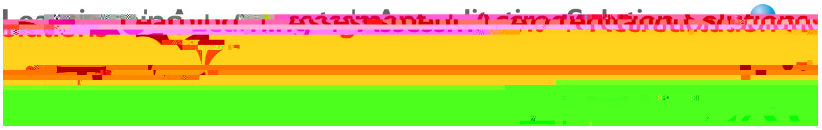


Awaiting Submission 7

When users of LiveText register their accounts they become one of three distinct

1. Click the tab located at the top of the screen.

In many assignments, it is best practice to provide students with a copy of the assessment rubric before they begin their assignment. This provides students with an understanding of the expectations and criteria for assessment. Administrators and instructors may provide assessment rubric(s) by adding it as a Resource in the Assignment Details. However, the shared access of the assessment must be set as a Public URL or shared with individual users or groups.

1. While creating/editing an assignment, scroll down to the area. The Resources area is the final section in the Assignment Details tab.
2. Click the button in the Insert LiveText Document(s) area.
3. An Insert LiveText Link pop-up window will open.
4. Select a Label (e.g. My Work, Inbox, or a custom label) where the document is listed.
5. Select the checkbox located to the left of each document to be added.
6. Click the button.
7. Click the button.

1. Click the title of the LiveText document that is to be shared from the Documents tab.
2. Click the button.
3. Click the link located within the Share window.
4. Click the link located in the top right corner of the screen.
5. Select the radio button to the left of .
6. Click the button.

LiveText users who have experience with the legacy version may be familiar with accessing existing school or university domain templates by clicking the button, and/or posting new templates by clicking the

link within a document. The New Generation provides instructors and administrators with the ability to post documents as templates within assignments. However, domain templates accessed by users from the button can only be created by users with Template Administration Rights.

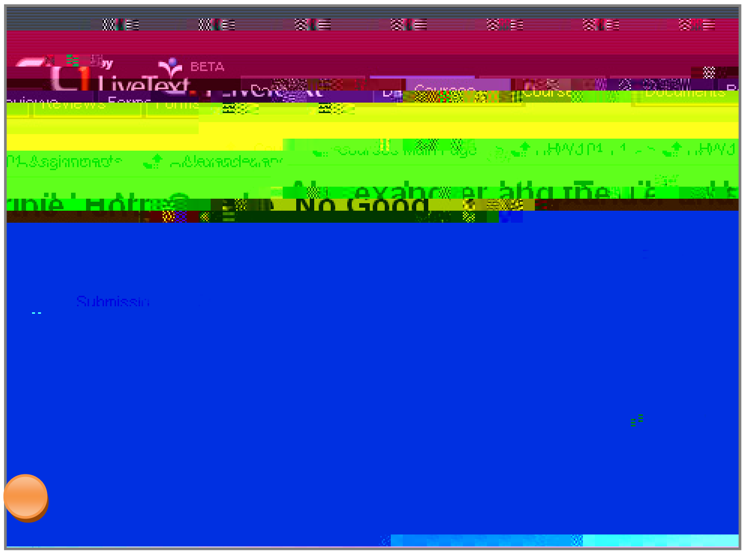
LiveText users who have experience with the assessment process in the legacy version may be familiar with Milestones for tracking student progress and disaggregation during data reporting. For example, a student may be assessed with the same assessment rubric(s) on four lesson plans or case studies218w[ssma cout ea asses

The student submission area will open. The top section within this area displays the Student’s Name, Submission Date (if submitted), Assignment History (if the assignment was previously submitted), the Submission Status (e.g. Awaiting Submission, Awaiting Assessment), as well as options to Save, Request Resubmission, Submit Assessment, or Cancel. This area will also display any student comments and artifacts submitted (e.g. LiveText document, web link, attachment). There are also two tabs displayed below the submission and artifact information: Grade/Comments and Assessment Rubrics (if applicable).

If the submission includes a LiveText document the document, will open automatically with a Table of Contents. Click the page titles within the Table of Contents to review the content and provide optional comments. Instructors may click and open any non-LiveText artifact (e.g. MS Word document, web link). However, the review and comment feature is n7i16.7t7.3(m) n7i16.7 n documents.

e a aes(provie)5.5(ed t(splcel com)6.9(m)0)9(e)5.5(r)-0.5nts.

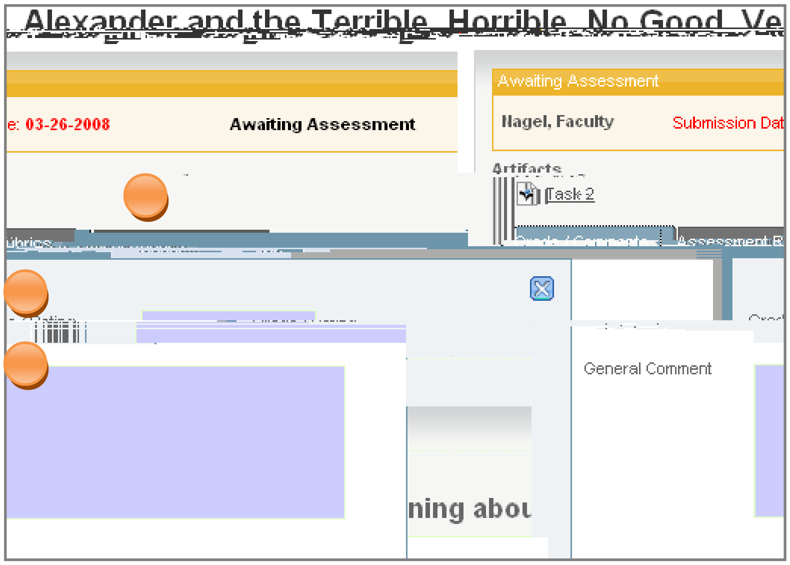
3. To add comments click on .



4. Comments can also be inserted at the text level by clicking on the word or text where a comment should be provided.
5. Enter a comment in the text box.
6. Click the icon located in the top left of the comment window.

The save feature for the comments appears as a green diskette to the left of the gray

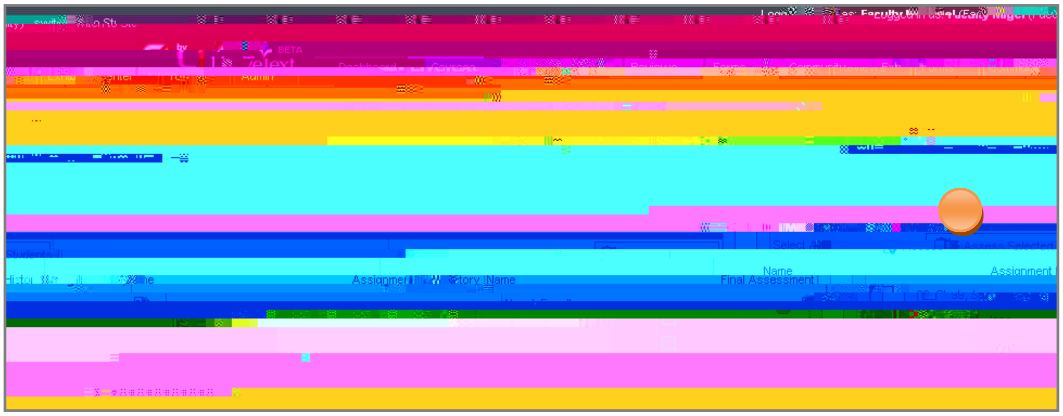
1. Within the student submission click the tab.


Alexander and the Terrible, Horrible, No Good, Ve
e: 03-26-2008
Awaiting Assessment
Awaiting Assessment
Nagel, Faculty
Submission Dat
Artifacts
Task 2
ubrics
Grade / Comments
Assessment R
General Comment
ning abou

2. Enter a Grade/Rating.
3. Enter a General Comment.

If the Publish Grades checkbox is selected in the Assignment Details, assessments will be published to students upon assessment. However, if the Publish Grades checkbox is not selected, assessments will not be ready for release to students until all students in the class have been assessed. Once all students have been assessed, the Publish Grades button will be displayed within the Submissions & Grades tab.

1. From the dashboard view, click the on the that corresponds with the assignment.
2. The tab will open.
3. Click the button located in the top right corner of the Completed column to publish all of the grades to the students.

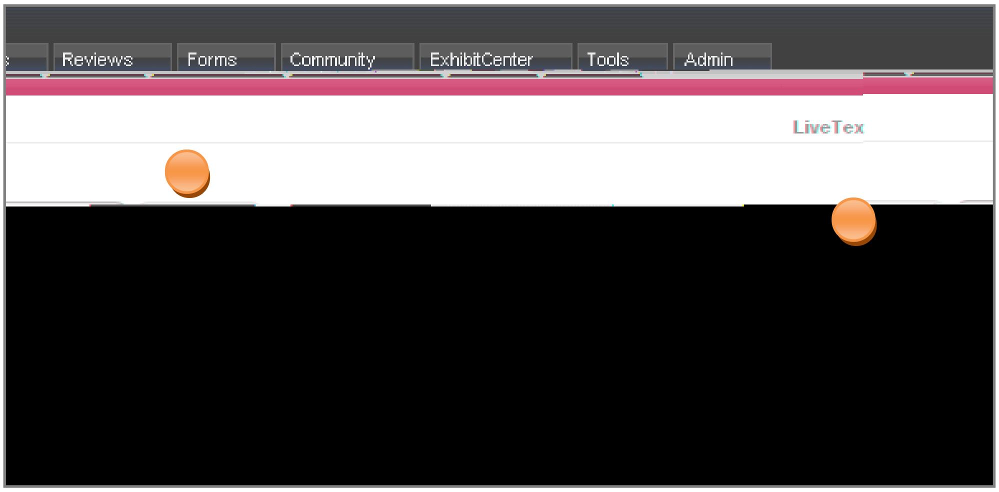


To publish grades all of the students in the course must be assessed before the instructor can publish the grades

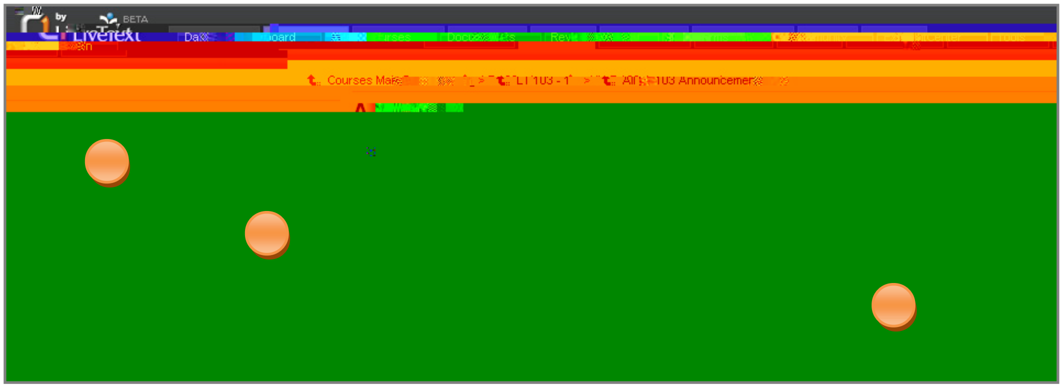
Assessments may be moved back to the status after they have been submitted and/or published to students.

1. From the click the Assignment Progress Bar that corresponds with the assignment.
2. The tab will open.
3. In the Completed column click the name of the student associated with the assessment to be modified.
4. Click the button.
5. The student submission status in the Assignment Progress Bar and within the Submission & Grades tab will be changed from Completed (green) to Awaiting Assessment (yellow). The information already collect is not deleted.
6. Faculty can now request a resubmission from the student or finish any comments or assessing that is needed.

1. Click the 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.
3. Click the tab. The Announcements tab is the fifth tab from the left within the course page.
4. Click the button located in the top right of the Announcements Overview area.


Reviews
Forms
Community
ExhibitCenter
Tools
Admin
LiveTex

5. Enter a subject in the Announcement Subject box.
6. Enter a message in the Message area.


by
BETA
LiveText

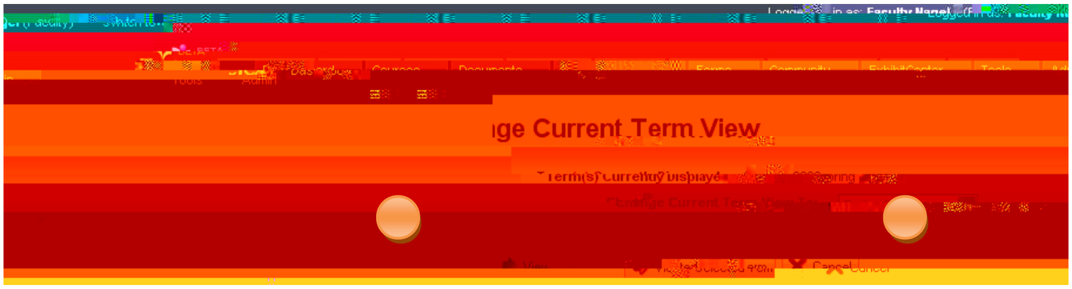
7. Click the button located in the lower right of the Announcement area.

Faculty and admin users are able to assess students on assignments from past terms, but are not able to create or copy assignments for past terms.

Within C1, an academic term is a division of an academic year the time during which a school, college, or university offers courses. These divisions may be called ‘terms’, ‘semesters’, ‘quarters’, or ‘trimesters’, depending on the institution and country. Institutions often define their academic terms in their Student Information System (SIS) including specific start and end dates for each term.

Students and faculty will be able to view multiple terms and adjust settings to display a specific term within the Dashboard tab. Faculty will be able to create, manage, edit, and delete course-based items for future terms in the same way they do for the current term.

1. From within the or tab click the link located near the top right of the screen.
2. Select a term from the dropdown menu.
3. Click the button.



4. The Dashboard will display the courses, assignments, and announcements associated with the term selected.

2. If the assignment includes an Assignment Template the selected roN6wwild appea]T1r withi5.4(dment inle)5.A4(n)-0.6(meate t)(l)05.4(Detai)5.4(ds tab. .7964 --1.7186 TD24.0025 Tw[(www)

3. In the Page choose a folder from the dropdown menu.
4. Choose a .
5. Enter a
6. Enter a (Optional).
7. Click the

The document will open and is ready for use. Follow any of the options below to modify the content and/or structure of the document.

1. Click the button located to the right of each corresponding section to add or modify content. Options for editing within each section will vary based on the section type (e.g. Text & Image, Standards, Resources, Rubric and Form Viewer).
2. When finished click the button located in the top right corner of the Edit Section screen.
3. Click the button located in the top right corner of the page to create, sort, hide, unhide, edit titles, copy, delete, and edit sections within a page.
4. When finished, click the button located in the top right corner of the Edit Page screen.
5. Click the tab to create, sort, hide, unhide, edit titles, copy, delete, and edit pages within a document. The tab is the third tab from the left within the document.
6. When finished click the button located in the top right corner of the page.

C1 by LiveText BETA
Courses
Reviews
Forms
Community
ExhibitCenter
Tools
Admin

7. Click the tab to modify the document Title, Description, Type and/or Layout. The tab is the second tab from the left and is located between the Document View and Manage Pages tabs.

8. When finished click the button on the lower right side of the page.

1. Choose the course of the assignment to be submitted from the right side of the page.

2. Go to the Tab.
3. Click the

5. The Submission tab will open with method(s) for submitting an artifact including

From the student Dashboard and A