PEPPERDINE

1. Log into your LiveText

Go to https://www.LiveText.com and click 'Log In'. Enter your Pepperdine ID and password and click 'Login'.

2. LiveText Dashboard

Once logged in, you will come to your Dashboard, a page that lists everything you have on LiveText – Courses, Assignments, Documents, and Reviews. To assess a student assignment, under 'Active Assignments' click the assignment you want to assess.

3. Submissions & Grades

When you click on the assignment, it will open the Submission & Grades tab.

- Red tab: Students have not submitted their assignments.
- Yellow tab: Students have submitted their assignments. Faculty can start to assess these assignments.
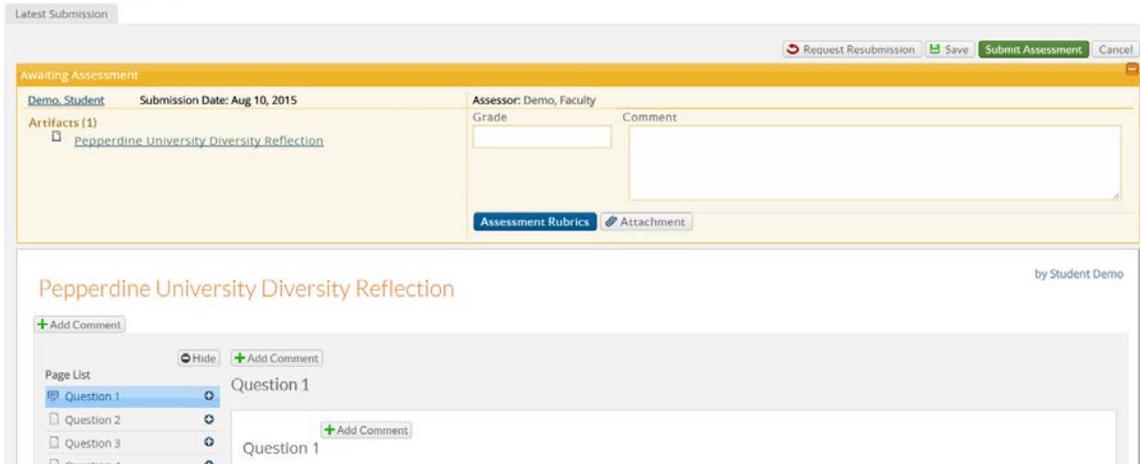- Green Tab: Faculty and assessors have completed the assessment.

4. Start assessing

- Click on the student name, you will be taken to the assignment page.
- Attached files will be listed under 'Artifacts'.
- Click on 'Assessment Rubrics' to open rubric for assessment.
- If your assignment has an ePortfolio section, it will show under the assignment.
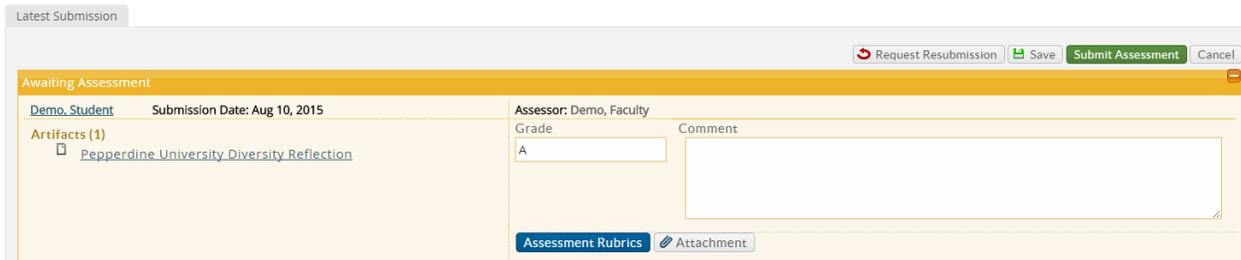

5. Rubrics Scoring

- Rubrics will be opened once you click on the 'Assessment Rubrics' button.
- Click on 'Show/Hide Rubric Descriptions' on top left to display all the text.
- Click on a cell to select the level of performance.
- Click on the 🗨 button to leave comments.
- Scores will show in the bottom of the Rubric.

6. Complete the Assessment Process

After the submission has been reviewed and/or assessed, instructors may Save, Request Resubmission, Submit Assessment, or Cancel the assessment. These buttons are located in the top right of the student submission area.
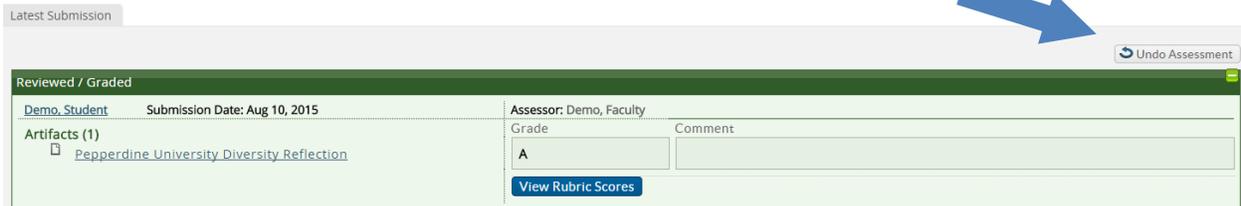
'Save' will save all the assessment scores and comments for future assessing. 'Cancel' will delete all the assessment scores and comments. Faculty can also request students to resubmit their assignments. Once faculty click on 'request resubmission', students will get a notice to update and resubmit the assignment.

'Submit Assessment' will move the student from 'Awaiting Assessment' to 'Complete'. Data will be complied for analytics. Faculty will still be able to undo assessment in assessment page. Once faculty undo assessment, the assignment will move from 'Complete' back to 'Awaiting Assessment' and faculty will be able to assess the assignments again.