

Creating and Printing the C1 Assessment Report in LiveText (as of 2.22.12)

*NOTE: Reports can be run the **day after** you have completed all of your assessments. Not waiting 24 hours may result in a report with incomplete data and you will be asked to run your reports again.*

For support contact teportfolio@ilstu.edu.

Creating your C1 Assessment Report:

1. Log into your account and, if necessary, write down your course section number found on the far right column under Course Sections. You will use this number in steps 5-7.
2. From this dashboard, click the **Tools** tab at the top of your screen.
3. On the Reports tab click **New**.
4. In the dropdown list, below "C1 Only," click **Assessment Report**. This will produce different results from the Assessment Report at the top of the list – and we need the C1 version.
5. **Title** - Create a title for your report as in this example: BJacobsen – FRE Spring 2012. The title includes the initial of your first name, entire last name, initials of the assignment, name of the semester and year. If you have more than one course with the same assignment, please also include the course number and section number (i.e. BJacobsen – IAI Spring 2012 – 399.12). Sample assignment names include:
 - * IAI = Instructional Analysis for Inclusion
 - * ITPS I = Databases
 - * FRE = Final Reflective Essay
6. **Description** – Enter brief comments in Description field to indicate any exceptions or explanations to clarify the data. Example: "I have assessed only the 13 Elementary Ed students of the total 25 students in this course." If you do not have any exceptions or explanations, leave it blank.
7. **Course Filters** - check the **Term** box and select the correct term for the current semester, i.e. Spring 20121, then click on your **Course Section**. You may leave the Dept box unchecked.
8. **Assessment Filters** - click on the name of the assessment that matches your report. If you have multiple assignments to report, you will need to finish this report, then start over at Step 2 for each assignment.
9. Skip the Assessor section if it appears on your screen and scroll down to **Assessment Type**. Click the drop-down box arrow and click **Summative**. For **Scoring Type**, click the drop-down box arrow and click **Final**.

10. Scroll down past the Date Range, Student Profile Filters, and Form-Based Filter sections to click on **View Report** (at the right side of the screen).
11. Scroll down and review the information to verify your report has the correct numbers. Add numbers across each row and you should find the total number of students assessed. If not, you may close the screen, investigate and revise data to reflect accurate ratings.*
 - * To troubleshoot inaccuracies in the report, consider the 24 hour waiting period between assessment and reporting; a rubric missed while assessing; a line within the rubric missed while assessing; or a resubmission that needs a completed rubric. If needed, call LiveText support at 438-3971.
12. If data is correct, scroll back up to the Form-Based Filter section and, at the far right side of the screen, click the **Save As** button only once. The screen will now say "Report Saved" on the left and a snapshot of the report will be saved in your personal LiveText account. If you click more than once, you will simply make duplicate copies of the same report.

To View, Print, and Share your report (24 hours after your final assessment)

13. Log in to your LiveText account and click on the **Tools** tab at the top of your page.
14. Scroll down to locate the name of your report. Click on the title of your report to open and review.
15. Print your report (Ctrl + P) and provide a paper copy (with each completed and signed class roster, if required) to Susan Conner in the Teacher Education Center (DEG 56).

Thank you.