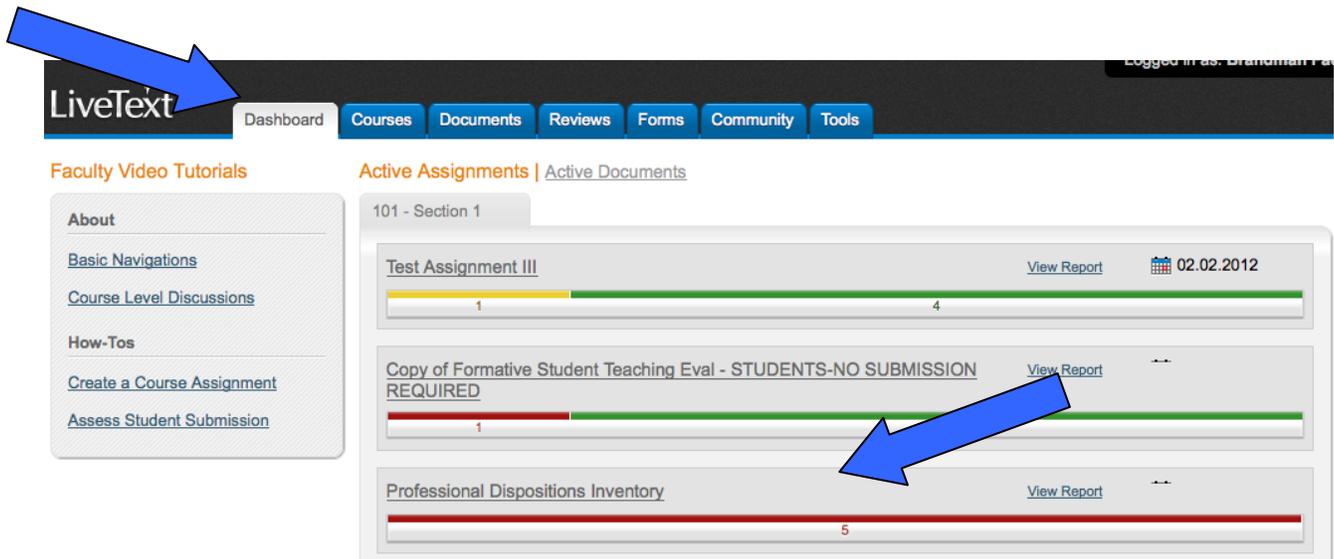


Using LiveText to Assess Professional Dispositions

Complete the following steps:

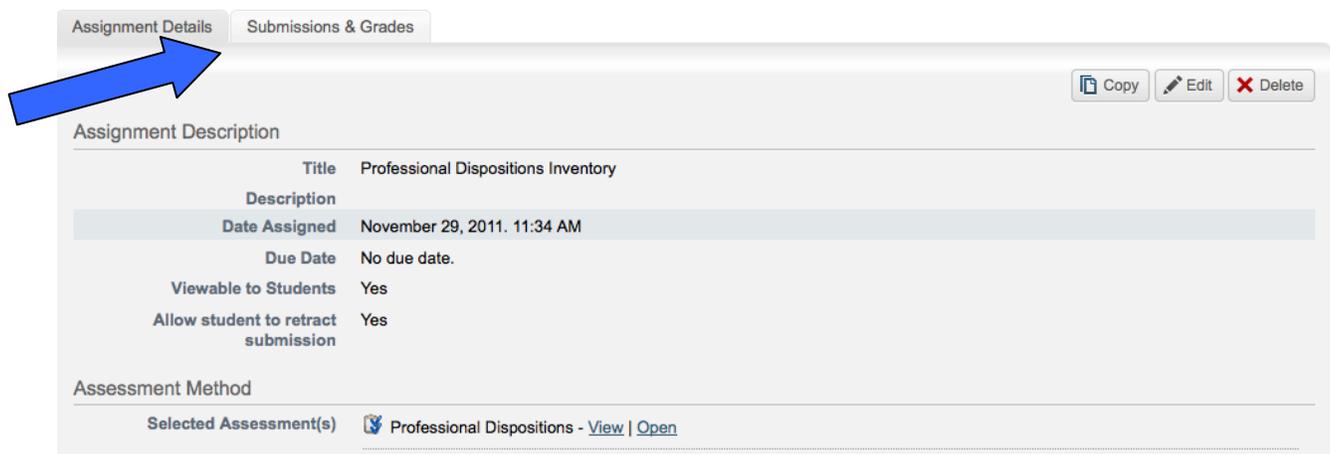
1. Go to www.livertext.com and log into your account (if you haven't registered your account see the faculty/supervisor registration instructions posted at the Center for Instructional Innovation site at <http://brandman.edu/cii> under the faculty tab)
2. Once you log in you should see your LiveText dashboard and any "active assignments" for the term and will be able to click on the name of the assignment you would like to evaluate "Professional Dispositions Inventory"



The screenshot shows the LiveText dashboard interface. At the top, there is a navigation bar with tabs for Dashboard, Courses, Documents, Reviews, Forms, Community, and Tools. Below this, there are sections for Faculty Video Tutorials and Active Assignments. The Active Assignments section lists three assignments: "Test Assignment III", "Copy of Formative Student Teaching Eval - STUDENTS-NO SUBMISSION REQUIRED", and "Professional Dispositions Inventory". Each assignment has a progress bar and a "View Report" link. A blue arrow points to the "Professional Dispositions Inventory" assignment title.

3. Once you click on the actual assignment title you will be able to view an "assignment description". To fill out the rubric and click on the "Submission and Grading" tab.

Professional Dispositions Inventory



The screenshot shows the "Assignment Details" tab for the "Professional Dispositions Inventory" assignment. The page has a header with "Assignment Details" and "Submissions & Grades" tabs. Below the tabs, there are buttons for "Copy", "Edit", and "Delete". The main content area is titled "Assignment Description" and contains the following information:

Title	Professional Dispositions Inventory
Description	
Date Assigned	November 29, 2011. 11:34 AM
Due Date	No due date.
Viewable to Students	Yes
Allow student to retract submission	Yes

Below the table, there is a section for "Assessment Method" which lists "Selected Assessment(s)" as "Professional Dispositions - View | Open".

4. To evaluate a specific student click on the student's name

Professional Dispositions Inventory

Assignment Details Submissions & Grades

RED = Non-LiveText Member

Awaiting Submission (5)		Awaiting Assessment		Completed	
<input checked="" type="checkbox"/> Select All <input type="button" value="Assess Selected Students"/>				All grades are published	
Name	Assignment History	Name	Assignment History	Name	Final Assessment
<input type="checkbox"/> Student 1, Brandman					
<input type="checkbox"/> Student 2, Brandman					
<input type="checkbox"/> Student 3, Brandman					

5. Click on Assessment Rubric (Blue Button) and a rubric will appear

Professional Dispositions Inventory

Latest Submission

Save Submit Assessment

Awaiting Submission

Student 1, Brandman

Artifacts submitted: 0

Assessor: Faculty, Brandman

Grade

Comment

Assessment Rubrics Attachment

6. Click on the specific cells of the rubric that indicate what score you would like to give in each category. The cells will turn blue when selected. If you give a "Cause for Concern" for any disposition please provide an explanation by clicking on the callout icon next to the disposition. A comment box will appear and you will be able to type your explanation.

Rubric

Show/Hide Rubric Description

	Achieving (3 pts)	Developing (2 pts)	Cause for Concern (1 pt)	N/A
1. Professional Demeanor & Responsibility-punctual and prepared for classes and field experiences, dresses appropriately in professional settings, responsible for meeting deadlines and following instructions, accepts responsibility for own actions, capable of dealing with disappointment, flexible, adapts to change, reacts appropriately under stress, exhibits a positive attitude toward schools, teaching, students and parents (1, 16%)				
2. C... for ALL shows ... to all students, respects individual differences, responds to the needs of students				

7. Once you have finished marking the rubric you mark N/A in the grade box since this is not a graded assignment. When you are done you click the “Submit Assessment” Button. Students will not be able to view your rubric. Completed rubrics show up the green “completed” category

Professional Dispositions Inventory

Latest Submission

Save Submit Assessment Cancel

Awaiting Submission

Student 1, Brandman
Artifacts submitted: 0

Assessor: Faculty, Brandman
Grade: N/A
Comment:

Assessment Rubrics Attachment

Professional Dispositions Inventory

Assignment Details Submissions & Grades

RED = Non-LiveText Member

Awaiting Submission (4)		Awaiting Assessment		Completed (1)	
<input checked="" type="checkbox"/> Select All <input type="button" value="Assess Selected Students"/>				All grades are published	
Name	Assignment History	Name	Assignment History	Name	Final Assessment
<input type="checkbox"/> Student 2, Brandman				Student 1, Brandman	N/A
<input type="checkbox"/> Student 3, Brandman					
<input type="checkbox"/> Student 4, Brandman					
<input type="checkbox"/> Student 5, Brandman					

If you make a mistake in your scoring you can click on the student name in the green category and then click the “undo assessment” button and the student’s name will go back to the “awaiting assessment” category in yellow and you will be able to make any changes necessary.

Professional Dispositions Inventory

Latest Submission

Undo Assessment

Reviewed / Graded

Student 1, Brandman Submission Date: 11-29-2011
Artifacts submitted: 0

Assessor: Faculty, Brandman
Grade: N/A
Comment:

View Rubric Scores