

# Faculty User Guide: Assessing Submissions

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## Faculty Guide to Course Assignments

### Complete an Assessment

To assess a course assignment:

1. Log into a faculty LiveText account.
2. Locate the appropriate assignment on the faculty Dashboard.

**Assignments** Term  Course

Sort  Alphabetical  Submissions to Assess

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**COMM 100 - Section 2 (3)**

<b>Position Paper</b>	May 17, 2016	 2      1	<a href="#">Assess</a>	<a href="#">Report</a>
<b>Research Paper</b>	May 17, 2016	 1      1      1	<a href="#">Assess</a>	<a href="#">Report</a>
<b>Analysis Essay</b>	May 17, 2016	 3	<a href="#">Assess</a>	<a href="#">Report</a>

**Note:** If you are having difficulty locating the appropriate assignment, you may wish to filter your posted assignments by term and/ or course. These dropdown boxes are located toward the upper right of your posted assignments.

Term  Course

3. Once the assignment has been located, click on the corresponding submission progress bar or “Assess” link to navigate to the assignment’s **Submissions & Grades** page.

Position Paper

Assignment Details | Submissions & Grades

Awaiting Submission (2)	Awaiting Assessment (1)	Completed
Assess	Assess	All grades are published
<input type="checkbox"/> Name	<input type="checkbox"/> Name (Completed)	Name Final Grade
<input type="checkbox"/> Student2_Training	<input type="checkbox"/> Student_Training (0/1)	
<input type="checkbox"/> Student3_Training		

- Click on the name of a student in the yellow “Awaiting Assessment” column to begin an individual assessment for a student who has submitted work to the assignment. Alternatively, select the checkbox next the names of multiple students to perform a group assessment.

Note: Assessments may be completed for students who have not yet submitted to the assignment. These students are located in the red “Awaiting Submission” column. If an assessment is begun for a student in the “Awaiting Submission” column that student will be unable to submit to the assignment.

Latest Submission

Student: Student, Training ▼

Request Resubmission Save **Submit Assessment** Cancel

**Position Paper** ● **Awaiting Assessment**  
Submitted Jan 4, 2016 3:47 PM

Comments: I have attached my paper to the required template. I have also attached my paper directly to the assignment. If you have any questions please let me know.

Documents to be Assessed (2)  
 COMM 100 Position Paper [COMM\\_100\\_Position\\_Paper.docx](#) 0.01M

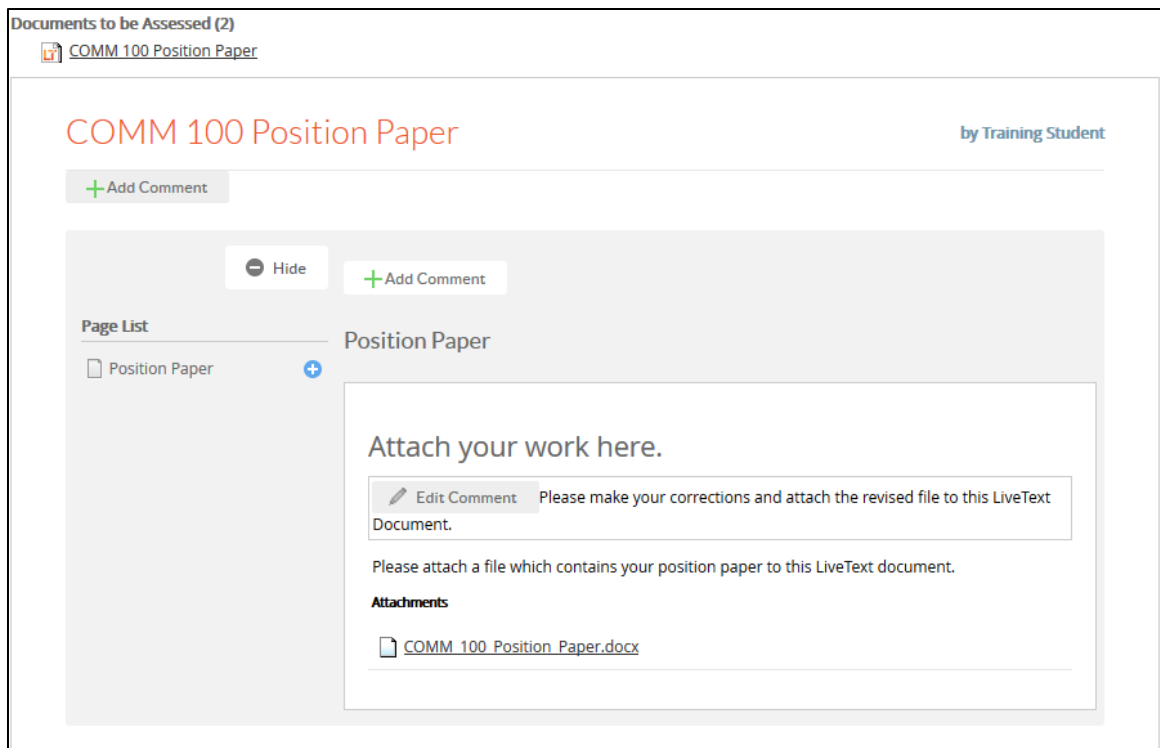
- In the **Latest Submission** tab, the instructor can view the student's name, the submission date (if the student submitted the assignment), and the submission status (e.g. Awaiting Submission, Awaiting Assessment). The instructor also has access to the following options: **Request Resubmission**, **Save**, **Submit Assessment**, and **Cancel**. If the assignment was previously submitted, a **Previous Submissions** tab also appears. The

**Student** dropdown box may be used to quickly switch between student submissions that are “Awaiting Assessment”.


If there are additional assessors for the assignment, there will be an **Assessor** dropdown box and an **Assessor Visibility** button. An instructor for the course can use the **Assessor** dropdown box to switch between completed assessments. The **Assessor Visibility** button can be used by an instructor to reconcile completed assessments.

The screenshot shows the 'Position Paper' assessment interface. At the top, there are two tabs: 'Latest Submission' (active) and 'Previous Submissions (1)'. Below the tabs is a toolbar with five buttons: 'Request Resubmission' (with a circular arrow icon), 'Assessor Visibility', 'Save' (with a floppy disk icon), 'Submit Assessment' (highlighted in green), and 'Cancel'. At the bottom of the interface, there are two dropdown menus: 'Assessor' (set to 'You') and 'Student' (set to a yellow square icon, with 'Student, Training' visible in the dropdown menu).



6. Any comments the selected student may have added to their submission will also be viewable toward the top of the student submission page.
7. A list of attached files will be located under the **Documents to be Assessed** section. If a LiveText document is attached to the submission, the document will open automatically in the document viewer directly in the browser window. Click the page titles listed on the LiveText documents **Page List** to navigate through the document. Optional instructor comments may be added to the document at this time.



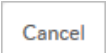
8. If non-LiveText artifacts (e.g. Microsoft Word files, PDFs or URLs) have been attached to the submission, click on the title of the artifact to open it using the appropriate software on your device.
9. If one or more assessment documents have been attached to the course assignment, then the instructor may use any of the available rubrics to assess the student's work. Any available assessment rubrics will be located toward the right side of the screen below the grade and comment text boxes.
  - a. For more information please navigate to the following section:
    - i. [Assess with a Rubric](#)
10. The instructor may optionally add a grade in the **Grade** text box and a comment in the **Comment** text box. These text boxes are located toward the right side of the screen.
11. The instructor may optionally evaluate and re-attach submitted non-LiveText artifacts.
  - a. For more information please navigate to the following section:
    - i. [Evaluate and Re-Attach Submitted Non-LiveText Artifacts](#)
12. After the submission has been reviewed and/or assessed, instructors may **Request Resubmission**, **Save**, **Submit Assessment**, or **Cancel** the assessment. The buttons for these actions are located toward the top right of the student submission area.

- a. If the instructor clicks the  button, then the status of the assignment on the student Dashboard will change from “Awaiting Assessment” to “Need to Resubmit”. It will also change the status on the Assignment Progress Bar and **Submission & Grades** tab in the faculty view from “Awaiting Assessment” (yellow) to “Awaiting Submission” (red).

The student will be able to view any comments, grades, and/or scoring on assessment rubrics to the student.

- b. If the instructor clicks the  button, then all comments, grades, and/or scoring on assessment rubrics will be saved, however, an assessment will not be submitted. Instructors can select the student from the Awaiting Assessment column within the **Submission & Grades** tab, and continue reviewing and assessing the student at a later time.
- c. If the instructor clicks the  button, then all comments, grades, and/or scoring on assessment rubrics will be saved and the assessment process will be completed. The status on the Assignment Progress Bar and **Submission & Grades** tab in the faculty view will change to “Completed” (green).

Submitting an assessment does not always imply that the assessments have been submitted or published to students. Instructors are able to adjust settings to either release assessments to students at the time of assessment, or to publish the assessments to multiple students within the course at the same time.

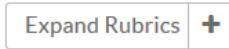
- d. If the instructor clicks the  button, then the instructor will be brought to the **Submissions & Grades** page and no comments, grades, and/or scoring on assessment rubrics will be saved.

### Assess with a Rubric

To complete an assessment using a rubric:

1. Locate the appropriate rubric. All available rubrics are located along the right side of the student submission page.
2. If a rubric cell contains more text than can be displayed, hover over the cell with your cursor and a pop up box should appear where the text is displayed.

Alternatively, click on the



button to open a new tab which contains any available rubrics.

3. Click the cells to select the performance level for each element of the rubric.
4. Click the title of a performance level to select the same performance level for all elements.
5. Click the **Comment** button located to the right of each element title and enter an optional comment.

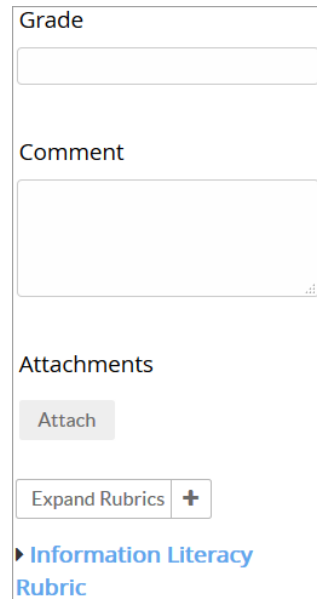
Expand Rubrics +					
▼ Information Literacy Rubric					
	<u>A..</u>	<u>P..</u>	<u>D..</u>	<u>B..</u>	<u>N/A</u>
E 1 	✓	✓	✓	✓	✓
E 2 	✓	✓	✓	✓	✓
E 3 	✓	✓	✓	✓	✓
E 4 	✓	✓	✓	✓	✓
E 5 	✓	✓	✓	✓	✓
					0.000 pts



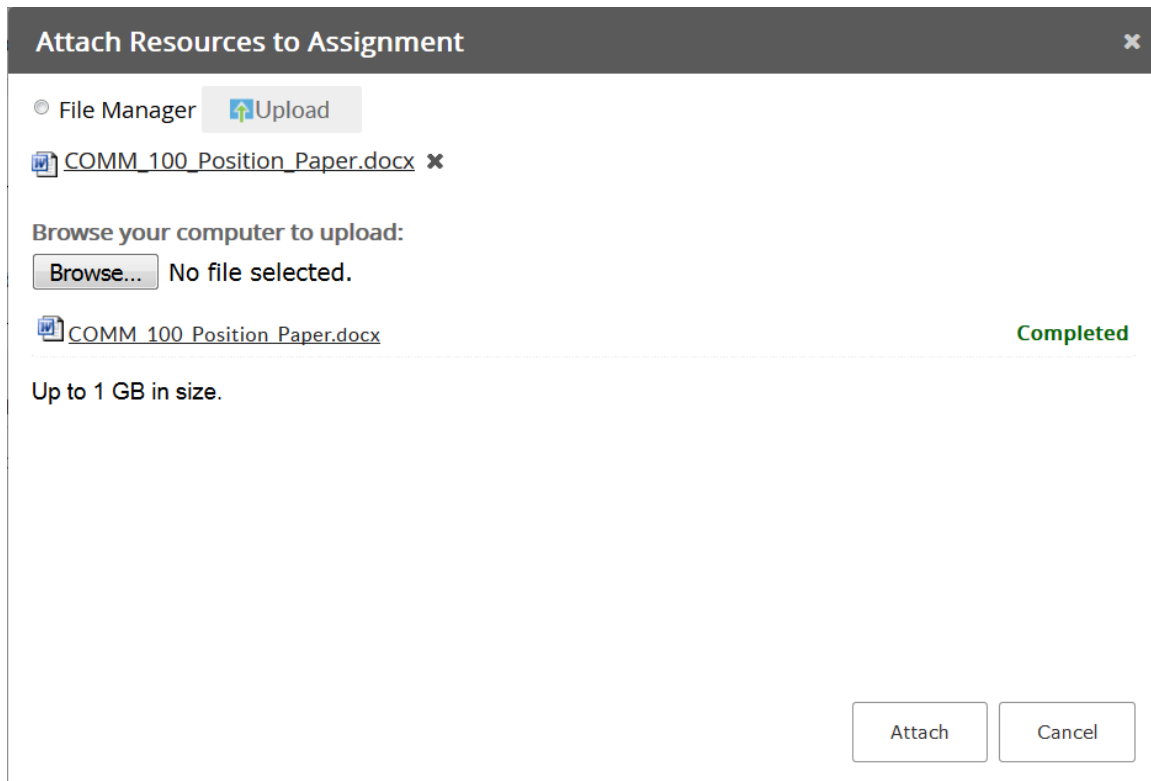
## Evaluate and Re-Attach Submitted Non-LiveText Artifacts

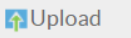
To Evaluate and Re-Attach Submitted Non-LiveText Artifacts:

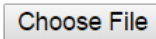
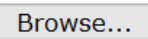
1. Download and open the submitted file attachment(s).
2. Review, comment on, and modify within the native file format.
3. Save this file to your device.
4. On the student submission page, locate the **Attachments** area along the right side of the screen. It is located directly below the **Comment** text box.
5. Click the **Attach** button to select the new file as an attachment.
6. In the **Attach Resources to Assignment** window, the File Manager option is selected by default. Select the checkbox next to the file names of any files which are to be attached.




The screenshot displays a vertical sidebar on the right side of the interface. At the top is a 'Grade' section with an empty input field. Below that is a 'Comment' section with a large text area. Underneath is an 'Attachments' section containing an 'Attach' button. Further down is an 'Expand Rubrics' button with a plus sign. At the bottom of the sidebar is a blue link labeled 'Information Literacy Rubric' with a right-pointing triangle icon.



7. Click the  button to begin uploading files from your device. Then click the button which is located beneath the text "**Browse your computer to upload.**"

Note: This button may appear as a  button or a  button depending on the web browser which is being used.

In the pop up window which appears, double click the icon of a file from your device's local storage. Repeat step 7 as needed to select more external files.

8. Click the  button to attach all selected items as resources to the assignment.

## Undo Assessment

If a student's name appears in the green "Completed" column, an instructor may not request a resubmission until the assessment has been undone for that student.

To undo an assessment:

1. Log into a faculty LiveText account.
2. Locate the appropriate assignment on the faculty Dashboard.

The screenshot shows the 'Assignments' page in LiveText. At the top right, there are filters for 'Term' (set to 'All Current Terms') and 'Course' (set to 'All'). Below these are sorting options: 'Alphabetical' and 'Submissions to Assess' (which is selected). The main content area is titled 'COMM 100 - Section 2 (3)' and contains a table with three rows of assignments:

Assignment Name	Date	Submission Progress	Assess	Report
Position Paper	May 17, 2016	2 (Red) 1 (Yellow)	<a href="#">Assess</a>	<a href="#">Report</a>
Research Paper	May 17, 2016	1 (Red) 1 (Yellow) 1 (Green)	<a href="#">Assess</a>	<a href="#">Report</a>
Analysis Essay	May 17, 2016	3 (Red)	<a href="#">Assess</a>	<a href="#">Report</a>

**Note:** If you are having difficulty locating the appropriate assignment, you may wish to filter your posted assignments by term and/ or course. These dropdown boxes are located toward the upper right of your posted assignments.

The image shows a close-up of the filter controls. It includes a 'Term' dropdown menu currently set to 'All Current Terms' and a 'Course' dropdown menu currently set to 'All'.

3. Once the assignment has been located, click on the corresponding submission progress bar or "Assess" link to navigate to the assignment's **Submissions & Grades** page.

Position Paper

Assignment Details | Submissions & Grades

Awaiting Submission (2)	Awaiting Assessment	Completed (1)
Assess		All grades are published
<input type="checkbox"/> Name <input type="checkbox"/> Student2_Training <input type="checkbox"/> Student3_Training	Name	Name Final Grade Student_Training

4. Click on the name of a student in the yellow “Completed” column to open the completed assessment for this student.

Position Paper

Latest Submission

Student Student, Training

[Undo Assessment](#)

Position Paper ● **Reviewed / Graded**  
Submitted Jan 4, 2016 3:47 PM

Documents to be Assessed (2)

COMM 100 Position Paper [COMM\\_100\\_Position\\_Paper.docx](#) 0.01M

5. Click on the [Undo Assessment](#) button to undo the completed assessment. This will change the status of the assignment on the student Dashboard will change from “Completed” to “Awaiting Assessment”. It will also change the status on the Assignment Progress Bar and **Submission & Grades** tab in the faculty view from “Completed” (green) to “Awaiting Assessment” (yellow).

## Request a Resubmission

If a student's name is in the yellow "Awaiting Assessment" column and you have already clicked on their name to view the student's latest submission, then the student cannot retract their latest submission. In order for the student to resubmit their assignment at this point, an instructor for the course would have to request a resubmission for that student.

To request a resubmission:

1. Log into a faculty LiveText account.
2. Locate the appropriate assignment on the faculty Dashboard.

The screenshot shows the 'Assignments' page for 'COMM 100 - Section 2 (3)'. At the top right, there are filters for 'Term' (set to 'All Current Terms') and 'Course' (set to 'All'). Below these are sorting options: 'Alphabetical' and 'Submissions to Assess' (which is selected). The main content is a table with three rows:

Assignment	Date	Submission Progress	Assess	Report
Position Paper	May 17, 2016	2 (red) / 1 (yellow)	<a href="#">Assess</a>	<a href="#">Report</a>
Research Paper	May 17, 2016	1 (red) / 1 (yellow) / 1 (green)	<a href="#">Assess</a>	<a href="#">Report</a>
Analysis Essay	May 17, 2016	3 (red)	<a href="#">Assess</a>	<a href="#">Report</a>

**Note:** If you are having difficulty locating the appropriate assignment, you may wish to filter your posted assignments by term and/or course. These dropdown boxes are located toward the upper right of your posted assignments.


This image shows a close-up of the filter controls. It includes a 'Term' dropdown menu currently set to 'All Current Terms' and a 'Course' dropdown menu currently set to 'All'.

3. Once the assignment has been located, click on the corresponding submission progress bar or "Assess" link to navigate to the assignment's **Submissions & Grades** page.

Position Paper

Assignment Details Submissions & Grades

Awaiting Submission (2)		Awaiting Assessment (1)		Completed	
Assess		Assess		All grades are published	
Name		Name (Completed)		Name	Final Grade
Student2_Training		Student_Training (0/1)			
Student3_Training					

4. Click on the name of a student in the yellow “Awaiting Assessment” column to open the latest submission for the student.
5. If desired, complete an assessment on the student's latest submission.
6. Click the  button to request a resubmission. This will change the status of the assignment on the student Dashboard will change from “Awaiting Assessment” to “Need to Resubmit.” It will also change the status on the Assignment Progress Bar and **Submission & Grades** tab in the faculty view from “Awaiting Assessment” (yellow) to “Awaiting Submission” (red).

The student will be able to view any comments, grades, and/or scoring on assessment rubrics to the student.