a LiveText account may create and use an assessment document to perform an evaluation. Individual faculty can use LiveText assessment documents in their own courses for evaluation purposes. Program assessment documents can be shared among faculty, departments, or within an entire university to evaluate students, courses, units, and programs. Assessment documents can also be created for use by students for exercises in self-assessment. This workshop is designed to focus on program or unit assessment to support the accreditation process.

For non-course based assessment, these documents may contain multiple rubrics used for the same assessment activity all in one document. This makes the process easier on faculty by eliminating steps.

When using LiveText C1 for course based assessments, administrators or faculty can use assessment documents differently than in the previous LiveText version. Multiple assessment documents, with one rubric each, can be used during the same assessment activity or assignment. This simplifies reporting, streamlines the rubric update process, and increases flexibility when changes need to be made.

Assessment Documents vs. Using Forms for Assessment

This guide details how to use rubrics to complete assessments. Forms can also be used to complete assessments. A LiveText Form is another data collection tool intended to survey LiveText and non-LiveText members. It is often used for indirect measures of assessment. It may also be used to disaggregate LiveText assessment reports from assessment documents containing rubrics. The table on the next page

Best Practice: Only share assessment documents used for unit or program data collection from the Admin Account. When unsure how the data will be used, share the assessment documents from the admin account anyway. This will allow the admin account to have access later if necessary, but will still give faculty the ability to use the assessment document and do their own reports if the data is not used for unit or program purposes.

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shows the differences between assessing with assessment documents and assessing with forms.

	Assessment Document	Form
Can be linked to an artifact in a LiveText document	X	
Can contain and be aligned to standards	X	
Can automatically sum total points	X	
Can calculate a percentage score	X	
Can contain milestones	X	
Assesseees can be LiveText members	X	X
Assessors can be LiveText members	X	X
Assesseees can be non-members		X
Assessors can be non-members		X
Can be used to assess items other than LiveText documents	*	X

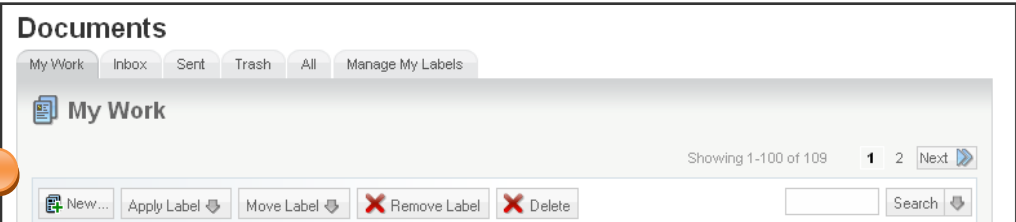
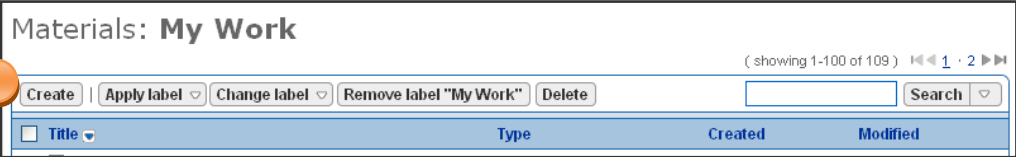
*Institutions using LiveText C1 will be able to use assessment documents with rubrics for this purpose.

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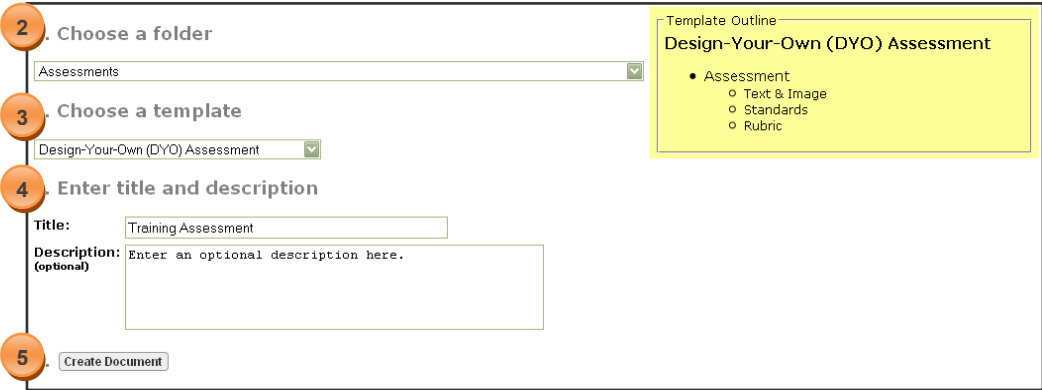
Create an Assessment Document

1. In LiveText Legacy, from within Materials: My Work, click the **Create** button. In LiveText C1, from within the Documents tab: My Work, click the **New** button.

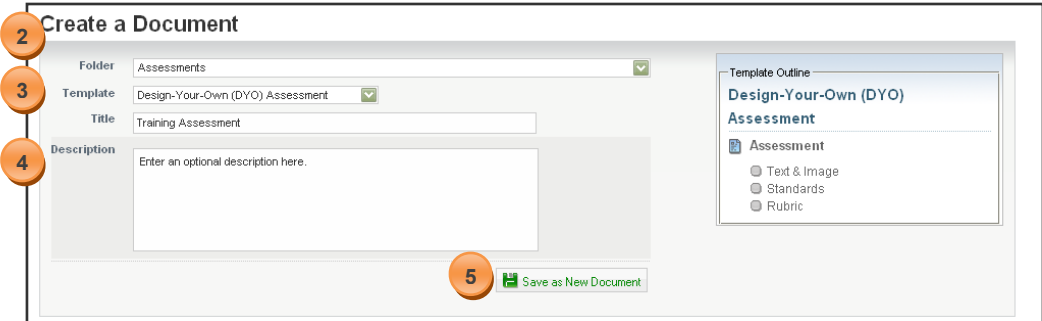
Best Practice: When developing an assessment document in LiveText, have both a paper copy and an electronic copy of the original assessment to refer to as one builds the assessment instrument in LiveText. The paper copy will help identify a basic structure, and users will be able to copy and paste content from the electronic copy into the LiveText document. For efficiency, it is possible to have two windows open on the desktop: one in LiveText and the other displaying the electronic version of the assessment.



2. Choose Assessments under LiveText from the **Choose a folder** dropdown menu.
3. From the second dropdown menu, select the desired document Template. These are LiveText system templates. They are examples intended to be modified and to assist users in building their own assessment documents. Each folder contains a series of templates which help to further define the structure of the document.
4. Enter a **Title** and optional document **Description**.
5. In LiveText Legacy, click the **Create Document** button to complete the creation process. Click **Save as New Document** in LiveText C1.



Tip: The Template Outline reflects the page and section titles of the document that will be created. If the template does not contain enough (or too many) pages and sections at this step, remember that users will be able to add or delete pages and sections after creating the document. The assessment document may be edited and customized. The process of adding and managing pages and sections within the assessment document is the same process as with any other type of LiveText document. Users may also edit or add a Text & Image section to provide instructions to assessors, as well as describe the context and purpose of the assessment.



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Add Standards to a LiveText Document

Users can add standards to any type of LiveText document to indicate the learning goals that have been achieved and also link selected standards to an assessment rubric. If there is no standards section pre-defined in the document, one must first create a standards section in order to add standards to the document. This section will illustrate how to search and add standards to the standards section of a LiveText document. For information regarding adding a standards section, please see the training guide Introduction to LiveText.

1. Click the **edit** link that corresponds with the standards section.



2. Click the **Add Standards** tab.
3. Choose to display either the **Personal** standards sets or **All** standards sets.
4. Choose a **Standard Set** from the dropdown menu.
5. Choose either Level or Subjects as the method of searching.
 - a. If **Subjects** is chosen as the search method, mark the checkboxes of the subjects that will be included in the search.
 - b. If **Levels** is chosen as the search method, choose the first level from the dropdown list, or choose **All**. If the standards set includes subsequent levels, drilldown the search by selecting those levels, or simply choose **All**.
6. Narrow the search by optionally including a range of **Grade(s)**.
7. If desired, enter **Keywords** to help target the search results.
8. Click the **Search** button.

Note: When selecting all standards, the dropdown will include all standard sets from the standards database. Since it is common for state, national, or specialized standards to be updated, there are multiple sets for standards. Updated standard sets reflect the year that they were updated. For example, there are multiple options for ACEI, including ACEI, ACEI-2002, ACEI-2003, and ACEI-2006. In this scenario, ACEI would include the original standard set, and ACEI-2006 indicates the most updated standard set. If an administrator would like institutional, unit, or program standards added to the database, please email standards@livetext.com for more information.

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9. Check the checkboxes that correspond with the desired standards.
10. Click the **Add** button.

10 Add

9

Standard Set Description

INTASC.1 STANDARD: The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and can create learning experiences that make these aspects of subject matter meaningful for students.

INTASC.1.A K: The teacher understands major concepts, assumptions, debates, processes of inquiry, and ways of knowing that are central to the discipline(s) s/he teaches.

INTASC.1.B K: The teacher understands how students' conceptual frameworks and their misconceptions for an area of knowledge can influence their learning.

11. To view the added standards, click the **Standards List** tab.
12. Upon completion, click the **Finish** button.

Document: Training Assessment

Page: Assessment

12 Finish

11

Successfully added 2 standards.

Standards List Add Standards

Section title: Standards (showing 1-2 of 2) < 1 >

Remove

Standard	Description
<input type="checkbox"/> INTASC.1	STANDARD: The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and can create learning experiences that make these aspects of subject matter meaningful for students.
<input type="checkbox"/> INTASC.1.A	K: The teacher understands major concepts, assumptions, debates, processes of inquiry, and ways of knowing that are central to the discipline(s) s/he teaches.

Edit the Rubric

1. Start by clicking the **edit** link that corresponds to the rubric section.

Rubric

1 Edit

Rubric

2. If desired, rename the rubric by entering a new **Section title**.

2

Section title: Rubric

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Tip: LiveText provides a dropdown menu of predefined sets of levels. After selecting a set, the title, points, and position of each level may be modified.

Edit Rubric Performance Levels (Columns)

1. Choose from the predefined set of levels in the dropdown menu, or click the corresponding **add** button on the left for each additional performance level (or column) desired.

Section title: Rubric

Choose a set of levels... **1** Add

Choose a set of levels...

- Mastery, Accomplished, Developing, Beginning
- Advanced, Proficient, Developing, Beginner
- Exemplary, Proficient, Partially Proficient, Incomplete
- Far Exceeds, Exceeds, Meets, Does Not Meet Expectations
- Target, Acceptable, Unacceptable
- Exceeds, Meets, Falls Below Expectations
- Satisfactory, Unsatisfactory
- Acceptable, Unacceptable
- Pass, Fail
- 4, 3, 2, 1
- 3, 2, 1
- Always, Usually, Sometimes, Rarely, Never
- SA, A, I, D, SD

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2. To edit a Performance Level, click its title to open an edit window.
 - a. Edit the name of the **Level**.
 - b. Adjust the level's **Points** value, if applicable.
 - c. Position the level in relation to the other levels that have been created. By default, the level's present position is listed. Enter a new position number and press the **move** button.
 - d. To delete a level, click the **delete** button.
 - e. Insert a new level by clicking the **insert** button (which will shift existing levels to the right).
3. Continue editing the rubric levels, elements, and cells. When finished editing a particular cell, click anywhere outside the cell.

Tip: When the Position field box is clicked, the positions of the other levels will be displayed. To reposition the level, enter a new position number. The other levels in the rubric will shift accordingly.

Tip: Remember to save your work often by clicking on the **Save** button under the table, or by clicking **Finish** to leave the editing mode. If the computer's connection to LiveText is interrupted, any unsaved information will not be available when users log back in.

Section title: Rubric

Far Exceeds (4 pts)	Exceeds (3 pts)	2 Meets (2 pts)	Does Not Meet Expectations (1 pt)	Add
---------------------	-----------------	------------------------	-----------------------------------	-----

Level: Meets

Points: 2

Position: 3 **move**

delete this level

insert new level here

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Edit Rubric Elements/Objectives (Rows)

1. Click the **Add** button to the right to add rubric elements (Rows)
2. To edit an element, click its title to open an edit window.
 - a. Edit the name of the **Element**.
 - b. Set the element's relative **Weight**.
 - c. Rearrange the element in relation to the other elements that have been created. By default, the element's present **position** is listed. Enter a new position number and click the **move** button.
 - d. To delete an element, click the **delete** button.
 - e. Insert a new element by clicking the **insert** button (this will shift existing elements down).

Tip: If standards have been added to a standards section within the assessment document, the standard may be aligned with the rubric elements.

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- f. If a standards section and standards have been added to the document, users can associate these standards with the rubric element by highlighting the standard(s) from the Available Standards menu and clicking the **add** button. To remove standards from the element, highlight the standard(s) from the Assigned Standards menu, and click the **remove** button.
3. Continue editing the rubric levels, elements, and cells. When finished, click anywhere outside the cell to commit the changes.

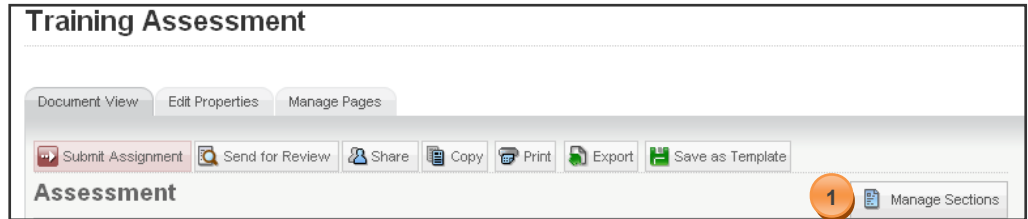
Edit Rubric Cells

1. Double click the cell area to edit, and enter text accordingly.
2. Click on the next cell to continue editing.
3. Once all levels, elements, and cells have been edited, click the **Save** button.

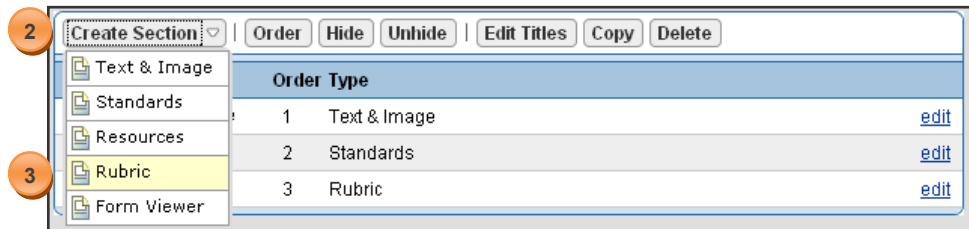
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Add a Rubric Section

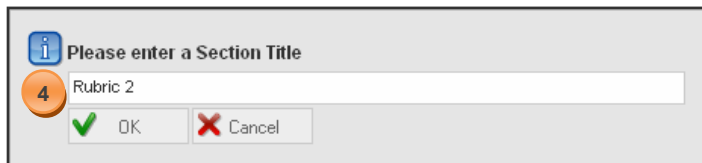
1. While viewing the assessment document, click the **edit page** link in LiveText Legacy. In LiveText C1, click the **Manage Sections** button.



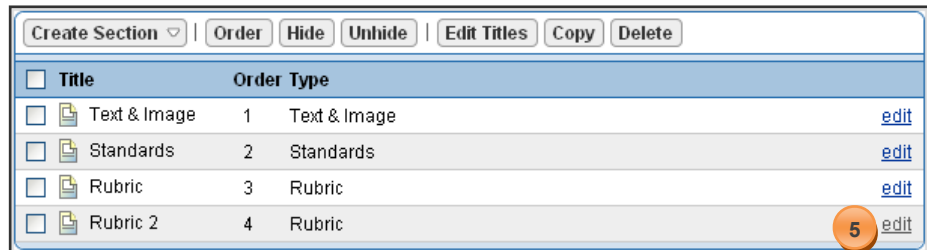
2. Click the **Create Section** button.
3. Select the Rubric option.



4. Enter a Section Title and click the **OK** button.



5. The assessment document will now contain two rubrics. Click the edit button to build the new rubric, and follow the steps from the Editing the Rubric section.



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Add Milestones

Milestones may be used to mark specific points in the development or progress of work when completing non-course based assessments in the Reviews area. Adding milestones to assessment documents allows the assessor to specify the milestone being assessed. These milestones will be available as criteria for disaggregation in assessment reports.

1. Click the **show properties** link.



Training Assessment 1 show properties
by Christian Fitzgerald edit page

Assessment

2. Click the **edit properties** link.



Training Assessment by Christian Fitzgerald
2 hide properties
edit properties

Description: Enter an optional description here.

Document Type: Assessment

3. Type the milestones into the Milestones text box.
4. Click the **Save** button.



Title: Training Assessment

Description: Enter an optional description here.

Type: Assessment

Layout: Single Page

Style: Vapor

3 Milestones: Checkpoint 1
Checkpoint 2
Checkpoint 3
Final Evaluation]

(enter one per line)

4 Save | Cancel

Note: Milestones only appear in LiveText Legacy. LiveText C1 users will not have this feature available at this time.

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Distribute Assessment Documents

Developing a solid plan for organizing assessment documents is integral to a successful assessment system. LiveText encourages Coordinators and Administrators to establish and communicate the following rules when creating assessments in LiveText.

1. Assessments should never be saved as templates. Each assessment document stores its own data. In other words, if faculty members perform assessments using different assessment documents then the data will be separate. Since data from separate assessment documents cannot be coalesced, create one assessment document and share this document with faculty for their use.
2. Assessments should never be copied. Do not allow users to create copies of a shared assessment. Each assessment document stores its own data. Creating copies of assessment documents will create additional datasets.
3. Assessments should be shared with users as viewers for non-course based assessment. Allow assessors to view but not edit the assessment document. During the creation and development of the assessment document, administrators and faculty should establish editing policies. Once the development is complete, the assessment document should only be shared for viewing rights from the Admin Account. Keep in mind that any changes to an assessment document will change the outcome of data that has already been collected. To properly aggregate data, keep the assessment document and methods used for collecting data consistent.
4. Establish consistent naming conventions. Consider using dates, course numbers, and the assignment type in the titles to track copies and changes to the assessment documents. Examples include:
 - a. MKTG 301 Case Study Assmnt F07
 - b. NAEYC Lit Dev Obsrv Assmnt F07Accurate naming conventions will support faculty in choosing the proper assessment tool to use against student work.
5. Communicate submission procedures to faculty members. When submitting an assessment, the assessor must select a milestone, if available, and a reporting type. Milestones are intended to specify stages or points in development for larger assignments that are assessed over time against the same assessment document. "Reporting" is mandatory and is intended to differentiate between a formative and summative assessment. Use "Practice" for formative assessments and "Official" for summative assessments. In C1 assignments, Request Resubmission and Submit Assessment procedures should be discussed.

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Share Assessment Documents with the Admin Account

An assessment document may be created in the Admin Account or within other accounts. If an assessment document is created in the Admin Account, this approach requires that the LiveText Coordinator(s) create each assessment. Alternately, assessment documents may be created in other accounts (i.e., faculty) and then shared with the Admin Account. It is recommended that assessment documents created in other accounts are titled “draft.” This should be done before any assessment data is collected. This process protects and consolidates the data. This section does not apply to documents created within the Admin Account.

Share an Assessment Document with the Admin Account in LiveText Legacy

1. Click on the title to open the assessment document.
2. Click the **Share** link.
3. Enter the LiveText username or pre-created group name, or the first and last name for the viewer. Separate multiple entries with a comma or semicolon, or enter multiple entries on separate lines. As the user types, LiveText will begin to search, refining the search as more characters are entered. The window will display the first 15 matches for the text that was entered. The user can then select the appropriate match from the list at any time.
4. Click the **Share** button. If the user is listed under Viewers then the share succeeded. If not, then the system was not able to identify the user. There were either no matches or several matches. Revise the entry, and try again.

Note: This search is limited to all users in the account’s domain(s). A domain is often, but not always, synonymous with an institution. To search for LiveText users in other domains, click the **Advanced sharing options** link.

The screenshot shows the LiveText Legacy interface for sharing an assessment document. The document title is "Training Assessment". The interface includes a navigation bar with "Materials >", "Edit Document", "Submit for Review", "Share", and "More Actions...". The main content area shows the "Training Assessment" document with sections for "Assessment", "Text & Image", and "LiveText Tip". A "Share with Viewers" dialog box is open, displaying a search input field with the text "uwid" and a list of search results: "University Exh Ctr Mgr <uwideprofexh>", "University Form Manager <uwideform>", "University Professor <uwideprof>", and "University Student <uwidestudent>". A "Share" button is highlighted with a red circle, and a "More Actions..." button is also highlighted with a red circle.

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Share an Assessment Document with the Admin Account in LiveText C1

1. Click on the title to open the assessment document.
2. Click the **Share** link.
3. Enter the LiveText username or pre-created group name, or the first and last name for the viewer.
4. Click the **Search** button. If the user is listed under Viewers then the share succeeded. If not, then the system was not able to identify the user. There were either no matches or several matches. Revise the entry, and try again.
5. Click the **Add** button next to the desired username.
6. Select the **View** radio button
7. Click the **Submit** button.
8. Close the sharing window by clicking the blue **X**.

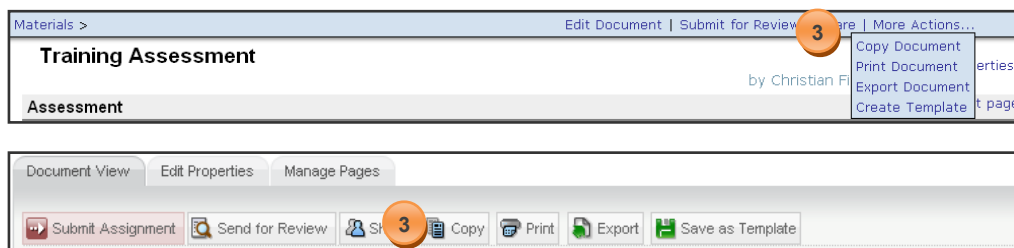
The screenshot shows the 'Share' dialog box in the LiveText interface. The background shows an assessment document with sections for 'Text & Image' and 'Standards'. The 'Share' dialog box is open, displaying a search for users. The search term 'Uwide' is entered, and the results show three users: 'University Form Manager', 'University Professor', and 'University Student'. The 'University Exh Ctr Mgr' user is selected with the 'view' radio button. The 'Submit' button is highlighted. The 'Advanced sharing options...' button is also visible. The 'Share' button in the top toolbar is highlighted with a red circle 2. The search input field is highlighted with a red circle 3. The search button is highlighted with a red circle 4. The 'Add' button next to 'University Exh Ctr Mgr' is highlighted with a red circle 5. The 'view' radio button is highlighted with a red circle 6. The 'Submit' button is highlighted with a red circle 7. The 'X' button in the top right corner of the dialog box is highlighted with a red circle 8.

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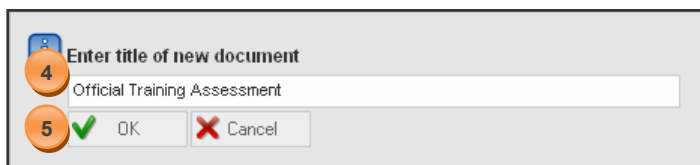
Convert Assessment Documents from Draft to Official

Once an assessment document has been shared from the account where it was originally created, the Admin Account may access and convert the document from “draft” to “official.”

1. Click on the Materials Inbox link.
2. Click on the title to open the assessment document.
3. If the document has been shared with the Admin Account:
 - a. In LiveText Legacy, as a viewer, hover on the **Actions...** link, and choose Copy Document.
 - b. In LiveText Legacy, as an editor, hover on the **More...** link, and choose **Copy Document**.
 - c. In LiveText C1, click the **Copy** button.



4. Rename the assessment document. If the document title included “draft,” replace the description as “official”, or use the pre-established naming convention.
5. Click **OK**



Share Assessment Documents with Assessors for use in Reviews

After the Admin Account has finalized an assessment document, the assessment should be distributed to the appropriate assessors. The method for completing this depends on which version of LiveText the institution has elected to use for that activity.

Share an Assessment Document with Faculty

Share assessment documents with faculty members directly when the institution is using the LiveText Legacy version or when LiveText C1 users are doing non-course based assessment. It is often helpful to create LiveText groups to share assessment documents with rather than typing individual names or usernames.

When an assessment document is shared from the Admin account, it gives the individual faculty member the ability to use that assessment to evaluate students so

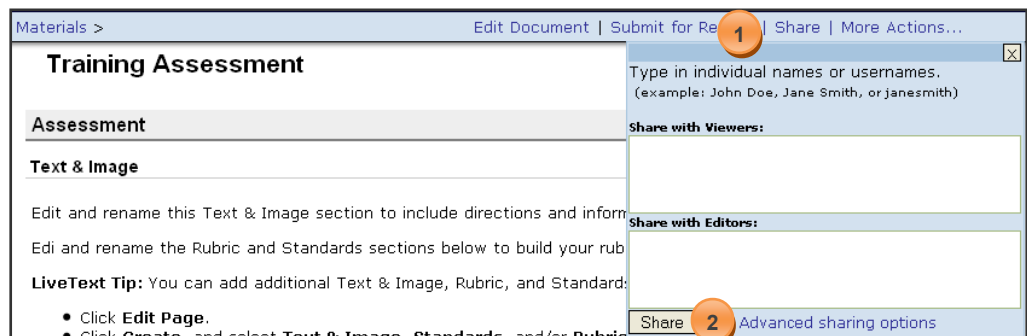
Best Practice: After an assessment document has been copied by the Admin Account, it is important to rename it and write an accurate description for the assessment in order to prevent confusion with other assessments and provide tracking information for reporting purposes.

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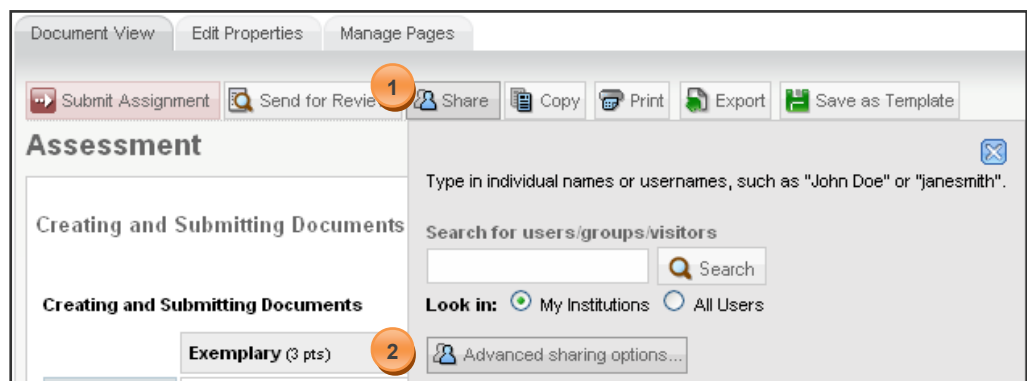
the student can see the results. The faculty member can run reports on their own students, and the data is collected in the admin account for the purposes of program reporting, comparison, and presentation.

It is also recommended that administrators remove superseded or unneeded assessment documents from faculty members' accounts by "unsharing" them. This prevents confusion in the future by showing faculty members only the assessment documents they will be using rather than filling the assessment chooser window with clutter and unnecessary documents.

1. While viewing the assessment document, click the **Share** button.
2. Click on **Advanced Sharing Options**.



The screenshot shows the 'Training Assessment' document interface. At the top right, there are navigation links: 'Materials >', 'Edit Document', 'Submit for Review', 'Share' (marked with a red circle 1), and 'More Actions...'. Below the title, there are sections for 'Assessment', 'Text & Image', and 'Standards'. A 'Share with Viewers' dialog box is open on the right, with a 'Share' button (marked with a red circle 2) and an 'Advanced sharing options' link. The dialog box contains a text input field for sharing with viewers and a 'Share with Editors' section.



The screenshot shows the 'Assessment' document interface. At the top, there are tabs for 'Document View', 'Edit Properties', and 'Manage Pages'. Below the title, there are sections for 'Creating and Submitting Documents' and 'Exemplary (3 pts)'. A 'Share' button (marked with a red circle 1) is visible in the top toolbar. A 'Share with Viewers' dialog box is open on the right, with a 'Share' button (marked with a red circle 2) and an 'Advanced sharing options' link. The dialog box contains a text input field for sharing with viewers and a 'Search for users/groups/visitors' section.

3. Check the boxes next to each viewers' name.
4. Click the **Remove** button.
5. Click the **Back to assessment view** link.



The screenshot shows the 'Viewers' tab of the sharing dialog. At the top, there are tabs for 'Viewers', 'Editors', and 'Visitors'. Below the title, there is a dropdown menu for 'Add from group' and an 'Add' button. A 'Remove' button (marked with a red circle 4) is visible in the top left. A table of users is displayed, with checkboxes (marked with a red circle 3) next to each row. The table has columns for 'Last Name', 'First Name', and 'Username'. A 'Lookup Names' button is visible in the top right.

<input type="checkbox"/>	Last Name	First Name	Username
<input checked="" type="checkbox"/>	Fitzgerald	Christian	cfitzgerald
<input checked="" type="checkbox"/>	Anderson	Jennifer	Jandersonit
<input checked="" type="checkbox"/>	Nagel	Joe	jnagel
<input checked="" type="checkbox"/>	Kalmus	Katie	katiekalmus
<input checked="" type="checkbox"/>	Perez	Linda	lindaadmin
<input checked="" type="checkbox"/>	Budnik	Robert	rbudnik

CREATING AND SHARING RUBRICS

Create a Course Assignment for a Rubric in C1

LiveText C1 distributes materials needed for assessment activities differently than the Legacy version. C1 automates many tasks that required users to perform, such as selecting rubrics, selecting templates, and removing unnecessary items from faculty members' accounts.

1. Click the **Courses** tab located in the top center of the screen.
2. Click the title of the Course Code or Course Name within the All Courses area.

All Courses

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Course Code	Course Name
LT 101 - 1	LiveText Basics
LT 101 - 2	LiveText Basics
TC 200 - 1	Deleting sections
BADM 215 - 1	Business Communications

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3. Click the **Assignments** tab located under the course title.
4. Click the **Add New Assignment** button located in the top right of the Course Assignments Overview area.

Overview **3** Assignments Student Grades Outcomes & Standards Announcements Discussions

Course Assignments Overview **4** New Assignment

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Note: Be sure to click the **Insert Document(s)** button on each page of results. Checked items will be cleared when users navigate to the next page.

5. Enter a **Title** for the assignment and an optional **Description**.
6. Select a **Post Date** for the assignment. This is the date that the assignment will be displayed in the student's account.
7. Select a **Due Date** for the assignment.
8. Select the **Viewable to Students** checkbox if a student is required to submit an artifact for the assignment. If the checkbox is not selected, the assignment will not be displayed on the student's Dashboard, but will be displayed on the faculty Dashboard.
9. Choose an optional **Assessment Method** that will be used when student submissions are evaluated. Multiple assessment documents may be selected.
 - a. Click the **Browse...** button.
 - b. Select a Label (e.g. My Work, Inbox, or a custom label) where the document is located or search.
 - c. Check the box to the right of the desired assessment document(s).
 - d. Click the **Insert Document(s)** button.
10. Select **Formative** or **Summative** as the Assessment Type. This is a tag designed to identify formative or summative assessments.
11. Optionally, select the **Publish Grades** checkbox. If the Publish Grades checkbox is selected, students will receive their grades and evaluations once it has been completed by the instructor. If the checkbox is not selected, the instructor will release all grades and evaluations for each assignment to students simultaneously from within the Submission & Grades tab after all assessments have been completed.

Assignment Details

5 Title *(Required)*

Description

6 Post Date

7

8 Due Date

8 Viewable to Students

9 Assessment Method

Insert More Assessment Rubric(s)

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	Title	Type	Date Created	Date Modified
<input type="checkbox"/>	LiveText Training Document Evaluation F06-S08	Assessment	06/19/06	Jun 13
<input type="checkbox"/>	Copy of LiveText Training Document Evaluation	Assessment	Feb 15	Feb 15
<input type="checkbox"/>	Copy of LiveText Training Document Evaluation	Assessment	Apr 16	Apr 16
<input checked="" type="checkbox"/>	LiveText Training Document Evaluation	Assessment	Jun 02	01:23PM
<input type="checkbox"/>	LiveText Frequently Asked Questions	Project	10/22/07	02:55AM

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10 Assessment Type

11 Publish Grades

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12. Choose an optional **Assignment Template** to be used by students if a new document will need to be created. If the assignment requires students to submit an existing document, leave this blank
 - a. Click the **Browse...** button.
 - b. Select a Label (e.g. My Work, Inbox, or a custom label) where the document is located or search.
 - c. Check the box to the right of the desired template(s).
 - d. Click the **Insert Document(s)** button.
13. Choose additional Outcomes & Standards that need to be associated with the assignment.
14. In the resources section, attach any additional LiveText documents to be viewed by the students.
 - a. Click the **Browse...** button.
 - b. Select a Label (e.g. My Work, Inbox, or a custom label) where the document is located or search.
 - c. Check the box to the right of the desired document(s).
 - d. Click the **Insert Document(s)** button.
 - e. Add web resources by typing the URL of the site and pressing the **Insert** button
 - f. Attach any files, such as Word Documents or PDF files by clicking the **Browse...** button to find the file on the local hard drives and clicking the **Upload** button. Be sure to press the **Done** button when finished.

Assignment Templates

Insert template(s) if the assignment requires a new document.

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<input type="checkbox"/>	Title	Type	Date Created	Date Modified
<input checked="" type="checkbox"/>	Template training	Project	12/17/07	12/17/07
<input type="checkbox"/>	Template training December 2007	Project	12/17/07	12/17/07

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Outcomes & Standards

Choose Outcomes & Standards

Resources

Insert LiveText Document(s)

Insert an URL

Insert Attachment(s)

CREATING AND SHARING RUBRICS

Maintaining and Versioning Assessment Documents

Administrators will most likely make changes to the assessment documents based on feedback from the faculty members. Changing assessment documents is part of a healthy assessment system.

Data-Safe Changes

Data-safe changes are changes which do not invalidate assessment data or assessment reports. Data-safe changes may be made to an assessment document at any time.

Data-safe changes include the following:

- Correcting typographical errors
- Adding points in a rubric level (column)
- Adding, changing, or deleting standards in a rubric element (row)

Data-Unsafe Changes

Data-unsafe changes are changes which invalidate assessment data or assessment reports. Data-unsafe changes may be made to an assessment document before any data has been collected (before the assessment document has been used to assess). Data-unsafe changes may not be made to an assessment document after any data has been collected (after the assessment document has been used to assess).

Data-unsafe changes include the following:

- Adding or deleting rubric levels (columns)
- Adding or deleting rubric elements (rows)
- Correcting semantic errors
- Adding, changing, or deleting milestones
- Changing or deleting level (column) points in a rubric
- Adding, changing, or deleting element (row) weights in a rubric
- Changing performance criteria (cell) in a rubric

Copy, Modify and Share an Assessment

The most effective way to change an assessment document is to un-share and copy the original document, modify the copy, and distribute the new assessment document to the faculty. One benefit of doing this is that the integrity of the data will always be maintained. Another is that faculty members will find it easier to find the assessment documents that are needed because their user account will have fewer documents to clutter the list and they will not see multiple versions of the same assessment. The last benefit is that it will help prevent administrators or faculty from accidentally editing the assessment document and invalidating or separating the assessment data.

Assessment activities that are using the Reviews area will require administrators to un-share the original assessment, and share the new assessment that replaces it as outlined earlier in the guide. LiveText C1 users will only need to edit the assignment to attach the new assessment document and copy that assignment to all of the affected courses. When copying Assignments in C1, the rubric associated with the assignment will be associated with the copied assignment as well. If a new rubric will be used for the next activity, a new assignment will need to be created or the copy will need to be updated to include a different assessment document.

Summary

In this session, LiveText administrators and faculty explored LiveText Assessment Documents and Rubrics. Participants should have a good understanding of how to create, use and distribute assessment documents as well as how assessment document design impacts faculty use, reports, and changing and updating assessments. Administrators should now be able to effectively distribute, update and track changes in the assessment system using the LiveText tools to meet institutional, state and national reporting needs.

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LiveText Support Team

If further questions arise regarding the application, can contact LiveText at:

LiveText Tech Support

Phone: 1-866-LiveText (1-866-548-3839)

Email: support@livetext.com