Inserting an Assessment Document (Rubric) into the Assignment

Follow these steps:

1. Once logged in to the university's assessment portal (Watermark/LiveText), click on the "**Courses**" tab

2. Click on the appropriate "**Course**" under "**Course Code**"

3. Click on the "**Assignment**" tab

4. Click the **assignment link** that corresponds with the assignment that needs an assessment document (**Rubric**)

5. Within the "**Assignment Details**" tab, click on the "**Edit**" button on the top left corner of the page

6. Scroll down to the "**Assessment**" area

7. Click on the "**Attach**" button. Across from the "**View Label**" select "**All**" from the drop down list

8. Scroll down (if necessary) and select the box located to the left of each assessment document (**Rubric**) to be added. *NOTE: See additional pages if assessment document (Rubric) can't be located. See upper right corner for additional pages*

9. Click in the box next to "**Show Rubrics to Students**" in order for the students to see the assessment document (**Rubric**). Otherwise the students will not be able to see the assessment document (**Rubric**)

10. To set the "**Assessment Type**" from "**Summative**" to "**Formative**", click on the button next to "**Formative**".

11. Click the "**Attach**" button.

12. Click the **Save Assignment** button to confirm.