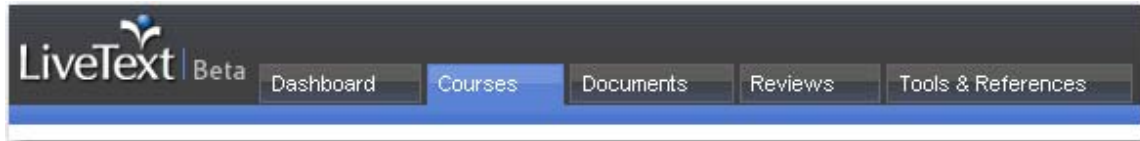


Instructions for Creating an Assignment

1. Sign on to LiveText.
2. You may create a Document for an Assignment Template, and a Rubric for assessing the assignment by using the instructions found on the Help Documents for “Creating a Document” and “Creating a Rubric.”
3. Click on the “Courses” tab.

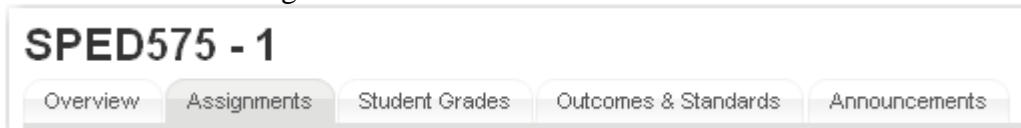


4. Click on the course for which you wish to create an assignment.

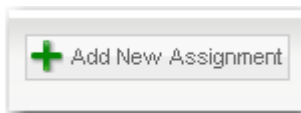
A screenshot of the 'All Courses' page. It features a table with two columns: 'Course Code' and 'Course Name'. Each row has a small icon to the left of the course code.

Course Code	Course Name
SPED575 - 1	EDU PROC:STUDENTS WITH MD/SD
WPDC480 - 600	WINTHROP PROFESSIONAL DEV COURSE
EDUC475 - EDUC475	INTERIM REFLECTIVE PRACTICE

5. Click on the “Assignments” tab.



6. Click on the button for “Add New Assignment” at the top right hand corner of the screen.



7. Enter a Title and Description (description is optional.)

New Assignment

Assignment Details

Title (Required)

Description

8. Choose an option for “Post Date.”

Post Date

Due Date

9. Fill in the required fields for “Due Date.”

Due Date

10. IMPORTANT--For all KEY assignments, skip this step for now and move onto the next step. More information on how to handle key assignments will be at the end of this document* For all NON- KEY assignments, choose an assessment method by clicking “Browse.”

Assessment Method

Choose an assessment method

11. This takes you to a pop up box containing all of your documents that were created as “Assessments.” To view an Assessment, click on “View” at the right hand side of the screen. To choose the appropriate Assessment, click on “Select” at the right side of the screen.

Assessment Chooser

Materials:

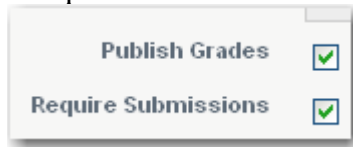
(showing 1-5 of 5)

Title	Author	Type	
SPED 575 Rubric COACH Assignment	Winthrop University College of Education	Assessment	view select
Special Ed LDED Mild Internship Evaluation	Winthrop University College of Education	Assessment	view select
SPED 575 Lesson Plan Rubric	Caroline Everington	Assessment	view select
SPED 575 Assistive Technology Assessment and Plan Rubric	Caroline Everington	Assessment	view select
SPED 575 Assistive Technology Assessment and Plan Rubric	Winthrop University College of Education	Assessment	view select

12. Back at the “New Assignment” screen, you have the option to remove the selected Assessment by clicking the “Remove” button.



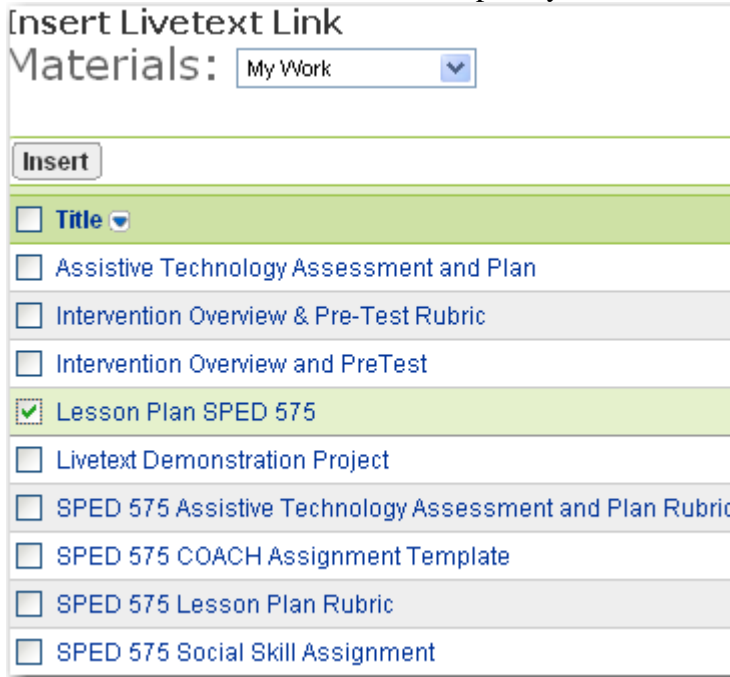
13. Make sure to put a checkmark in the box next to “Publish Grades.” The box next to “Require Submissions” should already have a checkmark in it.



14. If you wish to insert an assignment template, click on “Browse.”



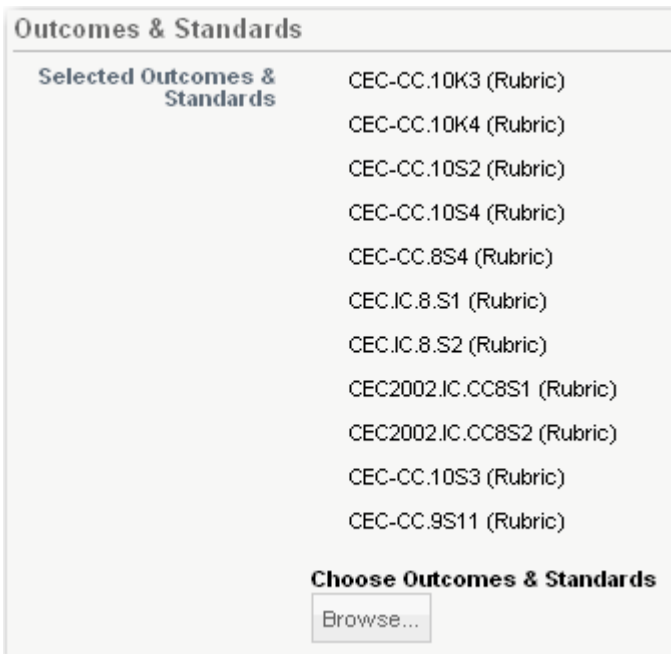
15. This takes you to a popup box containing all of documents you have created. Place a checkmark in the box beside the template you want to use, then click the “Insert” button.



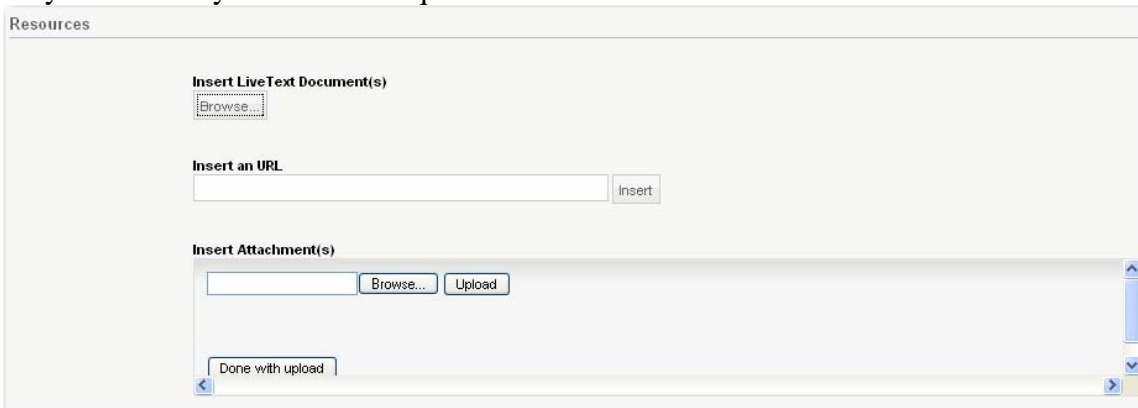
16. Back at the “New Assignment” screen, you again have the option to remove the template you selected by clicking the “Remove” button.



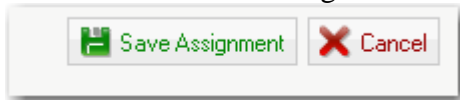
17. If you have attached an Assessment rubric that included Outcomes & Standards, Outcomes & Standards will automatically appear. If not, you can click “Browse” to add Outcomes & Standards.



18. Under “Resources” you can insert a LiveText document, a URL or an attachment to aid your students in completing their assignment. The Resource functions will be used only occasionally and are not required.



19. Click on “Save Assignment.”



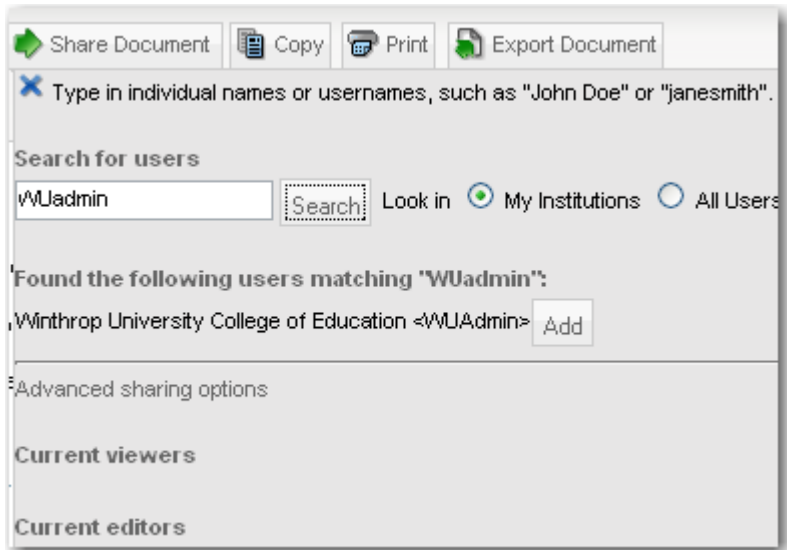
20. This takes you to a summary screen with all of your assignment’s details. If you wish to “Copy,” “Edit” or “Delete” your assignment, click on the proper button. Otherwise, your assignment is active. You may return to the “Dashboard” by clicking on that tab.

A screenshot of a web application interface titled "Livetext Demonstration Assignment". It features two tabs: "Assignment Details" (selected) and "Submissions & Grades". In the top right corner, there are three buttons: "Copy", "Edit", and "Delete". The main content is organized into sections: "Assignment Description" (Title: Livetext Demonstration Assignment, Description: Not assigned, Date Assigned: Not assigned, Due Date: November 10, 2007, 4:00 PM), "Assessment Method" (Selected Assessments: SPED 575 Rubric COACH Assignment, Publish Grades: Yes, Submissions Required: Yes), "Assignment Templates" (Selected Assignment Templates: Lesson Plan SPED 575 - View | Use this template), and "Outcomes & Standards" (Selected Outcomes & Standards: CEC-CC.10K3 (Rubric), CEC-CC.10K4 (Rubric), CEC-CC.10S2 (Rubric), CEC-CC.10S4 (Rubric)).

*** IMPORTANT--For all KEY ASSIGNMENTS, do not select an Assessment method when you create an Assignment. Instead, when you create a Rubric for a Key Assignment, you must share the rubric document with Dr. Horton through either the WUadmin account or hortonm account. Click on the “Share Document” tab.**



Insert “WUadmin” or “hortonm” into the textbox and then click “Add” and then “Submit.”



Make sure you sent Dr. Horton an email alerting her that you have shared a Rubric with her and letting her know which Assignment the Rubric should attach. She will attach the Rubric to the Assignment through her LiveText Administration account.