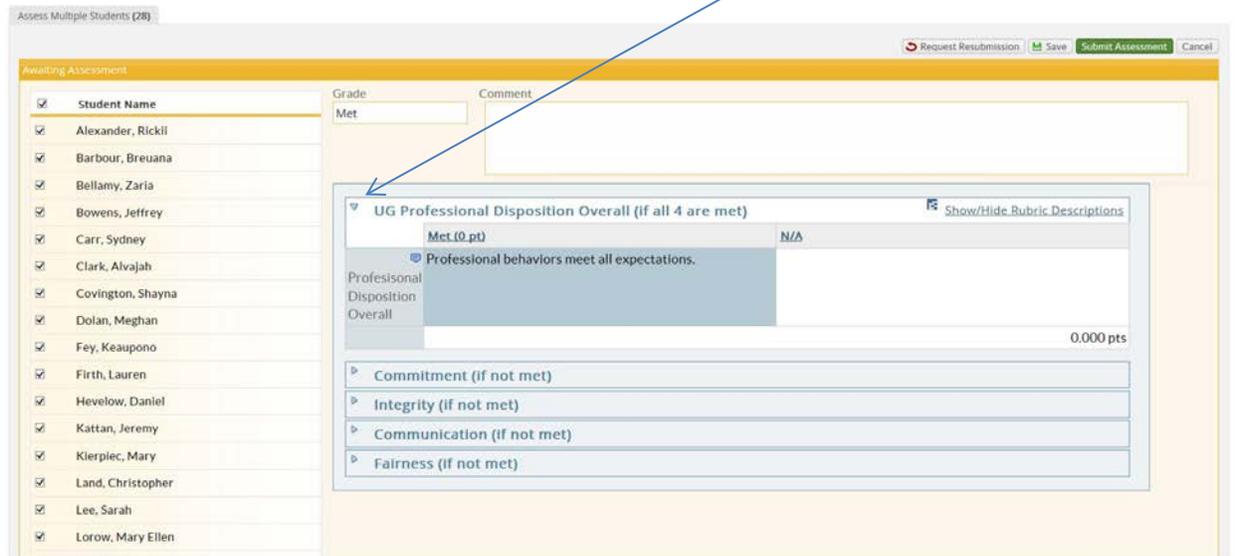


For the majority of your students who have met all expectations:

1. Click on the colored line by the Dispositions Rubric (it should be red).
2. At the top of the red column, click **“select all”**
3. **Uncheck** the box before any names that you want to ask to “reflect” or “meet” on anything (or for students you would like to comment on).
4. Click **“assess selected students”**
5. For these students (who have met all requirements) click the down arrow next to “UG Professional Disposition Overall (if all 4 are met)”
6. Click the first box under met, it will turn dark blue.



7. Close the rubric, enter the word “MET” as the grade and click submit. All those students have now been assessed as “met” expectations.

For the few students who need to reflect or meet regarding one or more element of the rubric:

1. Double click on the name of one of the remaining students in the red column.
2. Click on the “assessment rubric” button
3. Click the down arrows (see illustration above) on any or all of the elements to expand the rubric.
4. You need only to complete the rubric element(s) that asks the student to “reflect” or “meet”, all others may be skipped.
5. Close the rubric
6. In the comments box, enter something similar to “please carefully review the attached rubric” and click submit.
7. Repeat for the remainder of the students who had issues with their dispositions.

NOTE: when students “view the assessment” in LiveText, they will immediately see the grade and comment, but the rubric is just a blue button until opened.

*Any questions about LiveText can be answered by Mary Ellen Lorrow or the LiveText GA in the ITC.

*Any questions regarding the overall assessment of dispositions can be forward to Dr. Scot Rademaker.