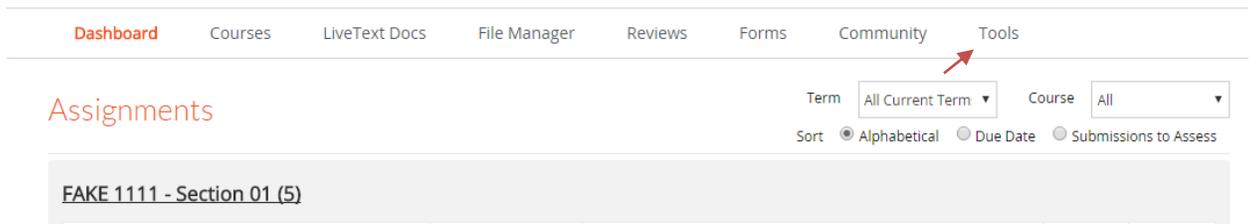


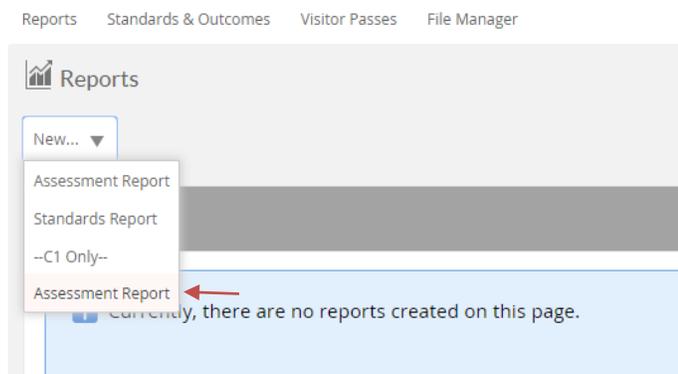


## Administrators Can View the Artifacts Of Rubric-Based Assessments Of Student Learning Outcomes

1. Log in to your LiveText account
2. Select the “**Tools**” link at the top of the page
3. Select the “**Reports**” tab on the left of the Tools page



4. Select “Assessment Report” under the “New” dropdown menu



5. You may type in a title and description if you desire
6. Select the active term (i.e. Spring Semester 2016) in the Terms box of the Course Filters section
7. Select the appropriate College (i.e. School) and Department. Note: If you are an administrator for a School, you might select all the Departments in the School. If you are an administrator for a Department, choose your school before you choose your Department

8. Choose “All” under Locations
9. Choose “All” under Course Sections
10. Highlight all the Assessment Rubrics of the Assessment Filters section by holding down the “**Ctrl**” button on your keyboard and clicking
11. In the Assessor box, you will see the names of all instructors who have done at least one rubric-based assessment of one student learning outcome in one class during the active term.
12. To examine a report of the assessment outcomes, select “All” in the Assessor box and click the green “**View Report**” box at the bottom right of the page.

The screenshot shows a web-based interface for filtering assessment data. It includes several dropdown menus and input fields:

- Assessment Type:** A dropdown menu with "-- None --" selected.
- Scoring Type:** A dropdown menu with "-- None --" selected.
- Inter-Rater Summary:** A dropdown menu with "Yes" selected.
- Date Range:** Two input fields labeled "From" and "To", both with "(yyyy/mm/dd)" below them.
- Form-Based Filter:** A section with a "Forms" dropdown menu showing "No Forms" and a "+ Add" button.

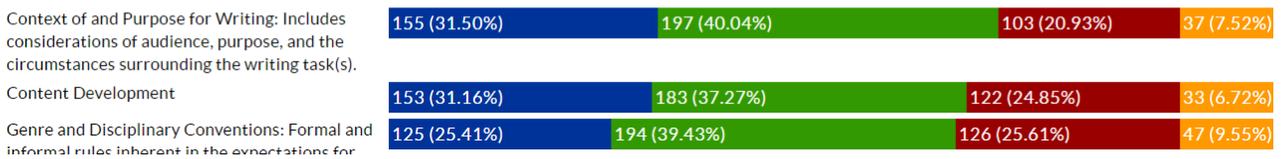
Below the "Form-Based Filter" section, there is a light orange banner with the text: "NOTE: Forms with no launched datasets are omitted."

At the bottom right of the interface, there are two buttons: a green "View Report" button and a "Save As" button with a document icon.

13. After the report displays, it shows the rubric statistics broken down by aspect. It also gives you the number of students who scored at each level in each aspect. To view the students that were assessed in this rubric, click on the underlined number associated with the aspect level of accomplishment. This allows you to view the students who scored at a particular level in an aspect.

 Rubric: Written Communication VALUE Rubric 2013

	4 Capstone (4 pts)	3 Milestones (3 pts)	2 Milestones (2 pts)	1 Benchmark (1 pts)	Mean	Mode	Stdev
Context of and Purpose for Writing: Includes considerations of audience, purpose, and the circumstances surrounding the writing task(s).	155	197	103	37	2.955	3.000	0.907
Content Development	153	183	122	33	2.929	3.000	0.908
Genre and Disciplinary Conventions: Formal and informal rules inherent in the expectations for writing in particular forms and/or academic fields (please see glossary).	125	194	126	47	2.807	3.000	0.925
Sources and Evidence	120	187	121	55	2.770	3.000	0.950
Control of Syntax and Mechanics	134	203	116	39	2.878	3.000	0.900



14. To view a student’s artifact, click on the number of the aspect and level you want to examine.

15. This takes you to the Assessed Artifacts screen.

Rubric: Written Communication VALUE Rubric 2013

Element: Context of and Purpose for Writing: Includes considerations of audience, purpose, and the circumstances surrounding the writing task(s).

Level: 2 Milestones

Artifact	Submission Type	Author	Assessor	Date
<a href="#">University-Wide SLO: AAC&amp;U 2013 VALUE Rubric: Written Communication</a>	assignment	John Doe	Arthur Thomas	Tuesday, November 3, 2013

16. Next, click on the artifact under Documents to be Assessed to view the document.

17. Click the artifact to download and view.