

1. Log into your LiveText

Go to <https://www.LiveText.com> and click 'Log In'. Enter your Pepperdine ID and password and click 'Login'.

2. LiveText Dashboard

Once logged in, you will come to your Dashboard, a page that lists everything you have on LiveText – Courses, Assignments, Documents, and Reviews. To assess a student assignment, under 'Active Assignments' click the assignment you want to assess.



3. Submissions & Grades

When you click on the assignment, it will open the Submission & Grades tab.

- Red tab: Students have not submitted their assignments.
- Yellow tab: Students have submitted their assignments. Faculty can start to assess these assignments.
- Green Tab: Faculty and assessors have completed the assessment.

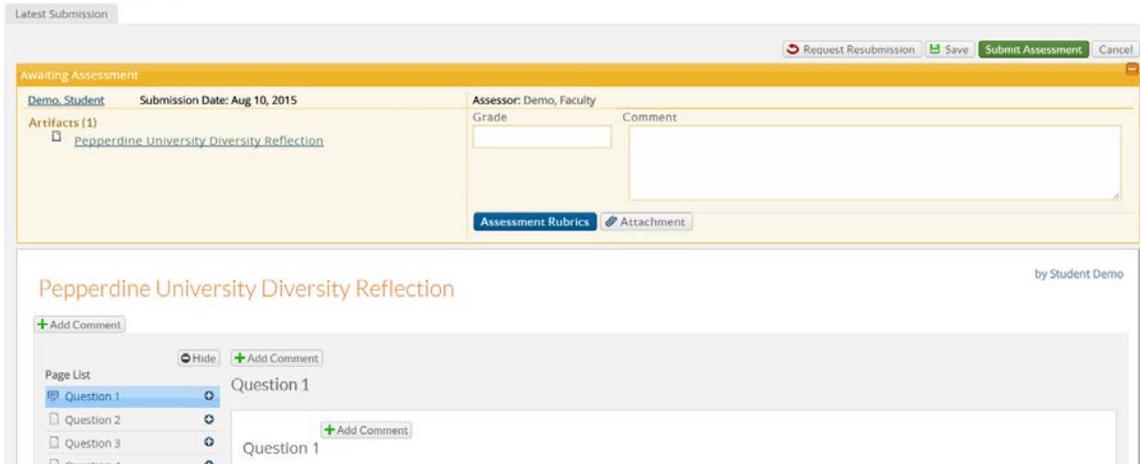
Diversity Assignment

Awaiting Submission (1)		Awaiting Assessment (1)		Completed (1)	
<input type="checkbox"/> Select All	<input type="button" value="Assess Selected Students"/>	<input type="checkbox"/> Select All	<input type="button" value="Assess Selected Students"/>	All grades are published	
Name	Assignment History	Name	Assignment History	Name	Final Assessment
<input type="checkbox"/> LMS Student, Pepperdine	<input type="button" value="History"/>	<input type="checkbox"/> Administrator, Pepperdine University	<input type="button" value="History"/>	Demo, Student	A <input type="button" value="History"/>

4. Start assessing

- Click on the student name, you will be taken to the assignment page.
- Attached files will be listed under 'Artifacts'.
- Click on 'Assessment Rubrics' to open rubric for assessment.
- If your assignment has an ePortfolio section, it will show under the assignment.

Diversity Assignment



5. Rubrics Scoring

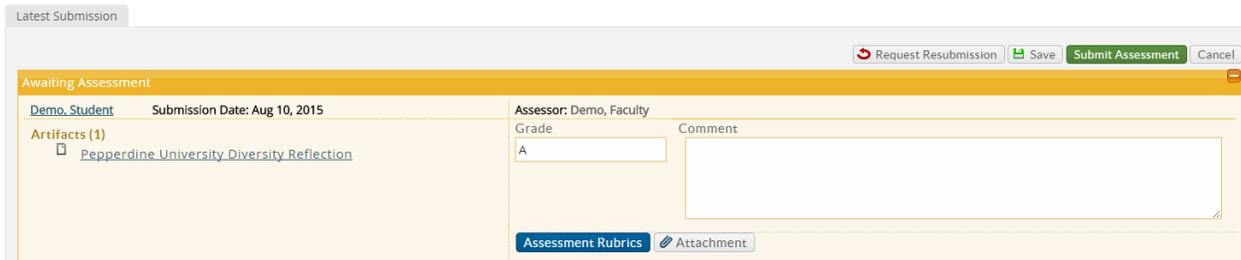
- Rubrics will be opened once you click on the 'Assessment Rubrics' button.
- Click on 'Show/Hide Rubric Descriptions' on top left to display all the text.
- Click on a cell to select the level of performance.
- Click on the  button to leave comments.
- Scores will show in the bottom of the Rubric.

	Capstone (4 pts)	Milestones (3 pts)	Milestones (2 pts)	Benchmark (1 pt)	N/A
Self-Awareness Cultural (1,000, 16%)	Effectively analyze and evaluate significant issue...	Analyze and evaluate issues in the natural and hum...	Analyze ways that human actions influence decision...	Identify some connections between an individual's ...	
Cultural Diversity Cultural worldview framework: Curiosity Openness (16%)	Adapt and apply a complex understanding of cultura...	Use an adequate understanding of cultural differen...	Uses a partial understanding and acceptance of cul...	Demonstrates a limited understanding and acceptanc...	

6. Complete the Assessment Process

After the submission has been reviewed and/or assessed, instructors may Save, Request Resubmission, Submit Assessment, or Cancel the assessment. These buttons are located in the top right of the student submission area.

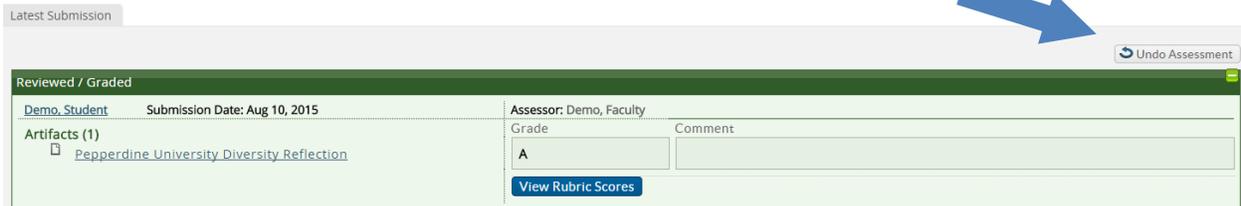
'Save' will save all the assessment scores and comments for future assessing. 'Cancel' will delete all the assessment scores and comments. Faculty can also request students to resubmit their assignments. Once faculty click on 'request resubmission', students will get a notice to update and resubmit the assignment.



This screenshot shows the 'Awaiting Assessment' interface. At the top right, there are buttons for 'Request Resubmission', 'Save', 'Submit Assessment', and 'Cancel'. The main content area is divided into two columns. The left column shows the student's name 'Demo, Student', the submission date 'Aug 10, 2015', and a list of artifacts with one item: 'Pepperdine University Diversity Reflection'. The right column shows the assessor's name 'Demo, Faculty', a grade input field containing 'A', and a comment text area. At the bottom of the right column, there are buttons for 'Assessment Rubrics' and 'Attachment'.

'Submit Assessment' will move the student from 'Awaiting Assessment' to 'Complete'. Data will be compiled for analytics. Faculty will still be able to undo assessment in assessment page. Once faculty undo assessment, the assignment will move from 'Complete' back to 'Awaiting Assessment' and faculty will be able to assess the assignments again.

Diversity Assignment



This screenshot shows the 'Reviewed / Graded' interface. A blue arrow points to the 'Undo Assessment' button located in the top right corner. The main content area is divided into two columns. The left column shows the student's name 'Demo, Student', the submission date 'Aug 10, 2015', and a list of artifacts with one item: 'Pepperdine University Diversity Reflection'. The right column shows the assessor's name 'Demo, Faculty', a grade input field containing 'A', and a comment text area. At the bottom of the right column, there is a button for 'View Rubric Scores'.