Report Running in LiveText

Log into your LiveText Account

Click the “tools” tab

Click “new” and choose Assessment Report under C1 only.

If you want to save your report, add a title and description.

To view a general report on a course section or sections that includes all the students in that section:

**All Course filters must have a selection or the report will not run**

Course Filters:
- Select term. If you want to aggregate your data over multiple terms you may choose more than one term by holding down the ctrl key.
- Choose ALL for Colleges, Departments and Locations.
- Select your course section(s).

Assessment Filters:
- Select the rubric and ALL or yourself as Assessor. You will only see your own data.
- Do not select Assessment type unless you have a formative and summative version of the assessment
- For scoring type choose Final. IMPORTANT – choosing final shows you the final grades of the assessment and excludes any grades from assessments that you have sent back for resubmission.
- Inter-Rater Summary will only show your information, you may choose to see it or not.
- Do not select a data range.
- There are no Form-Based Filters, ignore this.

Click “View Report”

The information will be displayed. Please notice that the numbers representing the number of students in the table are underlined. Clicking on a number will allow you to drill down to the students name, artifact and rubric.

To filter students by major:
After you have completed all of the above steps, below the view report button will be a window to refine results.
Click the + next to Student Profile Filters

Select the Major and click refresh on the left just below the filter choices.

The results displayed will then be filtered by your selections.

To undo the filters, click the “View Report” button again.