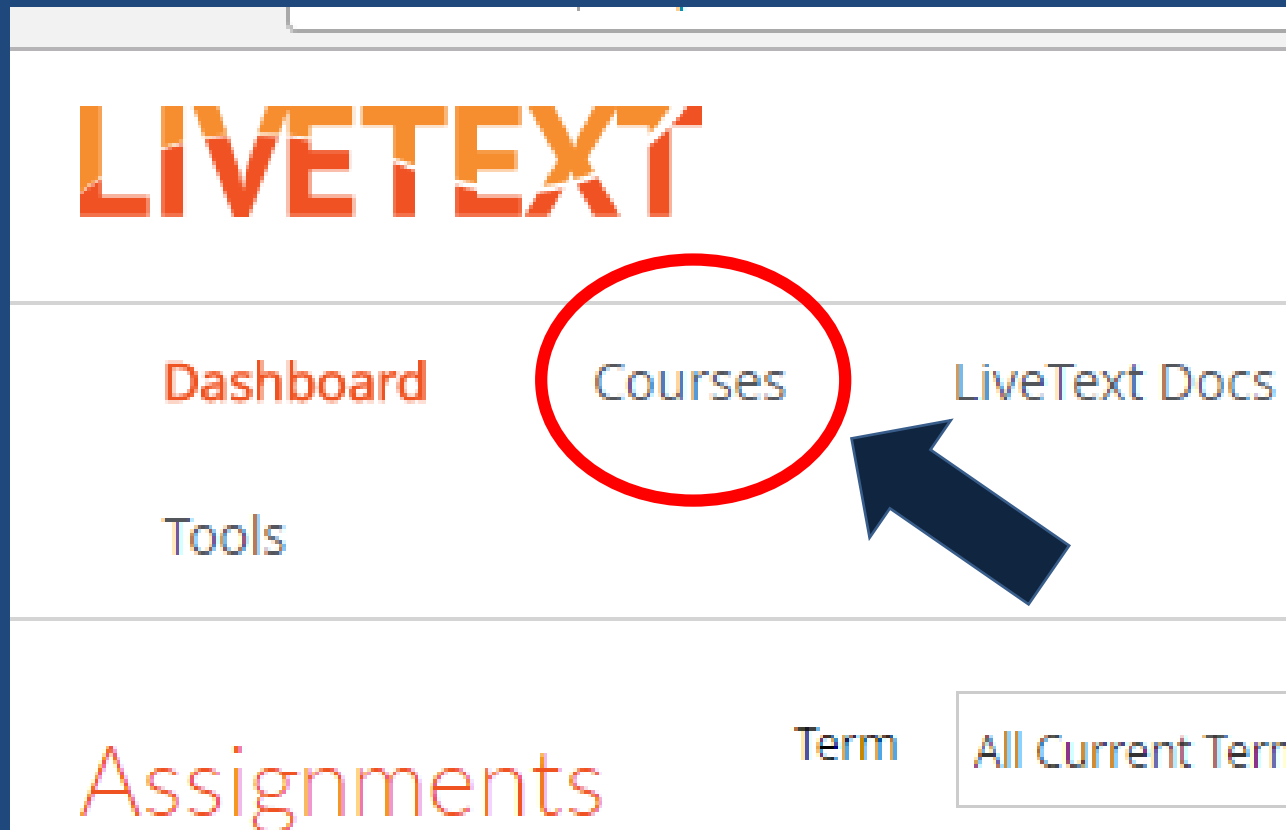


PULLING REPORTS IN LIVETEXT

SSU Faculty Accounts

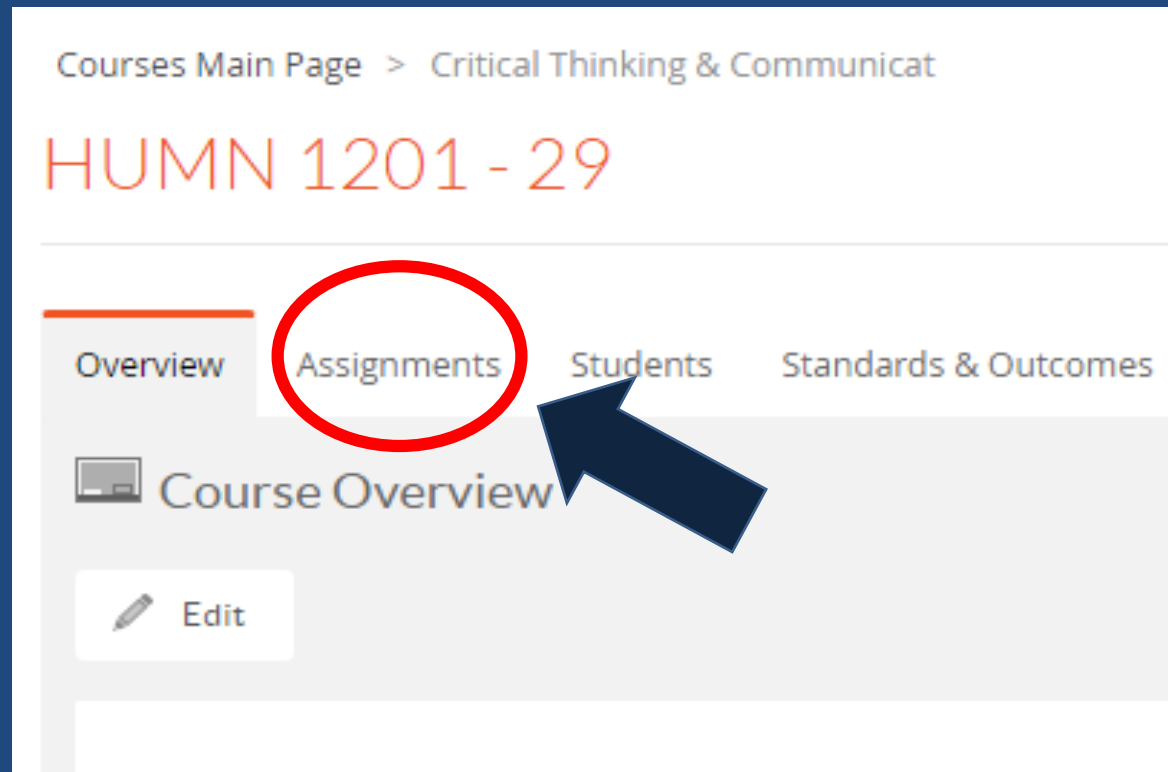
Dr. Nancy Linden, LiveText Coordinator

STEP 1



Log in to *LiveText* and go to the main menu and find “Courses.”




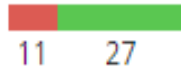
STEP 2



After selecting a course and section number, click on the sub menu “Assignments.”

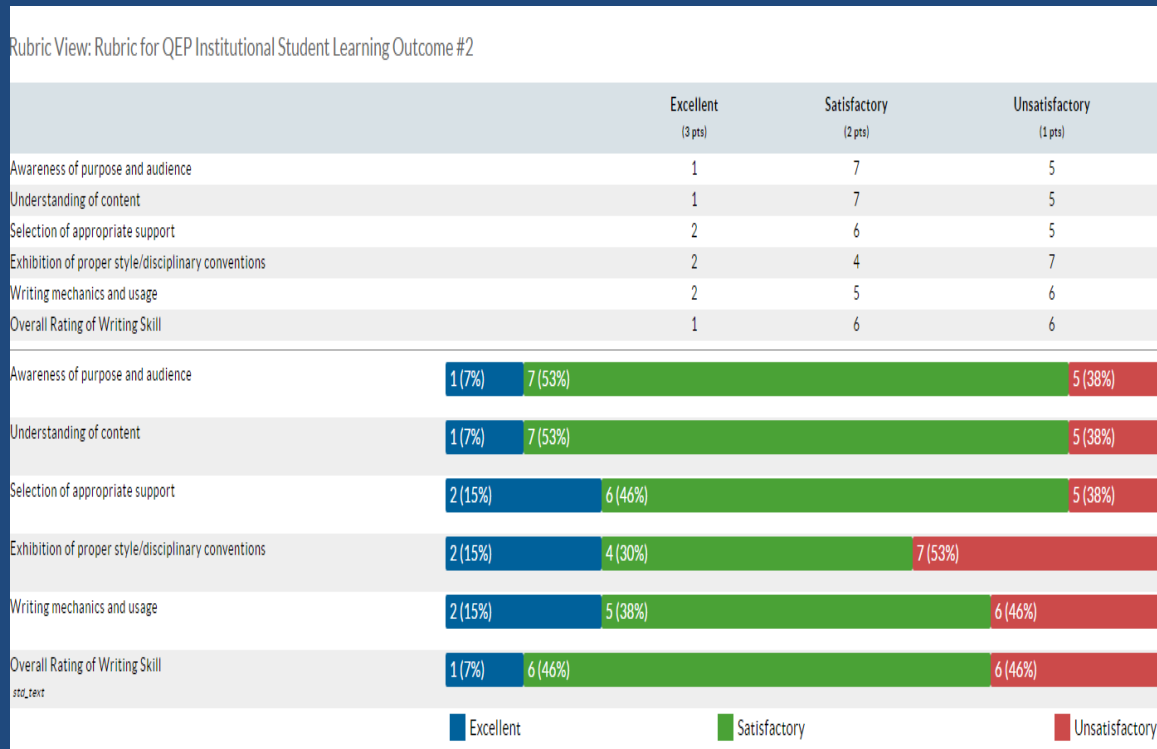
STEP 3

HUMN 1201 - Section 02 (2)

| | | | | |
|--|--------------|---|------------------------|------------------------|
|  <u>Critical Thinking Common Writing Assignment</u> | May 11, 2016 |  9 29 | Assess | Report |
|  <u>Critical Thinking Presentation</u> | May 11, 2016 |  11 27 | Assess | Report |

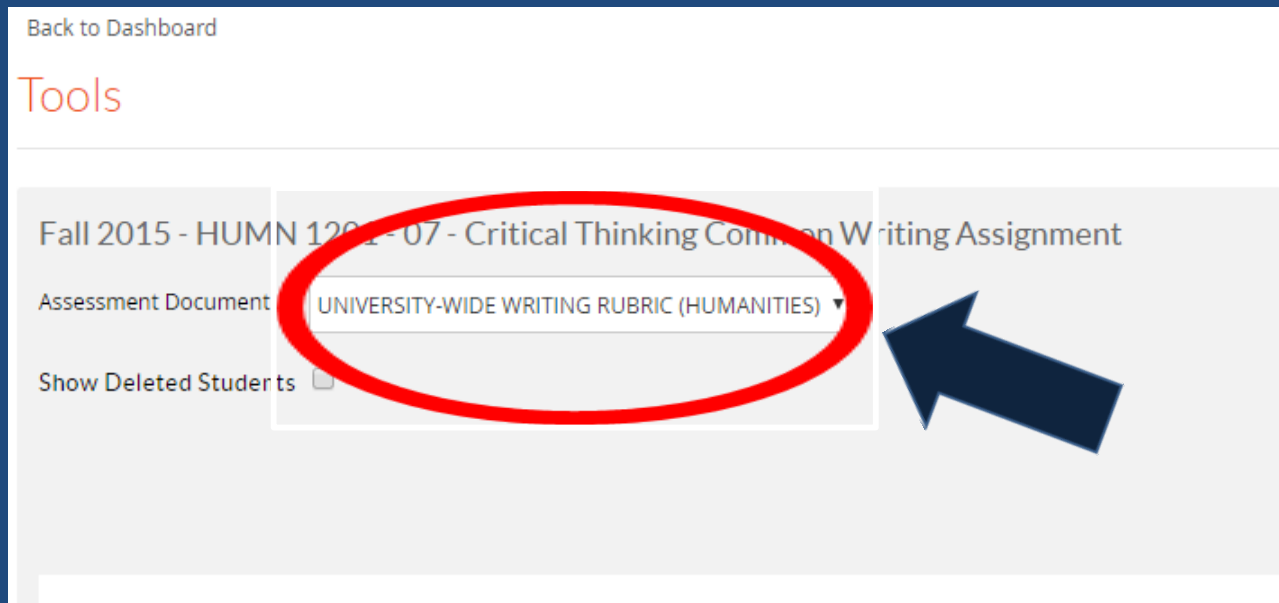
Once at the progress bar of the assignment that has already been assessed, click on the far right side of the screen “Report.”

STEP 4



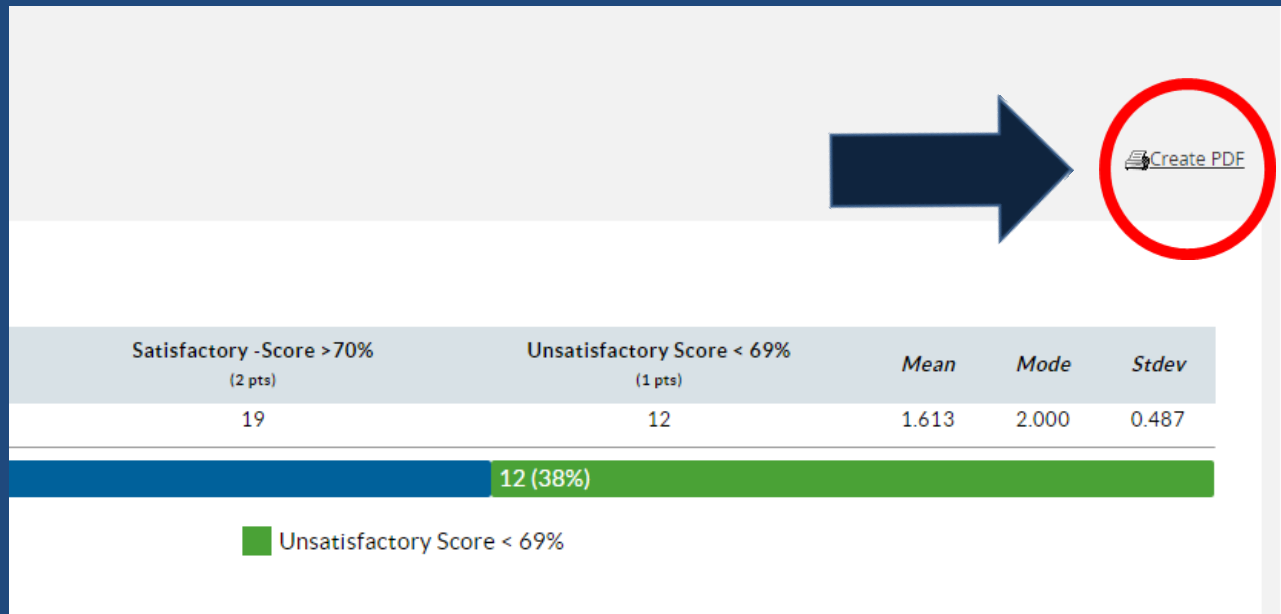
This will take you to your course reports of the rubric assessment of your choice.

STEP 5



If you have more than one rubric for the assessment notice that there is a drop down menu for selecting these different rubric views of reports.

STEP 6



To create a PDF of your report, find the far right “Create PDF” link above the report rubric.

PDF EXAMPLE (1-3)

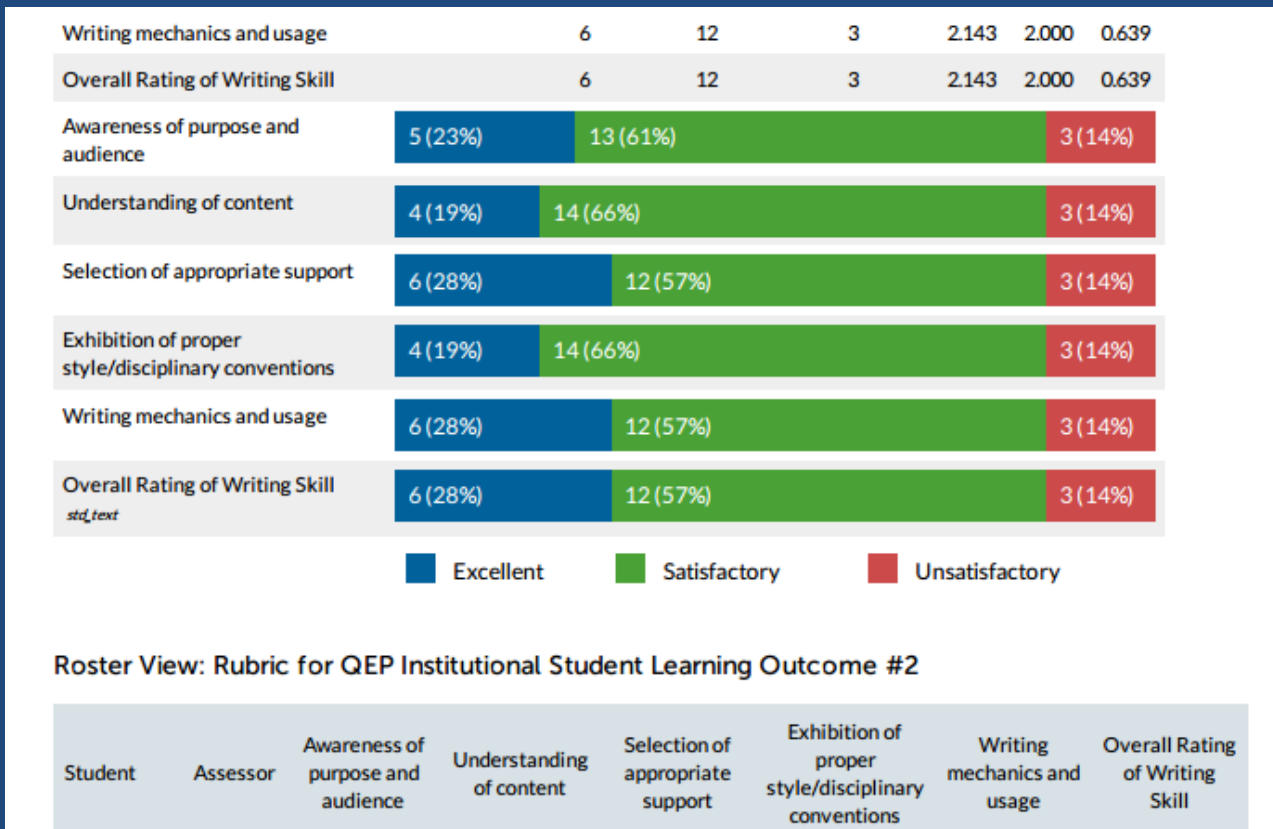
1 / 4

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| | |
|---------------------------|---|
| Term Name | Fall 2014 |
| Course Code | HUMN 1201 |
| Section Code | 15 |
| Assignment Name | Critical Thinking Common Writing Assignment |
| Created By | Sioufi, Nancy (nelinden) |
| Assessment Document Title | UNIVERSITY-WIDE WRITING RUBRIC (HUMANITIES) |
| Showing Deleted Students | No |

An example of the PDF report format looks at follows. This example of 3-paged report follows.

PDF EXAMPLE (2-3)



Page 2 will have the chart data of your course assessment.

PDF EXAMPLE (3-3)

| Betty Jones | | | | | | | |
|-----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Jademone Jones | Nancy Sioufi | Satisfactory | Satisfactory | Satisfactory | Satisfactory | Satisfactory | Satisfactory |
| Shunkisa Jones | Nancy Sioufi | Satisfactory | Satisfactory | Satisfactory | Satisfactory | Satisfactory | Satisfactory |
| Kevin Lee | Nancy Sioufi | Satisfactory | Satisfactory | Satisfactory | Satisfactory | Satisfactory | Satisfactory |
| Keandrea Love | | | | | | | |
| Alvin Manuel | | | | | | | |
| Pader McRae | Nancy Sioufi | Excellent | Excellent | Excellent | Excellent | Excellent | Excellent |
| Phillip Neal | Nancy Sioufi | Excellent | Excellent | Excellent | Excellent | Excellent | Excellent |
| Amanda-Precious Nwosu | | | | | | | |
| Kofi Parrish | Nancy Sioufi | Excellent | Excellent | Excellent | Excellent | Excellent | Excellent |
| Alonna Preyer | Nancy Sioufi | Satisfactory | Satisfactory | Excellent | Satisfactory | Excellent | Excellent |

Page 3 will have show the individual students within the course assessment and who made the assessment.