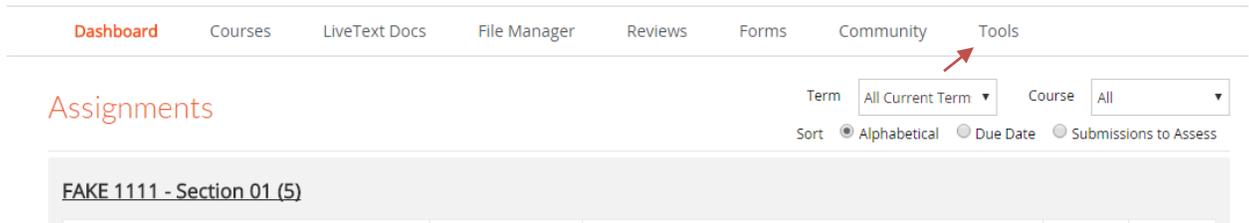


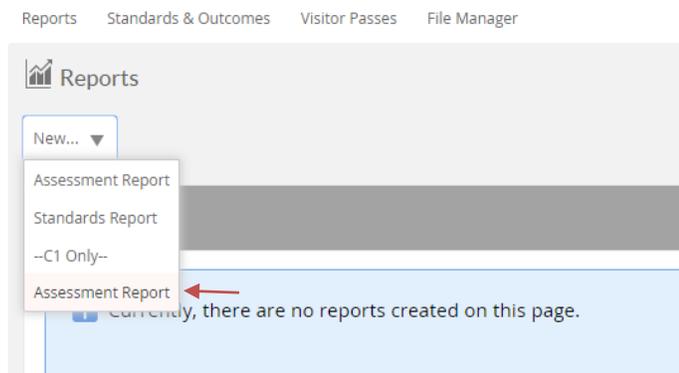


Exporting Raw Assessment Report Data to a CVS File

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.

Form-Based Filter

Forms

NOTE: Forms with no launched datasets are omitted.

13. Once the report has been loaded and displays on the screen, you then have the ability to export the report to a CVS file. Click the **Export to CSV** button



14. You now have your raw assessment data downloaded to your computer.