

## LiveText Instructions: Course Instructors

Adapted from Lesley University (2022, June 21). LiveText Faculty Quick Start Guide. Lesley University Support Hub. <https://support.lesley.edu/support/solutions/articles/4000058765-livetext-faculty-quick-start-guide>

1) To set up an account with LiveText, an email from [support@watermarkinsights.com](mailto:support@watermarkinsights.com) will be sent to your email address within two weeks after the add/drop date for classes and will contain your unique registration link. Click the link and a new screen will appear with your keycode pre-populated in hidden characters. Complete all necessary fields on the remainder of the page (e.g., personal email which can remain the same as your Lesley email) and create a username and password for the site.

2) Log in to the [www.livetext.com](http://www.livetext.com) site with the username and password created. Once logged in you will be brought to your account's Dashboard view where if you are currently teaching a course that uses ePortfolio assessment, it will appear here. For courses that have ended they will be hidden from your Dashboard. To gain access to past courses, click the Term dropdown menu and select the associated term.

















3) Your course sections will be displayed with the key assignment title, due date, and student status bar. Numbers below red indicate students who have yet to submit work, numbers below yellow indicate students who have submitted work but have not yet been assessed, and numbers below green indicate students you have assessed. Click anywhere on the progress bar to begin assessing or click Assess.

4) You will be brought to a screen that lists individual students under the categories of Awaiting Submission, Awaiting Assessment, and Completed. You may click on a student's name directly underneath the Awaiting Assessment column to begin assessment or click a student's checkbox and then click Assess. For any students in the Awaiting Submission column, these entries are to remain unscored until students submit work and appear under Awaiting Assessment. Note: any student names in red indicate those who have not yet created accounts with LiveText.

Assignment Details

Submissions & Grades

RED = Non-LiveText Member

Awaiting Submission (2)		Awaiting Assessment (8)		Completed (2)	
Assess		Assess		All grades are published	
 Name		 Name		Name	Final Grade
 <u>Jia, Fang</u>		 <u>Beaudoin, Leah</u>		<u>Andrade, Chloe</u>	
 <u>Taylor, Kristina</u>		 <u>Ennis, Jordan</u>		<u>Coneys, Julianne</u>	
		 <u>Gellis, Rachel</u>			
		 <u>Hamel, Sharon</u>			
		 <u>Levine, Jackie</u>			

5) On the next page you will see the student's submitted work under the Documents to be Assessed header. Click on any of the artifact links to open up the student's work. If a student's submission is incomplete or not applicable to the key assignment, you may request student resubmission by clicking the Request Resubmission button.

## EARTS 6203: Lesson Plan

Latest Submission

Assessor: Powell, Mary Clare

Student

Beaudoin, Leah

Request Resubmission

Save

Submit Assessment

Cancel

EARTS 6203: Lesson Plan

Awaiting Assessment

Submitted February 12, 2016 9:17:00 PM CST

Documents to be Assessed (1)

Poetry Lesson.docx 0.12M

Grade

6) To begin assessment, scroll down until you see a rubric appear at bottom right of the screen. You may click any of the checkboxes from Inadequate to Proficient to begin scoring or click the Expand Rubrics button to view an expanded view of the rubric.

Dashboard

Courses

LiveText Docs

File Manager

Reviews

Forms

Community

Tools

Comment

Attachments

Attach

Expand Rubrics

+

Rubric

	U	D	P	D	N/A
E 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

File Edit View History Bookmarks Tools Help

EARTS 6203: EARTS 6203: L... Submission submitted on Febr...

https://www.livetest.com/misk5/cl/assignment\_assess\_rubrics/1342095/1741575/1637624/4775090?assessment\_id=10572710&submissio Search

▼ Rubric

	Unsatisfactory (1 pt)	Developing Skills (2 pts)	Proficient (3 pts)	Distinguished (4 pts)	N/A
Lesson plan articulates objectives and relevant measurable outcomes (1,000, 12%)	Lesson plan does not articulate objectives or relevant measurable outcomes	Lesson plan does not articulate well objectives and relevant measurable outcomes or Lesson plan articulates either objectives or relevant measurable goals, but not both	Lesson plan articulates objectives and relevant measurable outcomes	Lesson plan clearly articulates objectives and relevant measurable outcomes	N/A
Lesson plan draws on content standards of the relevant curriculum frameworks to plan individual lesson and learning activities that make learning cumulative and advance student's level of content knowledge (1,000, 12%)	Lesson plan does not draw on content standards of the relevant curriculum frameworks to plan individual lesson and learning activities that make learning cumulative and advance student's level of content knowledge	Lesson plan does not draw well on content standards of the relevant curriculum frameworks to plan individual lesson and learning activities that make learning cumulative and advance student's level of content knowledge	Lesson plan draws on content standards of the relevant curriculum frameworks to plan individual lesson and learning activities that make learning cumulative and advance student's level of content knowledge	Lesson plan clearly draws on content standards of the relevant curriculum frameworks to plan individual lesson and learning activities that make learning cumulative and advance student's level of content knowledge	N/A

7) If scoring in the Expanded View screen, close the current browser tab you are on to save your scores and return to the main assessment screen. You can close this tab by clicking the small “x” located above the address bar for the tab currently highlighted. Note: Disregard the points and percentage that appears at the bottom of the rubric.

8) You may provide an overall comment in the Comment box as well as attach files to your assessment by clicking the Attach button underneath Attachments. For the grade box that appears, you can enter the final grade received by the student on the project.

Student Beaudoin, Leah

[Request Resubmission](#) [Save](#) [Submit Assessment](#) [Cancel](#)

**EARTS 6203: Lesson Plan** ● Awaiting Assessment  
Submitted February 12, 2016 9:17:00 PM CST

**Documents to be Assessed (1)**

[Poetry Lesson.docx](#) 0.12M

**Grade**

**Comment**

**Attachments**

[Attach](#)

9) When you are satisfied with your assessment, click the Submit Assessment button. In case you wish to correct a completed assessment, on the next screen click on the student's name under the Completed column, and then click the Undo Assessment button located on the right. Your previous rubric scores, comments, and attachments have been saved for convenience in making any adjustments.

## **LiveText Assignment Creation**

1. Login using the directions provided above
2. Choose "Courses" in top menu
3. Choose the course you want to add an assignment in by clicking on the Course Code
4. Choose "Assignments" in the middle menu
5. Choose "+ Create"
6. Add Title and Description (I typically just pull straight from the syllabus)
7. Leave "Allow Livetext Documents" checked
8. Choose "Attach" next to "Rubrics" to attach the corresponding rubric
9. Check the box by the corresponding rubric
10. Click "Attach"
11. Check "Show Rubrics to Students"
12. Leave everything else alone (you can add a due date if you want)
13. Click "Save Assignment"
14. If you have two similar assignments in the same course, you can choose "Copy" in the middle menu.
15. Then you can go into the copied assignment and make the changes for the second assignment (title, due date, etc.)