

Instructor Creation of an Assignment

- 1. Log in to your Instructor account at LT.
- 2. At the dashboard Select the Courses Tab

LIVETE	Xĩ							Welcome, Arthu	ur Thomas
Dashboard	Courses	LiveText Docs	File Manager	Reviews	Forms	Community	Tools		
Assignmer	ts				Term Sort	All Current Terms Alphabetical	▼ Course Due Date	All Submissions to A	▼ ssess

3. At the course overview screen, select the **Assignments** tab.

Course Overview	Overview Assignments	Students	Standards & Outcomes	Announcements	Discussions
	Course Overview	V			
/ Edit	/ Edit				

4. At the Assignments tab, select New (green +)

C	verv	iew	Assignments	Students Star	idards & Outco	mes An	nouncements	Discussions		
(Course Assignments Overview									
	+ New Copy × Delete									
		As	signment	Date Assigned	Due Date	Status	Progress			Rubric Report
			University-Wide SLO: AAC&U 2013 VALUE Rubric: Reading	Jan 11, 2016	May 6, 2016	In Progress			18	<u>View</u>
		Ē	University-Wide SLO: AAC&U 2013 VALUE Rubric: Written Communication	Jan 11, 2016	May 6, 2016	In Progress			18	View

- 5. At the Create New Assignment page, type the assignment name in the title box.
- 6. In the Description box, type the directions for your

Title (Required)	University-Wide SLO: AAC&U 2013 VALUE Rubric: Reading	
Description	B I U H II II II	•
Input your instructions here	Student Learning Outcome Student comprehends written material from their discipline, judges the material for quality and utility, and critiques the material orally during a discussion and in writing. Your instructor may identify a specific assignment (key assessment), which allows a student to demonstrate their level of mastery of the skill or competency identified in this learning	*
	body	

- 7. In Resources and Settings section, click **Show More** to the right.
- 8. Insert an assignment template if required by clicking Require Templates check box.
- 9. Set Minimum or Maximum Number of External Files.
- 10. Append appropriate resources if necessary.
- 11. Align the assignment with appropriate standards or outcomes if needed
- 12. In the Assessment Section, click the **Attach** button to add a rubric to the assignment.

Assessment	
Rubrics	Attach
	🗐 Show Rubrics to Students ⑦
	🖉 Students Can Retract Submission 🕜
Assessment Type	Summative Formative

13. Select the appropriate rubric for the assignment by click the radio button to the left of the rubric title, and then click the Attach button.

Attack	Rubrics to Assignment			******	×	
		Showi	ng 11-15 of 57 🔳 1	2 3 4	5 🕨	
View	Label All 🔻		Filter	All	T	
	Title	Туре	Date Created	Date Mo	dified	
	AAC&U 2013 VALUE Rubric: Creative Thinking	Assessment	Jan 23, 2017 3:33 PM	Jan 23, 2017 3:33 PM		
	AAC&U 2013 VALUE Rubric: Integrative Learning	Assessment	Jan 23, 2017 3:21 PM	Jan 23, 201	7 3:21 PM	
	AAC&U 2013 VALUE Rubric: Inquiry and Analysis	Assessment	Jan 23, 2017 3:19 PM	Jan 23, 201	7 3:19 PM	
	AAC&U 2013 VALUE Rubric: Global Learning	Assessment	Jan 23, 2017 3:18 PM	Jan 23, 201	7 3:18 PM	
	AAC&U 2013 VALUE Rubric: Foundations and Skills fo	Assessment	Jan 23, 2017 3:15 PM	Jan 23, 201	7 3:15 PM	
				Attach	Cancel	

- 14. Select the type of assessment (summative or formative) from the Assessment Type section.
- 15. Select appropriate check boxes in the Other Assessors section
- 16. Select a Post Date from the drop down menu.
- 17. Select a Due Date using the dropdown menus
- 18. Click the green Save Assignment button.
- 19. You have now created an assignment, which will be immediately visible to students, if you selected the Post Now option.