

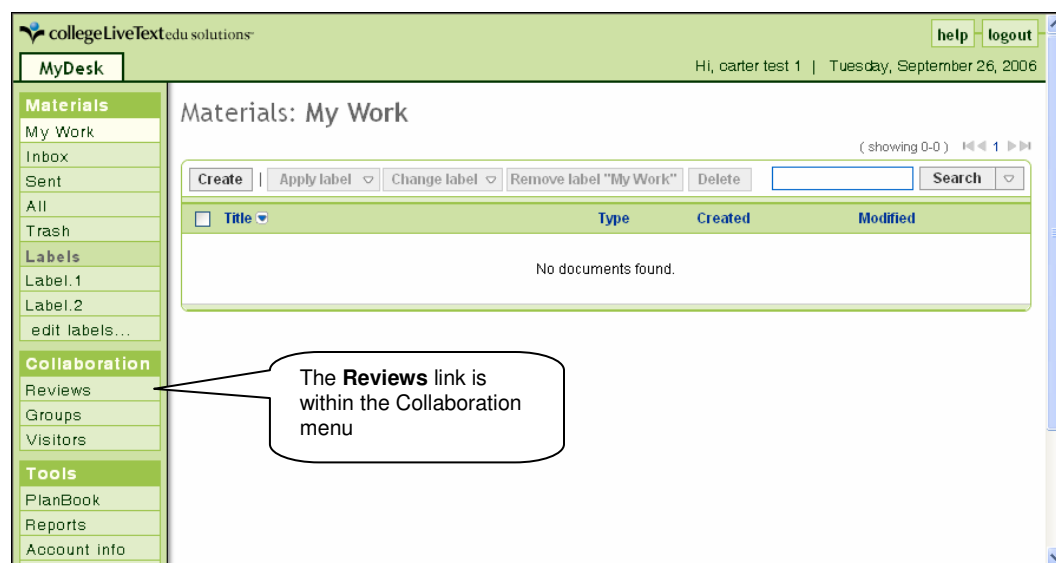
Reviewing Student Work in LiveText Using Assessment Rubrics

A review is a critical evaluation of a LiveText document. Students submit documents for review to reviewers. The reviewers are allowed to add review comments to the submissions and to assess these submissions using rubrics. When the reviewers are done reviewing and assessing then they submit their reviews and assessments back to the student who submitted for review. They may then view the comments and the assessment scores from the rubric for their submissions. This help guide covers reviewing submissions and organizing the reviews area. For help submitting documents for review, please see the help guide titled *Submitting Documents for Review*.

Note: *Reviews* can only be performed by LiveText members. Visitors and other non-members cannot perform reviews in LiveText. Review comments and assessment scores can only be viewed by the reviewer and the reviewee or student. Review comments and assessment scores cannot be shared with other LiveText users.

The Reviews Area

Use the *Reviews* area accessible from the left menu in your LiveText account to list, view, and organize review submissions. Documents that have been received for review can be viewed, reviewed, and assessed here.



Accessing Reviews

Open the *Reviews* area by clicking the *Reviews* link within the Collaboration menu. Submissions are separated by tabs into reviews that you have received for review and documents that you have sent to others for review. Click the appropriate tab to select which submissions you wish to access. Submissions can be filtered, labeled, un-labeled, searched, sorted, and of course, reviewed and assessed.

The Reviews Area

The screenshot shows the 'The Reviews Area' interface. At the top, there's a header with 'collegeLiveText.edu solutions', 'MyDesk', and 'help | logout'. The date is 'Tuesday, September 19, 2006'. On the left is a 'Materials' sidebar with options like 'My Work', 'Inbox', 'Sent', 'All', 'Trash', and 'Labels'. The main area has two tabs: 'Received for Review' (selected) and 'Sent for Review'. Below the tabs is a 'Filter by Label' dropdown menu set to 'label 1'. There are buttons for 'Apply label' and 'Remove label "label 1"'. A table displays a submission with columns: Title, From, Received, Reviewed, Asmt, and Actions. The 'Reviewed' column shows 'no'. The 'Actions' column has a 'review' link. Five callout boxes provide instructions: 1. 'Check here to select a submission to label or un-label' (points to the 'Filter by Label' dropdown). 2. 'Click **Apply label** to label checked submissions' (points to the 'Apply label' button). 3. 'Click **Remove label** to un-label checked submissions' (points to the 'Remove label "label 1"' button). 4. 'Click a column title to sort submissions by that column' (points to the 'Reviewed' column header). 5. 'Click here to review or assess a submission' (points to the 'review' link in the Actions column).

Labels and Review Submissions

When you open the *Reviews* area, the system displays the submissions from the *My Reviews* label. *My Reviews* is a system label that displays all un-labeled review submissions. You can select which submissions to display by making a selection from the Filter by Label menu. LiveText provides the three system labels for you. Any labels that you create will also appear in this menu.

Note: Smart labels cannot be used with reviews and do not appear in the Filter by Label menu.

System Labels in the Tabbed View

Type	Description
Pending	Automatically applied to all documents received for review
<i>My Reviews</i>	Automatically applied to documents that have do not have a user-created label applied to them
Any Label	Automatically applied to all documents for review. This label cannot be removed from a document for review

Reviewing a Submission

1. Open the *Reviews* area
2. Open the Received for Review tab
3. Use the *Filter by Label* menu to choose which submissions are displayed
4. Find the appropriate document to open and click the **review** link to the right of the screen to open the document for review.
5. Use the **add comment** links to add review comments to the document
6. When you are done, click the Submit link. This action submits your review to the reviewee and returns you to the Received for Review screen so that you can select another submission to review.

An open assessment rubric

Standards-Linked Performance Assessment
by carter test 1 Assessee: Carter Lamb Assessor: carter test 1 Assessed on: pending

Show: [All](#) | [Rubrics](#) | Rubric names

Assessment

[Performance Assessment](#)

Other comments:

Reporting Type:

If you want a copy, print from your browser now (Ctrl+P) before submitting.

[Choose Another Assessment...](#)

Click **Rubrics** to display the complete rubric vs. just the rubric names that are displayed by default

Click an individual rubric title to display that rubric only

Click here to deselect this assessment and select another

Fill in and submit the assessment rubric.

Standards-Linked Performance Assessment
by carter test 1 Assessee: Carter Lamb Assessor: carter test 1 Assessed on: pending

Show: [All](#) | [Rubrics](#) | Rubric names

Assessment

[Performance Assessment](#)

	Target	Acceptable	Unacceptable	Attained
Skill1 Map related standards here	Targeted performance is evidenced by ...	Acceptable performance is evidenced by ...	Unacceptable performance is evidenced by ...	<input type="text" value="Set all to..."/> <input type="text" value=""/> add comment
Disposition2 Map related standards here	Targeted performance is evidenced by ...	Acceptable performance is evidenced by ...	Unacceptable performance is evidenced by ...	<input type="text" value=""/> <input type="text" value=""/> add comment
Knowledge3 Map related standards here	Targeted performance is evidenced by ...	Acceptable performance is evidenced by ...	Unacceptable performance is evidenced by ...	<input type="text" value=""/> <input type="text" value=""/> add comment
Etc4 Map related standards here	Targeted performance is evidenced by ...	Acceptable performance is evidenced by ...	Unacceptable performance is evidenced by ...	<input type="text" value=""/> <input type="text" value=""/> add comment

Other comments:

Reporting Type:

If you want a copy, print from your browser now (Ctrl+P) before submitting.

[Choose Another Assessment...](#)

Click here to set all rubric rows to the same value

Click here to select the value attained for this row of the rubric

Click here to add a comment to this row of the rubric

Use this comment box to enter comments that apply to the entire assessment

Click **Save Assessment** to save your assessment.

Click **Save & Submit Assessment** to save your assessment and submit the review and assessment back to the reviewee.