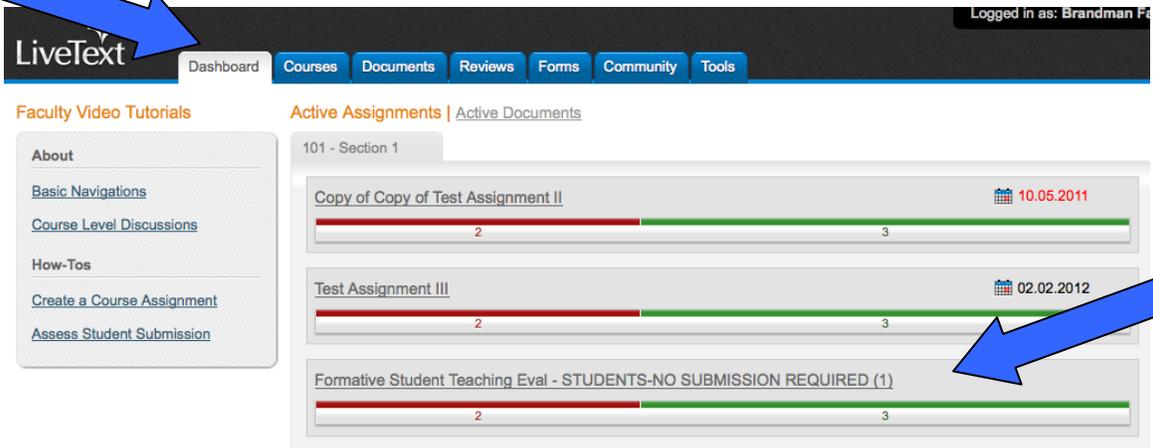


Using LiveText for Supervisors Formative and Summative Evaluations

Complete the following steps:

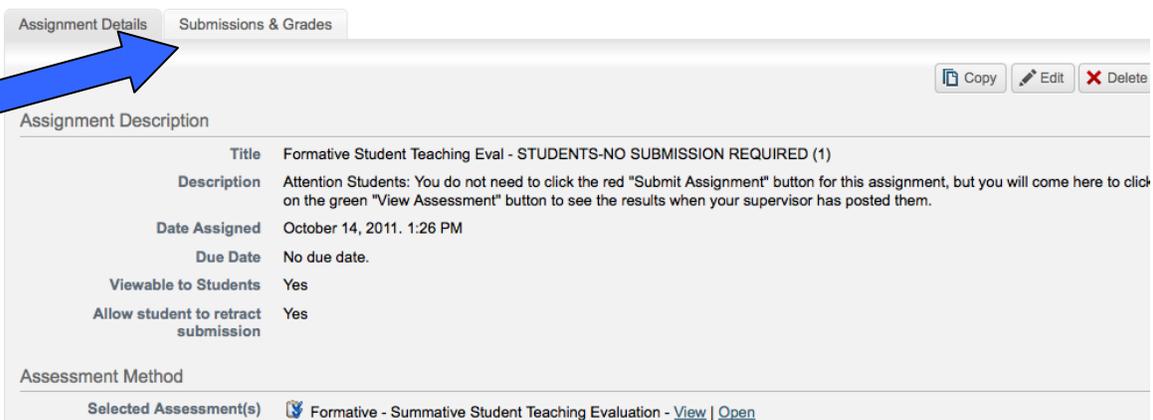
1. Go to www.livetext.com and log into your account (if you haven't registered your account see the faculty/supervisor registration instructions posted at the Center for Instructional Innovation site at <http://brandman.edu/cii> under the faculty tab)
2. Once you log in you should see your LiveText dashboard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



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 items: "Copy of Copy of Test Assignment II" (due 10.05.2011), "Test Assignment III" (due 02.02.2012), and "Formative Student Teaching Eval - STUDENTS-NO SUBMISSION REQUIRED (1)". Each item has a progress bar with a red segment (2) and a green segment (3). A blue arrow points to the "Formative Student Teaching Eval" 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 provide feedback to students click on the "Submission and Grading" tab.

Formative Student Teaching Eval - STUDENTS-NO SUBMISSION REQUIRED (1)



The screenshot shows the "Assignment Description" page for the "Formative Student Teaching Eval - STUDENTS-NO SUBMISSION REQUIRED (1)" assignment. The page has two tabs: "Assignment Details" and "Submissions & Grades". The "Assignment Details" tab is active. The page contains the following information:

Title	Formative Student Teaching Eval - STUDENTS-NO SUBMISSION REQUIRED (1)
Description	Attention Students: You do not need to click the red "Submit Assignment" button for this assignment, but you will come here to click on the green "View Assessment" button to see the results when your supervisor has posted them.
Date Assigned	October 14, 2011. 1:26 PM
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 shows "Selected Assessment(s)" as "Formative - Summative Student Teaching Evaluation - View | Open". A blue arrow points to the "Assignment Details" tab.

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

Formative Student Teaching Eval - STUDENTS-NO SUBMISSION REQUIRED (1)

Assignment Details Submissions & Grades

RED = Non-LiveText Member

Awaiting Submission (2)		Awaiting Assessment		Completed (3)	
<input type="checkbox"/> Student 4, Brandman	<input type="checkbox"/> Student 5, Brandman			Student 1, Brandman	N/A
				Student 2, Brandman	N/A
				Student 3, Brandman	N/A

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

Formative Student Teaching Eval - STUDENTS-NO SUBMISSION REQUIRED (1)

Latest Submission

Save Submit Assessment Cancel

Awaiting Submission

[Student 4, 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. You can provide comments in specific categories of the rubric by clicking on the callout icon next to each TPE or can make comments at the end before submitting the assessment

Formative/Summative Student Teaching Evaluations

Show/Hide Rubric Descriptions

	Focused Attention Needed (1 pt)	Progressing Towards Expectations (2 pts)	Meets Expectations (3 pts)	Exceeds Expectations (4 pts)	N/A
TPE 1: <input type="text"/> Specific Pedagogical Skills for Subject Matter Instruction (1, 7%)					
TPE 2: <input type="text"/> Monitoring Student Learning During Instruction (1, 7%)					
TPE 3: <input type="text"/>					

7. Once you have finished marking the rubric you can add comments in the comment box. Since this assignment is not graded you can put an N/A in the grade box. When you are done you click the “Submit Assessment” Button and students will be able to view the completed rubric. Completed rubrics show up the green “completed” category

Formative Student Teaching Eval - STUDENTS-NO SUBMISSION REQUIRED (1)

Formative Student Teaching Eval - STUDENTS-NO SUBMISSION REQUIRED (2)

Awaiting Submission (2)		Awaiting Assessment		Completed (3)	
Name	Assignment History	Name	Assignment History	Name	Final Assessment
<input type="checkbox"/> Student 4, Brandman				Student 1, Brandman	N/A
<input type="checkbox"/> Student 5, Brandman				Student 2, Brandman	N/A
				Student 3, Brandman	N/A

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.

Formative Student Teaching Eval - STUDENTS-NO SUBMISSION REQUIRED (1)

8. If the term has already ended and you need to view prior terms to locate students you have not evaluated click on the “View other terms” button on the top right corner of your dashboard