

# Assessing a Student's Assignment

Follow these steps:

## Note:

If you place check marks in the boxes to select students, you must follow step 4 to assess students. By clicking on student's names without using the checkboxes, you automatically are taken to the assessment. On the **Submissions & Grades** tab, a new information message appears when you select a student(s) in the red **Awaiting Submission** column. The message will inform you that ask you are about to move the selected student(s) from the red **Awaiting Submission** column into the yellow **Awaiting Assessment** column, removing the student's ability to submit for the assignment unless **Request Resubmission** is selected.

## Assess with a Rubric

### Note:

When you begin assessing with a rubric, you will notice that a rubrics container populates on top of the active browser window, below and to the left of the student status submission box. You will have the ability undock the container for side-by-side viewing if necessary.

1. On the "**Latest Submission**" tab click on the artifact/document link under "**Documents to be Assessed**" to open the assignment for assessment
2. In the lower right corner of the page, click on "**Expand Rubrics**" button
3. Click the cell below the level and across from the element to select the performance level for each element of the rubric. To select the same performance level for all elements, click on the performance level (i.e. Target)
4. Once assessment of the assignment has been completed, click "**Save & Close**" button
5. Click the "**Comment**" button to enter a comment, if desired
6. Click the "**Submit Assessment**" button once finished

## Enter a Grade and Comments

1. On the right side of the page, enter a grade into the Grade/assessment score (if applicable) into the "**Grade**" text box.
2. On the right side of the page, enter a comment into the "**Comment**" text box.

## Re-Attaching and/or Attaching a Submitted Assignment Received via Hardcopy or Email

### Note:

Assessors can download, comment on, and re-attach student attachments during the assessment process. This enhancement allows for greater flexibility in assessing with evaluation within the student's native document file format, improved and expanded assessor-assessee communication, and additional abilities to provide comments and feedback other than through conventional LiveText capabilities.

1. Click on the artifact/document link to open the submitted assignment. One can choose to download and open the submitted file attachment(s).
2. Review, comment on, and modify within the native file format (i.e. Microsoft Word)
3. Save this file to your computer.
4. To re-attach this submitted file with your comments, click the “**Attach**” button under “**Attachments**”, browse your computer to find the saved file, and re-attach
5. Click “**Submit Assessment**” once assessment has been completed

After the submission has been reviewed and/or assessed, instructors may **Save**, **Request Resubmission**, **Assessor Visibility**, **Submit Assessment**, or **Cancel** the assessment. These buttons are located in the top right of the student submission area.

### Button

### Action/Function

The **Save** button will save all comments, grades, and/or scoring on assessment rubrics, but will not submit the assessment. Instructors can select the student from the Awaiting Assessment column within the **Submissions & Grades** tab, and continue reviewing and assessing the student.

The **Request Resubmission** button will change the status of the assignment on the student's **Dashboard** from View Latest Submission (yellow) to Resubmit Assignment (red). It will also change the status on the **Assignment Progress Bar** and **Submissions & Grades** area in the faculty's view from Awaiting Assessment (yellow) to Awaiting Submission (red).

The student will be able to view any comments, grades, and/or scoring on assessment rubrics to the student.

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The **Submit Assessment** button will save all comments, grades, and/or scoring on assessment rubrics, and will complete the assessment process. The status on the **Assignment Progress Bar** and **Submissions & Grades** area in the faculty's view will change from Awaiting Submission (red) or Awaiting Assessment (yellow) to Complete (green).

Submitting an assessment does not always imply that the assessments have been submitted or published to students. Instructors are able to adjust settings to release assessments to students at the time of assessment, or to publish the assessments to multiple students within the course at the same time.

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The **Assessor Visibility** button is used only when there are multiple assessors. By default the “**Assessor**” will be set to “**You**”. To change assessors click on the down arrow next to “**You**” and select the appropriate assessor. Note: If you are the assessor, leave as is.

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The **Cancel** button will cancel all comments, grades, and/or scoring on assessment rubrics not submitted

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