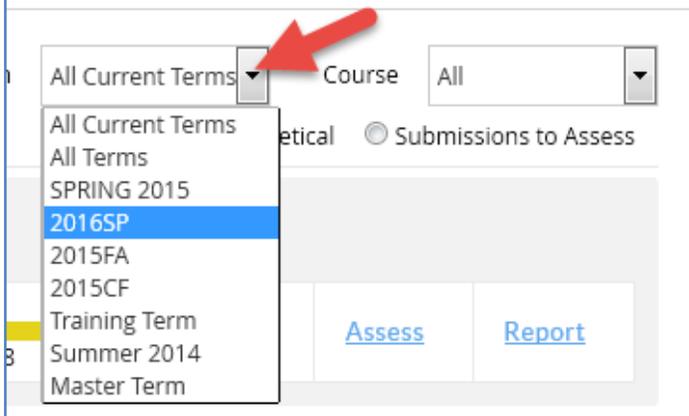
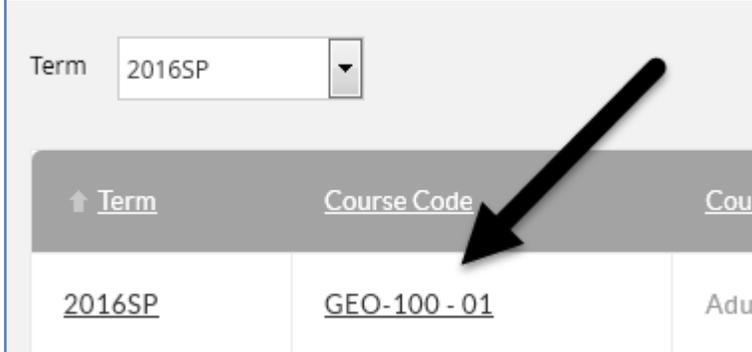
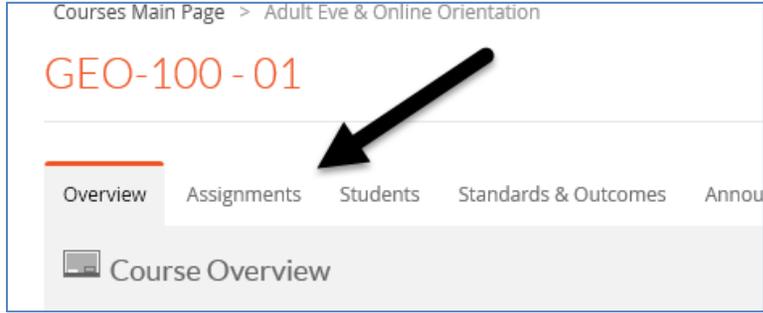
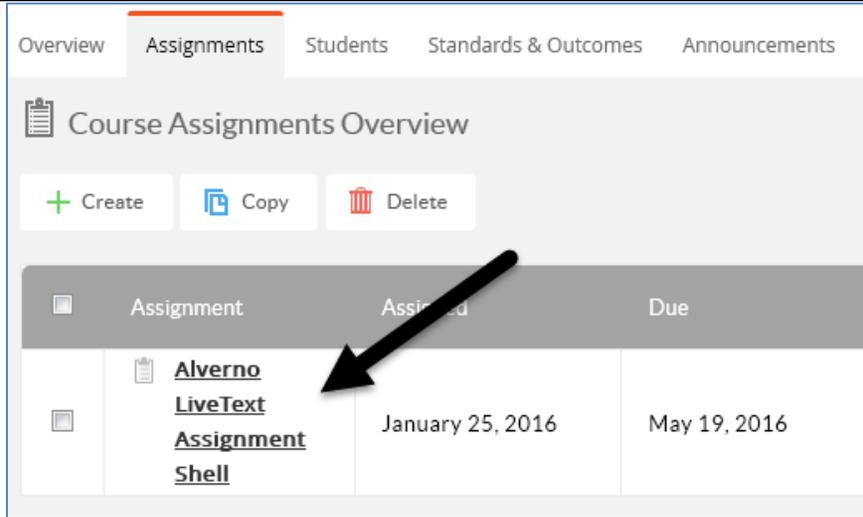
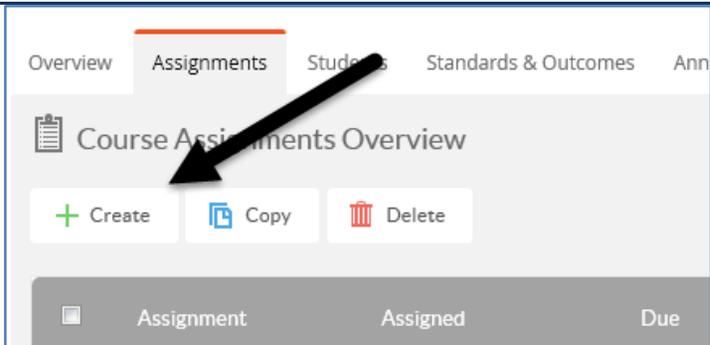


Creating an Assignment in LiveText

Task	Screen Shot						
1. Log in to LiveText.com using your LiveText username and password.							
2. Click Current Terms dropdown and select the current semester.							
3. Click the name of the course that you would like to add and assignment to.	 <table border="1" data-bbox="709 909 1461 1261"> <thead> <tr> <th data-bbox="737 946 995 1008">Term</th> <th data-bbox="1001 946 1377 1008">Course Code</th> <th data-bbox="1383 946 1461 1008">Cou</th> </tr> </thead> <tbody> <tr> <td data-bbox="737 1162 995 1261">2016SP</td> <td data-bbox="1001 1162 1377 1261">GEO-100 - 01</td> <td data-bbox="1383 1162 1461 1261">Adu</td> </tr> </tbody> </table>	Term	Course Code	Cou	2016SP	GEO-100 - 01	Adu
Term	Course Code	Cou					
2016SP	GEO-100 - 01	Adu					

Task	Screen Shot						
<p>4. Click Assignments.</p>							
<p>5. Note: all of your classes will contain a LiveText Assignment Shell. The Assignment Shell contains 3 rubrics (Narrative Transcript, Overall Score and Honors). You can modify the shell or create an assignment from scratch. For our example, we will create a new LiveText assignment.</p>	 <table border="1"> <thead> <tr> <th>Assignment</th> <th>Assigned</th> <th>Due</th> </tr> </thead> <tbody> <tr> <td>Alverno <u>LiveText</u> <u>Assignment</u> <u>Shell</u></td> <td>January 25, 2016</td> <td>May 19, 2016</td> </tr> </tbody> </table>	Assignment	Assigned	Due	Alverno <u>LiveText</u> <u>Assignment</u> <u>Shell</u>	January 25, 2016	May 19, 2016
Assignment	Assigned	Due					
Alverno <u>LiveText</u> <u>Assignment</u> <u>Shell</u>	January 25, 2016	May 19, 2016					
<p>6. Click the Create button.</p>							

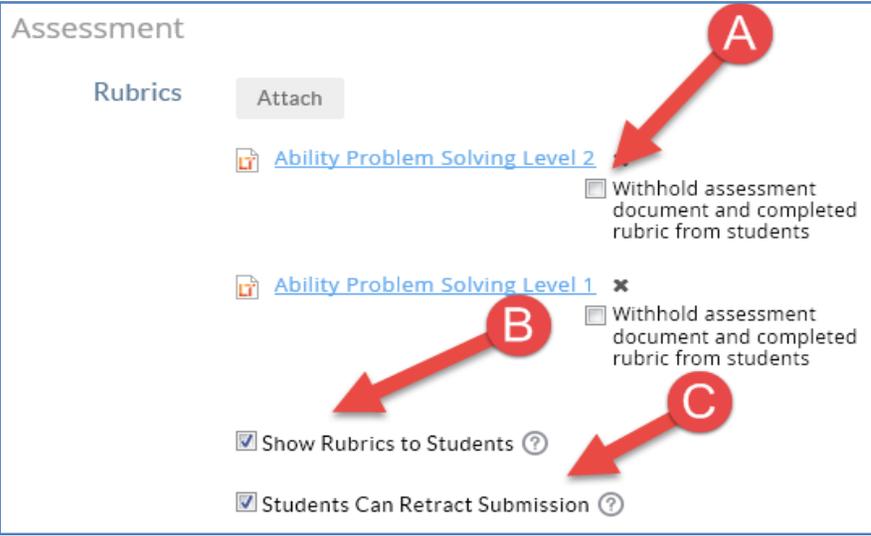
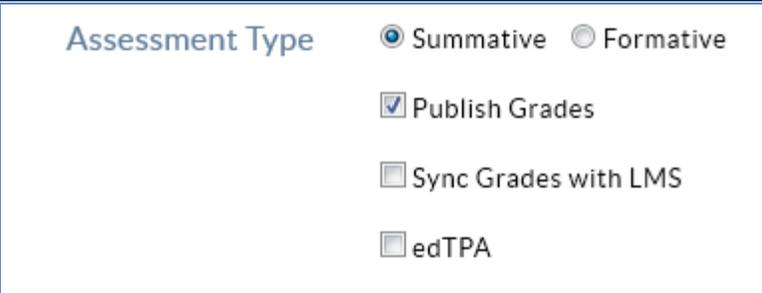
Task	Screen Shot
<p>7. Give your assignment a title (A).</p> <p>8. Add instructions in the Description area (B).</p> <p>9. Note: the Assignment URL (C). will be used to link the assignment in Moodle.</p>	
<p>10. Click the Show More link below the Assignment URL.</p>	
<p>11. If you would like to hide the assignment from students, uncheck the Show Assignments checkbox.</p>	

Task	Screen Shot
<p>12. In the Resources & Settings area, click Show More to expand selections.</p>	<p>The screenshot shows the 'Resources & Settings' section with three checkboxes: 'Submission Status Change Confirmation' (checked), 'Allow Livetext Documents' (unchecked), and 'Allow External Files' (checked). A red arrow points to the 'Show More >' link at the bottom right.</p>
<p>13. There are several checkboxes in the Resources & Settings area. Submission Status Change Confirmation (A) warns you when you click on a student's name prior to the student submitting the assignment. Clicking on a student's name can result in the student being locked out of the assignment.</p> <p>14. Allow LiveText Documents (B) should be unchecked unless students are uploading to a LiveText template.</p> <p>15. Require Templates (C) should be checked only if you are providing a LiveText template.</p> <p>16. Check Allow External Files (D) if you would like student file uploads.</p> <p>17. Allow External Files must be checked if you expect students to upload work.</p>	<p>The screenshot shows the 'Resources & Settings' section with four checkboxes highlighted by red circles: (A) Submission Status Change Confirmation (checked), (B) Allow Livetext Documents (unchecked), (C) Require Templates (unchecked), and (D) Allow External Files (checked).</p>

Task	Screen Shot	
<p>18. It is possible to restrict submissions to one file type (A) and a set the minimum (B) and maximum number of file (C) that must be uploaded. After making these selections, click the Add button (D). Minimum and maximum settings will be reflected above (E).</p> <p>Note: if you your assignment requires two different types of files (one document and one video for example), do not specify a file type.</p>		
<p>19. Click Attach in the Resources area to attach documents you would like students to have as resources for the assignment, like a word templates.</p>		

Task	Screen Shot
<p>20. Click Upload (A), Browse for a file on your computer (B), and click Attach (C).</p>	
<p>21. If you would like to add a website, paste the web link in the URL's area (A) and click Insert (B). 22. Do not attach Standards (C). Standards are configured in the Rubrics.</p>	
<p>23. In the Assessment area after Rubrics, click the Attach button to attach rubrics. This brings up the Attach Rubrics to Assignment screen.</p>	

Task	Screen Shot																				
<p>24. To search for the appropriate rubric, type a search term in the text box (A) and click Filter (B).</p> <p>25. Check the box next to the rubric(s) that you would like to add (C).</p> <p>26. Click Attach (D).</p> <p>27. Repeat the process to add additional rubrics.</p>	<p>Attach Rubrics to Assignment</p> <p>Ability Problem Solving Level 2 x Ability Problem Solving Level 1 x</p> <p>Showing 1-4 of 4 1</p> <p>View Label All</p> <p>problem Filter All</p> <table border="1"> <thead> <tr> <th></th> <th>Type</th> <th>Date Created</th> <th>Date Modified</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Ability Problem Solving Level 1</td> <td>Assessment</td> <td>Jul 10, 2015 10:01 AM</td> <td>Aug 5, 2015 2:41 PM</td> </tr> <tr> <td><input checked="" type="checkbox"/> Ability Problem Solving Level 2</td> <td>Assessment</td> <td>Jul 10, 2015 9:56 AM</td> <td>Aug 5, 2015 2:44 PM</td> </tr> <tr> <td><input type="checkbox"/> Ability Problem Solving Level 3</td> <td>Assessment</td> <td>Jul 10, 2015 9:52 AM</td> <td>Aug 5, 2015 2:46 PM</td> </tr> <tr> <td><input type="checkbox"/> Ability Problem Solving Level 4</td> <td>Assessment</td> <td>Jul 10, 2015 9:43 AM</td> <td>Aug 5, 2015 2:47 PM</td> </tr> </tbody> </table> <p>Attach Cancel</p>		Type	Date Created	Date Modified	<input checked="" type="checkbox"/> Ability Problem Solving Level 1	Assessment	Jul 10, 2015 10:01 AM	Aug 5, 2015 2:41 PM	<input checked="" type="checkbox"/> Ability Problem Solving Level 2	Assessment	Jul 10, 2015 9:56 AM	Aug 5, 2015 2:44 PM	<input type="checkbox"/> Ability Problem Solving Level 3	Assessment	Jul 10, 2015 9:52 AM	Aug 5, 2015 2:46 PM	<input type="checkbox"/> Ability Problem Solving Level 4	Assessment	Jul 10, 2015 9:43 AM	Aug 5, 2015 2:47 PM
	Type	Date Created	Date Modified																		
<input checked="" type="checkbox"/> Ability Problem Solving Level 1	Assessment	Jul 10, 2015 10:01 AM	Aug 5, 2015 2:41 PM																		
<input checked="" type="checkbox"/> Ability Problem Solving Level 2	Assessment	Jul 10, 2015 9:56 AM	Aug 5, 2015 2:44 PM																		
<input type="checkbox"/> Ability Problem Solving Level 3	Assessment	Jul 10, 2015 9:52 AM	Aug 5, 2015 2:46 PM																		
<input type="checkbox"/> Ability Problem Solving Level 4	Assessment	Jul 10, 2015 9:43 AM	Aug 5, 2015 2:47 PM																		

Task	Screen Shot
<p>For the Narrative Transcript and Honors rubrics, check the Withhold Assessment Document box (A).</p> <p>28. Check the box next to Show Rubrics to Students (B) so that students can see feedback on rubrics that are not withheld.</p> <p>29. Checking Students Can Retract Submissions (C), allows students to remove and re-upload documents prior to the time that the instructor begins assessing.</p>	
<p>30. Under Assessment Type, click Show More to expand selections.</p>	
<p>31. Choose either Summative or Formative. This will help when running reports.</p> <p>32. Click the box next to Publish Grades so that students can see feedback contained in the Grade area.</p> <p>33. Uncheck Sync Grades with LMS.</p> <p>34. edTPA is for Education students.</p>	

Task	Screen Shot
<p>35. Other Assessors allows for additional faculty to be added for assignments that have multiple assessors.</p>	<p>The screenshot shows a section titled "Other Assessors" with a single checkbox labeled "Include Other Assessors". A red arrow points to this checkbox.</p>
<p>36. Click Show More in the Availability section to expand the options.</p>	<p>The screenshot shows the "Availability" section. It includes a "Post Date (Required)" field with the date 01/25/2016, a time field set to 02:00 PM, and a time zone dropdown set to CST. Below these are radio buttons for "Post now", "Post on..." (which is selected), and "Do not post it yet". A "Show More" link with a right-pointing arrow is located at the bottom right. A red arrow points to this link.</p>
<p>37. Under Availability, decide when to post the assignment and add a due date.</p>	<p>The screenshot shows the "Availability" section with two date fields. The "Post Date (Required)" field is set to 01/25/2016 and the time is 02:00 PM. The "Due Date" field is set to 05/11/2016 and the time is 07:30 PM. Both date fields have calendar icons. Below are radio buttons for "Post now", "Post on..." (selected), and "Do not post it yet". Two red arrows point to the "Post Date" and "Due Date" fields respectively.</p>

Task	Screen Shot
<p>38. Scroll up and copy the URL.</p>	
<p>39. In Moodle, Turn on Editing and click add > External Tool > General Tool.</p>	
<p>40. Give the assignment a name. 41. Paste the LiveText link in the Launch URL textbox. 42. Click Save and Return to Class.</p>	