

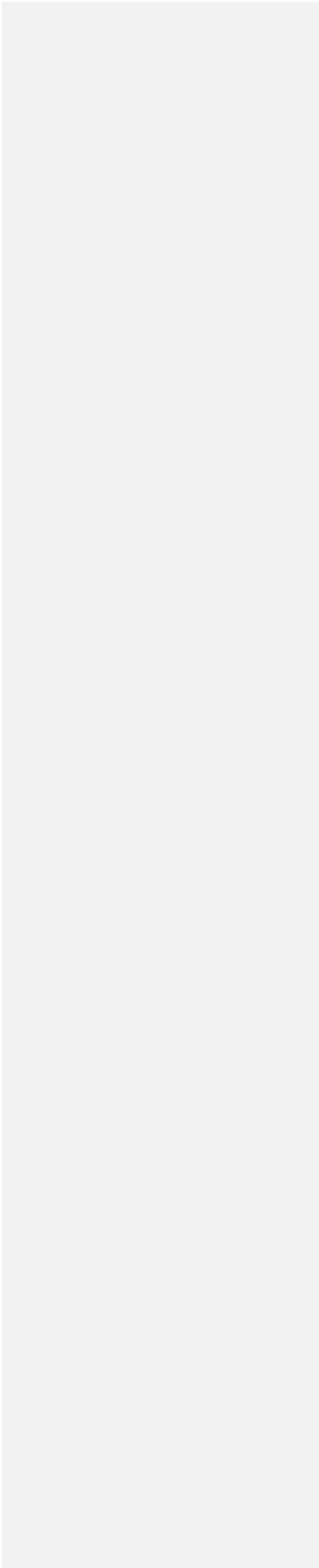


7<sup>th</sup> Annual LiveText Collaboration Conference

# Creating and Sharing Rubrics

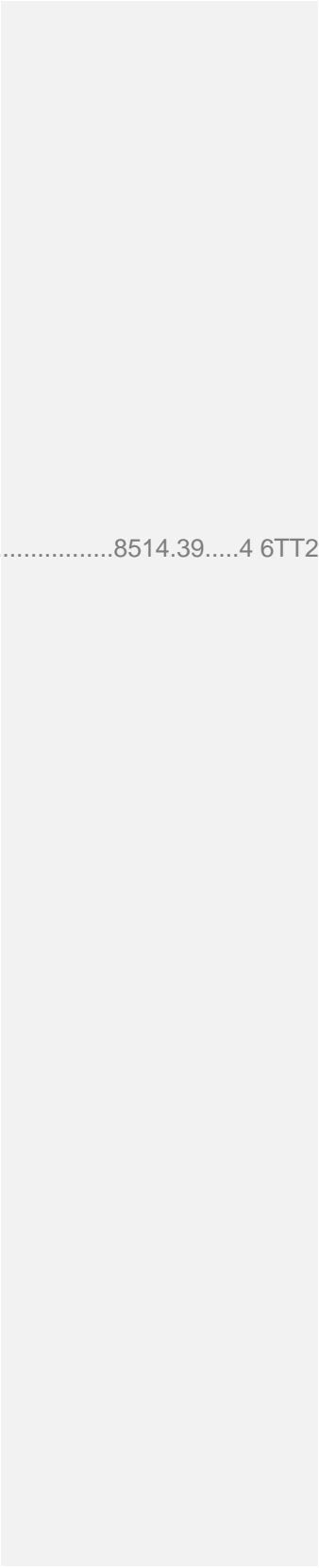
## CREATING AND SHARING RUBRICS

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## CREATING AND SHARING RUBRICS

### Introduction

This session will give LiveText administrators and faculty a better understanding of Rubrics and how they are used in LiveText to evaluate student work, collect assessment data, and how to manage the results. This guide will contain instructions on creating Assessment Documents and Rubrics. Best practices for distributing, updating, and archiving assessments will be discussed. Additionally, this guide will discuss how to efficiently involve faculty in the process of creating and updating rubrics. Finally, the LiveText suggested methods for maintaining data integrity and report accuracy will be discussed.

While the collected data may serve many purposes, the goal is to provide faculty and administrators the ability to present assessment data as evidence for meeting institutional, state, regional and national accreditation standards or outcomes. Assessing documents with LiveText begins with a solid understanding of LiveText assessment tools, knowledge of the desired outcomes, and a set of policies that are well understood by the faculty. A careful consideration of these key concepts should be considered when developing a LiveText assessment document.

### Definitions

**Assessment Document** - In LiveText, an "assessment document" refers to the overall assessment instrument created in LiveText. The assessment document may contain one or more rubric sections. Additionally, assessment documents may include



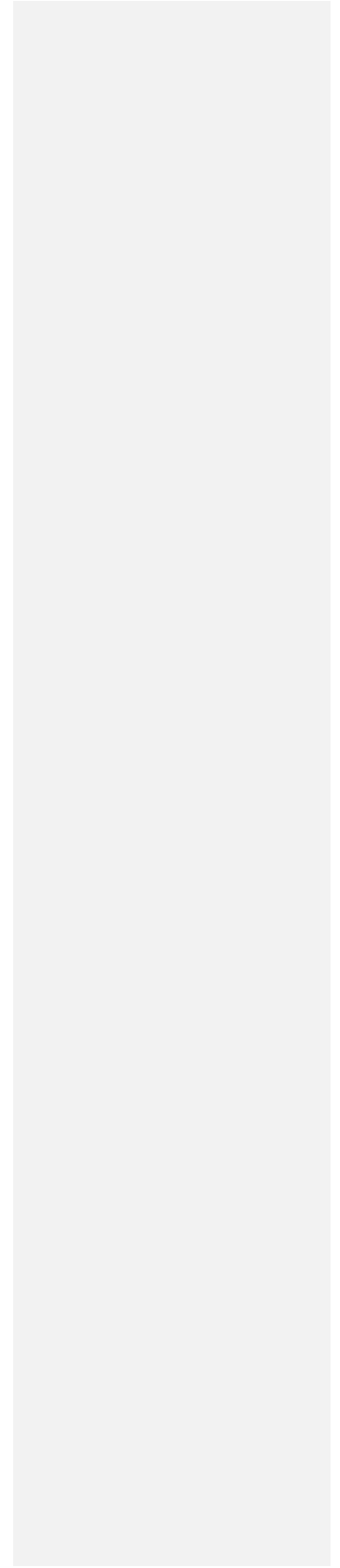
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shows the differences between assessing with assessment documents and assessing with forms.

|  | Assessment Document | Form |
|--|---------------------|------|
| Can be linked to an artifact in a LiveText |                     |      |
|  | X                   |      |

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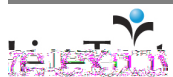
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### Add Standards to a LiveText Document

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Users can add standards to any type of LiveText document to indicate the learning goals that have been achieved and also link selected standards to an assessment rubric. If there is no standards section pre-defined in the document, one must first create a standards section in order to add standards to the document. This section will illustrate how to search and add standards to the standards section of a LiveText document. For information regarding adding a standards section, please see the training guide Introduction to LiveText.

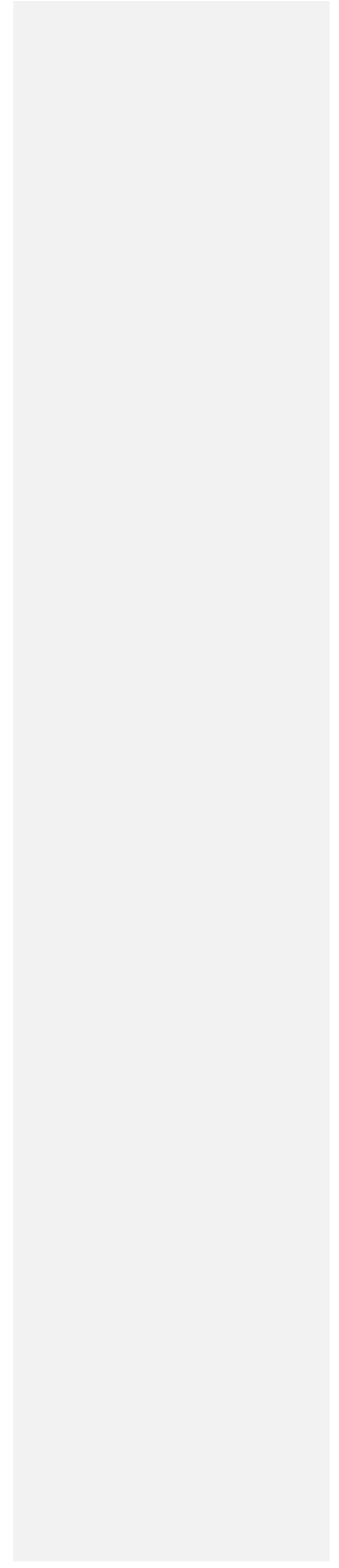
1. Click the **edit** link that corresponds with the standards section.
  
2. Click the **Add Standards** tab.
3. Choose to display either the **Personal** standards sets or **All** standards sets.
4. Choose a **Standard Set** from the dropdown menu.
5. Choose either Level or Subjects as the method of searching.
  - a. If **Subjects** is chosen as the search method, mark the checkboxes of the subjects that will be included in the search.
  - b. If **Levels** is chosen as the search method, choose the first level from the dropdown list, or choose **All**. If the standards set includes subsequent levels, drilldogo.1437 2-2T3.5928 -1.1497 TD-0.0018 Tc0.688 Tw[a.





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### Edit Rubric Performance Levels (Columns)

1. Choose from the predefined set of levels in the dropdown menu, or click the corresponding **add** button on the left for each additional performance level (or column) desired.
  
2. To edit a Performance Level, click its title to open an edit window.
  - a. Edit the name of the **Level**.
  - b. Adjust the level's **Points** value, if applicable.
  - c. Position the level in relation to the other levels that have been created. By default, the level's present position is listed. Enter a new position number and press the **move** button.
  - d. To delete a level, click the **delete** button.
  - e. Insert a new level by clicking the **insert** button (which will shift existing levels to the right).
3. Continue editing the rubric levels, elements, and cells. When finished editing a particular cell, click anywhere outside the cell.

**Tip:** When the Position field box is clicked, the positions of the other levels will be

### Edit Rubric Elements/Objectives (Rows)

1. Click the **Add** button to the right to add rubric elements (Rows)
2. To edit an element, click its title to open an edit window.
  - a. Edit the name of the **Element**.
  - b. Set the element's relative **Weight**.
  - c. Rearrange the element in relation to the other elements that have been created. By default, the element's present **position** is listed. Enter a new position number and click the **move** button.
  - d. To delete an element, click the **delete** button.
  - e. Insert a new element by clicking the **insert** button (this will shift existing elements down).

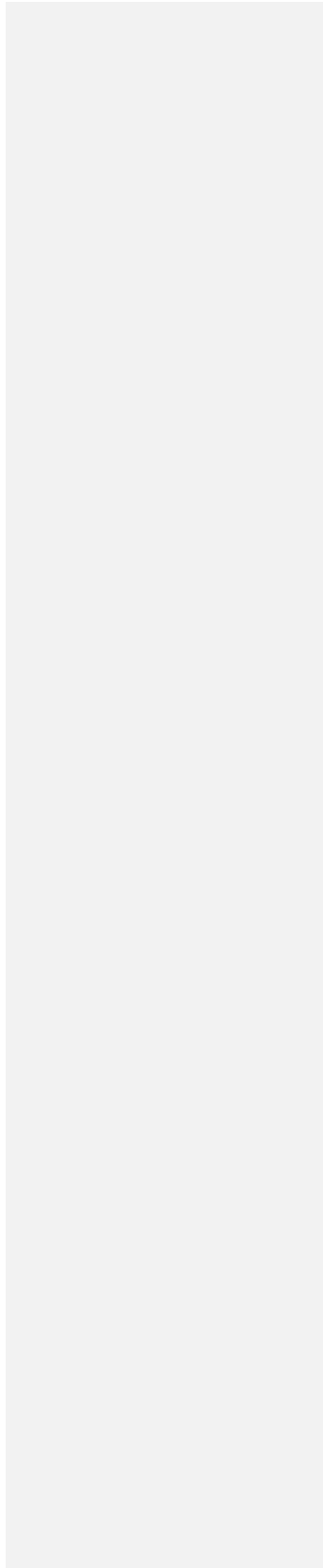
## CREATING AND SHARING RUBRICS

- f. If a standards section and standards have been added to the document, users can associate these standards with the rubric element by highlighting the standard(s) from the Available Standards menu and clicking the **add** button. To remove standards from the element, highlight the standard(s) from the Assigned Standards menu, and click the **remove** button.
3. Continue editing the rubric levels, elements, and cells. When finished, click anywhere outside the cell to commit the changes.

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**Add a Rubric Section**



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### Add Milestones

Milestones may be used to mark specific points in the development or progress of work when completing non-course based assessments in the Reviews area. Adding milestones to assessment documents allows the assessor to specify the milestone being assessed. These milestones will be available as criteria for disaggregation in assessment reports.

1. Click the **show properties** link.



2. Click the **edit properties** link.



3. Type the milestones into the Milestones text box.
4. Click the **Save** button.

 A screenshot of the assessment properties dialog box. The "Title" field contains "Training Assessment". The "Description" field has the placeholder text "Enter an optional description here.". The "Type" dropdown is set to "Assessment", "Layout" to "Single Page", and "Style" to "Vapor". The "Milestones" text box contains "Checkpoint 1" and "Checkpoint 2". Below this, there is a list of milestones: "Checkpoint 1", "Final Evaluation", and "Checkpoint 2". A red circle with the number 3 points to the "Milestones" text box. At the bottom, there is a "Save" button highlighted with a red circle and the number 4.

**Note:** Milestones only appear in LiveText Legacy. LiveText C1 users will not have this feature available at this time.

## CREATING AND SHARING RUBRICS

### Distribute Assessment Documents

Developing a solid plan for organizing assessment documents is integral to a successful assessment system. LiveText encourages Coordinators and Administrators to establish and communicate the following rules when creating assessments in LiveText.

1. Assessments should never be saved as templates. Each assessment document stores its own data. In other words, if faculty members perform assessments using different assessment documents then the data will be separate. Since data from separate assessment documents cannot be coalesced, create one assessment document and share this document with faculty for their use.
2. Assessments should never be copied. Do not allow users to create copies of a shared assessment. Each assessment document stores its own data. Creating copies of assessment documents will create additional datasets.
3. Assessments should be shared with users as viewers for non-course based assessment. Allow assessors to view but not edit the assessment document. During the creation and development of the assessment document, administrators and faculty should establish editing policies. Once the development is complete, the assessment document should only be shared for viewing rights from the Admin Account. Keep in mind that any changes to an assessment document will change the outcome of data that has already been collected. To properly aggregate data, keep the assessment document and methods used for collecting data consistent.
4. Establish consistent naming conventions. Consider using dates, course numbers, and the assignment type in the titles to track copies and changes to the assessment documents. Examples include:
  - a. MKTG 301 Case Study Assmnt F07
  - b. NAEYC Lit Dev Obsrv Assmnt F07Accurate naming conventions will support faculty in choosing the proper assessment tool to use against student work.
5. Communicate submission procedures to faculty members. When submitting an assessment, the assessor must select a milestone, if available, and a reporting type. Milestones are intended to specify stages or points in development for larger assignments that are assessed over time against the same assessment document. "Reporting" is mandatory and is intended to differentiate between a formative and summative assessment. Use "Practice" for formative assessments and "Official" for summative assessments. In C1 assignments, Request Resubmission and Submit Assessment procedures should be discussed.

## Share Assessment Documents with the Admin Account

An assessment document may be created in the Admin Account or within other accounts. If an assessment document is created in the Admin Account, this approach requires that the LiveText Coordinator(s) create each assessment. Alternately, assessment documents may be created in other accounts (i.e., faculty) and then shared with the Admin Account. It is recommended that assessment documents created in other accounts are titled “draft.” This should be done before any assessment data is collected. This process protects and consolidates the data. This









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### Create a Course Assignment for a Rubric in C1

LiveText C1 distributes materials needed for assessment activities differently than the Legacy version. C1 automates many tasks that required users to perform, such as selecting rubrics, selecting templates, and removing unnecessary items from faculty members' accounts.

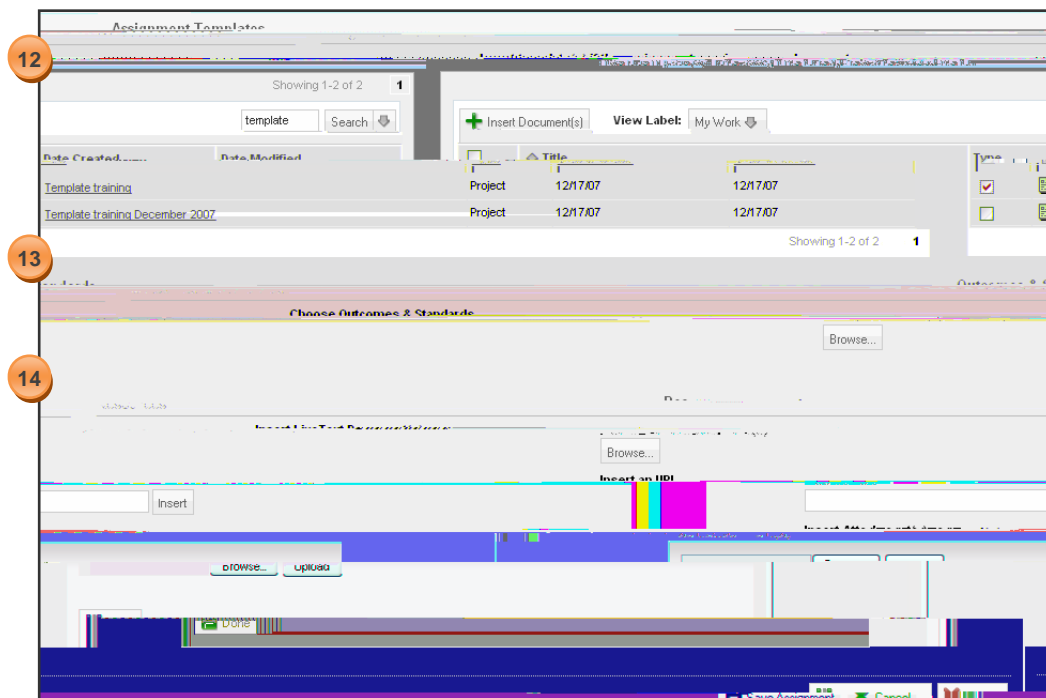
1. Click the **Courses** tab located in the top center of the screen.
2. Click the title of the Course Code or Course Name within the All Courses area.

3TD-0.0002 Tc-0.0022 Tw[ tab lo)5.1(cat)8.23tn23



## CREATING AND SHARING RUBRICS

12. Choose an optional **Assignment Template** to be used by students if a new document will need to be created. If the assignment requires students to submit an existing document, leave this blank
  - a. Click the **Browse...** button.
  - b. Select a Label (e.g. My Work, Inbox, or a custom label) where the document is located or search.
  - c. Check the box to the right of the desired template(s).
  - d. Click the **Insert Document(s)** button.
13. Choose additional Outcomes & Standards that need to be associated with the assignment.
14. In the resources section, attach any additional LiveText documents to be viewed by the students.
  - a. Click the **Browse...** button.
  - b. Select a Label (e.g. My Work, Inbox, or a custom label) where the document is located or search.
  - c. Check the box to the right of the desired document(s).
  - d. Click the **Insert Document(s)** button.
  - e. Add web resources by typing the URL of the site and pressing the **Insert** button
  - f. Attach any files, such as Word Documents or PDF files by clicking the **Browse...** button to find the file on the local hard drives and clicking the **Upload** button. Be sure to press the **Done** button when finished.



## CREATING AND SHARING RUBRICS

# Maintaining and Versioning Assessment Documents

Administrators will most likely make changes to the assessment documents based on feedback from the faculty members. Changing assessment documents is part of a healthy assessment system.

## Data-Safe Changes

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Data-safe changes are changes which do not invalidate assessment data or assessment reports. Data-safe changes may be made to an assessment document at any time.

Data-safe changes include the following:

- Correcting typographical errors
- Adding points in a rubric level (column)
- Adding, changing, or deleting standards in a rubric element (row)

## Data-Unsafe Changes

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Data-unsafe changes are changes which invalidate assessment data or assessment reports. Data-unsafe changes may be made to an assessment document before any data has been collected (before the assessment document has been used to assess). Data-unsafe changes may not be made to an assessment document after any data has been collected (after the assessment document has been used to assess).

Data-unsafe changes include the following:

- Adding or deleting rubric levels (columns)
- Adding or deleting rubric elements (rows)
- Correcting semantic errors
- Adding, changing, or deleting milestones
- Changing or deleting level (column) points in a rubric
- Adding, changing, or deleting element (row) weights in a rubric
- Changing performance criteria (cell) in a rubric

## Copy, Modify and Share an Assessment

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