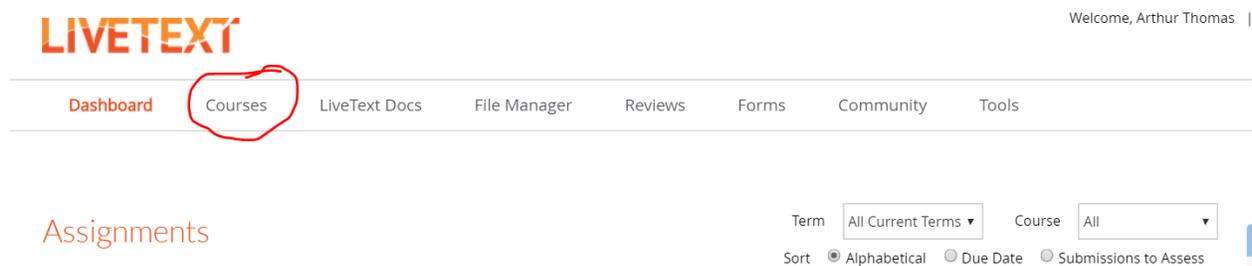


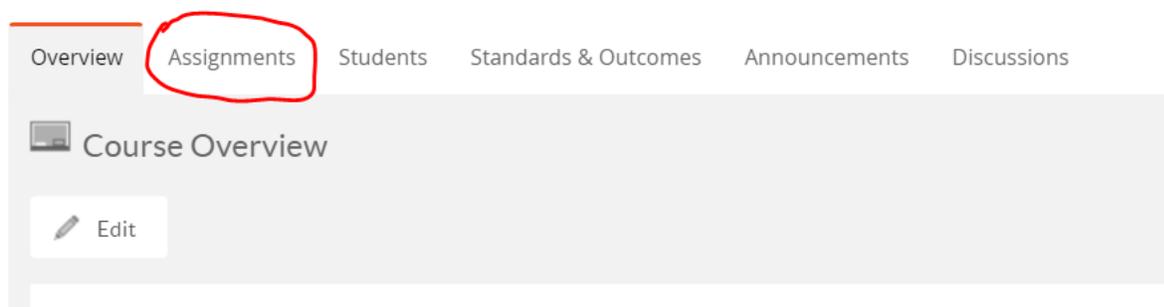


Rubric based Assessment of a Submitted Assignment

1. Log in to your Instructor account at www.livertext.com
2. At the dashboard window, click the **Courses Tab**.



3. Select the appropriate Course and Section from among your courses.
4. In the course overview window, select the Assignments tab.



5. Assignments have progress bars associated with them. Progress bars are color coded. Red represents students that have not uploaded an assignment, yellow represents uploaded assignments awaiting assessment, and green represents assignments that have been assessed.

6. To begin an assessment, Click on the progress bar of the assignment to be assessed. This takes you to a Submissions & Grades tab.

Assignment	Assigned	Due	Progress	Rubric Report
Copy of University-Wide SLO: AAC&U 2013 VALUE Rubric: Written Communication	February 23, 2016	May 6, 2016	<div style="width: 100%; height: 10px; background-color: green;"></div> 1	View
Copy of University-Wide SLO: AAC&U 2013 VALUE Rubric: Written Communication (1)	March 16, 2016	May 6, 2016	<div style="width: 100%; height: 10px; background-color: green;"></div> 1	View
Writing Assignment	April 12, 2016	May 6, 2016	<div style="width: 100%; height: 10px; background-color: yellow;"></div> 1	View
Copy of Computer Programmin	April 27, 2016	May 10, 2016	<div style="width: 100%; height: 10px; background-color: red;"></div> 1	View
Copy of Copy of Copy of University-Wide SLO: AAC&U 2013 VALUE Rubric: Written Communication (1)	April 28, 2016	May 10, 2016	<div style="width: 100%; height: 10px; background-color: red;"></div> 1	View

Progress Bar

7. In the yellow Awaiting Assessment section, click on the name of the student you intend to assess.

Assignment Details		Submissions & Grades
Awaiting Submission		Awaiting Assessment (1)
		Assess
Name		<input type="checkbox"/> Name <input type="checkbox"/> Doe, John
		Completed
		All grades are published
		Name

8. Double click the artifact under Documents to be Assessed . To open, you must have the appropriate application.

9. Click the blue Expand Rubrics button on right side of screen.

Attachments

▼ **Written Communication VALUE Rubric 2013**

10. As you review the artifact, select the appropriate level of accomplishment (i.e. column) for each element of the rubric.

11. If the entire rubric description is not visible, click the Show Rubric Descriptions button in the top right corner. 12.

If the instructor wishes to provide feedback for individual elements of the rubric, select the blue add Comment Bubble and type your comment into the comment box.

13. When you have selected a level of accomplishment for every element of the rubric you will see a score summary score for the rubric at the bottom right of the rubric window.

	<u>4 Capstone (4 pts)</u>	<u>3 Milestones (3 pts)</u>	<u>2 Milestones (2 pts)</u>	<u>1 Benchmark (1 pt)</u>	<u>N/A</u>
Context of and Purpose for Writing: Includes considerations of audience, purpose, and the circumstances surrounding the writing task(s). (1.000, 20%)  	 Demonstrates a thorough understanding of context, audience, and purpose that is responsive to the assigned task(s) and focuses all elements of the work.	 Demonstrates adequate consideration of context, audience, and purpose and a clear focus on the assigned task(s) (e.g., the task aligns with audience, purpose, and context).	 Demonstrates awareness of context, audience, purpose, and to the assigned tasks(s) (e.g., begins to show awareness of audience's perceptions and assumptions).	 Demonstrates minimal attention to context, audience, purpose, and to the assigned tasks(s) (e.g., expectation of instructor or self as audience).	N/A 
Content Development (1.0 20%)  	 Uses appropriate,	 Uses appropriate,	 Uses appropriate and	 Uses appropriate and	N/A 

14. When you are finished with the assessment rubric, select the red Close button at the top right corner of the rubric window.

15. The instructor can add general comments for the student in the comment box.

16. The instructor can request a resubmission of the assignment by clicking the Request Resubmission button.

17. The instructor can add a grade to the assessment in the Grade box.

18. Instructors can save the assessment with submitting it by clicking the Save button.

19. If the instructor has completed the assessment, click the green Submit Assessment button.

20. This should take the instructor back to the Submissions and Grades Tab to move on to the next student.

21. Notice that the assessed student's assignments now show up in the green Completed section.

Assignment Details Submissions & Grades

Awaiting Submission	Awaiting Assessment	Completed (1)
		All grades are published
Name	Name	Name
		Doe, John