Creating Assignments
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Once courses have been uploaded, an assignment may be created for a course section. Creation of assignments within the administrative account will automatically be distributed and populated in faculty and, if posted, student accounts. Faculty may create additional assignments related to the course as well as copy, edit or add to administrator-generated assignments (e.g., due dates). The steps for creating and editing an assignment are identical for faculty and administrators.

Create a Course Assignment

New course assignments cannot be created in a term which has ended. If new assignments must be created for a previous term, then the LiveText Administrator may extend the term end date to a future date. After the term has been extended, new assignments may be created for the term. After the new assignments have been created, the LiveText Administrator may set the term end date back to its original date. Note: If a term end date has been extended the term will become an active term for all LiveText user’s in the domain.

To create a course assignment:

1. Log into a faculty or administrative account.
2. Click on the Courses tab.
3. Click on the appropriate Course Code or Course Name from the All Courses page.
4. Click the Assignments tab located under the course title.
5. Click the + Create button.
6. Enter a Title for the assignment.
7. Enter an optional Description.

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title (Required)</td>
</tr>
<tr>
<td>Description</td>
</tr>
</tbody>
</table>

- [Show More]
8. Beneath the Description textbox, there is a [Show More] link. Click on this link to display the Show Assignments to Students checkbox. By default this checkbox is selected.

If this checkbox is selected students will be able to view the assignment on their Dashboard after the Post Date has passed. Leave the checkbox selected if a student is required to submit an artifact to the assignment.

If the checkbox is not selected, the assignment will not be displayed to the student. However, it will still be displayed on the faculty’s view. For example, this may be an assessment conducted on class participation or an oral presentation.

9. When the Submission Status Change Confirmation checkbox is checked instructors are provided a warning stating that if they begin an assessment on a student who is in the “Awaiting Submission” column the student will be unable to submit to the assignment. This checkbox is selected by default.

10. The Allow LiveText Documents checkbox is selected by default. This allows students to submit LiveText documents to the assignment.
   a. Un-select the checkbox to prevent students from submitting LiveText documents to the course assignment.

11. The Allow External Files check box is also selected by default. This allows students to submit external files (i.e. documents, spreadsheets, and photos) to the course assignment.
   a. Un-select the checkbox to prevent students from submitting external files to the course assignment.
12. Click on Show More link to view more Resources & Settings options.
   a. For more information please navigate to the following sections
      i. Insert Assignment Template
      ii. Insert File Type Constraints and a Required Number of Files
      iii. Insert Resources and Standards

13. Click the Attach button next to Rubrics to choose an optional assessment document that will be used when student submissions are evaluated.

14. In the Attach Rubrics to Assignment window that opens, select the checkbox next to the title of any LiveText assessment documents which are to be attached to the assignment. Multiple assessment documents may be selected.
15. Click the button to attach any selected assessment documents to the assignment.

16. For each attached rubric, you may select the checkbox next to **Withhold assessment document and completed rubric from students** to prevent students from viewing the assessment document.
17. Check the checkbox next to **Show Rubrics to Students** to allow students to view the assessment document. Note: This setting will be overwritten for any rubric which has the **Withhold assessment document and completed rubric from students** checkbox selected.

18. The checkbox next to **Students Can Retract Submission** is selected by default. If this checkbox is selected, then students may retract their submission if the due date has not passed and the instructor has not begun an assessment for the assignment.
   a. Unselect this checkbox to prevent students from withdrawing their submissions to this assignment.

19. Choose an **Assessment Type**; by definition, formative assessments are on-going assessments, reviews, and observations. Summative assessments are typically culminating or final assessments used to evaluate the effectiveness of instruction and learning at the end of an academic term, year, or at a pre-determined time. Summative assessment is the default option.

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Summative</th>
<th>Formative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publish Grades</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

20. The **Publish Grades** checkbox is selected by default. This allows a student to receive the assessment results instantly after an assessor completes and submits the assessment.
   a. Uncheck the box to manually release assessment result after all student assessments are completed.

21. Select the **Include Other Assessors** checkbox to begin adding other assessors.
   a. For more information please navigate to the following section
      i. **Include Other Assessors**

22. Under the **Availability** area, select a **Post date**. This is the date that the assignment will be displayed in the student’s account.

23. Click on **Show More** link to select a **Due Date** for the assignment.

24. Near the top of the page, click on the **Review Selections** button to review the selections for this assignment in a new window.
<table>
<thead>
<tr>
<th>General Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Research Paper</td>
</tr>
<tr>
<td>Description</td>
<td>Student should submit a 15 page research paper to this assignment. To receive full-credit, the research topic must be approved by your advisor prior to mid-term.</td>
</tr>
<tr>
<td>Show Assignments to Students</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resources &amp; Settings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission Status Change Confirmation</td>
<td>Yes</td>
</tr>
<tr>
<td>Allow LiveText Documents</td>
<td>No</td>
</tr>
<tr>
<td>Require Templates</td>
<td>No</td>
</tr>
<tr>
<td>Allow External Files</td>
<td>Yes</td>
</tr>
<tr>
<td>Resources</td>
<td></td>
</tr>
<tr>
<td>URLs</td>
<td></td>
</tr>
<tr>
<td>Standards</td>
<td></td>
</tr>
<tr>
<td>Assessment</td>
<td></td>
</tr>
<tr>
<td>Rubrics</td>
<td></td>
</tr>
<tr>
<td>Show Rubrics to Students</td>
<td>No</td>
</tr>
<tr>
<td>Students Can Retract Submission</td>
<td>Yes</td>
</tr>
<tr>
<td>Assessment Type</td>
<td>Summative</td>
</tr>
<tr>
<td>Publish Grades</td>
<td>Yes</td>
</tr>
<tr>
<td>Sync Grades with LMS</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Assessors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Include Other Assessors</td>
<td>No</td>
</tr>
<tr>
<td>Hold Assessments for Reconciliation</td>
<td>Yes</td>
</tr>
<tr>
<td>Assessors</td>
<td></td>
</tr>
<tr>
<td>Show Assessor Names</td>
<td>Yes</td>
</tr>
<tr>
<td>Assessor Names</td>
<td></td>
</tr>
<tr>
<td>Show Student Names</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Availability</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Post</td>
<td>Now</td>
</tr>
<tr>
<td>Post Date</td>
<td>December 2, 2015 05:52 PM CDT</td>
</tr>
<tr>
<td>Due Date</td>
<td></td>
</tr>
</tbody>
</table>

### a. Click either the icon or the button to close the window.

25. Click the button to save the assignment.

26. To return to the Course Assignment Overview page without saving, click the button.

#### a. Upon clicking cancel, you will be asked to confirm your selection.
b. Click on the OK button to confirm your cancellation.

**Edit an Existing Course Assignment**

Course assignments from a previous term cannot be edited. If a course assignment from a previous term must be edited, the LiveText Administrator may extend the term end date to a future date. After the term has been extended assignments from that term may be edited. After the assignments have been edited the LiveText Administrator may set the term end date back to its original date. Note: If a term end date has been, the term will become an active term for all LiveText users in the domain.

To edit an existing course assignment:

1. Log into a faculty or administrative account.
2. Click on the Courses tab.
3. Click on the appropriate Course Code or Course Name from the All Courses page.
4. Click the Assignments tab located under the course title.
5. Click the assignment link that corresponds with the assignment.
6. Within the Assignment Details tab, click on the Edit button.
7. Make any required changes to the course assignment.
8. Click the Save Assignment button to save the assignment and return to the Assignment Details tab.
9. To return to the Assignment Details tab without saving, click the Cancel button.
Insert Assignment Template

If an assignment requires use of an instructor provided template, then students are required to attach a LiveText document created with that template before the system will allow the student to submit to the assignment.

To insert an assignment template:
1. Log into a faculty or administrative account.
2. Click on the Courses tab.
3. Click on the appropriate Course Code or Course Name from the All Courses page.
4. Click the Assignments tab located under the course title.
5. Click the assignment link that corresponds with the assignment.
6. Within the Assignment Details tab, click on the button.
7. Scroll down to the Resources & Settings area.

8. Click on the link to view more Resources & Settings options.
9. The Allow LiveText Documents checkbox must be selected to add an assignment template.

10. Click the checkbox next to Require Templates.

11. Click the button next to Templates to open a window titled Attach Templates to Assignment.
12. Select the Label (e.g. My Work, Inbox, or a custom label) where the document is listed.
13. Select the checkbox located to the left of each document to be added. Multiple LiveText documents may be selected.

14. Click the button to attach any selected templates.
a. Alternatively, click the button to close the Attach Templates to Assignment window without attaching templates.

15. Click the button to save the assignment and return to the Assignment Details tab.

16. To return to the Assignment Details tab without saving, click the button.

Insert File Type Constraints and a Required Number of Files

If an assignment makes use of file type constraints and a required number of files, each student is required to attach the required number and types of files to the assignment before the system will allow the student to submit to the assignment. The file type constraints cannot be edited after any student begins the assignment. Note: The constraints do not apply to files attached within any LiveText documents which are attached to the assignment.

To insert file type constraints and a required number of files:

1. Log into a faculty or administrative account.
2. Click on the Courses tab.
3. Click on the appropriate Course Code or Course Name from the All Courses page.
4. Click the Assignments tab located under the course title.
5. Click the assignment link that corresponds with the assignment.
6. Within the Assignment Details tab, click on the button.
7. Scroll down to the Resources & Settings area.

Resources & Settings

- Submission Status Change Confirmation
- Allow Livetext Documents
- Allow External Files

8. Click on Show More link to view more Resources & Settings options.
9. The Allow External Files must be selected to choose a required file type.
10. Select a file type from the **File Type** dropdown menu. Once a file type is selected then a minimum number of files or a maximum number of files must be entered to add the file type constraint. A selected file type may have both a minimum and maximum number of files.

11. To enter the minimum number of files for the selected file type, check the **Set Minimum** checkbox. Next, enter the required minimum number of files for this file type.

12. To enter the maximum number of files for the selected file type, check the **Set Maximum** checkbox. Next, enter the maximum number of files which can be attached for this file type.
Note: Students will not be able to submit to the assignment until all file attachment requirements are met.

13. Click the **Add** button to add the file type and its required number of files to the assignment.
14. Repeat steps 10 – 13 to add another file constraint with a required number of files.
15. Click the **Save Assignment** button to save the assignment and return to the Assignment Details tab.
16. To return to the Assignment Details tab without saving, click the **Cancel** button.
Insert Resources and Standards

Assignment resources are instructor or administrator provided items which students may access to complete the assignment. Resources may include LiveText documents, URL’s, or external files which are uploaded into LiveText.

If there are standards associated with an assessment rubric and that rubric is attached to a course assignment, then each standard will automatically be listed in the Standards area for that assignment. However, additional standards may be added to the assignment.

To insert resources and standards:
1. Log into a faculty or administrative account.
2. Click on the Courses tab.
3. Click on the appropriate Course Code or Course Name from the All Courses page.
4. Click the Assignments tab located under the course title.
5. Click the assignment link that corresponds with the assignment.
6. Within the Assignment Details tab, click on the button.
7. Scroll down to the Resources & Settings area.
8. Click on link to view more Resources & Settings options.
9. To add optional resources to the assignment, click on the button located next to Resources.
10. In the **Attach Resources to Assignment** window which opens, select the checkbox next to the title of any LiveText documents which are to be attached to the assignment.

11. Click the File Manager radio button to view files from the File Manager. Select the checkbox next to the file names of any files which are to be attached.

12. Click the **Upload** button to begin uploading files from your device. Then click the button which is located beneath the text “**Browse your computer to upload.**”

   Note: This button may appear as a **Choose File** button or a **Browse…** button depending on the web browser which is being used.

   In the pop up window which appears, double click the icon of a file from your device’s local storage. Repeat step 12 as needed to select more external files.

13. Click the **Attach** button to attach all selected items as resources to the assignment.
14. To add a URL as a resource to the assignment, enter a web address into the textbox next to **URL**. Then press the **Insert** button to add the URL. Repeat step 14 as needed to insert additional URLs.

15. To add standards to the assignment, click the **Attach** button next to **Standards**.

16. In the **Attach Standards & Outcomes to Assignment** window which opens, select a library from the **Set Library** dropdown menu.

17. Choose a standard set from the **Set** dropdown menu. Alternatively, choose the "All" option to search within all standard sets in the selected set library.
18. In the textbox, enter a statement identifier, standard level or statement keywords then click the **Search** button. If nothing is entered into the search field then all statements from the selected set will be displayed.

19. Check the checkbox next to any statements which are to be included.

20. Click the **Attach** button to attach the selected standards to the assignment.

21. Click the **Save Assignment** button to save the assignment and return to the **Assignment Details** tab.

22. To return to the **Assignment Details** tab without saving, click the **Cancel** button.
Include Other Assessors

Any LiveText account which is not an instructor for the course, a student in the course, or a course administrator may be assigned as an assessor for a course assignment.

To include other assessors:

1. Log into a faculty or administrative account.
2. Click on the Courses tab.
3. Click on the appropriate Course Code or Course Name from the All Courses page.
4. Click the Assignments tab located under the course title.
5. Click the assignment link that corresponds with the assignment.
6. Within the Assignment Details tab, click on the button.
7. Scroll down to the Other Assessors area.
8. Click the Include Other Assessors checkbox.
9. The Hold Assessments for Reconciliation checkbox is selected by default. While it is selected submissions are held in the “Awaiting Assessment” column until the instructor reconciles assessments from the assessor(s). The reconciled assessment that may or may not include their own assessment.

10. Click the button next to Assessors to open the Attach Assessor to Assignment window.
11. Select the **My Institutions** radio button to search for assessors at your institution or select the **All Assessors** radio button to search for assessors associated with any LiveText domain.

12. Enter the assessor’s first name, last name, or username into the textbox.
13. Click on the `Filter` button to populate a list of assessors.
14. Click the checkbox next to the appropriate assessor. Multiple assessors may be selected.

15. Click the `Attach` button to attach any selected assessors to the assignment.

16. Click the `Select Students` drop down menu which is next to name of an assessor to assign selected student assessments to that assessor.
17. Click the ❌ icon to remove the corresponding assessor from the assignment.
18. The **Show Assessor Names** checkbox is selected by default. While this is selected, students and assessors are able to view the names of the assignment assessors.
   a. Uncheck the checkbox to prevent students from viewing the names of the assessors while viewing their assessments. This also prevents assessors from viewing the names of any assessors while viewing the assignment details for the assignment. Instructors for the course are still able to view the names of any assessors for the assignment. For those who cannot see the assessor names, the assessors will be described as A1, A2, A3, etc.
19. The **Show Student Names** checkbox is selected by default. While this is selected, assessors are able to view the names of the students they assess.
   a. Uncheck the checkbox to prevent assessors from viewing student names. This does not affect the instructor or student view. For all those who cannot see the student names, and students will be described as Student S1, Student S2, Student S3, etc.
20. Click the **Save Assignment** button to save the assignment and return to the Assignment Details tab.
21. To return to the Assignment Details tab without saving, click the **Cancel** button.

**Enable Turnitin for an Existing Course Assignment**
Before faculty can take advantage of the Turnitin and LiveText integration, the LiveText Administrator must enable the integration in their LiveText administrative account:
1. The LiveText Administrator should email implementation@livetext.com and submit a request to have the institution’s LiveText domain enabled for Turnitin integration.
2. Once it is enabled, the LiveText Administrator will log into their administrative account.
3. Click on the Admin tab.
4. Click on the “Turnitin Info” link, which is located under Administration along the right side of the screen.
5. Enter the Turnitin Account ID and the Turnitin Shared Key. This information is obtained from the Turnitin Administrator at the institution.

Admin Console

6. Click the Save button.
7. Now, faculty members will have the option to enable Turnitin for their assignments.

While using the Turnitin integration feature there are a few guidelines to consider. The assignment must be posted to enable Turnitin. Additionally, Turnitin must be enabled
before students begin to submit to the assignment. Turnitin cannot be enabled for an assignment if there are multiple instructors assigned to the course. Other assessor may not be added to an assignment which has Turnitin enabled. Students must only attach one file to a Turnitin enabled assignment and the file attachment must be at least 100 words in length.

To enable Turnitin for an existing course assignment:

1. Log into a faculty or administrative account.
2. Click on the Courses tab.
3. Click on the appropriate Course Code or Course Name from the All Courses page.
4. Click the Assignments tab located under the course title.
5. Click the assignment link that corresponds with the assignment.
6. Within the Assignment Details tab, click on the button.
7. Edit the assignment details as needed.
8. Scroll down to the Assessment area.

9. Click on Show More link to view more assessment options.
10. Click the **Enable Turnitin** checkbox.
11. Select the plagiarism fields you would like to enable for this assignment.
12. Click the **Save Assignment** button to save the assignment and return to the **Assignment Details** tab.
13. To return to the **Assignment Details** tab without saving, click the **Cancel** button.

### Enable edTPA for an Existing Course Assignment

Before a faculty or administrative account can enable course assignments for edTPA submission, External TPA Assessment must be enabled at the domain level. The LiveText Administrator should email implementation@livetext.com with a request to enable External TPA Assessment for their institution’s LiveText domain. Once External TPA Assessment has been enabled for the domain the following steps may be used to enable edTPA for existing course assignments.

To enable edTPA for an existing course assignment:
1. Log into a faculty or administrative account.
2. Click on the **Courses** tab.
3. Click on the appropriate Course Code or Course Name from the **All Courses** page.
4. Click the **Assignments** tab located under the course title.
5. Click the assignment link that corresponds with the assignment.
6. Within the **Assignment Details** tab, click on the **Edit** button.

7. Scroll down to the **Assessment** area.

8. Click on **Show More** link to view more assessment options.

![Assessment](image)

9. Check the **TPA** checkbox.

![Assessment](image)

10. Select the appropriate major from the **Major** dropdown menu.

11. Click the **Save Assignment** button to save the assignment and return to the **Assignment Details** tab.

12. To return to the **Assignment Details** tab without saving, click the **Cancel** button.