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REPORTING & ANALYSIS

Introduction

The objective for this guide is to provide tips and tools to users for managing and analyzing assessment data. Attendees will learn how to manage data collected in forms and utilize LiveText's robust reporting tools. These tools are designed to maintain and organize course, program, and institutional assessment data and evidence based on standards, outcomes, and competencies for accreditation and continuous improvement initiatives. Best practices and recommendations for sharing assessment data results with administrators, stakeholders, faculty, and external reviewers using the ExhibitCenter™ will also be discussed.

Validity and Quality Control Measures for Assessment Rubrics and Forms

One of the most challenging aspects of implementing a new assessment system is the development of assessment rubrics and evaluations. After programmatic curriculum maps have been established outlining where key assessments will take place, rubrics and forms associated with those key assessments must be developed. There are various factors that can affect the validity and quality of the data collected by these instruments. Assessment rubrics can be used to collect data across multiple levels and present an overall evaluation within an institution, unit, or program (i.e. assessment data may be recorded by student, instructor, course, program, etc.)

Points of consideration:

1. How will data in LiveText reports be displayed?
2. Will an artifact be associated with the data?
3. Which rubric design will be easiest for the assessors to use?
4. Who are the assessors and how is the assessment or form distributed?
5. It is important to consider the target results for data collection when creating and launching forms.
6. What standards or outcomes are aligned to this assessment or evaluation?
7. If rubric data is to be aggregated across departments, programs, or the institution, a common performance scale should be considered

Once assessment rubrics have been developed LiveText recommends using a clear naming convention for document titles and rubric section titles within an assessment document to make identification easier during the reporting process and for assessment management and accreditation purposes. Consider using dates or course titles to track copies and changes to the assessment documents. This practice applies to LiveText forms as well.

When linking standards into programmatic rubrics, it is recommended to align only a single standard from the selected standard set at a time in the rubric. For example, Standard 1 should only be aligned once to the element rows of a single rubric. The LiveText Assessment Report disaggregates collected unit or program data by a single standard. Standard 1.1 or 1.a is considered a separate standard in the database. Averages and further manipulation of the selected standard set must be done outside of the application. The structure of the assessment rubric and alignment of standards and outcomes within that rubric must be formatted properly to ensure accurate and valid data is collected.

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. Below is a list of data safe and data unsafe changes for LiveText rubrics and forms.

Data-Safe Changes for Assessment Rubrics

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.

- Correcting typographical errors
- Adding points in a rubric level (column)
- Adding, changing, or deleting standards in a rubric element (row)

Data-Unsafe Changes for Assessment Rubrics

Data-unsafe changes are changes which invalidate assessment data or assessment reports. Data-unsafe changes may be made to an assessment document before any data has been collected (before the assessment document has been used to assess). Data-unsafe changes should not be made to an assessment document after any data has been collected (after the assessment document has been used to assess). A copy of the original rubric should be made and the new changes should be applied to the new assessment document.

- 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

The general rules applied to managing assessment rubrics within LiveText apply to forms created within the application as well. To ensure the validity and quality of data collected using the Forms tool LiveText recommends the rules below be followed:

Avoid editing forms after they have been launched. Modifying the form may affect the validity of the data that is collected if criteria, categories, selections or data points are changed, added or removed after individuals have already responded to the form.

Identify all recipients before launching a form. Once a form launches, it is often difficult to add individuals to a dataset. It is important that all recipients are added during the launch of the form since they cannot be easily added later. The dataset title, not the form title, is displayed to the person completing the form.

Never delete a group or a member of a group that has been used during a form launch. If a group or member of a group is removed, any information that a person submitted or that was associated with that person will be removed from the dataset.

Once a form has been deleted, it cannot be restored. Use caution when deleting forms. Deleting a form will not delete any datasets associated with the form.

Copy forms before making updates. Keep the original versions of all forms and use the **Copy** button to create a new form with the desired modifications. This will support documentation of previous versions of forms for accreditation or program improvement. It will also ensure that the information collected in the datasets is accurately and consistently represented by the instrument.

Forms and the resulting datasets cannot be shared or moved between accounts. It is important that institutional, unit, or program data is collected in a centralized Admin Account, as some form data may be integrated with assessment data.

Data-Safe Changes to Forms

These are modifications which do not invalidate data or reports. Data-safe changes may be made to a form at any time.

- Correcting typographical errors
- Adding or changing Field IDs
- Adding members to a LiveText group used to launch a form

Data-Unsafe Changes to Forms

These are modifications which invalidate data or reports. Data-unsafe changes may be made to a form before any data has been collected (before anyone has responded or submitted data to the form). Data-unsafe changes should not be made to a form after any data has been collected.

- Adding or deleting questions
- Correcting semantic errors
- Adding, changing, or deleting choices to existing questions
- Changing Choice IDs
- Removing members of a group who responded to the form

Data Collection Process Using Forms

The Forms tool in LiveText can be used and adapted for many purposes. Many institutions use forms to collect data on prospective students, alumni, employers of their graduates, and stakeholders. Other types of uses of the Forms tool include: course surveys, course assessments, demographic surveys and field evaluations. Form results can be integrated into assessment reports to disaggregate data on a more granular level. The data collection process consists of three phases: Building a form, launching a form and managing form data.

Building and Launching Forms

The building phase involves creating and editing the questions to be included in a form. Users should consider the desired results of data collection when designing the form. Data collection starts when the form is launched to a group of people. Once a responder submits their form, the results are sent to the dataset that has been created for that specific form. The questions will be represented as column headings, and each form response will be displayed as a row.

Launching a form is the process of distributing the form to recipients. A form can be launched multiple times to different recipient lists who have different access (e.g. view, edit, or required) and permissions (e.g. dates available, anonymous submissions, etc.). Forms can be distributed manually (via roles) to LiveText members or launched to members and non-members via the Launch Wizard. Non-members may receive the form through email notification or through a public URL (e.g. posted on a web page). Launching forms to a role, specifically the entire domain, allows LiveText administrators to have a continuously expanding dataset that includes all members in the program. As new users register, they are automatically added to the dataset and will have access to the form. All previously registered users will receive the form as well. Launching to the domain is an easy way to collect demographic and other information that programs may use for disaggregating assessment data.

Managing Form Data

Assessment data collected through forms can be managed in the dataset, cross referenced in assessment reports, merged with other source data, or exported for further analysis. After form data has been collected, the owners of the datasets and clerks associated with them have the ability not only to view the data but manage it as well. From within the Datasets tab, users are able to manipulate the data stored in the dataset. It allows users to correct typos or submission errors, to fill in data that cannot be collected from the users directly, or to enter sensitive data for users (such as GPA, test scores, or application status). There are three options for being able to manage the information that is being collected, has been collected, and from whom it has been collected.

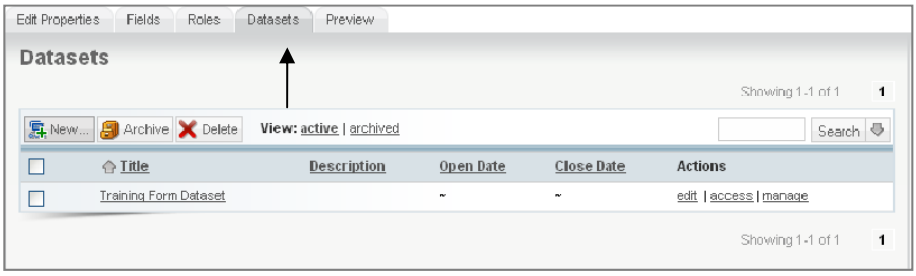
The **Edit** link allows the data manager to make edits to the title of the dataset and edit the length of time the form is available. This option also includes the ability to change how many times people can complete the form and which fields they can respond to or view.

The **Manage** link enables users to select and view individual responder's results. For datasets that were created as public or anonymous, results can be sorted but names will appear as unknown. Data Managers will have the ability to enter in results in the Manage area for forms collected in hard copy, false or blank entries, or incorrect responses.

The **Access** link is given to forms managers to send the form out to other LiveText users and collect information in the same data set. Another function is to assign roles and rights to others. The creator of the form and dataset can setup a clerking role that allows another account access to the form and the dataset.

Location of Dataset

1. Click on the **Forms** tab.
2. Click on the **Datasets** tab.



3. Locate the dataset title to access.
4. To view all of the data collected, click the title of the dataset.
5. To edit the details of the launch criteria, click on **Edit**.
6. To manage the data, click on **Manage**.
7. To change who has access as a responder or a clerk, click on **Access**.

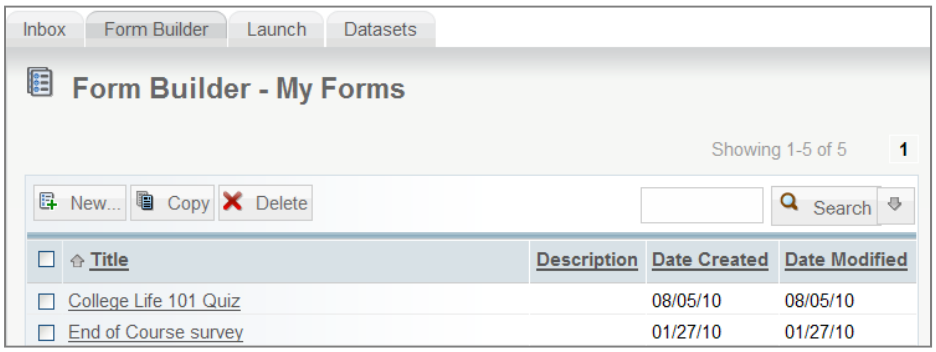
Merging Data Sets

When large amounts of data are being manipulated or when other data sources are being incorporated into LiveText forms, the data can be pulled out of the system, compiled, and imported back in. The data manager also has the ability to export the data to excel and disaggregate the information according to his/her own needs. Using Excel, administrators or faculty can setup filters or macros for their needs, create graphs or import the data into their own data base. Both of these options are designed to provide flexibility and tools for the all users.

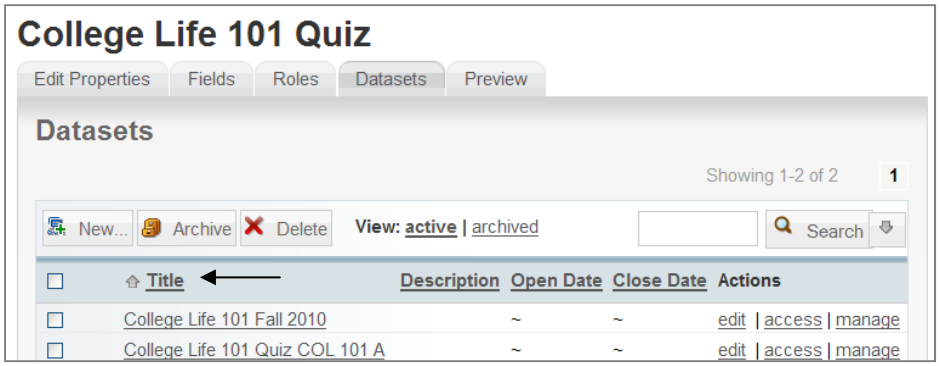
Data can only be imported if a record exists first. A record is created when a responder presses the Submit button or an admin or clerk adds data using the Manage Form Data functions. A Record ID is created when data is submitted and must exist in order to import data. It is important to export the dataset out of LiveText first, complete the necessary changes to the exported data and import it back in again while maintaining the formatting of the file. The header row and Record ID are needed to put the data into the appropriate record.

Exporting Data

1. From within the **Form Builder** tab, click the title of the form.



2. Click the **Datasets** tab.



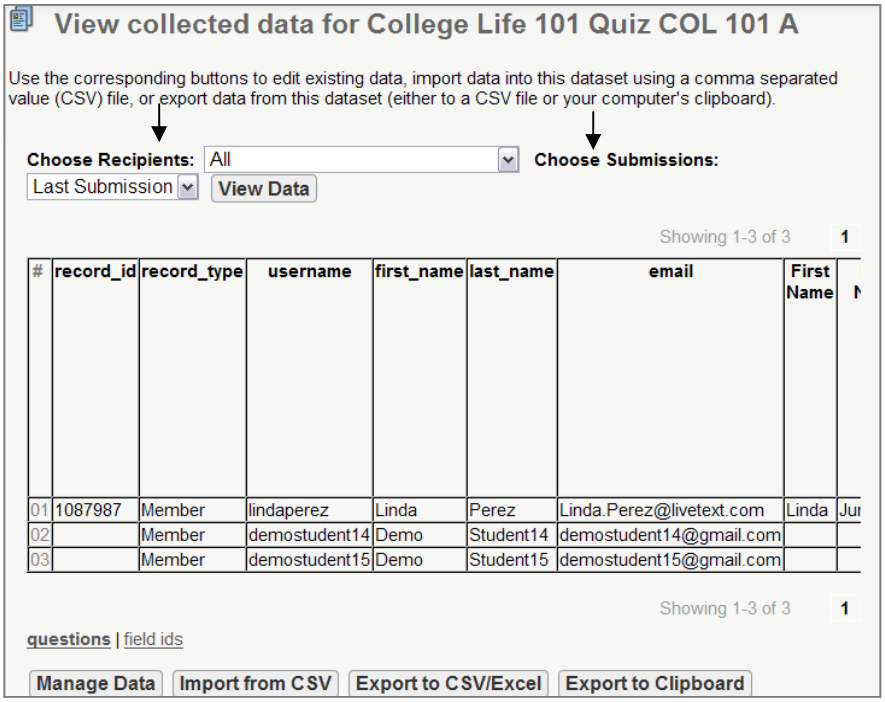
3. Click the title of the dataset to be exported.

Data can be filtered by selecting either or both of these two options:

1. Click the **Choose Recipients** drop down menu to filter data, and then click the **View Data** button. Users may filter by All, Complete, or Incomplete responses, as well as any groups or recipient lists used in a private launch. All will export all recipients. Complete will export recipients who have submitted the form. Incomplete will export recipients who have not submitted the form.

2. Or click the **Choose Submissions** dropdown menu to display All Submissions from each responder or the Last Submission, and then click the View Data button. Optionally, click the Field ID link located on the lower left of the dataset table. This will modify the column headings to display the Field IDs for each question. A Field ID is a code or abbreviation for a question. Moving data between applications (importing and exporting) requires an exact match for the name of every field.

3. Click the **Export to CSV/Excel** button located below the dataset.



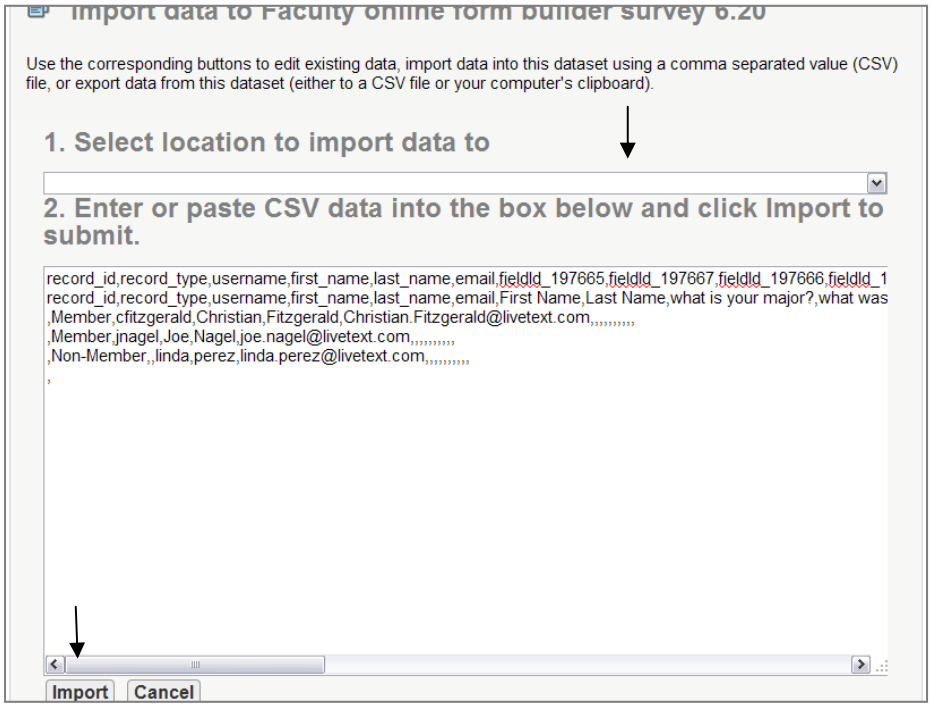
4. Select the option to open the file with Excel (if installed) or to save the file to the computer, and click the **OK** button.

Note: Microsoft Excel™ does not "copy" the contents of a sheet to the clipboard in CSV format. In order to copy and paste data into the text box, open the CSV file in a text editor such as Notepad. Improperly formatted CSV data may result in incorrect data being stored in the field. Importing data is only possible with datasets that are part of a private launch with pre-defined recipient lists. Data cannot be imported into publicly launched forms.

Importing Data

After exporting the file, modify the data file as needed. Data from external applications can be imported into form datasets. If it will be imported back into LiveText, do not add, delete, or change column headers. In order to import data into a dataset, the data must be in a CSV (comma separated values) format.

1. From within the **Form Builder**, click the title of the form.
2. Click the **Datasets** tab.
3. Click the title of the dataset where data will be imported.
4. Click the **Import from CSV** button located below the dataset.
5. In the first dropdown menu, select the group or recipient list that will receive imported data.
6. Copy and paste the CSV formatted data into the text box. Do not edit or delete the first record that appears in the text box.



7. Click the **Import** button.

The CSV Format Explained:

Each record is stored on a separate line; each field within a record is separated by commas. There should be no spaces around the commas that separate fields. Each field that contains a comma must be delimited by double quotes. Each field that contains double quotes must be delimited by double quotes.

LiveText Reports

Users can create comprehensive, clear reports in C1 that visibly reflect the assessment process and assist in making meaningful improvements at the course, program and institutional levels. Individual and aggregated reports can be generated on student progress and the meeting of outcomes and standards as well. A brief overview of the following reports will be provided in this section: the C1 Assessment Report, Curriculum Mapping Report, Rubrics Statistic Summary Report, Standards and Outcomes Alignment Report, Standard/Outcome Report and the Student Profile Report.

C1 Assessment Report

The C1 Assessment Report can be used by both faculty and administrators to demonstrate student growth and levels of achievement on assessments. This report can be tailored to show the data collected for standards, courses, assessments, and assignments. Faculty and Administrators can choose to filter the information by dates, assessment type, and scoring type.

Faculty and administrators have the ability to cross reference assessment data with data collected in specific fields from LiveText forms (if the form was launched from their account). This is often used to separate assessment data by program or other data points. The requirement is that the individual or individuals being reported on must take the form and be assessed with the rubric. Any individuals who did not take the form will be excluded from the assessment report the moment the form is added. The form dataset must reside in the Admin Account and the dataset cannot be archived. Additionally, the student profile filters can be used to disaggregate assessment data for further analysis.

Create a C1 Assessment Report:

1. Click the **ExhibitCenter** tab located at the top of the screen (for Faculty C1 Assessment Report, go to the **Tools** tab)

2. Go to the **Reports** tab, click the **New** button and select **Assessment Report** under the category --C1 only--.

3. Enter a **Title.**

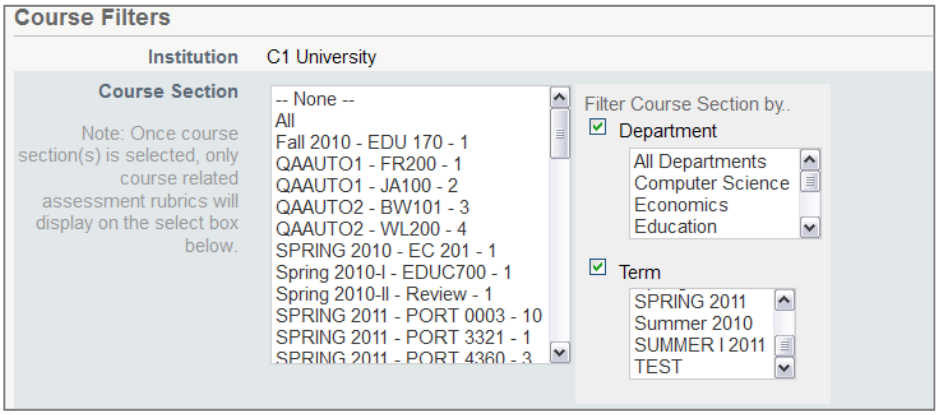
4. Enter a **Description** (Optional).

5. Select the check box next to Make this report viewable in ExhibitCenter™ to add it to the list of reports in the ExhibitCenter™ to be viewed and shared.

6. Select the **Course(s)** that the report should include:

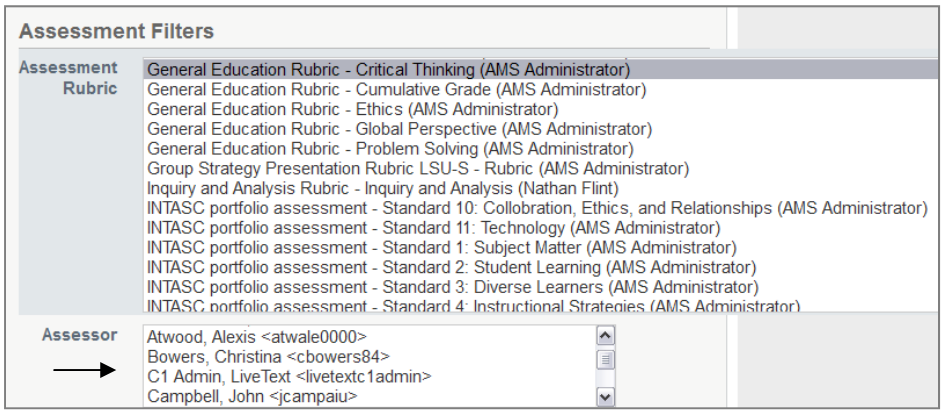
7. **Department**: Filter course(s) by department

8. **Term**: Filter course(s) by Term



9. Select the **Assessment Rubric(s)** that the report should include (Optional).

10. Select the **Assessor(s)** that are required for the report (Optional).



11. Select the **Assessment Type** from the dropdown menu and select Formative or Summative. When no type is selected, the report will contain both Formative and Summative data.

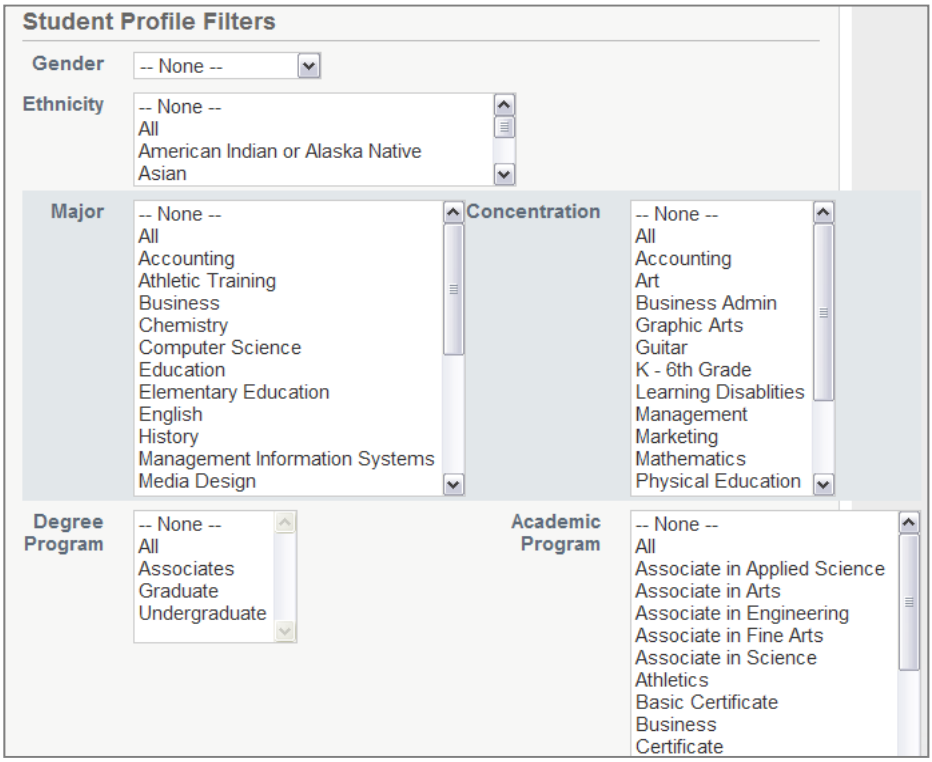
12. Select a **Scoring Type** from the dropdown menu and select Draft or Final. If no type is selected, the report will contain both Draft (Request Resubmission) and Final (Submit Assessment) data.

13. Assessment Reports can contain data from specific courses and assessments for the Terms, Semester, Dates, etc. Enter the **Date Range** to specify the assessment period.

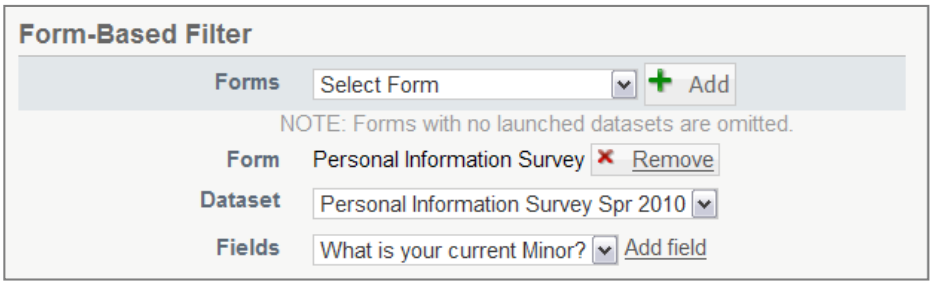
14. Click the **Gender** drop down menu, and select Male or Female. If no gender is selected, the report will contain both Male and Female data.

15. Select one or more ethnic groups from the **Ethnicity** list box. If no Ethnic Groups are selected, the report will contain all Ethnicity data.

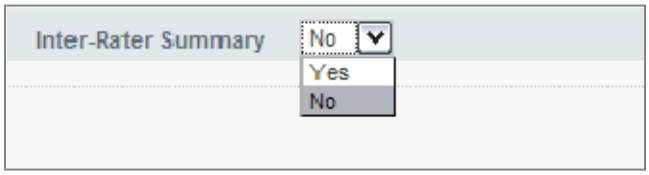
16. Other Student Profile Filters include filtering results based on **Major, Concentration, Degree Program**, and/or **Academic Program** (All Optional).



17. Select a form from the **Forms** dropdown menu, and click the **Add** button (Optional). Assessment data can be disaggregated based on information collected by the Forms tool. This is often used to separate assessment data by program or other data points. The requirement is that the individual or individuals being reported on must take the form and be assessed with the rubric. Any individuals who did not take the form will be excluded from the assessment report the moment the form is added. The form dataset must reside in the Admin Account and the dataset cannot be archived.



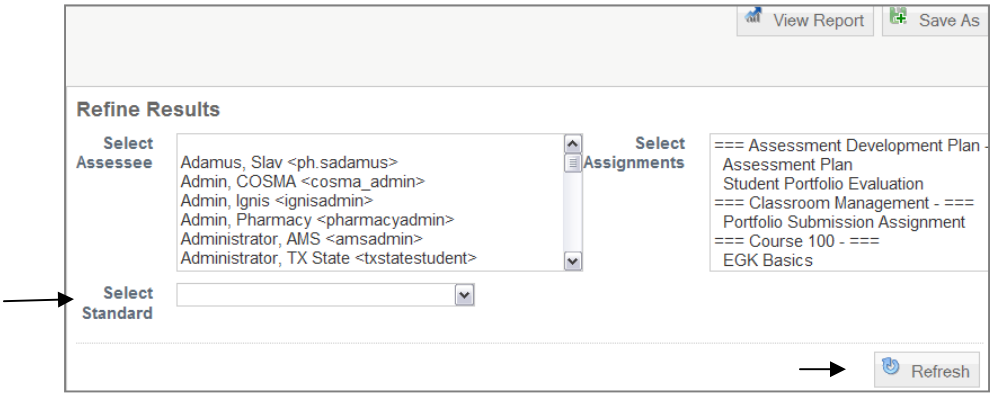
18. Select **Inter-Rater Summary** (Optional and only available in an administrative account)



19. Click the **View Report** button located in the lower right corner of the report area.

20. **Select Assessees** to view assessment results based on specific students.

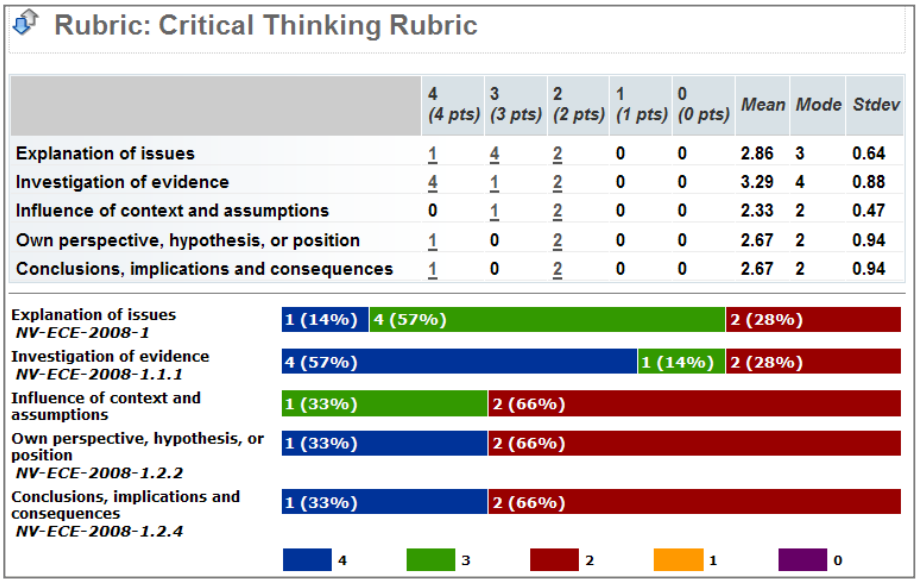
21. **Select Assignments** to view assessment results based on specific assignments.



22. **Select Standard** to view assessment results based on a specific standard

23. To view the updated report, click **Refresh**. The assessment data will be displayed visually in two formats: A table which represents the selected rubric section of an assessment document with its performance levels and elements. The numerical values displayed under the levels represent the total number of assessments scored at that level. A color coded graph displays those same assessment totals by percentage.

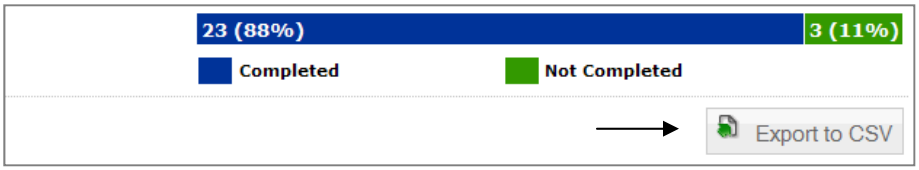
24. Click the **Save As** button to save the report to your Reports tab (or to the ExhibitCenter™ if the checkbox is selected under the report description field).



Rubric: Critical Thinking Rubric

	4 (4 pts)	3 (3 pts)	2 (2 pts)	1 (1 pts)	0 (0 pts)	Mean	Mode	Stdev
Explanation of issues	1	4	2	0	0	2.86	3	0.64
Investigation of evidence	4	1	2	0	0	3.29	4	0.88
Influence of context and assumptions	0	1	2	0	0	2.33	2	0.47
Own perspective, hypothesis, or position	1	0	2	0	0	2.67	2	0.94
Conclusions, implications and consequences	1	0	2	0	0	2.67	2	0.94

25. Click the **Export to CSV** button to export data in a common file format, CSV. This file can be imported into most data analysis tools.



Establish a Quality Assurance Process

To ensure that high quality assessment data is collected within this report it is recommended that a review and quality assurance process be established. The data collection process can begin as early as the beginning of an academic term, during the middle of the term, or at the end of the term. LiveText administrators are encouraged to run the C1 Assessment Report during these time frames for verification purposes and to make sure that faculty are assessing with the correct rubric and performing the assessments according to established programmatic or institutional procedures. This also acts a monitoring mechanism to ensure that faculty members are actually collecting key assessment data.

Items to look for during a quality review process:

- Copies of official key assessment rubrics with faculty as authors of the document. Faculty may be using a copy of official rubrics for their own reporting needs but should not use it for key assessment data collection.
- A message is displayed that “No Records Are Found”, on selected rubric for specific assessors. Depending on the filters selected this message may have several explanations. Below are the common scenarios:
- The selected faculty members may not have begun or completed their assessments on the rubric selected.
- Faculty may have submitted the course assessment for a student but did not score using the rubric. Users will have to go back and Undo their assessment of the student and rescore using the rubric associated with the assignment.
- Incorrect filter was selected for term, course, assessment type (formative vs. summative), scoring type (draft vs. final)
- Standards are not associated to assessment data results for a key assessment. Review official rubric in admin account Documents tab and align standards into rubric. The standards will appear in the report, aligned to the rubric, within twenty four hours.

Tips, Tricks and Facts for C1 Assessment Reports

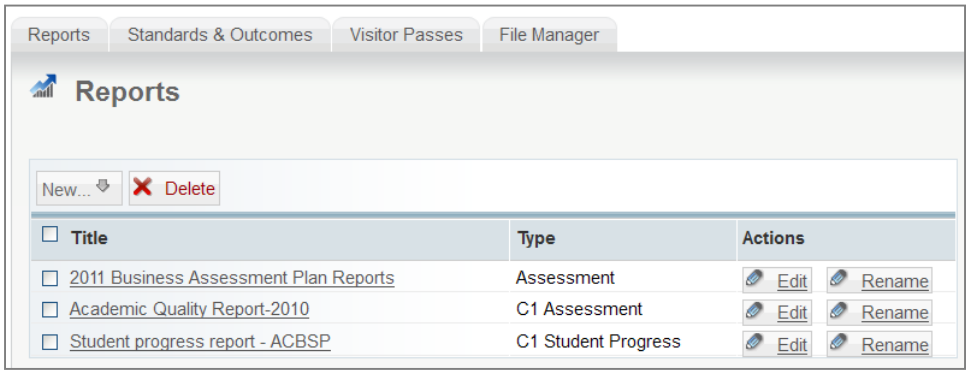
- Create naming conventions for report titles to simplify the identification process and sharing of reports
- Enter comments in report Description field to indicate what results findings are and what they mean. This is very beneficial as part of program review or accreditation process
- Within 24 hours of performing an assessment the data will be available for reporting

- Assessment data collected via the Reviews tab can also be viewed in this report. Note: To view both Reviews and Course data only select the Assessment Rubric, Assessor and Date Range Fields
- Points must be added to performance levels in rubrics in order for the Inter-Rater Summary filter to work
- For schools with multiple domains, assessment data collected for faculty will be available only in domain with the lowest ID number
- Assessment data collected in LiveText reports is dynamic. What this means is that any data collected in an assessment rubric after it has been utilized will be reflective of the current format of that tool
- Only Assessment Reports and C1 Assessment Reports can be directly accessed in the ExhibitCenter™. All other LiveText reports will have to be copied and pasted, or attached or linked into LiveText documents
- C1 Assessment Reports that have been added to the ExhibitCenter™ cannot be edited or renamed within the Reports tab within the ExhibitCenter™. They must be edited in the Reports tab within Tools
- Faculty and Administrative accounts both have access to the C1 Assessment Report. Faculty can run reports on assessments that they have performed, whereas Administrators can run reports on all assessment data collected in the domain
- Administrative accounts have additional access to the Curriculum Mapping Report, Rubrics Statistic Summary Report, Standards and Outcomes Alignment Report, Standard/Outcome Report and the Student Profile Report
- Any reports that require analysis of the same assessment rubric but with different criteria can be quickly and effectively generated by saving the first report with specific assessment criteria and then editing it from the Reports tab. Users do not have to create a new report and define the criteria again. For example, a report can be run on a written communication rubric for all seniors in a major capstone course, and then run again on all freshmen in a core general education course

Follow the steps below to save a new report based off of the same rubric with different criteria.

1. Go to the **Tools** tab
2. Select the **Reports** tab

3. Click on the **Edit** link under Actions column next to the C1 Assessment report that will be updated with new criteria



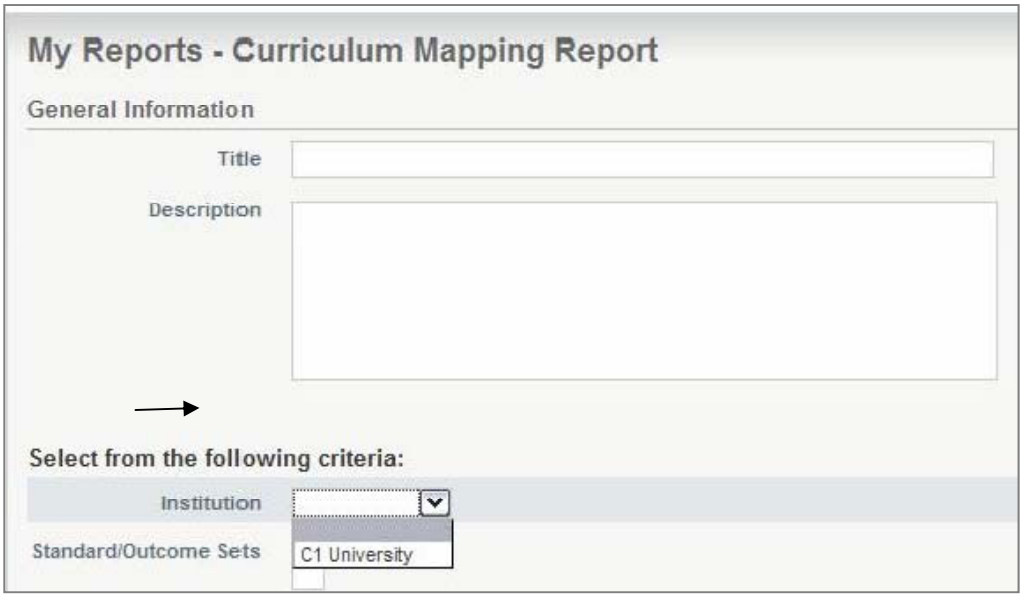
4. Modify criteria for new report: title, course, student profile filters, etc.

5. Click **Save As** to save the new version of this report.

Curriculum Mapping Report

This report is designed to map the location of standards and outcomes to rubrics and other content they are associated with. Administrators can generate a report that shows if standards and outcomes are mapped to a course, assignment, and/or rubric. This report is useful for all programs or institutions that do not have a curriculum map defined or fully developed. Results from this report can drive change and program improvement by displaying where standards and outcomes have been successfully aligned or not aligned at all. Note: Standards and outcomes must be aligned to one of these areas in order for this report to be generated.

1. Click the **ExhibitCenter** tab located at the top of the screen.
2. Go to the **Reports** tab, click the New button and select the **Curriculum Mapping Report**.
3. Enter a **Title.**
4. Enter a **Description** (Optional).



5. Select the **Institution**.
6. Select a **Standard/Outcome Set** from the dropdown menu that will demonstrate how the student met each standard.
7. Select the **Term**(s) from the list (Optional).
8. Select the **Department**(s) from the list (Optional).

Note: If the alignment happens at the rubric level, this report will tag those standards anywhere that rubric is used. If a rubric is in a course assignment, and the assignment is tied to a course section, the report will show that the standards are mapped to all three levels.

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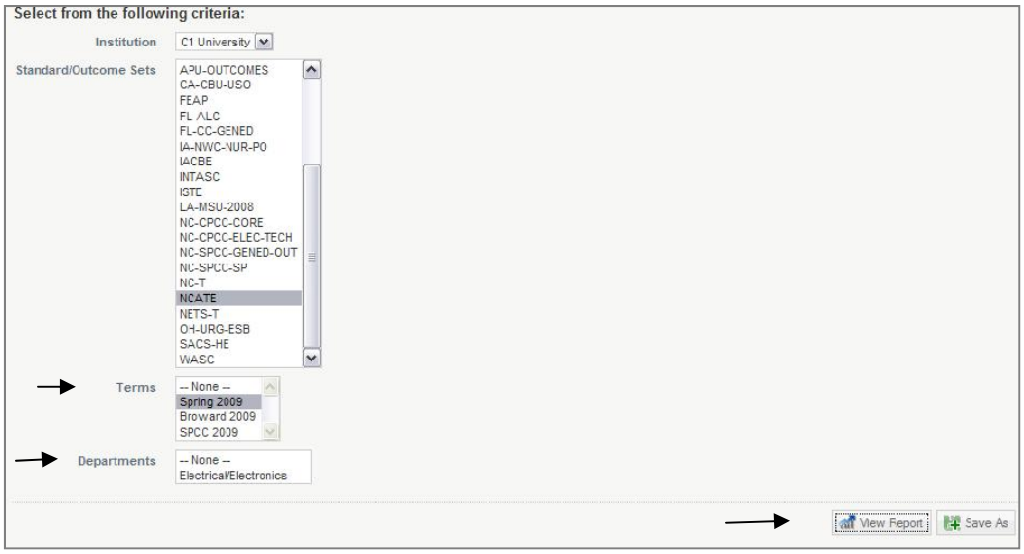
Note: If a standard/ outcome is aligned at the Rubric level and that rubric is tied to an assignment in a course, the report will show that it is associated to the rubric, assignment, and course.

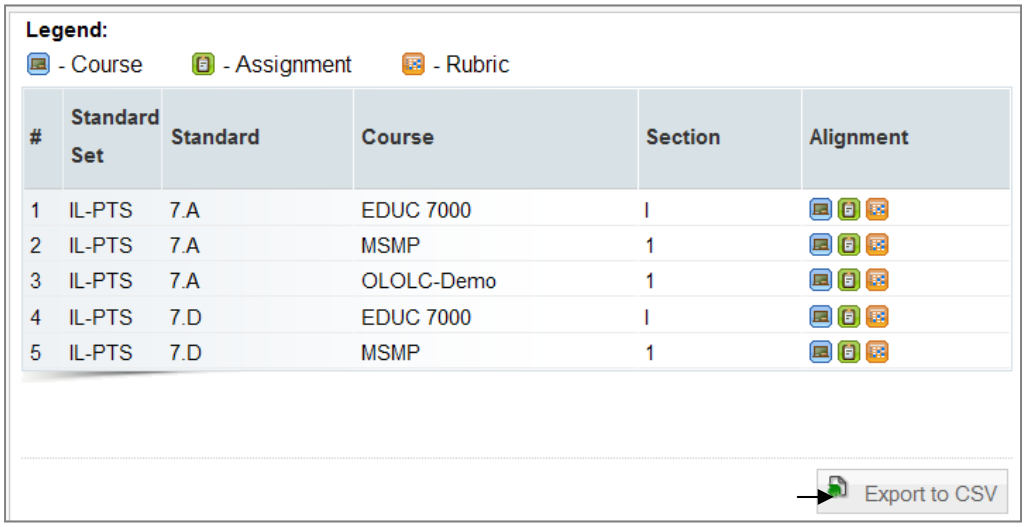


9. Click the **View Report** button located in the lower right corner of the report area. Using the legend, this report will display exactly where a specific standard is associated, either at the rubric, assignment, or course level or all three levels.

10. To keep the report for future use, click the **Save As** button.

11. Click the **Export to CSV** button to export data in a common file format, CSV.

This file can be imported into most data analysis tools.



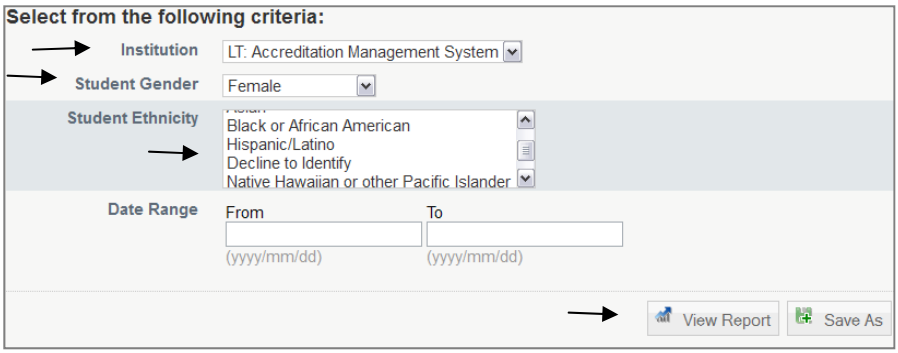
#	Standard Set	Standard	Course	Section	Alignment
1	IL-PTS	7.A	EDUC 7000	I	
2	IL-PTS	7.A	MSMP	1	
3	IL-PTS	7.A	OLOLC-Demo	1	
4	IL-PTS	7.D	EDUC 7000	I	
5	IL-PTS	7.D	MSMP	1	

Rubric Statistics and Summary Report

This report allows the administrator to generate a report that compares performances by gender and ethnicity. Many institutions and programs have to track and report on diversity and this specific report will provide those entities with the information they need to make improvements and changes as they grow and the student population increases.

1. Click the **ExhibitCenter** tab located at the top of the screen.
2. Go to the **Reports** tab, click the **New**…button and select the **Rubric Statistics Summary Report**.

3. Enter a **Title.**
4. Enter a **Description** (Optional).



5. Select the **Institution**.
6. Click the **Student Gender** dropdown menu and select Male or Female. If no gender is selected, the report will contain both Male and Female data.
7. Select one or more ethnic groups from the **Student Ethnicity** list box. If no Ethnic Groups are selected, the report will contain all Ethnicity data.
8. Enter the **Date Range** to specify the assessment period.
9. Click the **View Report** button located in the lower right corner of the report area.
10. Click the **Save As** button.

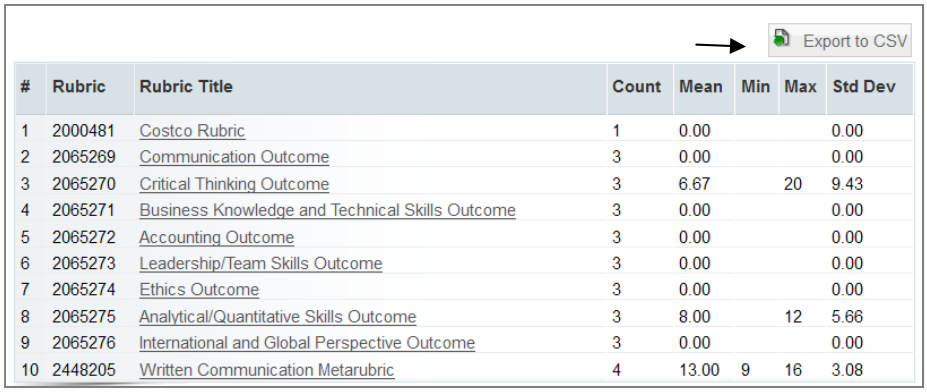
Note: Rubric is the Document ID of the assessment used.

Rubric Title is the title of the assessment.

Count is the number of students in the selected filter.

Mean is the average score received. Min is the lowest score. Max is the highest score.

Std Dev is the standard deviation



Export to CSV

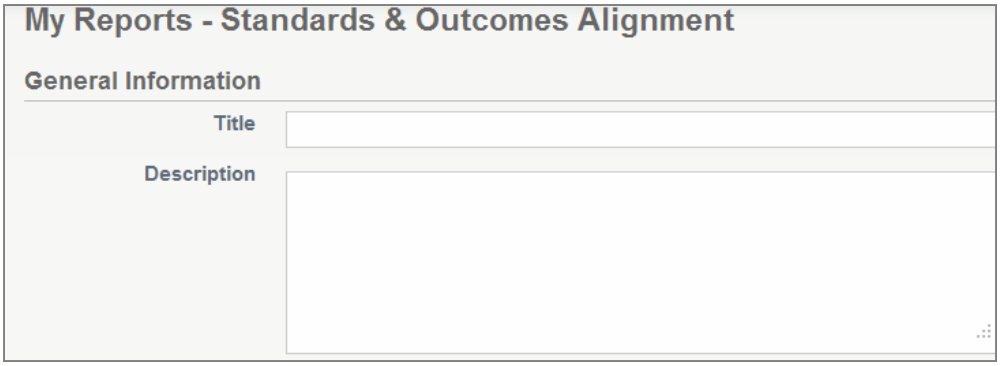
#	Rubric	Rubric Title	Count	Mean	Min	Max	Std Dev
1	2000481	Costco Rubric	1	0.00			0.00
2	2065269	Communication Outcome	3	0.00			0.00
3	2065270	Critical Thinking Outcome	3	6.67		20	9.43
4	2065271	Business Knowledge and Technical Skills Outcome	3	0.00			0.00
5	2065272	Accounting Outcome	3	0.00			0.00
6	2065273	Leadership/Team Skills Outcome	3	0.00			0.00
7	2065274	Ethics Outcome	3	0.00			0.00
8	2065275	Analytical/Quantitative Skills Outcome	3	8.00		12	5.66
9	2065276	International and Global Perspective Outcome	3	0.00			0.00
10	2448205	Written Communication Metarubric	4	13.00	9	16	3.08

11. Click the **Export to CSV** button to export data in a common file format, CSV. This file can be imported into most data analysis tools.

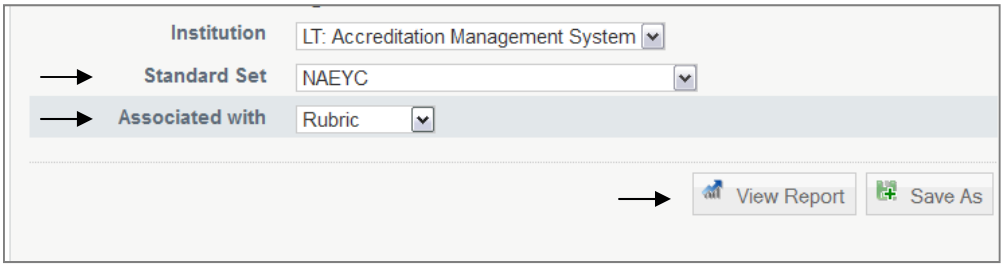
Standards & Outcomes Alignment Report

This report shows how standards have been aligned to courses, assessments, and assignments. Administrators can use this data as a reference to determine if they have successfully aligned standards and outcomes.

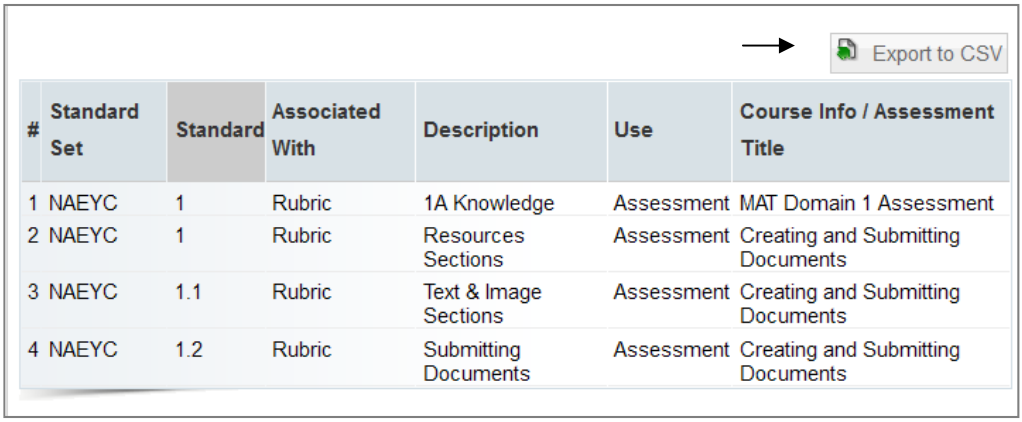
1. Click the **ExhibitCenter** tab located in the top center of the screen.
2. Go to the **Reports** tab, click the **New**…button and select the **Standards & Outcomes Alignment Report**.
3. Enter a **Title**.
4. Enter a **Description** (Optional).



5. Select the **Institution**.
6. Select a **Standard Set** to be included in the report.
7. To generate a report that queries standards associated with Courses, Assignments, or Assessment Rubrics, select the type of association from the **Associated with** dropdown menu. If no choice is selected, the report will contain all associations.



8. Click the **View Report** button located in the lower right corner of the report area.
9. Click the **Save As** button.
10. Click the **Export to CSV** button to export data in a common file format, CSV. This file can be imported into most data analysis tools.



#	Standard Set	Standard	Associated With	Description	Use	Course Info / Assessment Title
1	NAEYC	1	Rubric	1A Knowledge	Assessment	MAT Domain 1 Assessment
2	NAEYC	1	Rubric	Resources Sections	Assessment	Creating and Submitting Documents
3	NAEYC	1.1	Rubric	Text & Image Sections	Assessment	Creating and Submitting Documents
4	NAEYC	1.2	Rubric	Submitting Documents	Assessment	Creating and Submitting Documents

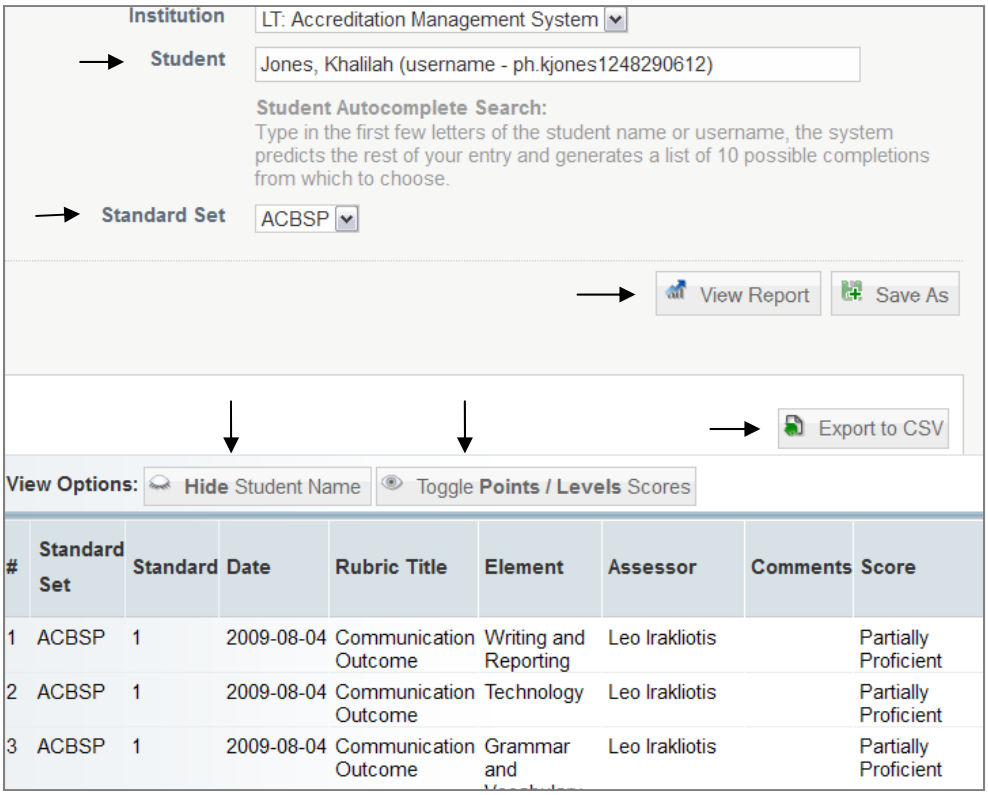
Note: **Standard Set**: is the set selected in the filter. **Standard**: is the standard within the selected set. **Associated with**: Association type-rubric, assignment or course. **Description**: Element in rubric. **Use:** If associated with Rubric-Assessment, if associated with course or assignment. **Course Info/Assessment Title**: is the title of the assessment document used.

Student Progress Report

This report allows administrators to track a student's completion of key/signature assessments that are aligned to required standard sets. Administrators can use this report to view a student's progress and to see if the student has reached key points/ benchmarks within the program. Instructor's comments are provided to show the student's growth when assessed multiple times, as well as the name of the assessment. Note: rubrics MUST be aligned to standards in order to generate data for this report.

1. Click the **ExhibitCenter** tab located in the top center of the screen.
2. Go to the **Reports** tab, click the **New**…button and select the **Student Progress Report.**
3. .Enter a **Title**.
4. Enter a **Description** (Optional).
5. Select the **Institution**.
6. Type in the first few letters of the student name or username. The auto complete system predicts the rest of the entry and generates a list of 15 possible completions from which to choose.

7. Select a **Standard Set** from the dropdown menu that will demonstrate how the student met each standard.



#	Standard Set	Standard	Date	Rubric Title	Element	Assessor	Comments	Score
1	ACBSP	1	2009-08-04	Communication Outcome	Writing and Reporting	Leo Irakliotis		Partially Proficient
2	ACBSP	1	2009-08-04	Communication Outcome	Technology	Leo Irakliotis		Partially Proficient
3	ACBSP	1	2009-08-04	Communication Outcome	Grammar and	Leo Irakliotis		Partially Proficient

8. Click the **View Report** button located in the lower right-hand corner of the report area.

9. **View Options**: Student's name can be hidden from view and user can toggle between viewing Points attained or Performance Level attained. Hiding the student name is useful when sharing reports with faculty or external reviewers where the student identity is not to be disclosed.

10. Click the **Save As** button.

11. Click the **Export to CSV** button to export data in a common file format, CSV.

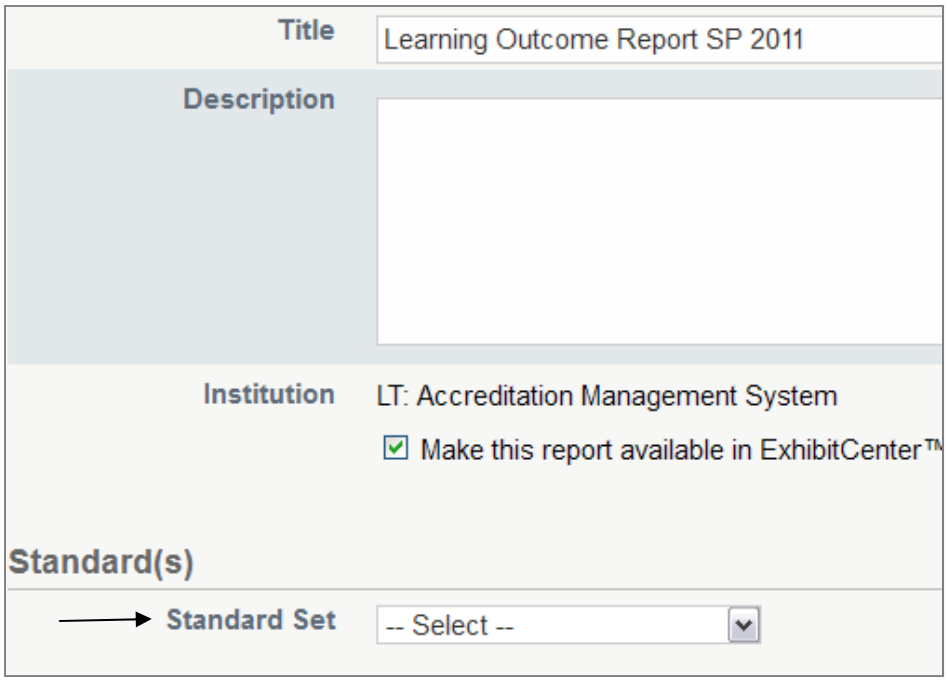
This file can be imported into most data analysis tools.

Note: **Standard set**: is the set selected in the filter. **Standard**: is the standard within the selected set. **Date:** Date of completed assessment. **Rubric title**: Name of assessment document **Element**: Element in rubric. **Assessor**: Person who used the assessment document. **Comments**: Feedback given by assessor on rubric. **Score**: Performance Level attained on rubric.

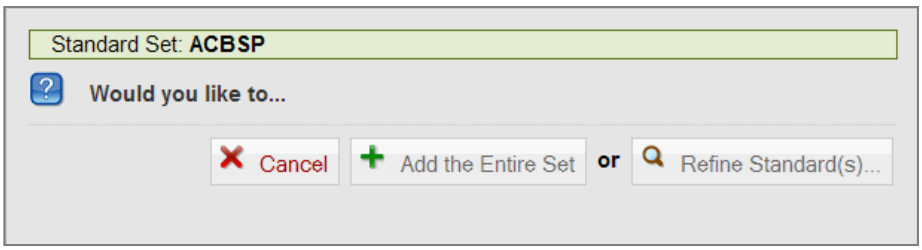
Standard/Outcome Report

This is an assessment report which maps the performance levels from disparate rubrics to common performance levels, then aggregates the data for all rubrics across the selected standards/outcomes. The assessment data comes from the assessment of course assignments and document review submissions. The report allows assessed data to be filtered by many criteria including rubric, assessment type (summative or formative), assessment status (draft or final), term, gender, etc.

1. Click on the **Tools** tab
2. Click on the **New**… button and select the **Standard/Outcome Report**.
3. Enter a **Title**
4. Add a **Description** (Institution if admin of multiple domains)
5. Check the box to Make this report available in the ExhibitCenter (Optional)
6. All the standard sets which have been aligned to rubrics in the selected domain are available in the **Standard Set** dropdown list. Select the set which contains the standards you wish to include. Only one set can be selected on this screen.

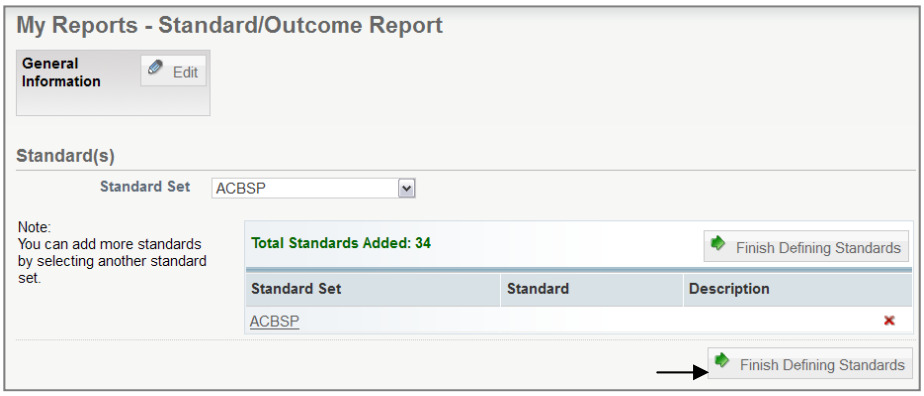


7. You can either **Add the Entire Set** or **Refine Standards** and search for specific standards within a set.



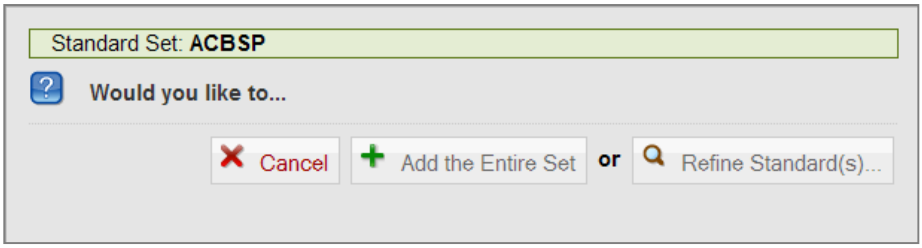
8. Option 1: Click the button to **Add the Entire Set**

9. Click **Finish Defining Standards**. Additional Standard Sets can be added at this time by selecting from the Standard Set dropdown menu.



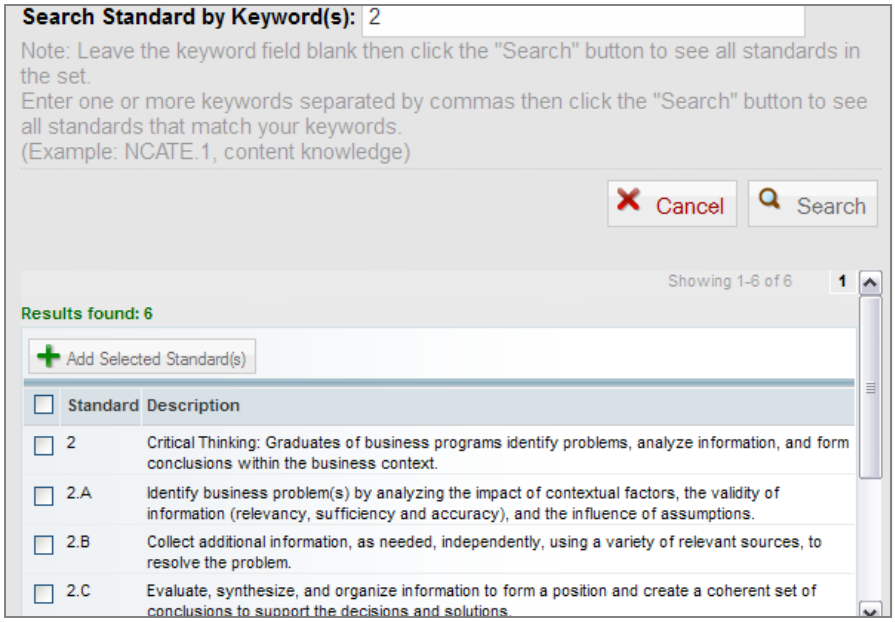
10. The total number of scored rubric documents aligned to defined standards will be displayed on this screen.

11. Option 2: Click the button from the Standard/Outcome home screen to **Refine Standard(s).**



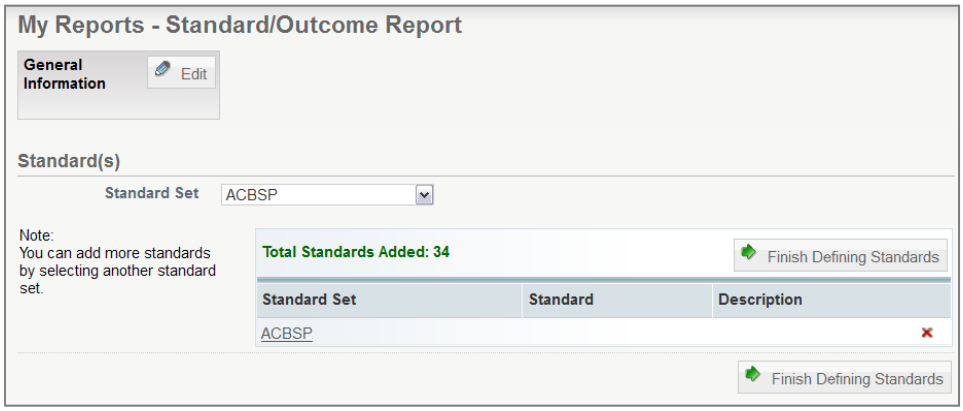
12. **Search Standard by Keyword** to select specific standard(s) within a set.

13. Click the **Search** button.

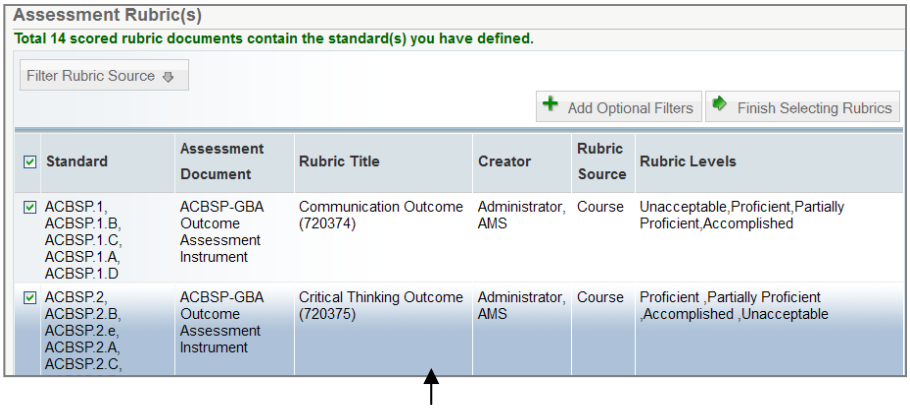


14. Select the specific standards that you would like to add to the report by checking the box next to the standard and click the **Add Selected Standard(s)** button.

15. Click **Finish Defining Standards.**



16. The total number of scored rubric documents aligned to defined standards will be displayed on this screen.

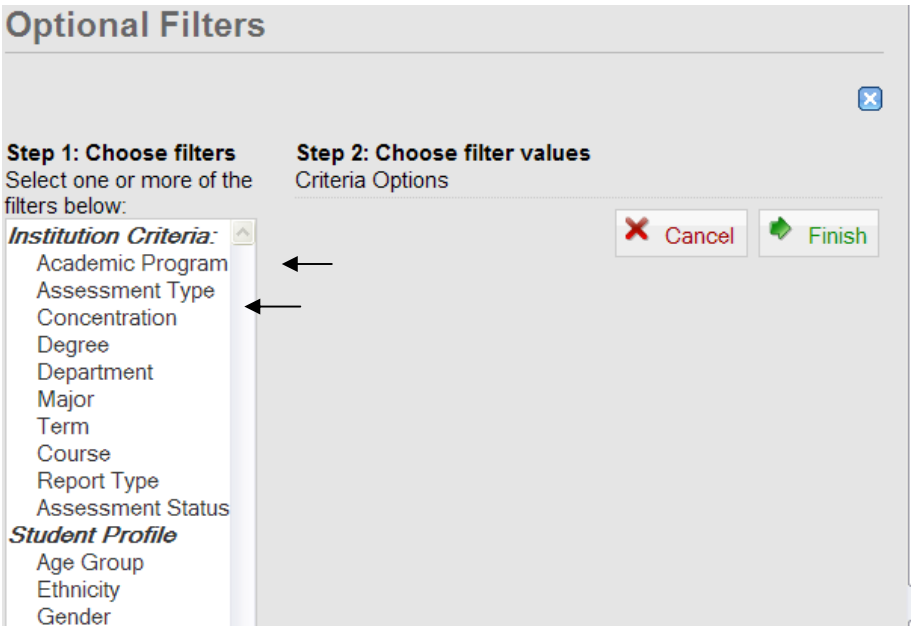


17. Click the **Filter Rubric Source** button to show assessments performed only in assignments, only Reviews, or show both.

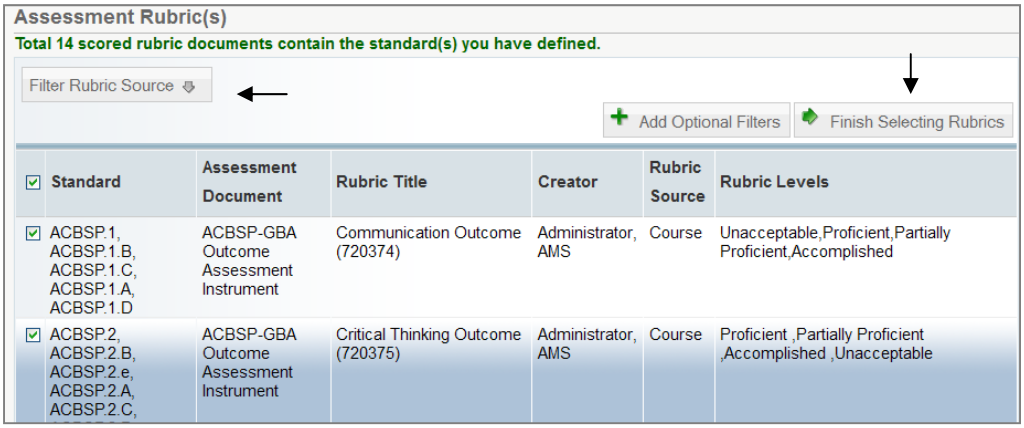
18. Click the box if you would like to **Add Optional Filters** and disaggregate the data further.

19. Add the filter in the column on the left, and choose which data you wish to include in the report in the column on the right. Multiple filters can be applied at the same time.

20. Click **Finish**

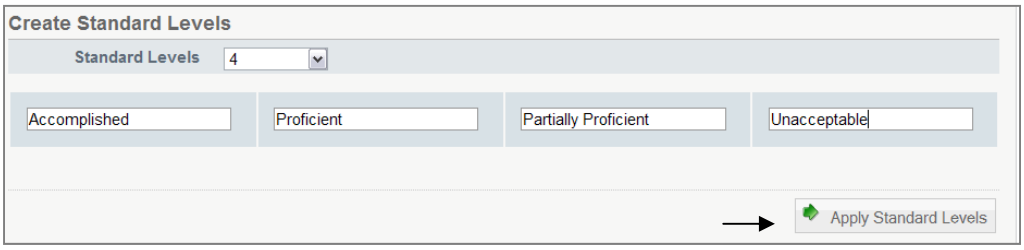


21. .Click **Finish Selecting Rubrics** when all the criteria and filters have been selected



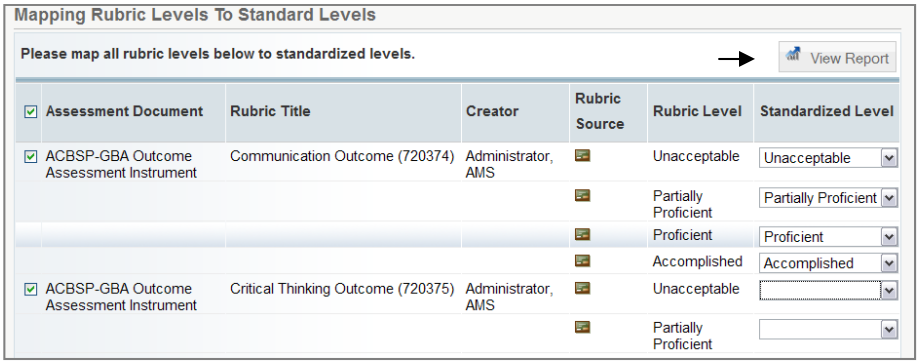
22. Assessment data can be normalized from rubrics with different performance levels by selecting a value from the Standard Levels dropdown menu.

23. To “Normalize” rubrics with different performance levels into one report: Type the names of the normalized levels into the text boxes and click **Apply Standard Levels** to complete the mapping on the next page.



Levels should be automatically mapped, but check for typos or inconsistent naming and make corrections by selecting the mapping manually on this page.

24. Map each rubric level into the normalized performance level under the **Standardized Level** column. All levels must be mapped for selected rubrics or the report cannot be run.



Mapping Rubric Levels To Standard Levels

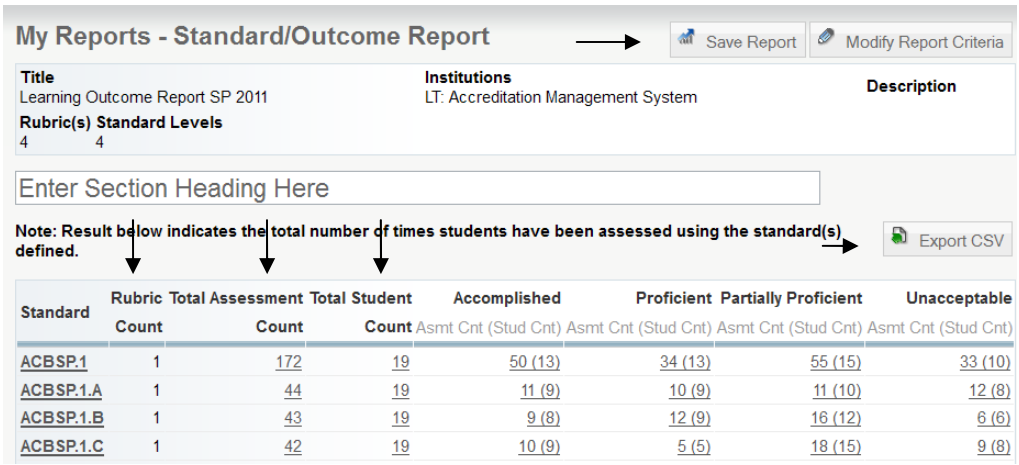
Please map all rubric levels below to standardized levels.

View Report

Assessment Document	Rubric Title	Creator	Rubric Source	Rubric Level	Standardized Level
ACBSP-GBA Outcome Assessment Instrument	Communication Outcome (720374)	Administrator, AMS		Unacceptable	Unacceptable
				Partially Proficient	Partially Proficient
				Proficient	Proficient
				Accomplished	Accomplished
ACBSP-GBA Outcome Assessment Instrument	Critical Thinking Outcome (720375)	Administrator, AMS		Unacceptable	
				Partially Proficient	

25. Click **View Report**

REPORT RESULTS



My Reports - Standard/Outcome Report

Save Report | Modify Report Criteria

Title
Learning Outcome Report SP 2011

Institutions
LT: Accreditation Management System

Description

Rubric(s) 4 **Standard Levels** 4

Enter Section Heading Here

Note: Result below indicates the total number of times students have been assessed using the standard(s) defined.

Export CSV

Standard	Rubric Count	Total Assessment Count	Total Student Count	Accomplished Asmt Cnt (Stud Cnt)	Proficient Asmt Cnt (Stud Cnt)	Partially Proficient Asmt Cnt (Stud Cnt)	Unacceptable Asmt Cnt (Stud Cnt)
ACBSP.1	1	172	19	50 (13)	34 (13)	55 (15)	33 (10)
ACBSP.1.A	1	44	19	11 (9)	10 (9)	11 (10)	12 (8)
ACBSP.1.B	1	43	19	9 (8)	12 (9)	16 (12)	6 (6)
ACBSP.1.C	1	42	19	10 (9)	5 (5)	18 (15)	9 (8)

Rubric Count

The number of rubrics the selected standard was included in. The same standard may occur multiple times in the selected rubric, but the count will not double count that rubric.

Total Assessment Count

This is the total number of assessments that included that standard. These will double-count students who were assessed multiple times on the same standard.

Performance levels

The first number represents the total number of assessments at that level, which will double-count students. The second is the number of students only, and will not double-count students assessed on the same standard multiple times.

Students assessed at more than one performance level will be double-counted for a standard in both the total number and student assessment counts.

Export to CSV

The table is exported in CSV format with each number in a separate cell. The output can be opened in a spreadsheet application like Excel to allow for graphing, sharing or statistical analysis.

Export Raw

All data collected within LiveText can be exported to three data export features for LiveText administrators. These features are for administrators who use other data analysis tools in addition to the LiveText reporting and display features. The data is exported in a common file format, CSV, and can be imported into most data analysis tools. These data files can also be connected to LiveText documents and stored in the ExhibitCenter™ or to a narrative LiveText document for review of the data.

Export Assessment

The Export Assessment button creates a raw data file in a CSV format for all assessment data collected across all rubrics linked in the ExhibitCenter™ (data collected in the Send for Review process)

1. From within the **Tools** tab, click the **Reports** tab.
2. Click the **Export Assessments** button.
3. Select whether to open the file immediately with Excel (if installed) or to save the file to the local computer. Click the **OK** button.

The following table lists the fields in the exported file, the data contained in each, and what the data represents. Each rubric within the assessment document will have its own line in this export. For example, if an assessor used five rubrics within the same assessment document, the assessment activity will be represented by five lines in the report. Each assessment will be tagged with the following data fields in the export.

Column	Field Title	Data
A	RecID	A serial number used by the system that is unique and non-repeating.
B	Assessee Username	The username of the author of the assessed document.
C	Assessee Fullname	The full name of the author of the assessed document.
D	SchoolID	The School ID of the author entered in the user Account Info page or when the user registered with LiveText.
E	Assessor Username	The username of the evaluator of the document.
F	Assessor Fullname	The full name of the evaluator.
G	Artifact ID	The Document ID of the assessed document. It is unique to each LiveText document and in the URL (e.g. http://college.livetext.com/doc/2893212).
H	Artifact Title	The title of the assessed document.
I	Assessment ID	The Document ID of the assessment document used to evaluate the artifact. It is unique to each LiveText document and in the URL (e.g. http://college.livetext.com/doc/2893212).
J	Assessment Title	The title of the document used to assess the artifact.

K	Rubric ID	The Section ID of the rubric within the assessment document. It is unique to each section of a LiveText document and in the URL (e.g. http://college.livetext.com/doc/2893212/14899477).
L	Rubric Title	The title of the rubric section within the assessment document.
M	Date Assessed	The date the assessment was last modified, saved, or submitted.
N	Milestone	The milestone selected at the time of assessment.
O	Scoring	**P** indicates that *Practice* was selected when the assessment was last modified, saved, or submitted. **O** indicates that *Official* was selected.
P	Status	**S** indicates that the assessment was *Submitted* using the "Save and Submit Assessment" button at the time of assessment. **P** indicates that the assessment is *Pending*. It was saved but has not been submitted.

In addition to these columns, each row in the export contains columns marked with RL, RS and a number. This is the representation of the collected assessment data.

RL is an abbreviation for "Row Level" and represents the selected performance level for each row. RL1 would be the first row in the rubric, RL2 the second and so on. The number in this field is the position of the selected column, not the score or title of the column. A "1" in this field would indicate that the assessor selected the left-most column for that particular element; a "2" would indicate the next column to the right was selected and so on. These numbers do not reflect any weighting applied to each column, or any point value for each performance level; it is only a report of what position was selected.

See the following sample line from the export.

...	Milestone	Scoring	Status	RL1	RL2	RL3	RL4	RL5	...
...	Final Evaluation	O	S	3	1	1	2	1	...

These values are visually represented in the following diagram:

	Exemplary (3 pts)	Proficient (2 pts)	Basic (1 pt)	Unsatisfactory
Submitting Documents (2, 20%) RL1 NCATE.1.C	The submitted document has multiple pages, each with a unique title and is using the *Multi-page* layout. The document was properly shared using the *Submit for Review* link.	The submitted document has multiple pages, each with a unique title and is using the *Multi-page* layout. The document was properly shared using the *Submit for Review* link.	The submitted document has multiple pages, each with a unique title and is using the layout. The document was properly shared using the *Submit for Review* link.	The submitted document has a single page or the pages do not have a unique title. The document is not using the *Multi-page* layout. The document was not properly shared using the *Submit for Review* link. The document was given Viewing or Editing access only.
Text & Image Sections (4, 40%) IL.11.B NAEYC.1.1 NCATE.2 RL2	The Text and Image section has a picture properly attached and has a thumbnail displayed. There is also at least one file attached correctly for download. Many features of the editor have been used including hyperlinks, bulleted lists, varying but appropriate fonts and sizes, and colors. Text copied from a word processor has been pasted as plain text and reformatted for the web.	The Text and Image section has a picture properly attached and has a thumbnail displayed. There is also at least one file attached correctly for download. A few features of the editor have been used to change font sizes and colors, but the document lacks hyperlinks or LiveText links. Text copied from a word processor has been pasted as plain text.	The Text and Image section has a picture properly attached and has a thumbnail displayed. There is also at least one file attached correctly for download. The text is unformatted or copied and pasted directly from a word processor.	The Text and Image section does not include an image. There is no file attachment present. The text is unformatted or copied and pasted directly from a word processor.
Rubric Sections RL3	The rubric contains at least two elements and at least three levels. Each level has been assigned a point value and each element has a weight associated with it. Each of the elements is aligned to at least one standard.	The rubric contains at least two elements and at least three levels. Each level has been assigned a point value and each element has a weight associated with it. Some of the elements are aligned to standards.	The rubric contains at least two elements and at least three levels. Levels have point values, but weights have not been assigned. Elements are not aligned to standards.	The rubric is not present or it does not have levels or elements defined. There is no text in any of the cells of the table to define criteria.
Standards RL4 IL.11.A	The standards section has multiple standards selected from different sets in the system.	The standards section has multiple standards selected from a single set in the system.	The standards section has multiple standards selected from a single set in the system.	The standards section is not present or has no standards selected.
Resources Sections RL5 NCATE.1	The resources section contains multiple resources including a personal resource, a LiveText resource as well as a Unitedstreaming video clip.	The resources section contains a personal resource, a LiveText resource, or a Unitedstreaming video clip.	The resources section contains a personal resource, a LiveText resource, or a Unitedstreaming video clip.	The resources section is missing or does not contain a resource.

The number of columns marked RL will depend on the length of the longest rubric in the ExhibitCenter™. As a result, some of the RL fields will be empty if the rubric is short.

RS is an abbreviation for “Row Score” and represents the weighted score the assessee received based on the point value associated with each performance level and the weighted value of each row in the rubric. It is calculated by multiplying the point value of the selected performance level by the weighted value of that row. A sample of the same line in the report, which was used in the previous example, is displayed below.

...	RS1	RS2	RS3	RS4	RS5	...
...	2	12	6	2	3	...

In this example, the rows have weights of 2, 4, 2, 1 and 1 respectively. The columns have a score of 3, 2, 1, and 0. Multiplying the selected column by the weight value of that particular row (not the percentage value) produces the scores that appear in the table above. The diagram below shows how this relates to the original rubric.

	Exemplary (3 pts)	Proficient (2 pts)	Basic (1 pt)	Unsatisfactory
Submitting Documents (2, 20%) IL 11 A NAEYC 1.2 NCATE 1 RS1	The submitted document has multiple pages, each with a unique title and is using the *Multi-page* layout. The document was properly shared using the *Submit for Review* link.	The submitted document has multiple pages, each with a unique title and is using the *Multi-page* layout. The document was properly shared using the *Submit for Review* link.	The submitted document has multiple pages, each with a unique title and is using the layout. The document was properly shared using the *Submit for Review* link.	The submitted document has a single page or the pages do not have a unique title. The document is not using the *Multi-page* layout. The document was not properly shared using the *Submit for Review* link. The document was given Viewing or Editing access only.
Text & Image Sections (4, 40%) IL 11 B NAEYC 1.1 NCATE 2 RS2	The Text and Image section has a picture properly attached and has a thumbnail displayed. There is also at least one file attached correctly for download. Many features of the editor have been used including hyperlinks, bulleted lists, varying but appropriate fonts and sizes, and colors. Text copied from a word processor has been pasted as plain text and reformatted for the web.	The Text and Image section has a picture properly attached and has a thumbnail displayed. There is also at least one file attached correctly for download. A few features of the editor have been used to change font sizes and colors, but the document lacks hyperlinks or LiveText links. Text copied from a word processor has been pasted as plain text.	The Text and Image section has a picture properly attached and has a thumbnail displayed. There is also at least one file attached correctly for download. The text is unformatted or copied and pasted directly from a word processor.	The Text and Image section does not include an image. There is no file attachment present. The text is unformatted or copied and pasted directly from a word processor.
Rubric Sections (2, 20%) NCATE 3 RS3	The rubric contains at least two elements and at least three levels. Each level has been assigned a point value and each element has a weight associated with it. Each of the elements is aligned to at least one standard.	The rubric contains at least two elements and at least three levels. Each level has been assigned a point value and each element has a weight associated with it. Some of the elements are aligned to standards.	The rubric contains at least two elements and at least three levels. Levels have point values, but weights have not been assigned. Elements are not aligned to standards.	The rubric is not present or it does not have levels or elements defined. There is no text in any of the cells of the table to define criteria.
Standards Sections (1, 10%) IL 11 A RS4	The standards section has multiple standards selected from different sets in the system.	The standards section has multiple standards selected from a single set in the system.	The standards section has multiple standards selected from a single set in the system.	The standards section is not present or has no standards selected.
Resources Sections (1, 10%) IL 11 B NAEYC 1 NCATE 1 RS5	The resources section contains multiple resources including a personal resource, a LiveText resource as well as a Unitedstreaming video clip.	The resources section contains a personal resource, a LiveText resource, or a Unitedstreaming video clip.	The resources section contains a personal resource, a LiveText resource, or a Unitedstreaming video clip.	The resources section is missing or does not contain a resource.

Similar to the columns marked RL, the number of columns marked RS will depend on the length of the longest rubric in the ExhibitCenter™. As a result, some of the RS fields will be empty if the rubric is short.

Export Rubric Standards

The Export Rubric Standards button creates a raw data file in a CSV format of all standards that are aligned with elements in rubrics within all assessments that are linked in the ExhibitCenter™. It is intended to be combined with the information generated by the Export Assessment feature in order to connect the assessment data to standards.

1. From within the **Tools** tab, click the **Reports** tab.
2. Click the **Export Rubric Standards** button.
3. Select whether to open the file immediately with Excel (if installed) or to save the file to the local computer. Click the **OK** button.

Column	Field Title	Data
A	RubricID	The SectionID of the rubric within the assessment document. This is the same information that appears in the Export Assessments report.
B	Element	Identifies the row in the rubric the standard is aligned with.
C	Standard	The number of the standard.
D	Standard Set	The source standard set.

The following table lists the fields in the exported file, the data contained in each, and what the data represents. Each standard within the rubric document will have its own line in this export. For example, if an element of the rubric contains five standards, the rubric element will have five separate lines in the export.

When combined with the assessment export in a data analysis tool, this report can be used to create a report of student performance as well as instructor and/or program effectiveness that links information to standards.

RubricID	Element	Standard	StandardSet
297679	1	11.A	IL
297679	1	1.2	NAEYC
297679	1	1.A	NCATE
297679	1	1.C	NCATE

The following graphic illustrates the source of this information.

	Exemplary (3 pts)	**Proficient** (2 pts)
Submitting Documents (2, 20%) IL.11.A NAEYC.1.2 NCATE.1.A NCATE.1.C	The submitted document has multiple pages, each with a unique title and is using the *Multi-page* layout. The document was properly shared using the *Submit for Review* link.	The submitted doc multiple pages, ea title and is using tl layout. The document wa using the *Submit*
Text & Image Sections (4, 40%)	The Text and Image section has a picture properly attached and has a thumbnail displayed. There is also	The Text and Imag picture properly at thumbnail displaye

Export Course Assessment

The Export Course Assessment button creates a raw data file in a CSV format of all assessment data collected in all rubrics that are linked in the ExhibitCenter™. The data collected allows administrators to view student growth within courses. Once the data is exported, the information can be sorted by course(s), student(s), faculty, assessment(s), and term(s).

1. From within the **Tools** tab, click the **Reports** tab.
2. Click the **Export Course Assessments** button.
3. Select whether to open the file immediately with Excel (if installed) or to save the file to the local computer. Click the **OK** button.

Column	Field Title	Data
A	RecID	The serial number used by the system that is unique and non-repeating.
B	Term	The term/semester in which the assessment took place.
C	Course ID	The course number that is listed for the course (CRN number).
D	Course Code	The course code is the number that is listed for each course in the student handbook, e.g. LT 101.
E	Course Name	The name of the course in which faculty and students are enrolled.
F	College	The name of the college or school with which the students are associated with, e.g. College of Education or School of Business.
G	Department	The department or unit with which the student is associated within the college, e.g. Secondary Education.
H	Program	The program or area of study within a department, e.g. Special Education, Social Science.
I	Section ID	The number given to each section of a course.
J	Assessee Username	The username of the author of the assessed document.
K	Assessee Fullname	The full name of the author of the assessed document.

In addition to these columns, each row in the export contains columns marked with RL, RS and a number. This is the representation of the collected assessment data.

RL is an abbreviation for “Row Level” and represents the selected performance level for each row. RL1 would be the first row in the rubric, RL2 the second and so on. The number in this field is the position of the selected column, not the score or title of the column. A “1” in this field would indicate that the assessor selected the left-most column for that particular element; a “2” would indicate the next column to the right was selected and so on. These numbers do not reflect any weighting applied to each column, or any point value for each performance level; it is only a report of what position was selected. A sample line from the export appears below.

...	Milestone	Scoring	Status	RL1	RL2	RL3	RL4	RL5	...
...	Final Evaluation	O	S	3	1	1	2	1	...

	Exemplary (3 pts)	Proficient (2 pts)	Basic (1 pt)	Unsatisfactory
Submitting Documents (2, 20%) IL.[illegible] NCATE.1.C RL1	The submitted document has multiple pages, each with a unique title and is using the *Multi-page* layout. The document was properly shared using the *Submit for Review* link.	The submitted document has multiple pages, each with a unique title and is using the *Multi-page* layout. The document was properly shared using the *Submit for Review* link.	The submitted document has multiple pages, each with a unique title and is using the layout. The document was properly shared using the *Submit for Review* link. 3	The submitted document has a single page or the pages do not have a unique title. The document is not using the *Multi-page* layout. The document was not properly shared using the *Submit for Review* link. The document was given Viewing or Editing access only.
Text & Image Sections (4, 40%) IL.11.B NAEYC.1.1 NCATE.2 RL2	The Text and Image section has a picture properly attached and has a thumbnail displayed. There is also at least one file attached correctly for download. Many features of the editor have been used including hyperlinks, bulleted lists, varying but appropriate fonts and sizes, and colors. Text copied from a word processor has been pasted as plain text and reformatted for the web. 1	The Text and Image section has a picture properly attached and has a thumbnail displayed. There is also at least one file attached correctly for download. A few features of the editor have been used to change font sizes and colors, but the document lacks hyperlinks or LiveText links. Text copied from a word processor has been pasted as plain text.	The Text and Image section has a picture properly attached and has a thumbnail displayed. There is also at least one file attached correctly for download. The text is unformatted or copied and pasted directly from a word processor.	The Text and Image section does not include an image. There is no file attachment present. The text is unformatted or copied and pasted directly from a word processor.
Rubric Sections (2, 20%) NCATE.3C RL3	The rubric contains at least two elements and at least three levels. Each level has been assigned a point value and each element has a weight associated with it. Each of the elements is aligned to at least one standard. 1	The rubric contains at least two elements and at least three levels. Each level has been assigned a point value and each element has a weight associated with it. Some of the elements are aligned to standards.	The rubric contains at least two elements and at least three levels. Levels have point values, but weights have not been assigned. Elements are not aligned to standards.	The rubric is not present or it does not have levels or elements defined. There is no text in any of the cells of the table to define criteria.
Standards Sections (1, [illegible]) IL.11.A RL4	The standards section has multiple standards selected from different sets in the system.	The standards section has multiple standards selected from a single set in the system. 2	The standards section has multiple standards selected from a single set in the system.	The standards section is not present or has no standards selected.
Resources Sections (1, [illegible]) IL.[illegible] NCATE.1 RL5	The resources section contains multiple resources including a personal resource, a LiveText resource as well as a Unitedstreaming video clip. 1	The resources section contains a personal resource, a LiveText resource, or a Unitedstreaming video clip.	The resources section contains a personal resource, a LiveText resource, or a Unitedstreaming video clip.	The resources section is missing or does not contain a resource.

This is visually represented in the following diagram:

The number of columns marked RL will depend on the length of the longest rubric in the ExhibitCenter™. As a result, some of the RL fields will be empty if the rubric is short. RS is an abbreviation for “Row Score” and represents the weighted score the Assessees received based on the point value associated with each performance level and the weighted value of each row in the rubric. It is calculated by multiplying the point value of the selected performance level by the weighted value of that row.

A sample of the same line in the report, which was used in the previous example, appears below.

...	RS1	RS2	RS3	RS4	RS5	...
...	2	12	6	2	3	...

REPORTING & ANALYSIS

In this example, the rows contain weights of 2, 4, 2, 1, and 1 respectively. The columns contain a score of 3, 2, 1, and 0. Multiplying the selected column by the weight value of that particular row (not the percentage value) produces the scores that appear in the table above. The following diagram shows how this relates to the original rubric.

	Exemplary (3 pts)	**Proficient** (2 pts)	**Basic** (1 pt)	**Unsatisfactory**
Submitting Documents (2, 20%) IL.11.A NAEYC.1.2 RS1	The submitted document has multiple pages, each with a unique title and is using the *Multi-page* layout. The document was properly shared using the *Submit for Review* link.	The submitted document has multiple pages, each with a unique title and is using the *Multi-page* layout. The document was properly shared using the *Submit for Review* link.	The submitted document has multiple pages, each with a unique title and is using the layout. The document was properly shared using the *Submit for Review* link.	The submitted document has a single page or the pages do not have a unique title. The document is not using the *Multi-page* layout. The document was not properly shared using the *Submit for Review* link. The document was given Viewing or Editing access only.
Text & Image Sections (4, 40%) IL.11.B NAEYC.1.1 NCATE.2 RS2	The Text and Image section has a picture properly attached and has a thumbnail displayed. There is also at least one file attached correctly for download. Many features of the editor have been used including hyperlinks, bulleted lists, varying but appropriate fonts and sizes, and colors. Text copied from a word processor has been pasted as plain text and reformatted for the web.	The Text and Image section has a picture properly attached and has a thumbnail displayed. There is also at least one file attached correctly for download. A few features of the editor have been used to change font sizes and colors, but the document lacks hyperlinks or LiveText links. Text copied from a word processor has been pasted as plain text.	The Text and Image section has a picture properly attached and has a thumbnail displayed. There is also at least one file attached correctly for download. The text is unformatted or copied and pasted directly from a word processor.	The Text and Image section does not include an image. There is no file attachment present. The text is unformatted or copied and pasted directly from a word processor.
Rubric Sections (2, 20%) RS3	The rubric contains at least two elements and at least three levels. Each level has been assigned a point value and each element has a weight associated with it. Each of the elements is aligned to at least one standard.	The rubric contains at least two elements and at least three levels. Each level has been assigned a point value and each element has a weight associated with it. Some of the elements are aligned to standards.	The rubric contains at least two elements and at least three levels. Levels have point values, but weights have not been assigned. Elements are not aligned to standards.	The rubric is not present or it does not have levels or elements defined. There is no text in any of the cells of the table to define criteria.
Standards Sections (1, 10%) IL.11.A RS4	The standards section has multiple standards selected from different sets in the system.	The standards section has multiple standards selected from a single set in the system.	The standards section has multiple standards selected from a single set in the system.	The standards section is not present or has no standards selected.
Resources Sections (1, 10%) IL.11.D NAEYC.1 NCATE.1 RS5	The resources section contains multiple resources including a personal resource, a LiveText resource as well as a Unitedstreaming video clip.	The resources section contains a personal resource, a LiveText resource, or a Unitedstreaming video clip.	The resources section contains a personal resource, a LiveText resource, or a Unitedstreaming video clip.	The resources section is missing or does not contain a resource.

Similar to the columns marked RL, the number of columns marked RS will depend on the length of the longest rubric in the ExhibitCenter™. As a result, some of the RS fields will be empty if the rubric is short.

ExhibitCenter™ Administration

The LiveText ExhibitCenter™ provides administrators with a single location to present student and faculty-produced documents (such as portfolios, assignments, syllabi and coursework, assessments, and assessment reports). These materials may also be used to demonstrate a program's compliance with local or state approval guidelines and national or regional accreditation requirements. The ExhibitCenter™ can be shared with faculty, stakeholders, and outside evaluators and examiners using a Visitor Pass.

Assessment data that has been collected via the Forms tools and then integrated into LiveText Assessment reports for programmatic or institutional improvement can be accessed in the ExhibitCenter™. For data collected via Forms and then examined outside of LiveText or to place collect results, users will first need to export the data from LiveText to Excel. Exporting allows users to filter and disaggregate the data and make it available for their reports. To bring the information back into LiveText, users will need to create a LiveText document and attach the files in a Text and Image section. By placing the files in a LiveText document, administrators can link the document to the ExhibitCenter™ for others to view.

Benefits of an Electronic Exhibit Room

Note: Nothing is actually stored in the ExhibitCenter™. Rather it is a medium where hyperlinks to other material are located.

- Easy Collection, Reporting and Organization
- Quick Retrieval and Display of Large Volumes of Information
- Saves Time and Energy
- Easy Sharing of Same Information
- Cost saving
- Reduce Paper consumption
- Reduce need for travel
- Reduce faculty man hours

Best Practices for Setting Up an ExhibitCenter™

The ExhibitCenter™ is a file cabinet where access to materials can be granted for internal purposes and for external review.

When setting up an ExhibitCenter™ several things must be considered:

- What is the purpose of the ExhibitCenter™?
- Define how the ExhibitCenter™ will be used. (Most common uses are for: Accreditation, program review, faculty qualification, or internal storage)
- What type of material will be housed and how will it be presented?

REPORTING & ANALYSIS

- LiveText documents- These documents can contain links to external documents (Word, Excel, PowerPoint, etc.) as well as links to other LiveText documents that are relevant to the data being collected and presented. This can include: portfolios, lesson plans, case studies, syllabi, unit plans, committee meeting notes and minutes

- Reports- Institutional, program, department and faculty level assessment report results can be added to the ExhibitCenter™ to demonstrate progress and continuous improvement (other external reports can be linked into a LiveText document and added to the ExhibitCenter™)

- Narratives- These are documents where the assessment history is recorded. These typically give an account of any changes and improvements made to the assessment rubrics and document templates.

- Who will be given access to the material?

Internal: LiveText groups and members either as Viewers or Editors.

External: Board of Examiners, Third-party stakeholders, administrators and other internal members who do not have LiveText accounts. Access can be granted via a Visitor Pass.

The three most common approaches for setting up an ExhibitCenter™ are:

- Accreditation-(Standard-based)–Categories are created for each standard/outcome and can contain sub-categories by element for example with relevant and supporting documentation such as templates, rubrics, and reports.

- Assessment Based- this can contain categories built around Gates and Milestones

- Program-based- Each program is setup as a Category in the ExhibitCenter™ and can contain sub-categories by department or unit with supporting documentation such as templates, rubrics, and reports

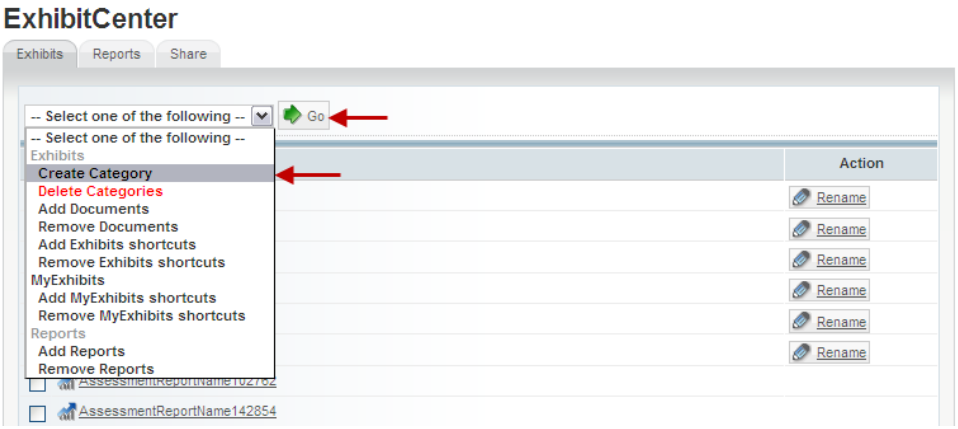
Adding ExhibitCenter™ Materials

These are the 3 basic items that can be added to the ExhibitCenter™.

	Category	Categories are similar to Folders on a desktop computer, except that the same document or report can exist in multiple folders without having to create separate copies. Categories can also contain more categories for many levels of organization
	Report	The majority of reports used in the ExhibitCenter™ can be either the Reviews Assessment Report, or the C1 Assessment Report. These links are dynamic, so if additional assessments have been completed since the report was saved, these links will update automatically. Additionally, these linked reports will have “drill-down” capabilities so users can gain access to full reporting functionality.
	Document	Any contents of the Documents tab are available to the ExhibitCenter™ manager account can be added to the categories. This includes materials shared with the account through the Inbox.

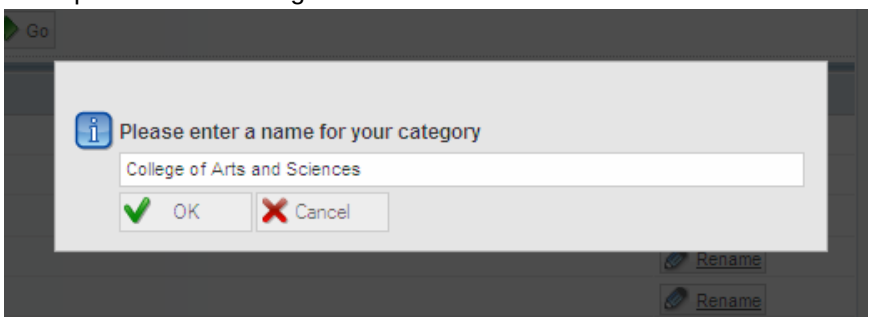
Creating and Deleting Categories

1. Select **Create Category** from the dropdown list under the **Exhibits** tab within the ExhibitCenter™ and click the **Go** button.

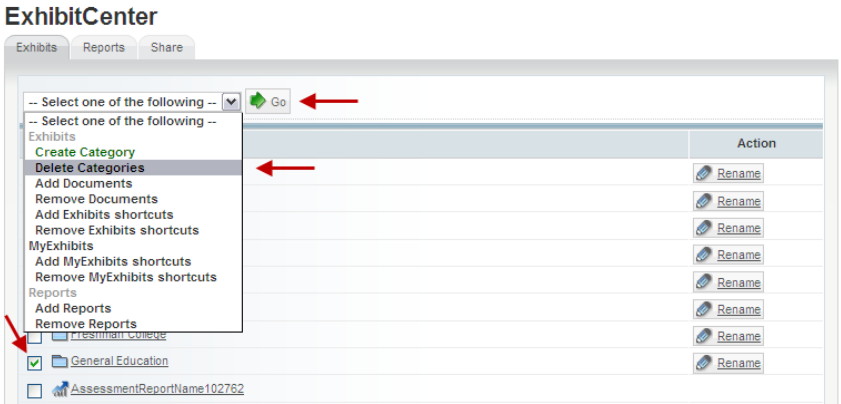


2. Input a name for the category and click the **OK** button.

3. To delete an ExhibitCenter™ category, mark the checkboxes that correspond with the categories to be deleted.



4. Select **Delete Categories** from the dropdown list and click the **Go** button.



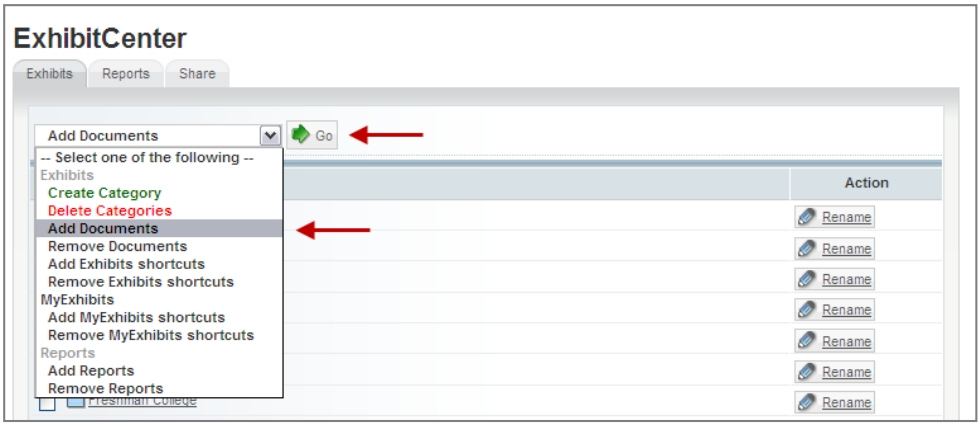
5. Click **OK** to confirm.

Administrators can also create sub-categories.

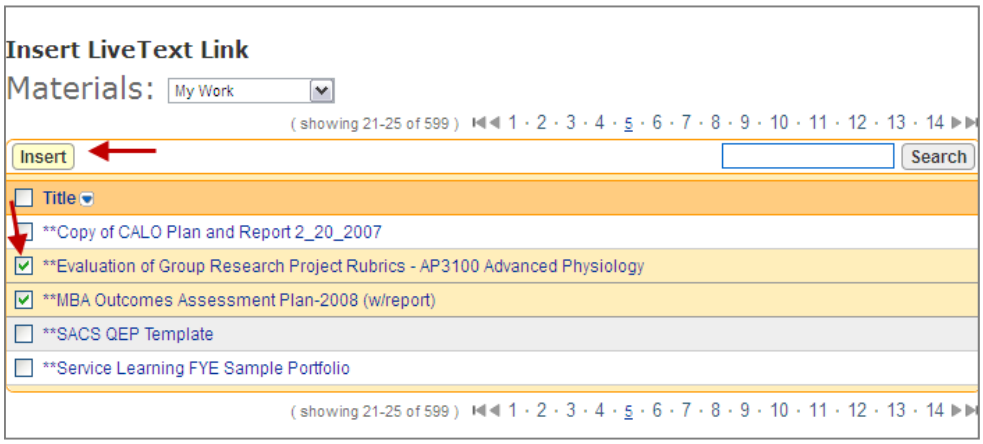
6. To create a sub-category, click the category that will house the subcategory and then choose the **Create Category** option.

Adding and Removing Documents

0Documents such as portfolios, assignment templates, narratives, and assessments can be added to the ExhibitCenter™ for display.



1. Open the category to which to add the document.
2. Select **Add Document** from the dropdown list and click the **Go** button.

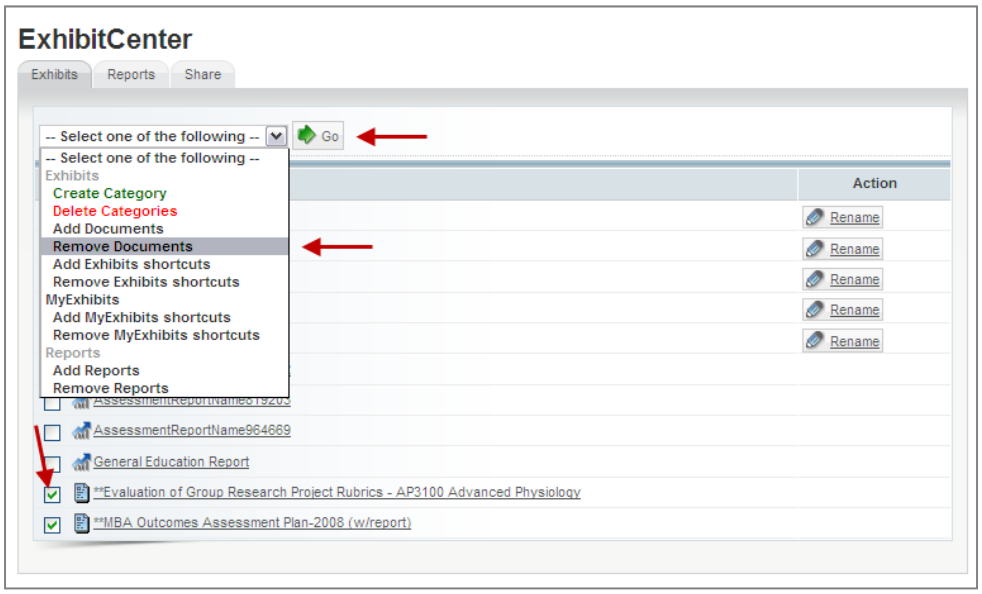


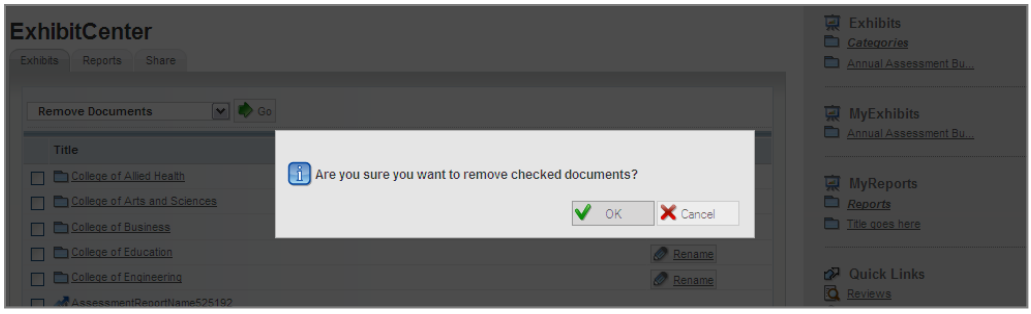
3. Select the check box(es) located next to the document(s) to be added.
4. Click **Insert**.

5. To remove a document from an ExhibitCenter™ category, mark the checkboxes that correspond with the document(s) to be deleted.

6. Select **Remove Documents** from the dropdown menu and click the **Go** button.

7. Click **OK** to confirm.



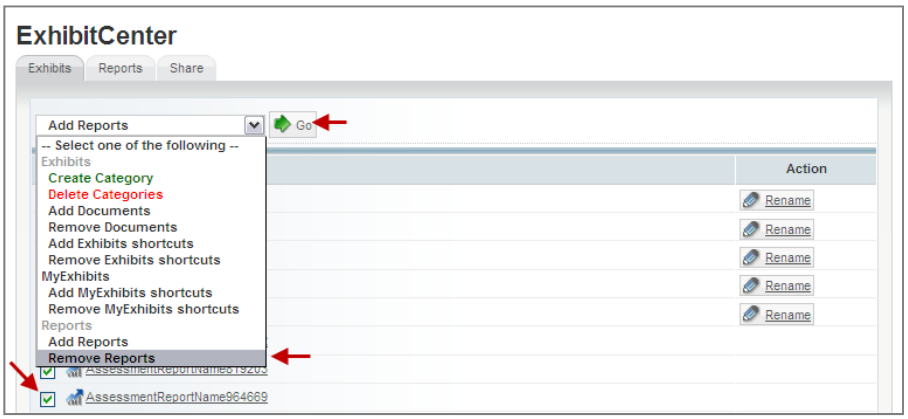


Adding and Removing Reports

Reports that are listed in the MyReports area of the ExhibitCenter™ are not viewable to visitors or other LiveText members with ExhibitCenter™ viewing and editing rights. However, C1 Assessment Reports can be added directly into the ExhibitCenter™ reports tab during report creation.

1. Open the category to which to add the report.
2. Select **Add Reports** from the dropdown list and click **Go.**
3. Select the check box(es) located next to the reports(s) to be added.

4. Click the **Insert Reports** button.
5. To remove a report from an ExhibitCenter™ category, mark the checkboxes that correspond with the report(s) to be deleted.
6. Select **Remove Reports** from the dropdown menu and click the **Go** button.



7. Click **OK** to confirm.

Reports in the ExhibitCenter™ show a summary of the filters used to create the report, the data table, and the bar charts. The criteria selection screen is not included in the ExhibitCenter™ links. These links are identified by the reports icon.

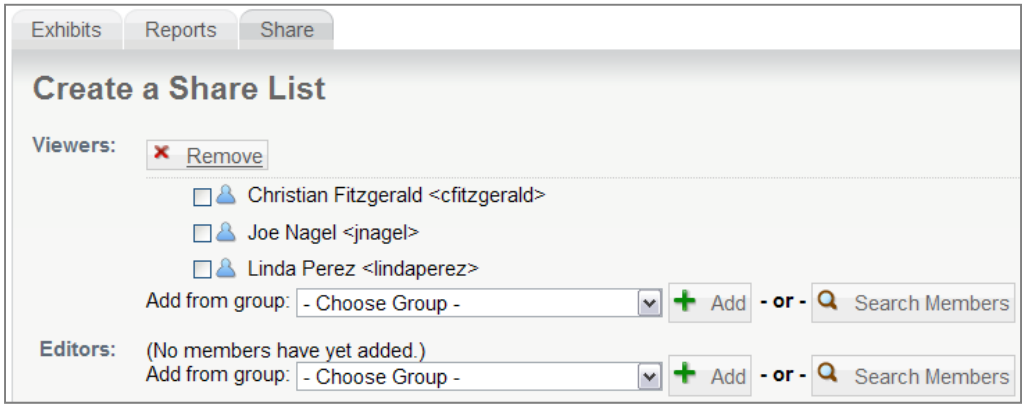
Sharing the ExhibitCenter™

Administrators can share the ExhibitCenter™ with LiveText members within the institution through a LiveText username. Administrators can also give other LiveText members within the institution's domain the right to make limited changes to the ExhibitCenter™ without giving those individuals full administrative rights. Nonmembers can be given access using a Visitor Pass.

Viewers: Users given access to the ExhibitCenter™ will see a limited view of what exists in the Admin account. The MyExhibits, MyReports and Admin functions are not visible in this view. This is often useful for sharing the results of assessment activities with faculty without giving full access to the Admin account.

Editors: Members who are editors can create, rename, edit and delete categories and sub-categories as well as add and remove documents from the ExhibitCenter™. Editors cannot create or add reports. However, they are able to remove reports from ExhibitCenter™ categories.

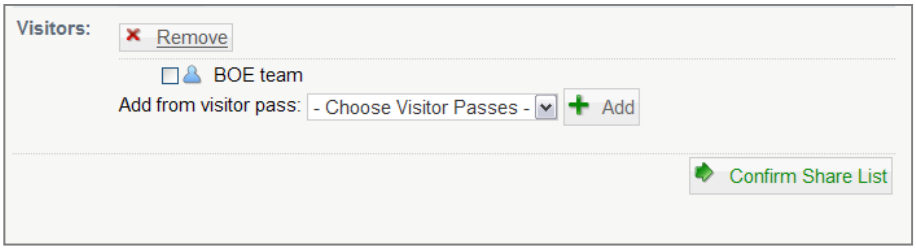
1. From within the **ExhibitCenter™** tab in the admin account, click the **Share** tab located to the right of the **Exhibits** and **Reports** tab.
2. Select the users that will be given the right to view the ExhibitCenter™ in their account by choosing the group from the **Add from Group** dropdown menu and clicking the **Add** button or by selecting individuals with the **Search Members** button.
3. Select the users that will be able to edit the ExhibitCenter™ by choosing the **Add from Group** option or by selecting individuals with the **Search Members** button.



Visitors: You can share access to the ExhibitCenter™ with others through a Visitor Pass. A Visitor Pass must already be created to use this option.

1. From the **Add from Visitor Pass** dropdown select a visitor pass that you wish to grant access to the **ExhibitCenter™** and then click **Add.**

2. Click **Confirm Share List** when you are done updating Viewers, Editors, and Visitors to the ExhibitCenter™.



Summary

After this session, users will have learned tips and tricks regarding the development and use of assessment rubrics and forms and how they can impact the validity and quality of the assessment data collected within LiveText. Users will also learn how to use the Forms and reporting tools to effectively track student learning performance, generate, maintain, and share data vital to continuing program approval and unit accreditation, as well as support institutional oversight for data collection and continuous improvement.

LiveText Support Team

If further questions arise regarding the application, contact LiveText at:

LiveText Tech Support

Phone: 1-866-LiveText (1-866-548-3839)

Email: support@livetext.com

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