Instructor LiveText Guide: Just the Basics
(you need to know)

Overview: Referencing this guide, instructors should be able to sign in to LiveText, create a LiveText assignment and assess submissions such as signature assessments and the NCE dispositions assessments. For further LiveText support please contact the NLU IT Helpdesk or email us at livetext@nl.edu.

Table of Contents

About LiveText

LiveText is an online assessment platform the National College of Education uses to collect data on student learning. The College of Education uses empirical data collected through LiveText as a means for tracking student performance and progress toward learning outcomes. Empirical evidence of learning obtained through LiveText also plays a critical role in maintaining accreditation status.

Sign in to LiveText

1. Open any popular web browser and visit https://www.livetext.com/.
2. Hover your cursor over the Login link in the upper right hand corner of the page.
3. Enter your user name and password. Then click Login.
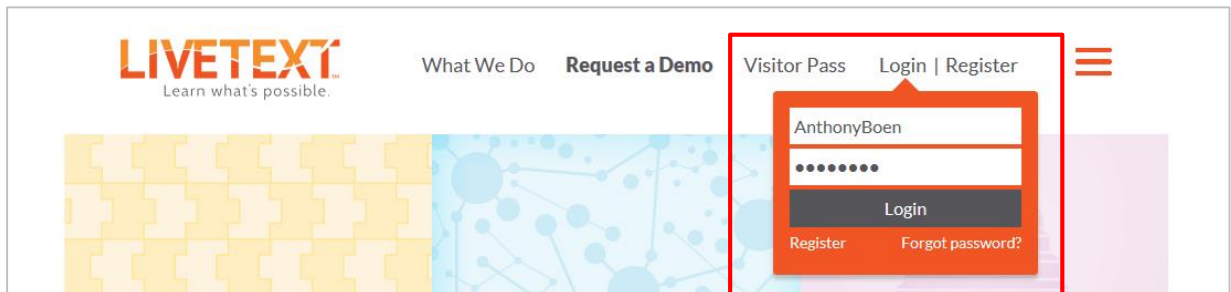
If you have forgotten your login information please click the Forgot Password link to recover your information. Otherwise contact LiveText customer support: https://www.livetext.com/contact/.
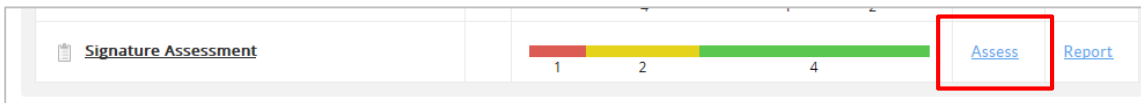
Assess Submissions

Current assessments are listed on the Dashboard. The colored progress bar next to each assessment indicates the progress of the assessment. The red portion signifies the number of students who have not yet submitted their work. The yellow portion indicates students who have submitted their work and are awaiting assessment by an instructor. And the green portion indicates the number of student assessments that have been submitted and assessed.

1. Begin on the Dashboard.
2. Select the appropriate term from the Term dropdown menu
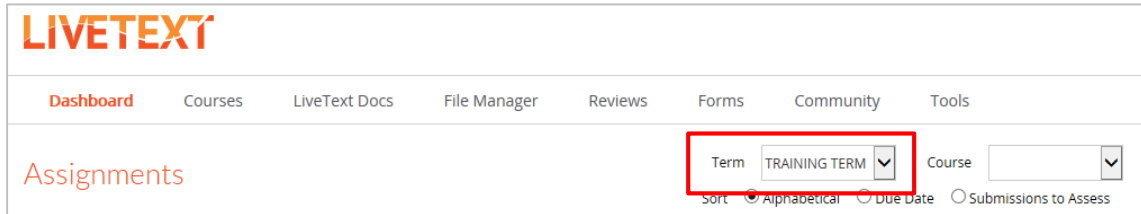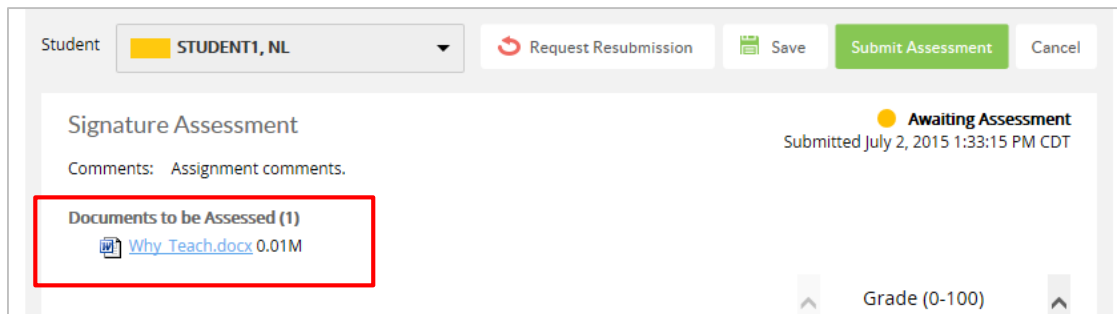

3. Click the **Assess** link in the row of the assessment you wish to assess.

4. In the center (yellow) column, click the name of the student you wish to assess.

5. Review the attached submission(s) located along the left hand side of the page.

6. If there is an accompanying rubric, click the **Expand Rubric** button in the right hand column. In the new window, select the levels you wish to assign. Note the score as a percentage, then close the tab at the top of your web browser (see the 3rd image below). Levels chosen and feedback left will be automatically saved.
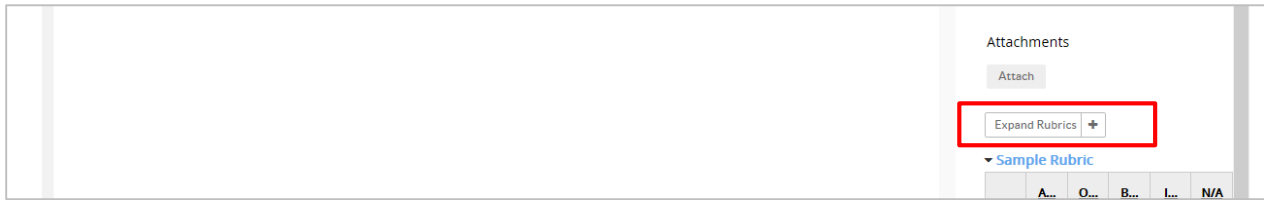

Sample Rubric

|	Above Expectations (3 pts)	On Target (2 pts)	Below Expectations (1 pt)	Incomplete / Missing (0 pt)	N/A
Organization (1.000, 33%)	✔ The document was well organized with no errors.	The document was well organized with no errors.	The document needs to be better organized. Did not meet standards.	The writer made no attempt to correctly organize the document.	N/A
Content (1.000, 33%)	✔ All required content was addressed and elaborated upon.	All required content was addressed.	Some required content was missing from the document.	All or most required content was not included on the document.	N/A
Spelling and Grammar (1.000, 33%)	No spelling or grammar errors were present.	✔ The document included very few spelling and grammar errors.	The document included numerous spelling and grammar errors.	The writer made little or no effort to produce a college level document.	N/A
					8.000 pts 88.89%
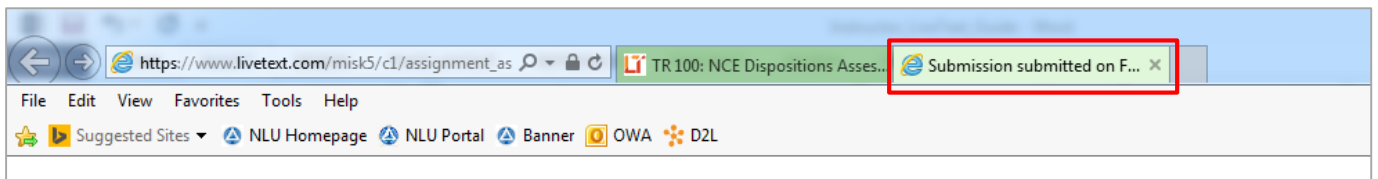
7. Enter the student's grade as a percentage (out of 100) in the Grade (0-100) textbox. This does not have to be the same as the rubric grade.
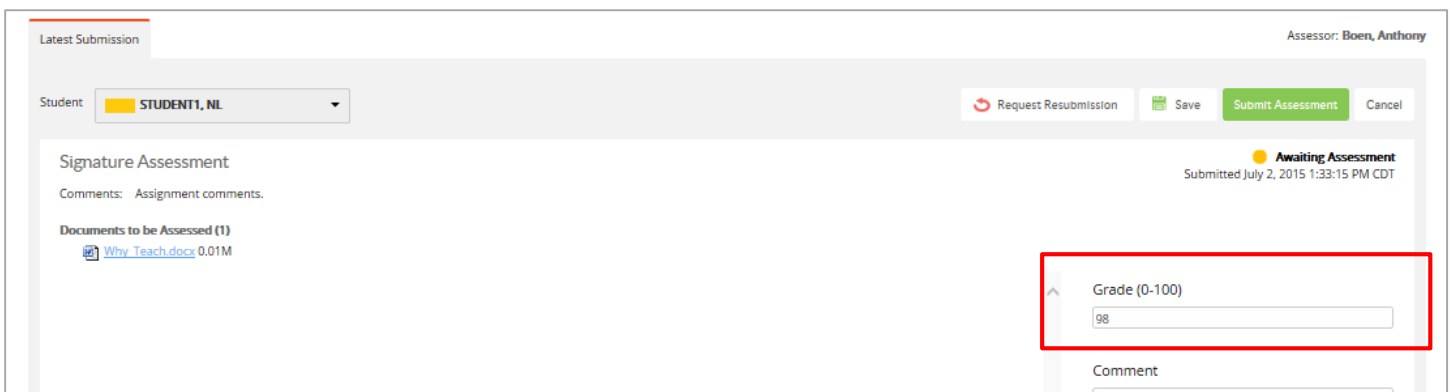
8. (Optional) Enter your general feedback for the assessment in the Comment textbox.
9. (Optional) Attach files you wish the student to review.

10. Click on **Submit Assessment**.
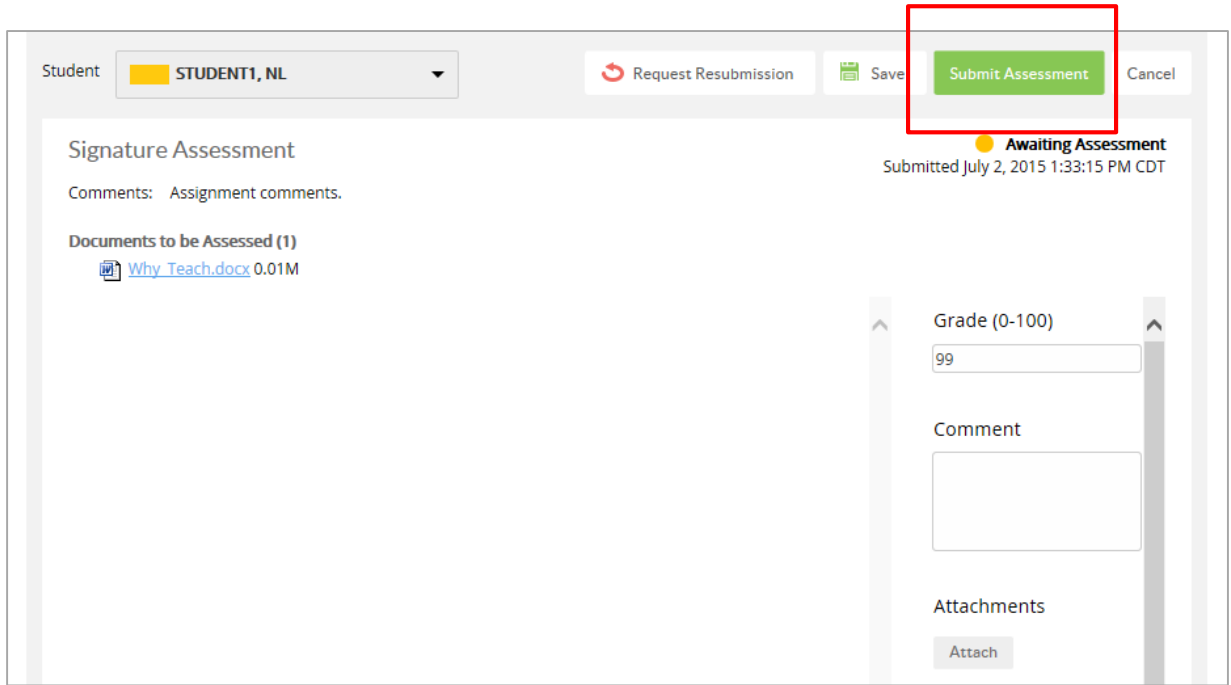
11. (Optional) Manually copy scores from LiveText into your D2L gradebook if you wish to transfer the grade from LiveText to D2L.

Assessing Disposition Assessments

1. Begin on the Dashboard. This is the first page you see after logging in to LiveText.
2. Select the appropriate term from the Term dropdown menu.
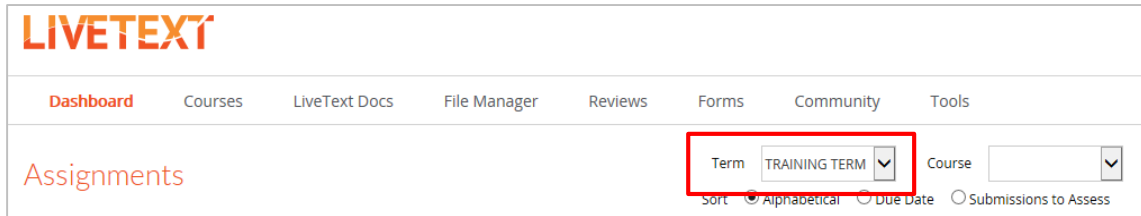
3. Click the **Assess** link in the row of the NCE dispositions assessment you wish to assess.
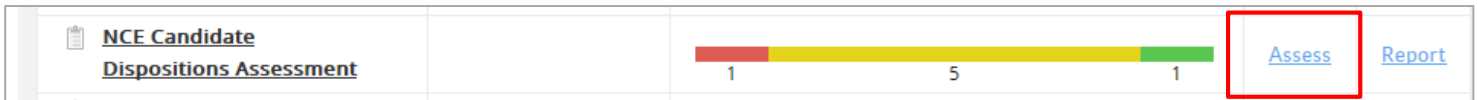
4. In the center (yellow) column, click the name of the student you wish to assess.

5. Review the attached student submission located along the left hand side of the page. In this case a single PDF document should be listed.


6. Click the **Expand Rubric** button in the right hand column. A rubric will open in a new tab.
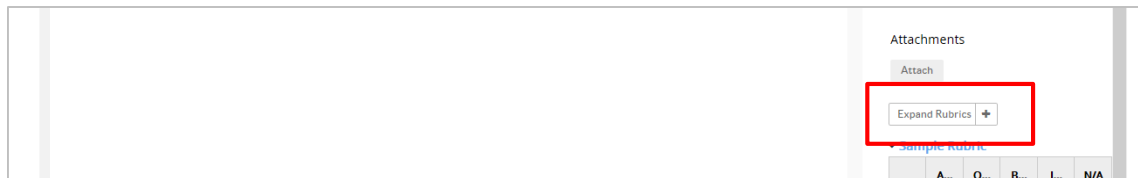
7. Complete the Dispositions Evaluation and Dispositions Summary sections for each of the six criterion:

   a. Dispositions Evaluation - Click on the levels of proficiency for each element. You may also add comments by clicking the Add Comment 🗩 button underneath each criterion.
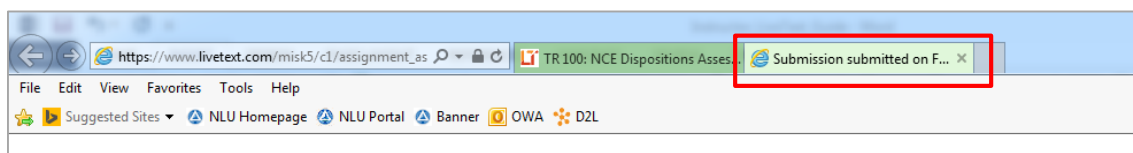
   *PLEASE NOTE: Unless directed to do so, the N/A column **should not be used** for the Dispositions Assessment.*

   b. Dispositions **Summary** – For each SUMMARY criterion, select the N/A level of performance. Then click the Add Comment 🗩 button and provide a summary of feedback or rationale for your decisions on the related category.

8. Close the rubric tab to return to LiveText. Your ratings and comments are automatically saved.

9. Click the green Submit Assessment button to submit the assessment. Your feedback will be immediately available to the student.
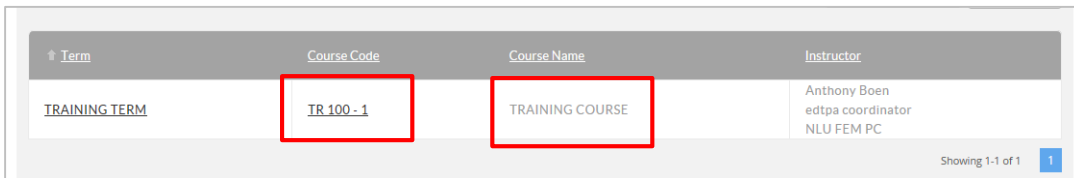

You may also request a resubmission by clicking the Request Resubmission button near the top of the assessment page.
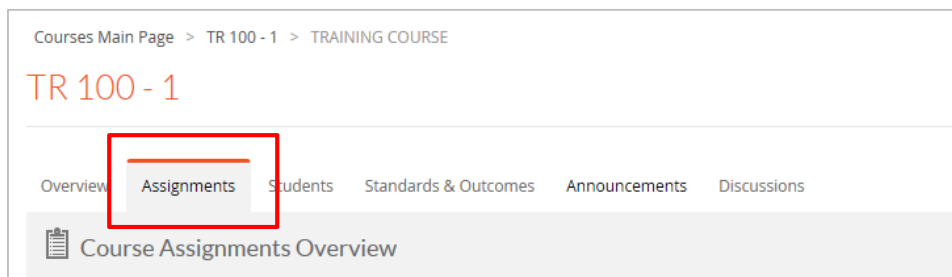
Create an Assignment

1. Begin on the Dashboard. This is the first page you see when you log in to LiveText.
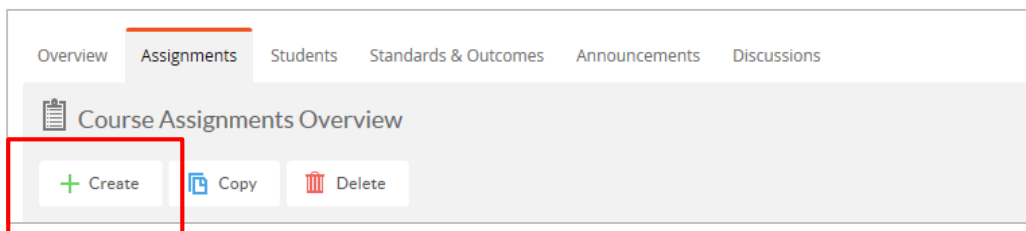2. Click the **Courses** tab located in the top center of the screen.
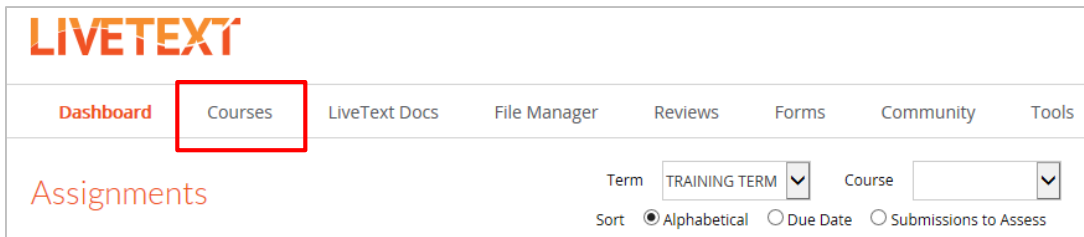
3. Click the **Course Code** or **Course Name** within the All Courses area.
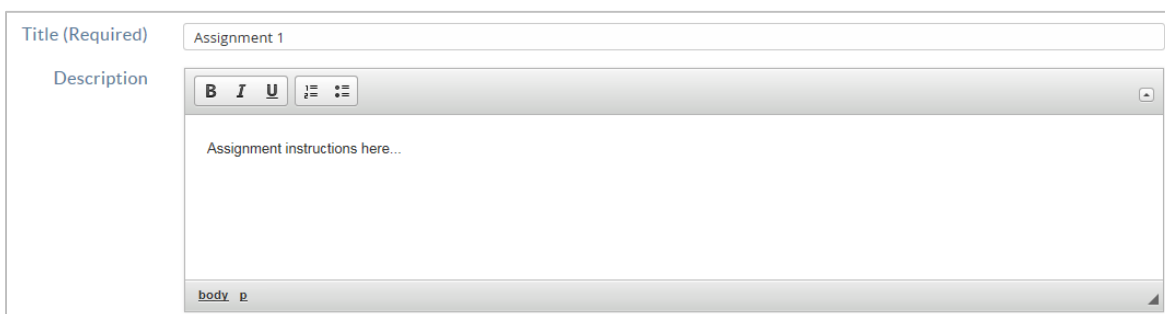

4. Click the **Assignments** tab located under the course title.

5. Click the **Create** button located in the top left of the Course Assignments Overview area.

6. Enter a Title for the assignment.
7. In the Description textbox, enter your assignment instructions.

8. Select a Due Date and time for the assignment by clicking the **Show More** link under the Availability section.

Availability	
Due Date	[_____] 📅 [____ ▼] CST
Post	⦿ Post now ◯ Post on... ◯ Do not post it yet

As of February 2016 the only college-wide assignments which must be completed in LiveText include the NCE Dispositions Assessments and program or course specific Signature Assessments. LiveText assessments for both will be created for you.

Frequently Asked Questions

How should my students access LiveText assignments?

Instruct them to log in to LiveText through www.livetext.com. After signing in they will immediately see a listing of their current assessments on the dashboard. They may need to select the appropriate term using the Term dropdown menu.

Where can my students and I find LiveText support?

Students can find reference guides and support online at http://www.nl.edu/livetext.

What if I don't see my Signature Assessment or NCE Dispositions Assessment in my course?

Please contact livetext@nl.edu so that we can troubleshoot the cause of the missing assessment.

What if I have reviewed all the material available at http://www.nl.edu/livetext, but still have questions?

Send your questions to livetext@nl.edu.

Where can I get face-to-face LiveText support?

Request a meeting by emailing livetext@nl.edu. LiveText support is also available at **most** (not all) D2L Open Lab sessions.