
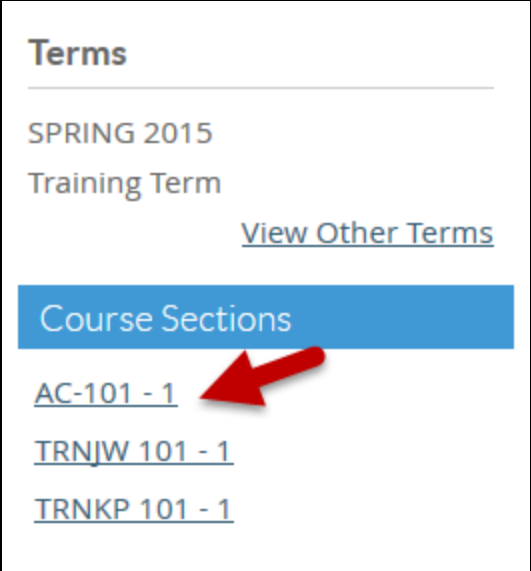
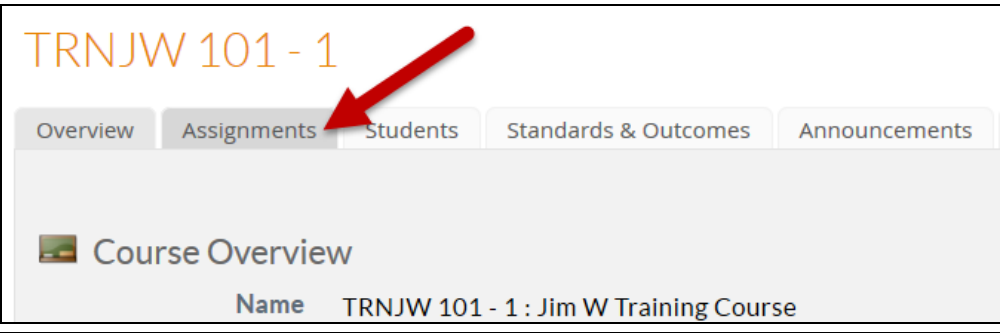
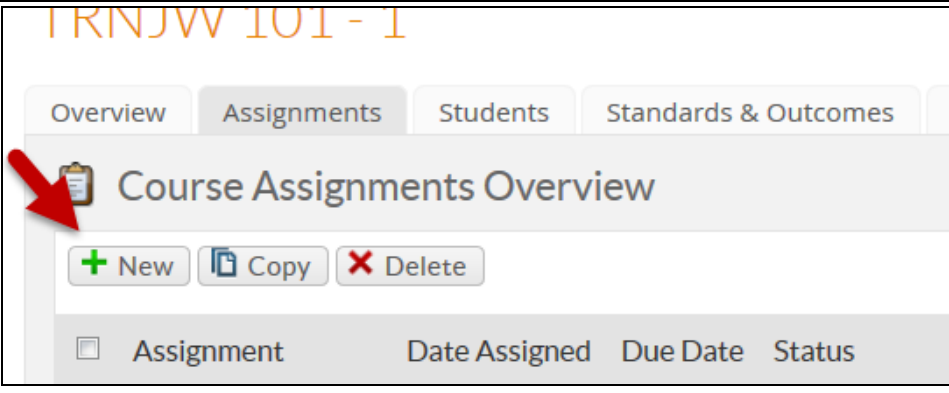
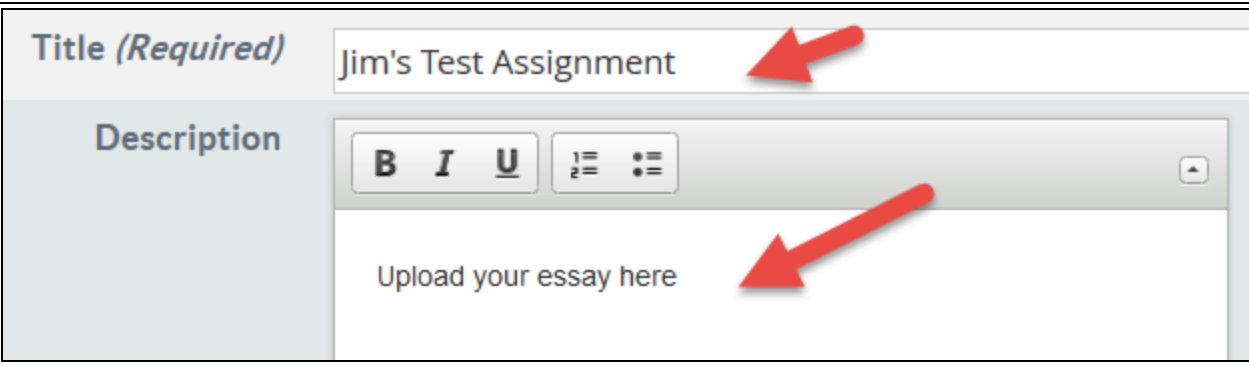


LiveText – Creating an Assignment and Linking it to Moodle

Task	Screen Shot
1. Log in to www.livetext.com using your LiveText username and password.	
2. Under Course Selections, select the course that you would like to add an assignment to	

<p>3. Click on the Assignments tab.</p>	 <p>TRNJW 101 - 1</p> <p>Overview Assignments Students Standards & Outcomes Announcements</p> <p>Course Overview</p> <p>Name TRNJW 101 - 1 : Jim W Training Course</p>
<p>4. Click the green plus sign to create a new assignment.</p>	 <p>TRNJW 101 - 1</p> <p>Overview Assignments Students Standards & Outcomes</p> <p>Course Assignments Overview</p> <p>+ New Copy Delete</p> <p>Assignment Date Assigned Due Date Status</p>
<p>5. Enter a Title for the assignment.</p> <p>6. Enter an optional description</p>	 <p>Title (Required) Jim's Test Assignment</p> <p>Description</p> <p>Upload your essay here</p>

7. Select a Post Date.

If you choose:

Post Now – The assignment will be visible on your dashboard.
(Recommended setting)

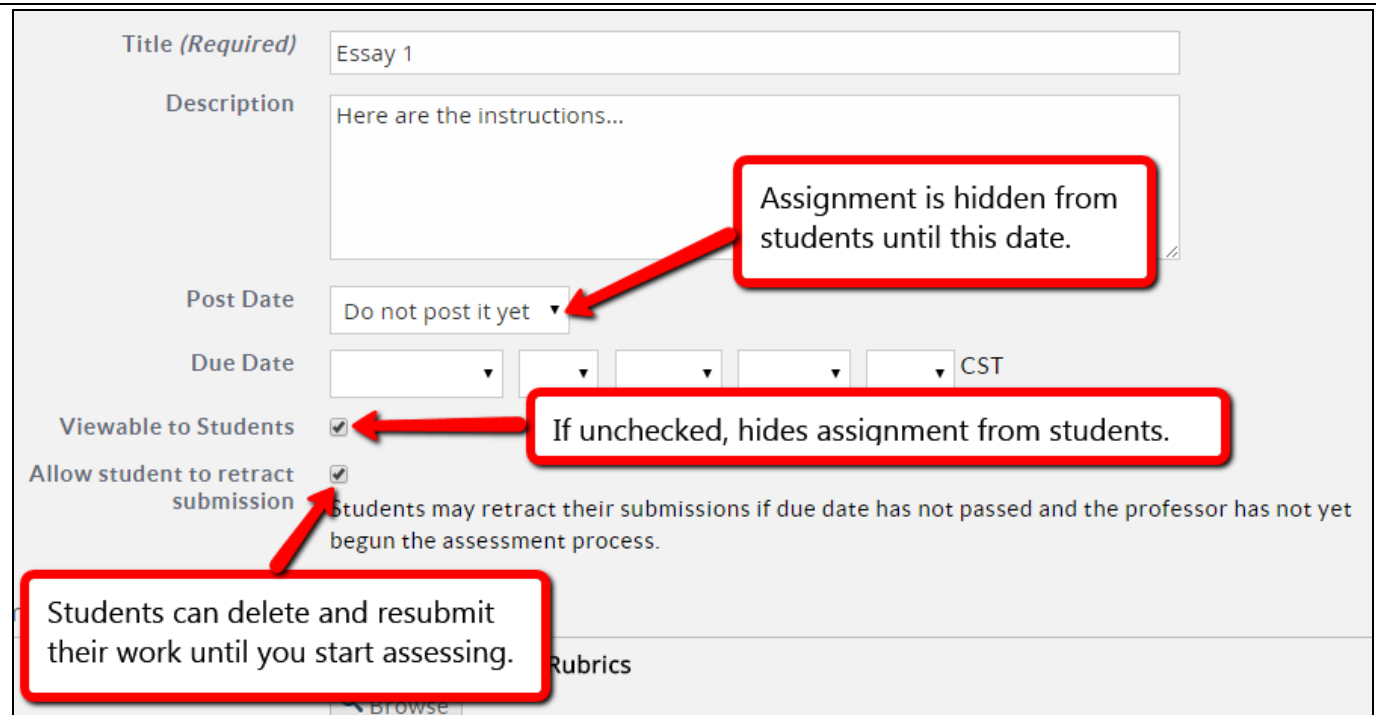
Do not Post it Yet – The assignment will not be visible on your dashboard until you change the field value to Post Now.

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 re-submit work.

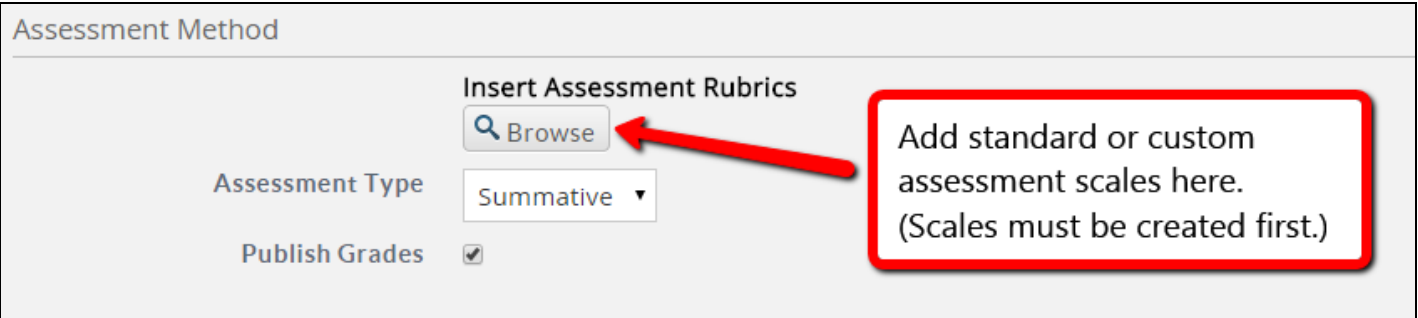
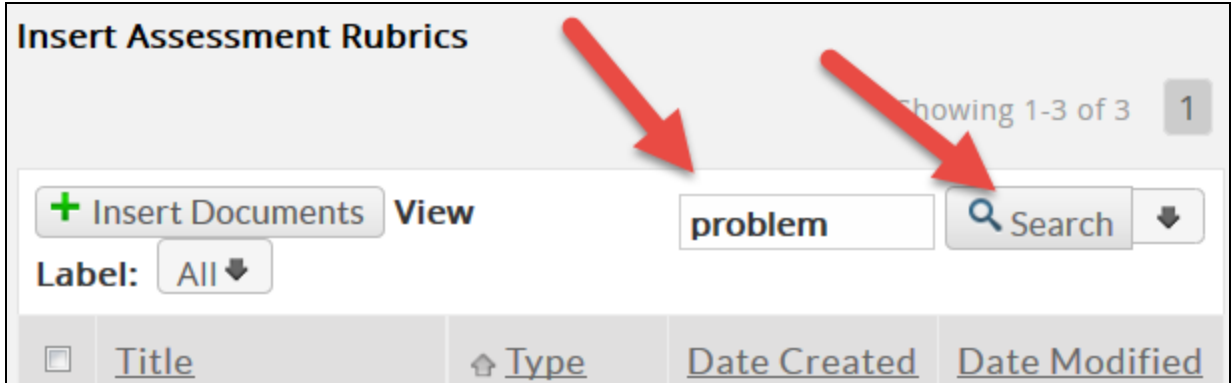


The screenshot shows the assignment creation form with the following fields and settings:

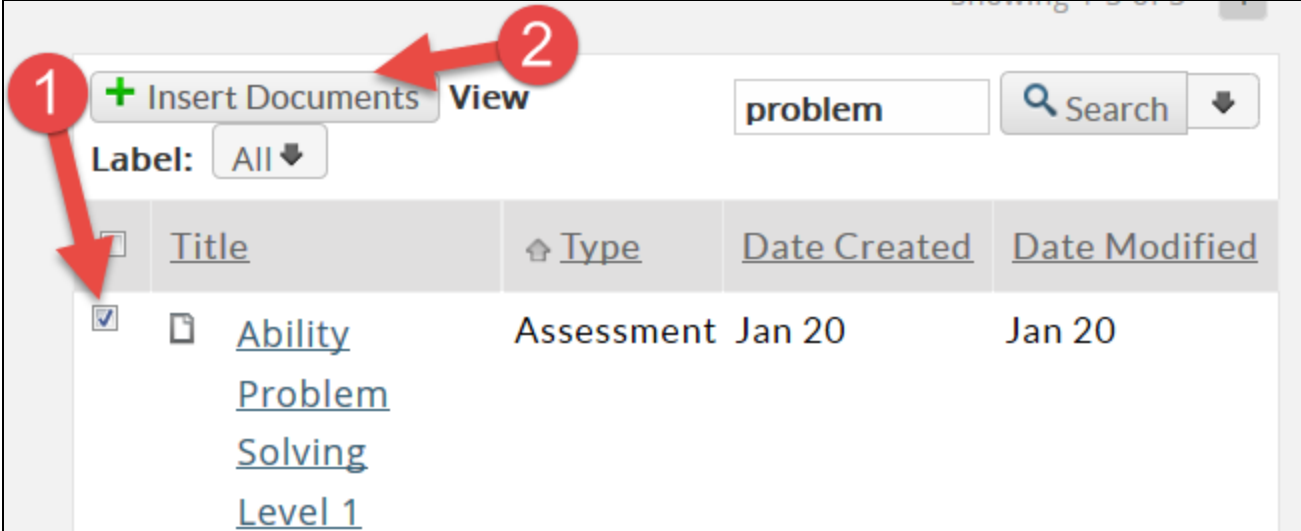
- Title (Required):** Essay 1
- Description:** Here are the instructions...
- Post Date:** Do not post it yet (selected)
- Due Date:** [Month] [Day] [Year] CST
- Viewable to Students:** (checked)
- Allow student to retract submission:** (checked)

Red callout boxes provide the following explanations:

- Assignment is hidden from students until this date. (points to the Post Date dropdown)
- If unchecked, hides assignment from students. (points to the Viewable to Students checkbox)
- Students can delete and resubmit their work until you start assessing. (points to the Allow student to retract submission checkbox)

<p>Note: Students are prevented from resubmitting work after the assignment's due date and after the instructor gives feedback on an assignment.</p>	
<p>10. Click Browse under the Assessment Method area to add standard rubrics (scales) or custom rubrics (scales) you created.</p> <p>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.</p>	
<p>11. Enter a search term (such as the name of an Alverno ability), and click the Search button to locate the desired rubric.</p>	

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

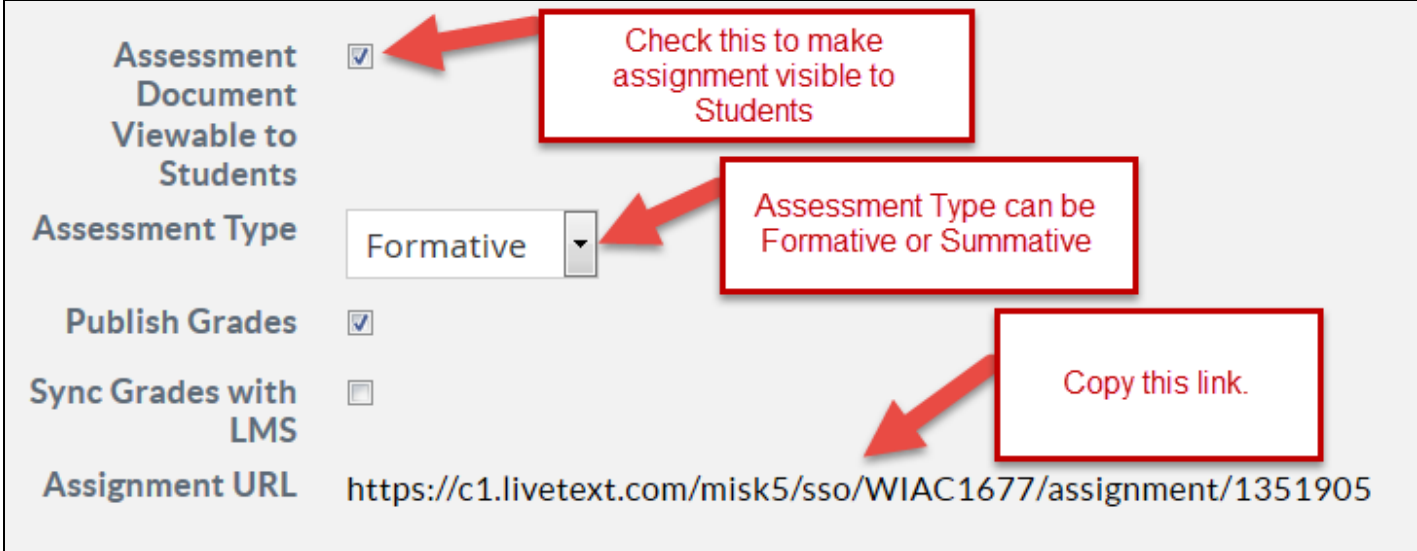


<input type="checkbox"/>	Title	Type	Date Created	Date Modified
<input checked="" type="checkbox"/>	Ability Problem Solving Level 1	Assessment	Jan 20	Jan 20

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).



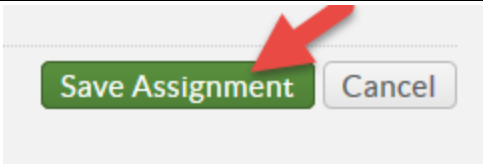
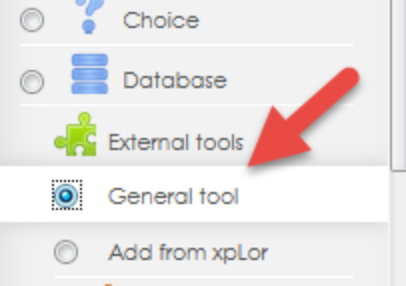
Assessment Document Viewable to Students

Assessment Type Formative

Publish Grades

Sync Grades with LMS

Assignment URL <https://c1.livertext.com/misk5/sso/WIAC1677/assignment/1351905>

<p>16. Scroll down and click Save Assignment.</p>	
<p>17. Log in to Moodle, navigate to the course associated with this LiveText assignment, and turn on editing.</p> <p>18. Click Add a resource or activity, and select General tool under External Tools, then Add.</p> <p>.</p>	

- 19. Give your assignment a name.
- 20. Paste the LiveText URL in the Launch URL box.
- 21. Set the Grade to None.

Updating External tool ?

General

Activity name*

External tool type + * x

Launch URL

Launch container

+ Show more...

Privacy

Grade

Grade Type Scale Maxin Point

Grade category

- 22. Scroll down and select Save and Return to Course.

Privacy

Grade

Common module settings

Restrict access

23. Your assignment will appear in Moodle with a puzzle piece icon.

