



Faculty Frequently Asked Questions

Web Browser Settings

Q: [What is LiveText's Recommended Browser?](#)

A: LiveText s recommended web browser is FireFox (version 1.0 or greater). To download FireFox free of charge, visit www.getfirefox.com.

LiveText also supports Internet Explorer, version 6.0 or greater, and Safari, version 2.0 or greater. While all tools in the LiveText suite are compatible with Safari, some document formatting capabilities are limited.

Assessing an Assignment

Q: [How do I assess a student's assignment?](#)

A: Follow these steps:

1. From the Dashboard click the **Assignment Progress Bar** that corresponds with the assignment to be assessed.
2. The **Submissions & Grades** tab will open. This tab corresponds with the **Assignment Progress Bar** and displays the names of students identified as: **Awaiting Submission, Awaiting Assessment**, or assessments that have been **Completed**.
3. Select the checkbox to the left of each student awaiting to be assessed (in the yellow) or click on the student's name to individually assess.
4. Click the **Assess Selected Students** button.

Note:

If you place check marks in the boxes to select students, you must follow step 4 to assess students. By clicking on student's names without using the checkboxes, you automatically are taken to the assessment. On the **Submissions & Grades** tab, a new information message appears when you select a student(s) in the red **Awaiting Submission** column. The message will inform you that ask you are about to move the selected student(s) from the red **Awaiting Submission** column into the yellow **Awaiting Assessment** column, removing the student's ability to submit for the assignment unless **Request Resubmission** is selected.

Add Comments

1. Assessors are able to place comments at the document level, page level and section level.
2. Within the student's work, click the **Add Comment** icon.
3. Enter a comment into the text box and click the  icon.
4. To modify a comment, click the  icon located next to the comment you wish to change.
5. Comments may also be inserted at the text level by clicking on the word or text on which to place the comment.
6. Enter text and click the  icon to save changes.

Assess with a Rubric

1. Within the student submission status box, click the **Assessment Rubrics** button.

2. Select your rubric if there are multiple rubrics.
3. Click the cell to select the performance level for each element of the rubric.
4. Click the title of the performance level to select the same performance level for all elements.
5. Click the  icon located to the right of each element title and enter a comment.
6. The docked rubric automatically saves when you click the **Save, Request Resubmission**, or **Submit Assessment** action buttons.

Note:

When you begin assessing with a rubric, you will notice that a rubrics container populates on top of the active browser window, below and to the left of the student status submission box. You will have the ability undock the container for side-by-side viewing if necessary.

Enter a Grade and Comments

1. Within the student submission status box, enter a grade into the **Grade** text box.
2. Within the student submission status box, enter general comments into the **Comment** text box.

Note:

Assessors can download, comment on, and re-attach student attachments during the assessment process. This enhancement allows for greater flexibility in assessing with evaluation within the student's native document file format, improved and expanded assessor-assessee communication, and additional abilities to provide comments and feedback other than through conventional LiveText capabilities.

Evaluate and Re-attach a Submitted Attachment

1. Download and open the submitted file attachment(s).
2. Review, comment on, and modify within the native file format.
3. Save this file to your computer.
4. To re-attach this submitted file with your comments, click the **Attachment** button, browse your computer to find the saved file, and re-attach to your assessment.

Complete the Assessment Process

After the submission has been reviewed and/or assessed, instructors may **Save, Request Resubmission, Submit Assessment**, or **Cancel** the assessment. These buttons are located in the top right of the student submission area.

 The **Save** button will save all comments, grades, and/or scoring on assessment rubrics, but will not submit the assessment. Instructors can select the student from the Awaiting Assessment column within the **Submissions & Grades** tab, and continue reviewing and assessing the student.

 The **Request Resubmission** button will change the status of the assignment on the student's Dashboard from View Latest Submission (yellow) to Resubmit Assignment (red). It will also change the status on the **Assignment Progress Bar** and **Submissions & Grades** area in the faculty's view from Awaiting Assessment (yellow) to Awaiting Submission (red).

The student will be able to view any comments, grades, and/or scoring on assessment rubrics to the student.

 The **Submit Assessment** button will save all comments, grades, and/or scoring on assessment rubrics, and will complete the assessment process. The status on the **Assignment Progress Bar** and **Submissions & Grades** area in the faculty's view will change from Awaiting Submission (red) or Awaiting Assessment (yellow) to Complete (green).

Submitting an assessment does not always imply that the assessments have been submitted or published to students. Instructors are able to adjust settings to release assessments to students at the time of assessment, or to publish the assessments to multiple students within the course at the same time.

 The **Cancel** button will cancel all comments, grades, and/or scoring on assessment rubrics not submitted.

Q: How do I view an assessment that I have completed for a student's assignment?

A: Follow these steps:

1. From the **Dashboard** click the **Assignment Progress Bar** that corresponds with the assignment assessment to be viewed.
2. The **Submissions & Grades** tab will open. This tab corresponds with the **Assignment Progress Bar** and displays the names of students identified as: **Awaiting Submission, Awaiting Assessment**, or assessments that have been **Completed**.
3. Click on the student's name.
4. If the student has submitted more than one submission in the past, a **Previous Submissions** tab will display on the top section of the page.
5. Click the tab and use the drop down menu next to Submission Date to view previous submissions and corresponding assessments.

Q: How do I request an assignment resubmission from a student?

A: Follow these steps:

1. From the **Dashboard**, click the **Assignment Progress Bar** that corresponds with the assignment to be assessed.
2. The **Submissions & Grades** tab will open. This tab corresponds with the **Assignment Progress Bar** and displays the names of students identified as: **Awaiting Submission, Awaiting Assessment**, or assessments that have been **Completed**.
3. Click on the assessed student's name (in the green).
4. Click the **Undo Assessment** button located on the top right of the **Submissions & Grades** tab.
5. From the **Awaiting Assessment** list, click the student's name whose assessment was undone.
6. Click the **Request Resubmission** button located on the top section of the student submission page.

Note:

The **Request Resubmission** button will change the status of the assignment on the student's Dashboard from Awaiting Assessment (yellow) to Resubmit Assignment (red). It will also change the status on the **Assignment Progress Bar** and **Submissions & Grades** area in the faculty's view from Awaiting Assessment (yellow) to Awaiting Submission (red)

Q: Does Undo Assessment delete the assessment?

A: No. Clicking the Undo Assessment button does not delete the assessment. The student submission status in the Assignment Progress Bar and within the Submissions & Grades tab will be changed from Completed (green) to Awaiting Assessment (yellow). The information already collected is not deleted. Faculty can now request a resubmission from the student.

Q: When does the status bar leave the instructor's Dashboard?

A: The status bar comes off an instructor's Dashboard once all students have submitted the assignment and have been assessed.

Reviewing a LiveText Document

Q: How do I review a document submitted from a student's Documents tab?

A: Follow these steps:

1. Click the **Reviews** tab located in the top center of the screen.
2. Click a tab or Label (e.g. Inbox) within the **Reviews** area to select which reviews are displayed.

3. Click the title of the document to be reviewed.

Note:

The version of the reviewee's document is frozen at the date and time of submission. The version, date, and time are indicated on each version of the review.

Add Document, Page, or Section Level Comments (Optional)

1. While reviewing the document, click the **Add Comment** links located on the left side to add review comments at the document, page, or section level.
2. Enter a comment in the text box.
3. Click the  icon located at the top left of the comment window.
4. The comments will be displayed with a comment icon to the left.

Add Text Level Comments (Optional)

1. Click the word or text where a comment should be provided.
2. Enter a comment into the text box.
3. Click the  icon located at the top left of the comment window.

Note:

After submission, the **Reviews** area will open. Repeat the steps to review additional document submissions.

Submit Review

When finished reviewing and/or adding comments, click the **Submit Review** button. By clicking the **Submit Review** button, the review is submitted to the reviewee.