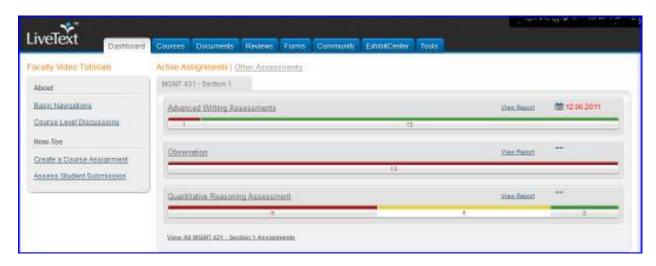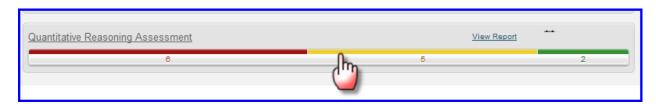## Assessing Course Assignments
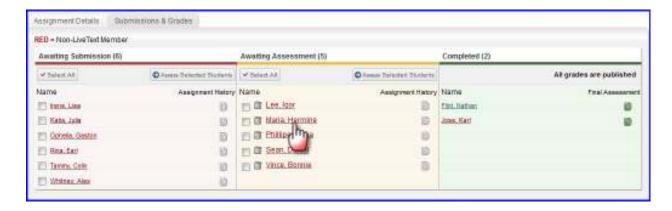
1: To assess student work that has been submitted to a course assignment, log in to your LiveText account, *OR* if you are already logged in, click on the **Dashboard** tab at the top of the screen. Active assignments will be listed in the middle of the screen, organized under gray tabs for your course sections. Each assignment has a **Student Progress** bar, which may be red, yellow, green, or some combination of the three. The red portion of the **Student Progress** bar represents the students who have not yet submitted this assignment. The yellow portion represents students who have submitted, but have not yet been assessed. The green portion represents students whose assessments have been completed.

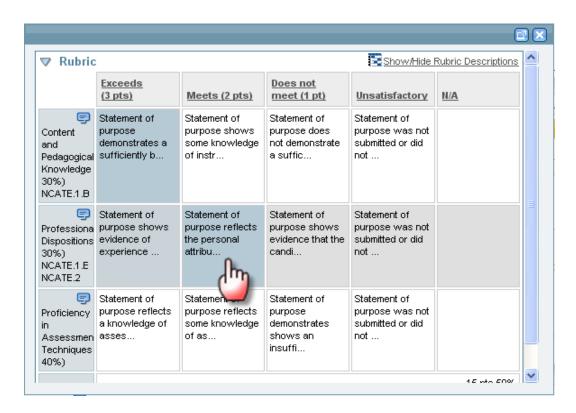**2:** To begin assessing your students, click directly on the **Student Progress** bar.

3: You now see the students in this course section listed in three columns corresponding to their submission status. Students in the red column on the left have not submitted yet, students in the yellow middle column have submitted but need to be assessed, and students in the green column on the right have been assessed. To assess a student in the yellow column, click on the student's name.
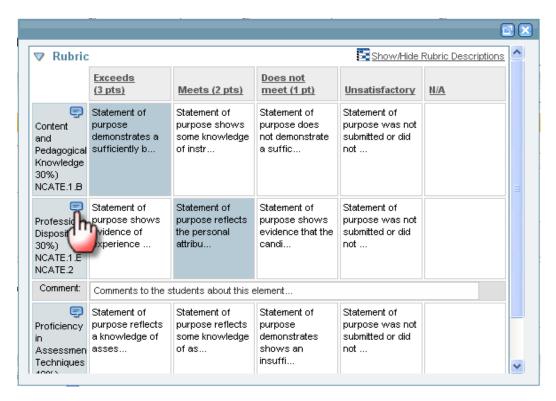
4: The assessment page for this student will open. The artifact(s) that the student submitted are linked on the left side of the page. If a rubric is required for this assignment, the **Assessment Rubrics** button will be highlighted in blue. Click on this button to open the rubric.
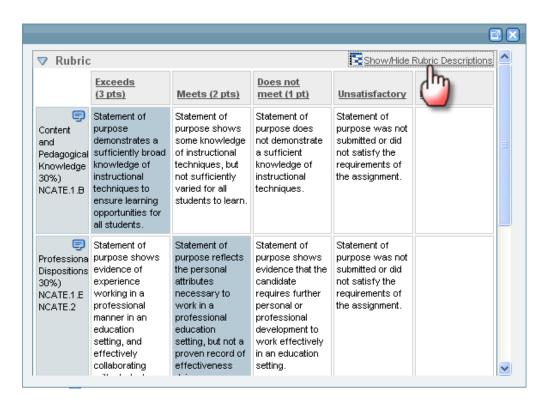

5: The rubric will hover over the page in a pop-up window. Click on the cells in the rubric to rate the student at the appropriate level for each element (row).
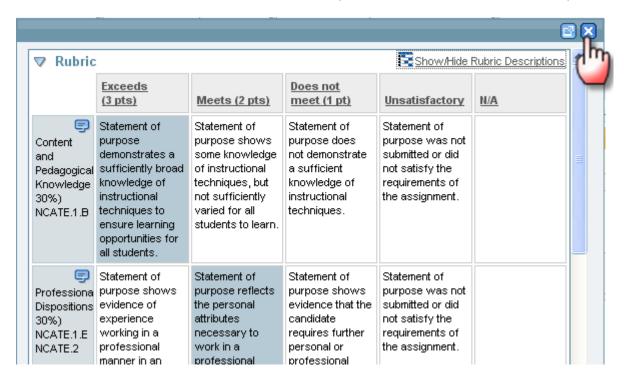
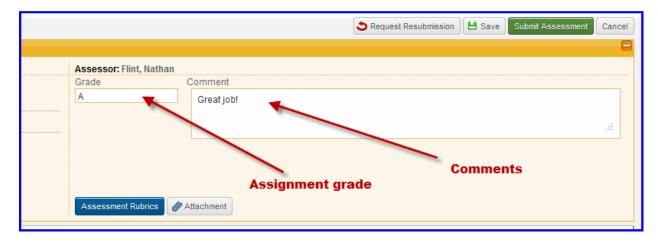**5a:** To add a text comment to a particular row, click the blue **Comment** icon in the row header.

5b: To expand the rubric boxes so that they display their full contents, click the "Show/Hide Rubric Descriptions" link in the upper-right corner of the rubric.
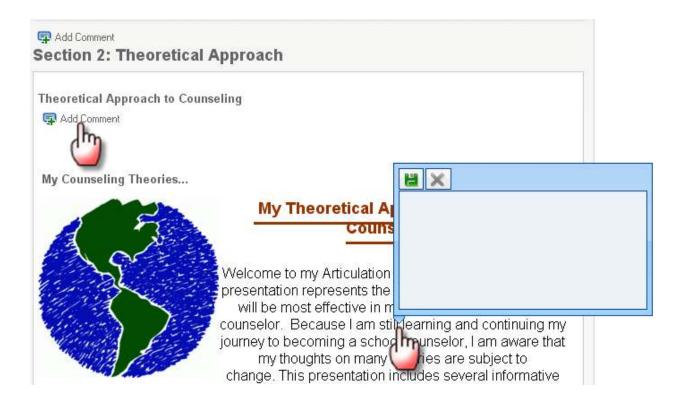
5c: When you are finished filling out the rubric, click the **X** button in the upper right corner to close the rubric. (NOTE: There is no **Save** button on the rubric) All your selections are saved automatically.

6: You may also choose to enter a grade for the assignment and a general comment to the student. If you choose to do so, type these into the "Grade" and "Comment" fields in the assessment area.

6a: **If the assignment was based on a LiveText template**, the student's work will appear below the assessment area automatically, and you can add additional comments by clicking directly in the text, or on one of the "Add comment" at the top of each age.

7: When you are finished assessing the student's submission, return to the selection of buttons at the top of the assessment area:

- The **Save** button will close the assessment but save all the comment, grades, and rubric scores you entered. The student will remain the yellow column, and the assessment can be completed at a later time.
- The **Request Resubmission** button will return the student to the red column, and they will be prompted to resubmit their work.
- The **Submit Assessment** button will move the student to the green column.
- **Cancel** will delete the comments, grades, and rubric scores you have made since the last save.