

Instructions for Assessing Students AND Changing a Student's Grade

1. Log onto LiveText. You will be at your Dashboard.

The screenshot shows the LiveText Beta Dashboard with a navigation menu (Dashboard, Courses, Documents, Reviews, Tools & References). Under 'Active Assignments' for 'PHED348 - Section 1', there are five assignment cards, each with a progress bar and a due date:

- Unit Work Sample D3 & D4 - Pre-Assessment Results and Plan:** Progress bar shows 1 (red) and 3 (green). Due: Past Due.
- Lesson Plan 3:** Progress bar shows 1 (red) and 3 (green). Due: Past Due.
- Reflection on Lesson Plan 3:** Progress bar shows 1 (red) and 3 (green). Due: Past Due.
- Lesson Plan 4:** Progress bar shows 3 (red) and 1 (yellow). Due: Due Tomorrow.
- D6 Discussion of Instructional Decision Making:** Progress bar shows 4 (red). Due: Due in 5 days.

2. Click on the Assignment you wish to grade.

The screenshot shows the 'Lesson Plan 4' assignment card. The progress bar indicates 3 (red) and 1 (yellow). The due date is 'Due Tomorrow'.

3. You will be at the following screen:


The screenshot shows the 'Lesson Plan 4' assignment details screen. It has two tabs: 'Assignment Details' and 'Submissions & Grades'. The 'Submissions & Grades' tab is active, showing a table with three columns: 'Awaiting Submission (3)', 'Awaiting Assessment (1)', and 'Completed'.

Awaiting Submission (3)		Awaiting Assessment (1)		Completed	
Select All	Assess Selected Students	Select All	Assess Selected Students	All grades are published	
Name	Assignment History	Name	Assignment History	Name	Final Assessment
<input type="checkbox"/> Hainsel, Bryan		<input type="checkbox"/> Epting, Megan			
<input type="checkbox"/> Smith, Margaret					
<input type="checkbox"/> Trotter, Jacqueline					

4. Your students will be in one of three categories: Awaiting Submission (Red), Awaiting Assessment (Yellow), and Completed (Green). You may assess students in either the Red or Yellow categories. If a student is in the Red category, he or she HAS NOT successfully submitted his or her assignment through LiveText and should refer to the help document "Basic LiveText Student Instructions." You may still assess students in the Red category if they have turned in a hard copy of their assignments to you. Doubleclick on the name of the student you want to Assess, or place a checkmark beside his or her name.

Name
<input checked="" type="checkbox"/> Epting, Megan

5. Click “Assess Selected Students”

 Assess Selected Students
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6. If you are assessing a student who has successfully submitted a LiveText document to you, then his or her submission will appear on the following screen:

Lesson Plan 4

Awaiting Assessment

Epting, Megan	Submission Date: 11-14-2007	Awaiting Assessment
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Artifacts

PHED 348/670 Lesson Plan Template

Grade / Comments Assessment Rubrics

PHED 348/670 Lesson Plan Template

Type

Description Developed by MLH to use in PHED 348 & 670

Logistics

Lesson Info

I have a class of 20 5th graders. Today I will need 10 trainer volleyballs, cones, and a net.

7. Click on Assessment Rubrics.

Grade / Comments	Assessment Rubrics
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8. Your Rubric will appear.

Rubric					
<input type="checkbox"/> Show/Hide Rubric Descriptions		Exemplary (2 pts)	Satisfactory (1 pt)	Unsatisfactory	I/A
Objectives (2, 20%) NASPE-2004.1.1 NASPE-2004.1.6 NASPE-2004.6.5	<input type="checkbox"/>				
Instructional Activities (2, 20%) NASPE-2004.1.3 NASPE-2004.2.3 NASPE-2004.3.1 NASPE-2004.3.2 NASPE-2004.6.4 NASPE-2004.6.5	<input type="checkbox"/>				
Practice Tasks (2, 20%) NASPE-2004.4.2 NASPE-2004.5.1 NASPE-2004.5.2 NASPE-2004.6.3 NASPE-2004.6.4 NASPE-2004.6.5 NASPE-2004.6.9	<input type="checkbox"/>				
Transitions (1, 10%) NASPE-2004.4.1 NASPE-2004.4.2	<input type="checkbox"/>				
Assessment (2, 20%) NASPE-2004.7.2	<input type="checkbox"/>				
Closure (1, 10%)	<input type="checkbox"/>				

9. You can show the Rubric Descriptions by clicking the “Show/Hide Rubric Descriptions” button. You can also hide Rubric Descriptions this way.



10. If you click on the button to show your rubric, your screen will look like this:

Rubric					
<input checked="" type="checkbox"/> Show/Hide Rubric Descriptions		Exemplary (2 pts)	Satisfactory (1 pt)	Unsatisfactory	I/A
Objectives (2, 20%) NASPE-2004.1.1 NASPE-2004.1.6 NASPE-2004.6.5	<input checked="" type="checkbox"/>	1. Objectives are specific and measurable (i.e. action verb or behavior, condition, criteria - ABCC). 2. Multiple objectives in appropriate domains aligned with content. 3. Objectives are developmentally appropriate and related to National Standards (identifies standard). 4. Grammatically correct and concisely written with clarity	1. Objectives are missing either the condition or the criteria. 2. Multiple objectives in appropriate domains, but content is not aligned with content or vice versa. 3. One objective is not developmentally appropriate and/or related to National Standards. 4. One or more grammatical errors (including misspelled words).	1. Objectives are missing both the condition and the criteria. 2. Objectives are not measurable (just activity statements) or are not aligned to identified content. 3. More than one objective is not developmentally appropriate and/or related to National Standards. 4. Two or more grammatical errors or misspelled words.	
Comment:		Add condition and criteria to your objectives			
Instructional Activities (2, 20%) NASPE-2004.1.3 NASPE-2004.2.3 NASPE-2004.3.1 NASPE-2004.3.2 NASPE-2004.6.4 NASPE-2004.6.5	<input checked="" type="checkbox"/>	1. All learning activities are linked to lesson objectives. 2. All learning activities are explained in detail with organizational diagrams. 3. All learning activities are stated in appropriate progression of skill development for all students. 4. All learning activities include informing (teaching cues).	1. Most learning activities are linked to lesson objectives. 2. Most learning activities are explained in detail with some organization diagrams. 3. Most learning activities are stated in appropriate progression of skill development. 4. Most learning activities include informing (teaching cues).	1. Few learning activities are linked to lesson objectives. 2. Few learning activities are explained in detail & few have organizational diagrams. 3. Few learning activities are stated in appropriate progression of skill development. 4. Few learning activities include informing (teaching cues).	

9. By clicking once, you are able to highlight the appropriate Rubric category (I.e Exemplary.) To un-highlight a category, simply click it once again, or click once in another category.

Rubric				
Show/Hide Rubric Descriptions	Exemplary (2 pts)	Satisfactory (1 pt)	Unsatisfactory	N/A
Objectives (2, 20%) NASPE-2004.1.1 NASPE-2004.1.6 NASPE-2004.6.5				
Instructional Activities (2, 20%) NASPE-2004.1.3 NASPE-2004.2.3 NASPE-2004.3.1 NASPE-2004.3.2 NASPE-2004.6.4 NASPE-2004.6.5				

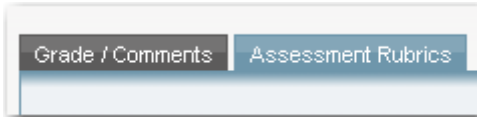
10. You have the option of providing students with comments on each category. To do so, click on the dialogue box.



11. A spot will emerge for Comments and you can type your thoughts.

Rubric				
Show/Hide Rubric Descriptions	Exemplary (2 pts)	Satisfactory (1 pt)	Unsatisfactory	N/A
Objectives (2, 20%) NASPE-2004.1.1 NASPE-2004.1.6 NASPE-2004.6.5				
Comment: Add condition and criteria to your objectives				

12. When you have completed Assessing your students through the Rubric, click on “Grade/Comments.”



13. Enter a Grade/Rating and optional comments.

Grade / Comments

Assessment Rubrics

Grade / Rating

General Comment

14. You have the option to “Save,” “Request Resubmission,” “Submit Assessment,” or “Cancel.” If you choose “Request Resubmission,” the Document submitted will be kicked back to the student. He or she will be able to see the graded Assessment Rubric and your Grade/Comments and can make changes based on your feedback, then resubmit to you for summative evaluation. If you are ready to submit your assessment instead of giving the student the opportunity to make changes, click on “Submit Assessment.”



15. Once you click on “Submit Assessment” then the student’s name will appear in the Green “Completed” column. The student will be able to view the grade in his or her LiveText account once the assignment’s due date has passed.

Lesson Plan 4

Assignment Details | Submissions & Grades

Awaiting Submission (3)		Awaiting Assessment		Completed (1)	
Select All		Assess Selected Students		All grades are published	
Name	Assignment History	Name	Assignment History	Name	Final Assessment
<input type="checkbox"/> Hainsel, Bryan				Epting, Megan	90
<input type="checkbox"/> Smith, Margaret					
<input type="checkbox"/> Trotter, Jacqueline					

16. If you need to change a student’s Assessment after you have completed it, click on his or her name.

Completed (1)

All grades are published

Name	Final Assessment
Epting, Megan	90

17. You will be the following screen:

Lesson Plan 4

Assignment Details | Submissions & Grades

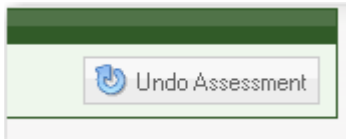
Reviewed / Graded			
Epting, Megan	11-14-2007	Reviewed / Graded	

Artifacts

PHED_348670 Lesson Plan Template

Grade / Comments | Assessment Rubrics






18. Click on the “Undo Assignment” button at the right hand corner of the screen.



19. The students name will appear in the Yellow “Awaiting Assessment” column.

Lesson Plan 4

Assignment Details Submissions & Grades

Awaiting Submission (3)		Awaiting Assessment (1)		Completed	
Select All 		Select All 		All grades are published	
Name	Assignment History	Name	Assignment History	Name	Final Assessment
<input type="checkbox"/> Hainsel, Bryan 		<input type="checkbox"/> Epting, Megan 			
<input type="checkbox"/> Smith, Margaret 					
<input type="checkbox"/> Trottier, Jacqueline 