# LiveText – Creating an Assignment and Linking it to Moodle

<table>
<thead>
<tr>
<th>Task</th>
<th>Screen Shot</th>
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</thead>
<tbody>
<tr>
<td>1. Log in to <a href="http://www.livetext.com">www.livetext.com</a> using your LiveText username and password.</td>
<td><img src="image1.jpg" alt="Login Screen" /></td>
</tr>
<tr>
<td>2. Under Course Selections, select the course that you would like to add an assignment to</td>
<td><img src="image2.jpg" alt="Course Selections" /></td>
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</tbody>
</table>
3. Click on the Assignments tab.

4. Click the green plus sign to create a new assignment.

5. Enter a Title for the assignment.
6. Enter an optional description

Title (Required) | Jim’s Test Assignment
---|---
Description | Upload your essay here

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7. Select a Post Date.

If you choose:
**Post Now** – The assignment will be visible on your dashboard.  
(Recommended setting)

**Do not Post it Yet** – The assignment will not be visible on your dashboard until you change the field value to Post Now.

**Post on**... – The assignment will be visible on a date you specify.

**Important:** Do not use the Post feature to hide an assignment from students. Instead, use the Viewable to Students setting to hide/unhide an assignment from students.

8. Click the Viewable To Students box to make the assignment visible to students.

9. Click Allow Student to Retract Submission if you would like students to be able to delete and resubmit work.
**Note:** Students are prevented from resubmitting work after the assignment’s due date and after the instructor gives feedback on an assignment.

10. Click Browse under the Assessment Method area to add standard rubrics (scales) or custom rubrics (scales) you created.

**Note:** LiveText calls its scales “rubrics.” Each Alverno ability and level has been inserted into a LiveText rubric that you can insert into an assignment.

11. Enter a search term (such as the name of an Alverno ability), and click the Search button to locate the desired rubric.

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12. Check the boxes next to rubric and click the Insert Documents button.

13. Check the box next to Assessment Document Viewable to Students if you would like students to see the rubrics you applied to the assignment.

14. Assessment Type can be either Formative or Summative. This is for reporting purposes only.

15. Copy the Assignment URL to your clipboard. The LiveText Assignment URL will be used as part of the process to connect this LiveText assignment to Moodle (see below).

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<table>
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<tbody>
<tr>
<td>16. Scroll down and click Save Assignment.</td>
<td>![Save Assignment button]</td>
</tr>
<tr>
<td>17. Log in to Moodle, navigate to the course associated with this LiveText assignment, and turn on editing.</td>
<td>![External tools menu]</td>
</tr>
<tr>
<td>18. Click Add a resource or activity, and select General tool under External Tools, then Add.</td>
<td></td>
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19. Give your assignment a name.
20. Paste the LiveText URL in the Launch URL box.
21. Set the Grade to None.

22. Scroll down and select Save and Return to Course.
23. Your assignment will appear in Moodle with a puzzle piece icon.

<table>
<thead>
<tr>
<th><img src="image" alt="Assignment Example" /></th>
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<tbody>
<tr>
<td>Jan Institute3</td>
</tr>
<tr>
<td>addingFacultyToAllFacultyGroupLiveText</td>
</tr>
<tr>
<td>Jim's Video Assignment</td>
</tr>
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