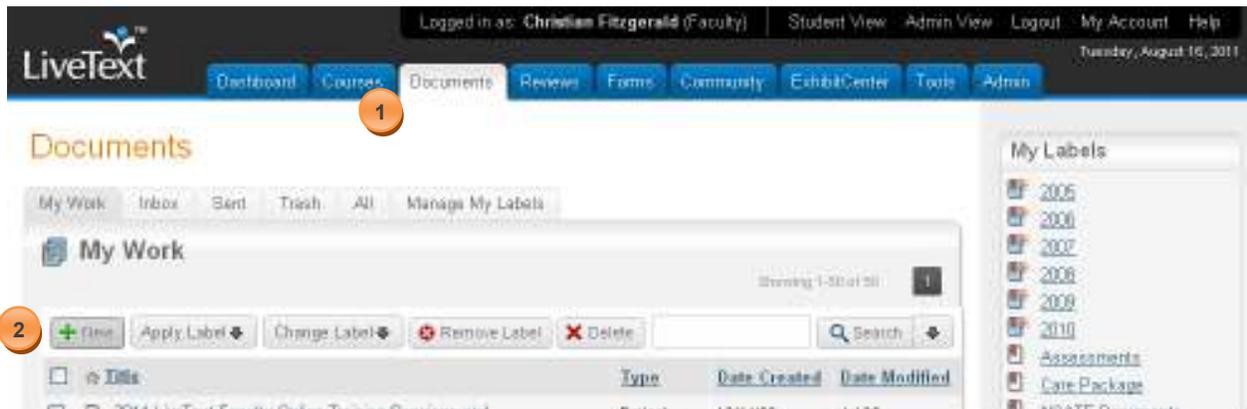
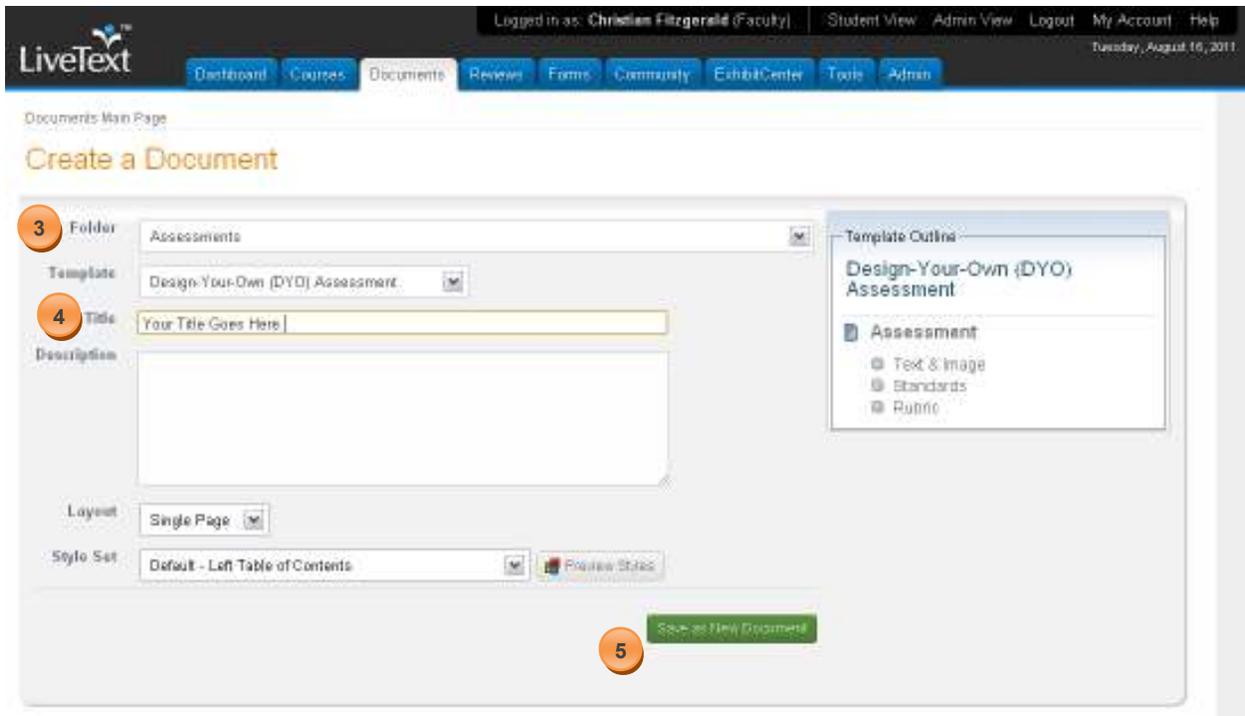


Create an Assessment Rubric in LiveText

1. Click the **Documents** tab located in the top center of the screen.
2. From within the **My Work** tab, click the **New** button.



3. Next, choose the **folder** from the drop-down menu called **Assessments** under the heading **LiveText**.
4. Choose a document **template** called **DYO Assessment** and then enter a Title. The user also has the option in this area to write a document description. Don't worry about the options to choose a layout, and to preview and select styles.
5. Click the **Save as New Document** button located on the lower right side. The document will open and is ready for use.



Definitions and Vocabulary

	Performance Level	Performance Level	Performance Level	Performance Level
Element Language (Alignment to component)	Performance Descriptor	Performance Descriptor	Performance Descriptor	Performance Descriptor
Element Language (Alignment to component)	Performance Descriptor	Performance Descriptor	Performance Descriptor	Performance Descriptor
Element Language (Alignment to component)	Performance Descriptor	Performance Descriptor	Performance Descriptor	Performance Descriptor
Overall Assessment Language (Alignment to Outcome)	Performance Descriptor	Performance Descriptor	Performance Descriptor	Performance Descriptor

Element – The row of an assessment rubric, aligned to one of the specific, measurable components of the learning outcome being measured.

Performance Levels: The columns of the rubric. Each column should have a general descriptor of the level of performance (e.g. Exemplary, Satisfactory, Unsatisfactory) Collectively, performance levels are referred to as the “scale” of the rubric.

Best Practice: The performance scale should range from three to six levels. Both the number of levels and their titles should be consistent among different rubrics for measuring a unit’s learning outcomes.

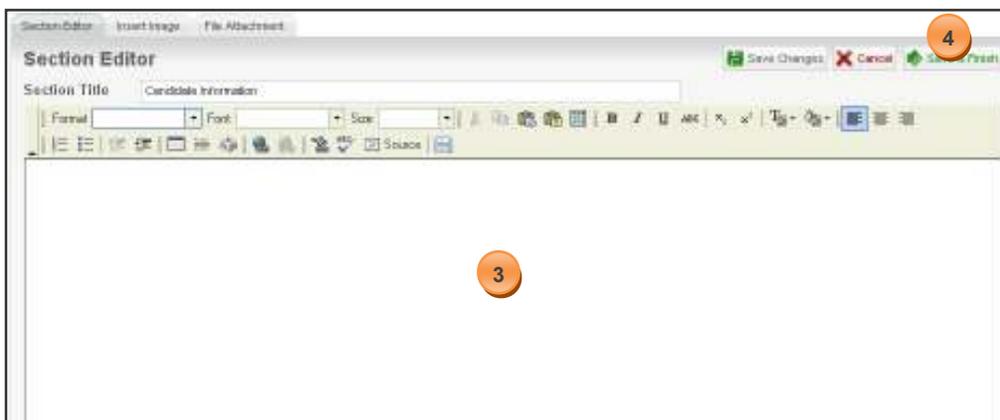
Performance Descriptors: In the cells where elements and levels intersect, include a qualitative or quantitative description of what a learner must achieve in order to attain a score at a designated performance level. To enhance the statistical reliability of the rubric, make performance descriptors along the row substantively different from one another. If the performance descriptors in an element are identical with the exception of a single adjective, then the instructor’s assessment will rest only on their subjective definition of that one word.

Add Text Instructions, Description or Definitions to a Document

1. From within the document view, click the page title in the **Table of Contents** to be edited.
2. Click **Edit** next to the section to edit.



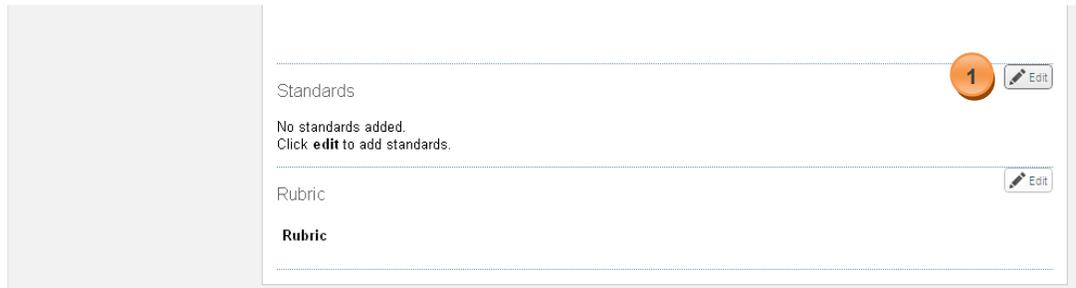
3. Edit/Modify the content within the section.
4. Click the **Save & Finish** button in the top right corner of the screen to view the document.



Add Standards to a LiveText Assessment

Users can add standards to an assessment document to indicate the learning goals in the *Standards* section that will be measured and can also link selected standards to the rubric within the document.

1. From within the document, click the **Edit** link that corresponds with the Standards section you wish to edit. The **Edit** link is located to the right of each section.



2. Rename the Standards section (optional) in the Section title text box located below the Standards List and Add Standards tabs.
3. Click the **Add** button.

Section: Standards



4. Click the **All** or **Personal** links to display either Personal or All Standards Sets.
5. Select a Standard Set from the dropdown menu.

Section: Standards



6. After selecting a Standard Set, the standards will appear below the LiveText Standards box. Additional Levels or Subjects, Grades, and/or Keywords may be used to refine the search.
7. After entering search criteria, click the **Search** button.

Section: Standards

Standards List Add New

LiveText Standards Save & Finish

CACREP Council for Accreditation of Counseling and Related Educational Programs (CACREP)

Search using the following criteria:

Standard Set:

Standard Set Level 1:
 (Levels | Subjects)

Grade(s): From - To

Keywords: Optional

(Example: NCATE.1' or Economy)

7

8. Select the checkboxes that correspond with the standards to be added.
9. Click the **Add Standards** button located on the top left of the list of standards.

9

<input checked="" type="checkbox"/>	Standard	Description
8 <input checked="" type="checkbox"/>	CACREP.1.A	STANDARD: The institution in which the academic unit is housed is accredited by a regional or institutional accrediting body that is recognized by the Council for Higher Education Accreditation (CHEA). [The Institution]
<input checked="" type="checkbox"/>	CACREP.1.B	STANDARD: The current institutional catalogue or bulletin accurately describes the academic unit and each program offered, including admissions criteria, minimum program requirements, matriculation requirements (for example, examinations, academic-standing policies), and financial aid information. [The Institution]
<input checked="" type="checkbox"/>	CACREP.1.C	STANDARD: The academic unit is clearly identified as part of the institution's graduate offerings and has primary responsibility for the preparation of students in the program. If more than one academic unit has responsibility for the preparation of students in the program, the respective areas of responsibility and the relationships among and between them must be clearly defined. [The Institution]
<input checked="" type="checkbox"/>	CACREP.1.D	STANDARD: Cooperative relationships exist between the academic unit and other academic units that contribute to the professional preparation of students in the program as well as off-campus professional and community resources. [The Institution]
<input checked="" type="checkbox"/>	CACREP.1.E	STANDARD: The institution is committed to providing the program with sufficient financial support to ensure continuity, quality, and effectiveness in all of the program's learning environments. [The Institution]
<input checked="" type="checkbox"/>	CACREP.1.F	STANDARD: The institution provides encouragement and support for program faculty to participate in professional organizations and activities (for example, professional travel, research, and leadership positions). [The Institution]
<input checked="" type="checkbox"/>	CACREP.1.G	STANDARD: The institution makes available to students in the program personal counseling services provided by professionals other than program faculty and students. [The Institution]
<input checked="" type="checkbox"/>	CACREP.1.H	STANDARD: Access to library and other learning resources is appropriate for scholarly inquiry, study, and research by program faculty and students. [The Institution]
<input checked="" type="checkbox"/>	CACREP.1.I	STANDARD: The institution provides technical and financial support to program faculty and students to ensure access to information systems and data analysis for teaching and research. [The Institution]
<input checked="" type="checkbox"/>	CACREP.2.A	STANDARD: comprehensive mission statement has been developed that brings the program into focus and concisely describes the program's intent and purpose. The mission statement[Program Objectives And Curriculum]
<input type="checkbox"/>	CACREP.2.A.1	> describes the types of students it serves, its geographic orientation, and the priorities and expectations of the faculty,[Program Objectives And Curriculum]

10. The added standards can be viewed in the **Standards List** tab. Repeat these steps for any additional standards from other sets that may be needed.
11. Click the **Save & Finish** button located in the top right corner of the Edit Section screen to view the document with the standards listed.

Section: Standards

10 Standards List Add New

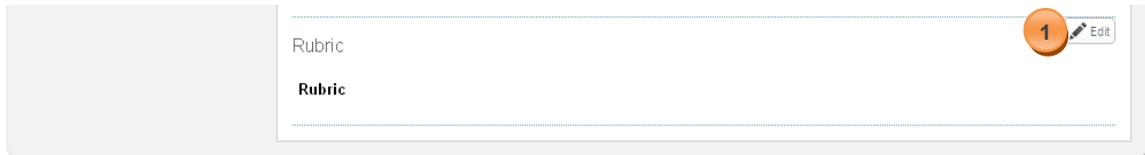
11

Showing 1-95 of 95

<input type="checkbox"/>	Standard	Description
<input type="checkbox"/>	CACREP.1.A	STANDARD: The institution in which the academic unit is housed is accredited by a regional or institutional accrediting body that is recognized by the Council for Higher Education Accreditation (CHEA). [The Institution]
<input type="checkbox"/>	CACREP.1.B	STANDARD: The current institutional catalogue or bulletin accurately describes the academic unit and each program offered, including admissions criteria, minimum program requirements, matriculation requirements (for example, examinations, academic-standing policies), and financial aid information. [The Institution]
<input type="checkbox"/>	CACREP.1.C	STANDARD: The academic unit is clearly identified as part of the institution's graduate offerings and has primary responsibility for the preparation of students in the program. If more than one academic unit has responsibility for the preparation of students in the program, the respective areas of responsibility and the relationships among and between them must be clearly defined. [The Institution]

Edit a Rubric Section

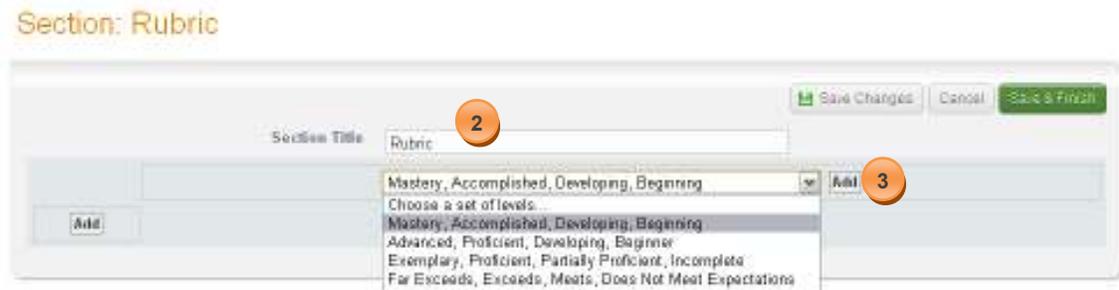
1. From within the document, click the **Edit** link that corresponds with the Rubric section. The **Edit** link is located on the right of each section.



2. Rename the Rubric section (optional) in the Section title text box.

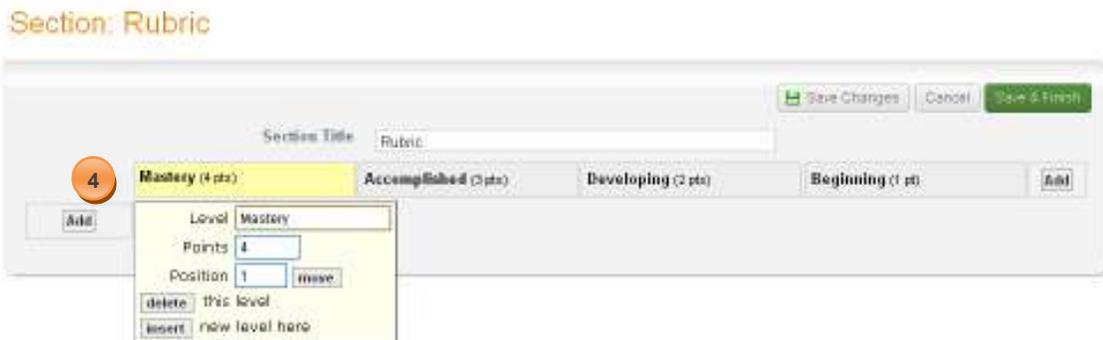
Add/Edit Rubric Levels (Columns)

3. Select from the predefined set of levels in the dropdown menu, or click the corresponding **Add** button located on the right side of the screen for each additional level (or column).



4. To edit a level, click its title to open an edit window.
 - i. Edit the name of the Level.
 - ii. Adjust the level's Points value, if applicable.
 - iii. Position the level in relation to the other levels. By default, the level's present position is listed.
 - iv. To delete a level, click the **delete** button.
 - v. Insert a new level by clicking the **insert** button (which will shift existing levels to the right).
 - vi. To add a level, click the **Add** button.

Continue editing the rubric levels, elements, and cells. When finished, click the **Save & Finish**



button.

Add/Edit Rubric Elements/Objectives (Rows)

6. To add an element, click the **Add** button on the left side of the screen.

7. To edit an element, click its title to open an edit window.

Set the element's relative Weight.

- i. Position the element in relation to the other elements. By default, the element's present position is listed. Click the Position field box to view the positions of the elements. To reposition the element, enter a new position number. The other elements in the rubric will shift accordingly.
- ii. To delete an element, click the **delete** button.
- iii. Insert a new element by clicking the **insert** button (This will shift existing elements down).
- iv. If standards are added to the document, a list of available standards will appear. These standards can be associated with the rubric element by highlighting the standard(s) from the Available Standards menu and clicking the **<< add** button. To remove standards from the element, click the standard(s) from the Assigned Standards menu, and click the **remove** button.

Continue editing the rubric levels, elements, and cells. When finished, click the **Save Changes** button.

Section: Rubric

The screenshot shows the 'Section: Rubric' editor interface. At the top, there is a 'Section Title' field containing 'Rubric' and three buttons: 'Save Changes', 'Cancel', and 'Save & Finish'. Below this is a table with four columns representing performance levels: 'Mastery (4 pts)', 'Accomplished (3 pts)', 'Developing (2 pts)', and 'Beginning (1 pt)'. An 'Add' button is located to the right of the table. On the left side, there is a list of elements: 'Element 1 (25%) CACREP 1.A', 'Element 2 (25%)', 'Element 3 (25%)', and 'Element 4 (25%)'. An 'Add' button is at the bottom of this list. An edit window is open for 'Element 1'. It contains the following fields and options: 'Element' (text box with 'Element 1'), 'Weight' (text box with '1'), and 'Position' (text box with '1' and a 'move' button). Below these are two lists: 'Assigned Standards' (containing 'CACREP 1.A') and 'Available Standards' (containing 'CACREP 1.A' through 'CACREP 1.G'). There are 'remove' and 'add' buttons between these lists. At the bottom of the edit window are 'delete' and 'insert' buttons with their respective actions: 'delete: this element' and 'insert: new element here'. A red circle with the number '7' is placed over the 'Weight' field, and another red circle with the number '6' is placed over the 'Add' button in the element list.

Edit Rubric Cells

9. Double click the rubric cell that corresponds with the level and element, and enter text. Text from other sources can be pasted (Ctrl + v) into each rubric cell.

10. Continue editing the rubric elements and cells, then click the **Save Changes** button.

11. To return to view mode, click the **Save & Finish** button located on the top right.

Section: Rubric

10

11

Section Title:

	Mastery (4 pts)	Accomplished (3 pts)	Developing (2 pts)	Beginning (1 pt)	<input type="button" value="Add"/>
Element 1 34 (25%) CACREP 1.A	Double Click 9 <input type="text" value="double-click to edit"/>				
Element 2 34 (25%)					
Element 3 34 (25%)					
Element 4 34 (25%)					
<input type="button" value="Add"/>					

Updating and Changing Rubrics

Modifications and changes to assessment documents and forms can be a direct result from an initiative to reorganize a program's or institution's assessment and accreditation strategy or simply based on feedback from faculty or curricular changes as part of the continuous improvement process. Changing assessment documents is part of a healthy assessment system.

Creating New Rubric Versions

The best practice for implementing substantive changes to an assessment rubric is to create a new version of the rubric by copying the LiveText Document.

1. Click the **Documents** tab located in the top center of the screen.
2. Click the **Title** of the document.
3. Click the **Copy** button
4. Give the new version of the Document a unique title and click **OK**.

This will create a new version of the document, including any rubric sections within it. The contents of document will be the same as the original, however the new version will also represent a new dataset, and therefore any edits to the rubric will not impact previously collected data. After any changes or updates to the content of the rubric are made, the new version can be used for subsequent assessments.

Editing Features that are Disallowed to Protect Data Validity

To protect the validity of data that has already been collected, LiveText will remove most editing privileges from any version of a rubric that has already been used to collect data. Otherwise, any changes to the structure of the rubric or the language used in the performance levels, performance descriptors, or elements would otherwise invalidate assessments that had been completed before prior to the edits. Edits that can no longer be made to a rubric after it has been used include:

- Adding or deleting rubric levels (columns)
- Adding or deleting rubric elements (rows)
- Correcting semantic errors
- Adding, changing, or deleting milestones
- Changing or deleting level (column) points in a rubric
- Adding, changing, or deleting element (row) weights in a rubric
- Changing performance criteria (cell) in a rubric

Permitted Changes After a Rubric Has Been Used to Gather Data

These are changes which do not invalidate assessment data or assessment reports. Data-safe changes may be made to an assessment document at any time.

- Adding, changing, or deleting standards in a rubric element (row)
- Changing the title of the rubric (the LiveText Document section)