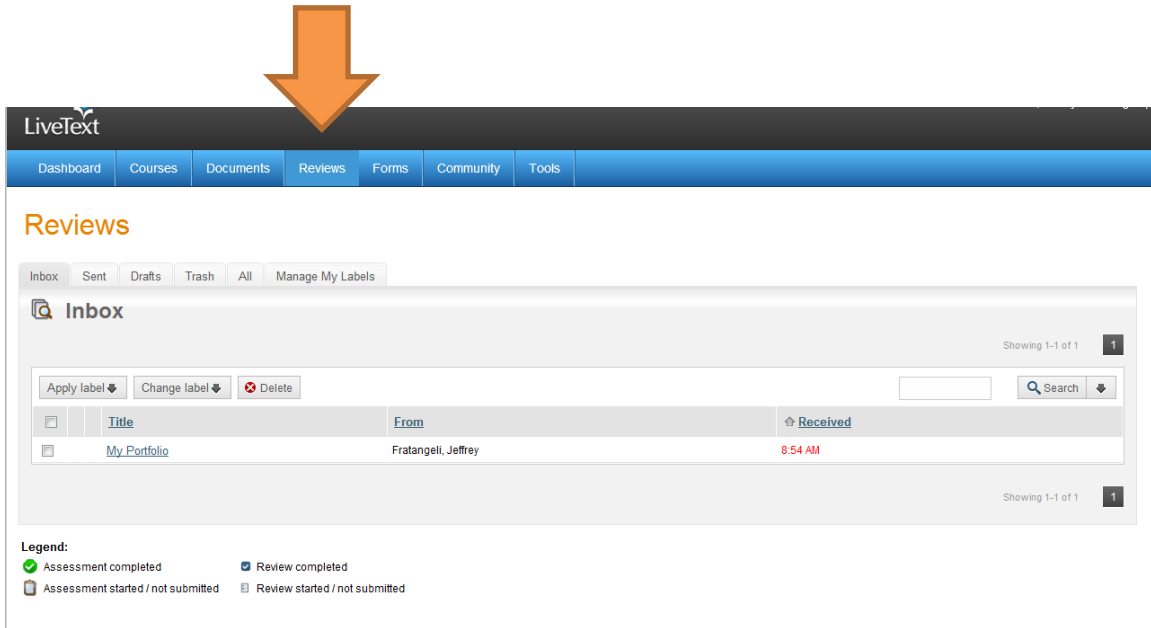
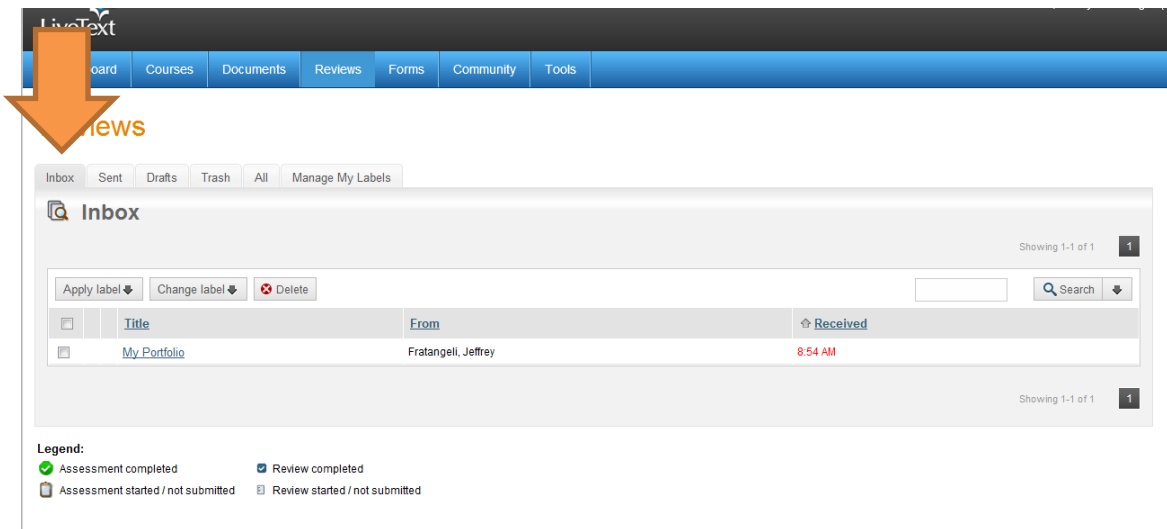


How to Assess a LiveText Portfolio Submitted by a Student

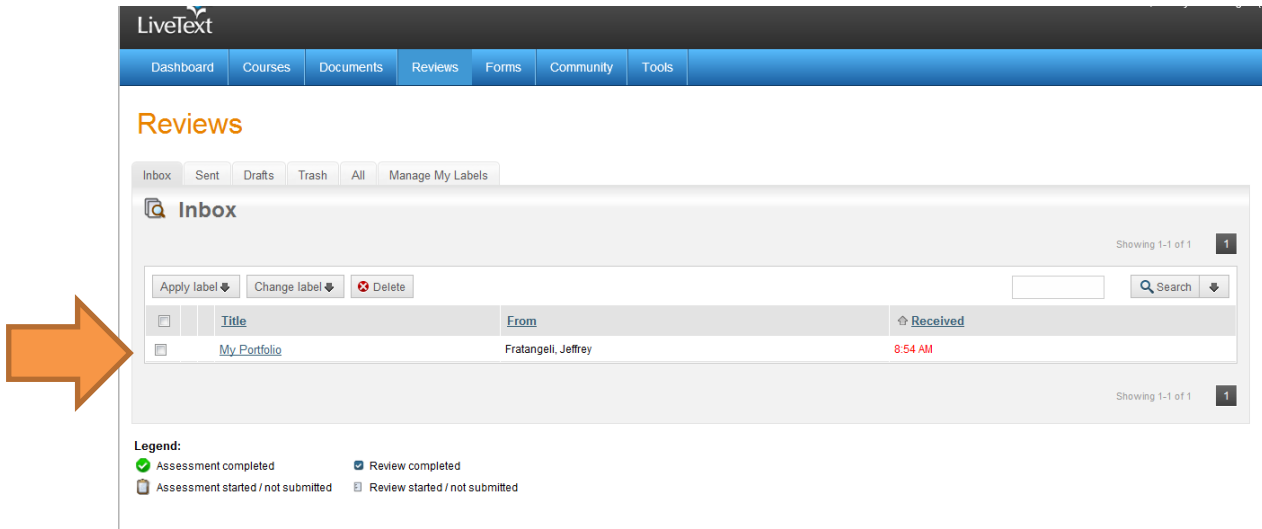
1. Click the **Reviews** tab located in the top center of the screen. You will see the entire document available for review.



2. Click the **Inbox** tab if not already displayed. You should now see all of the document/portfolios that you will need to Review.



3. Click on the document to assess.

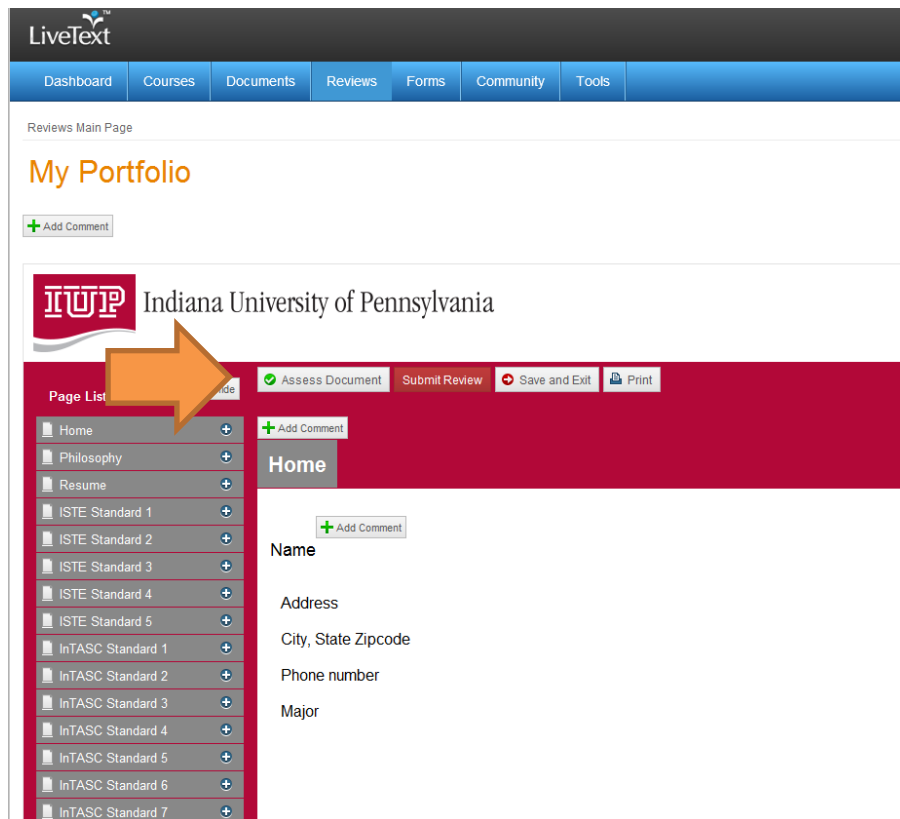


The screenshot shows the LiveText interface with the 'Reviews' section active. The 'Inbox' tab is selected, displaying a list of emails. The first email is from 'Fratangelo, Jeffrey' with the subject 'My Portfolio', received at 8:54 AM. An orange arrow points to the 'My Portfolio' link in the subject line. Below the inbox is a legend for assessment and review statuses.

Legend:

- Assessment completed
- Assessment started / not submitted
- Review completed
- Review started / not submitted

4. Once in the portfolio, click the Assess Document tab.



The screenshot shows the 'My Portfolio' page for Indiana University of Pennsylvania. The 'Assess Document' tab is highlighted with an orange arrow. The page includes a 'Page List' on the left with various standards and a main content area with a 'Home' tab and a form for entering personal information.

Page List:

- Home
- Philosophy
- Resume
- ISTE Standard 1
- ISTE Standard 2
- ISTE Standard 3
- ISTE Standard 4
- ISTE Standard 5
- InTASC Standard 1
- InTASC Standard 2
- InTASC Standard 3
- InTASC Standard 4
- InTASC Standard 5
- InTASC Standard 6
- InTASC Standard 7

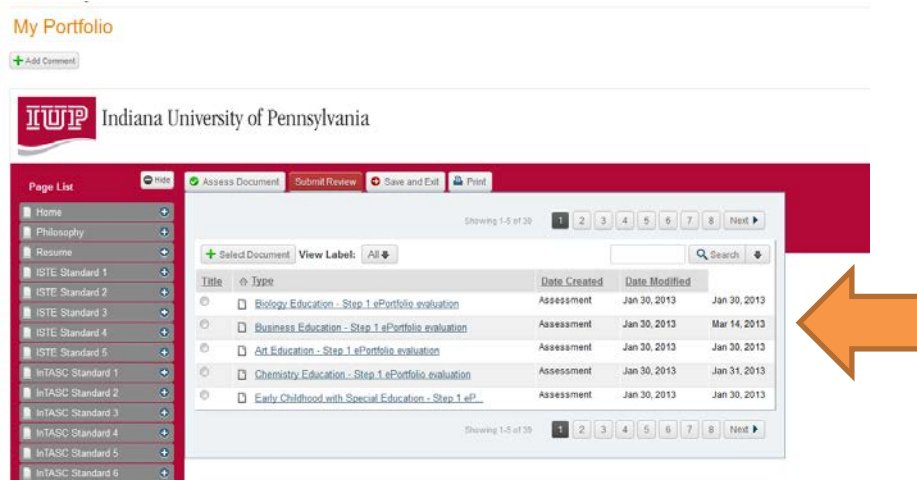
Assess Document Tab:

- Assess Document
- Submit Review
- Save and Exit
- Print

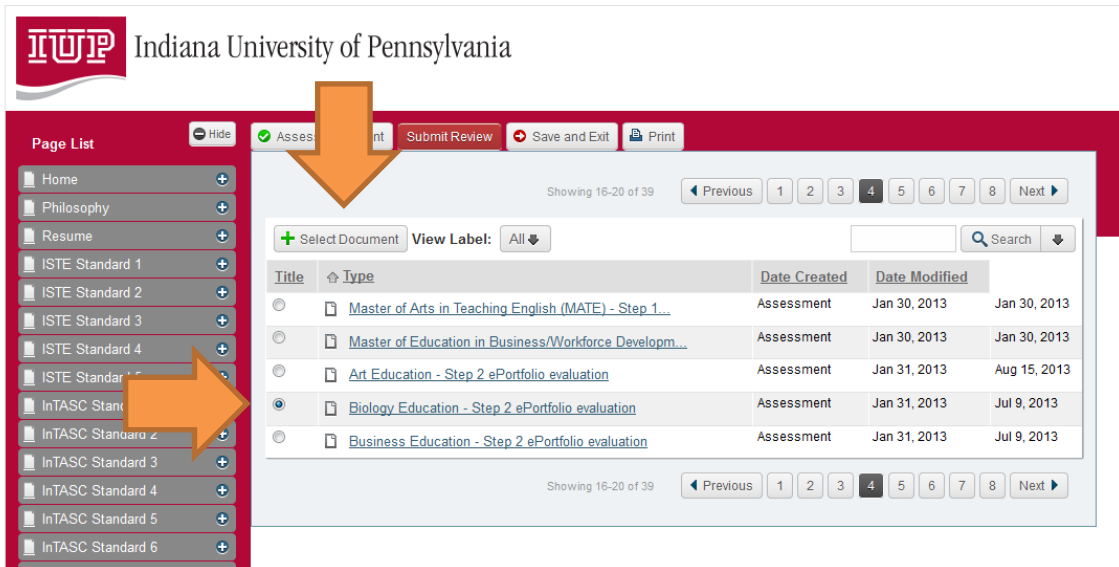
Form Fields:

- Name
- Address
- City, State Zipcode
- Phone number
- Major

- A dialog box will open which will allow you to select the rubric for that assessment for you program. You may need to click to the next page to find your rubric. Rubrics are listed by program and level (Step1 or Step 2).



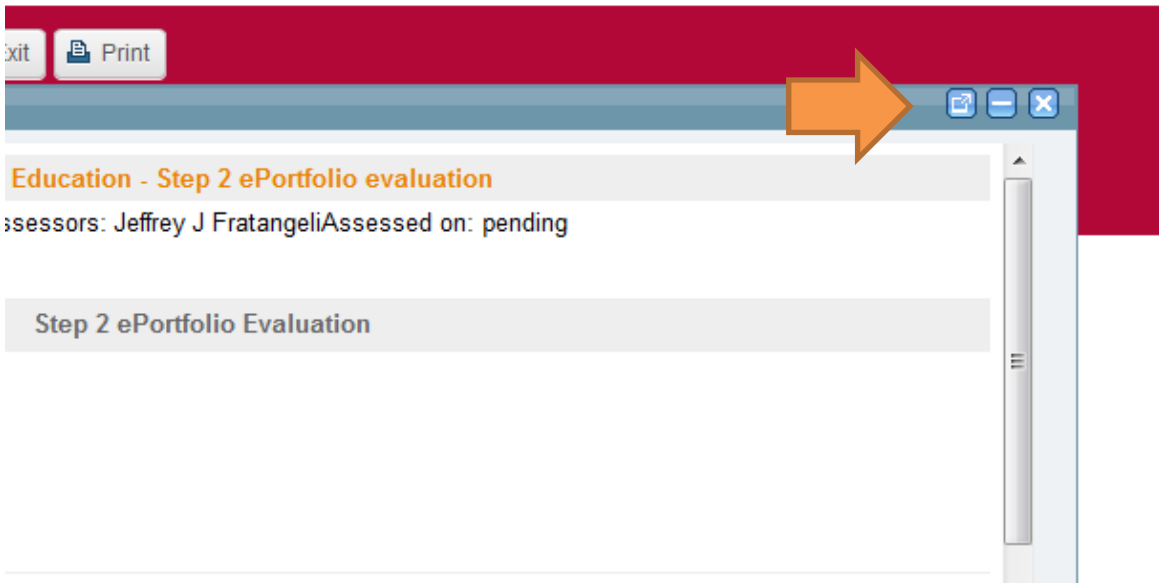
- Click on radio button next to the rubric you want to open and then click the Select Document button.



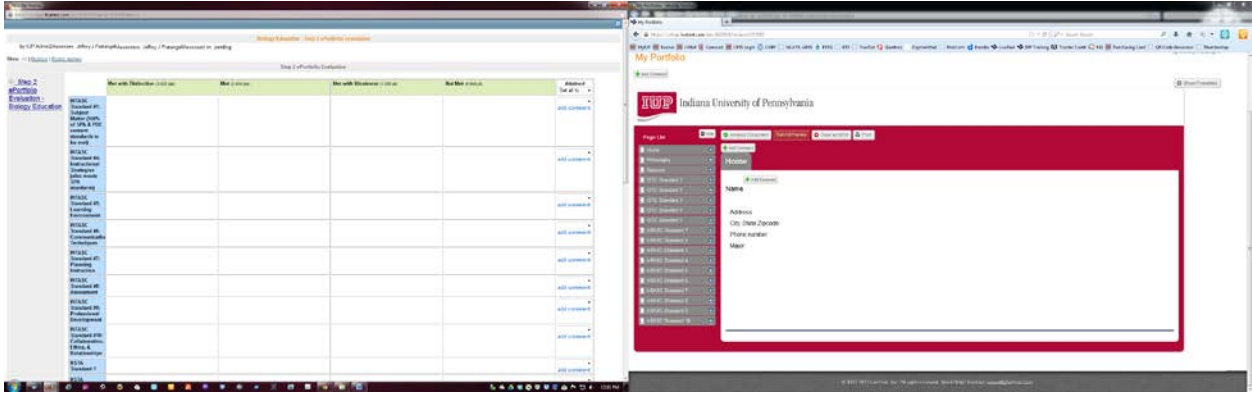
7. Your rubric will open.



8. Now you will need to detach the rubric to move to another screen. This can be completed by clicking the undock icon in the upper right hand corner of the rubric.



- Once this is done, you will be able to position the rubric where you want. The rubric opens in the collapsed view so you will want to show all before beginning your assessment of the portfolio.



by IUP Admin2Assessee: Jeffrey J FratangeliAssessors: Jeffrey J FratangeliAsse

Show: All | [Rubrics](#) | [Rubric names](#)

<p>⊕ Step 2 ePortfolio Evaluation - Biology Education</p>	<p>Met with Distinction (3,000 pts)</p>
	<p>INTASC Standard #1: Subject Matter (100% of SPA & PDE content standards to be met)</p>
	<p>INTASC Standard #4: Instructional Strategies (also meets SPA standards)</p>
<p>INTASC</p>	

10. To complete the rubric, you will need to use the drop down for each standard.

Biology Education - Step 2 ePortfolio evaluation


by IUP Admin2Assesse: Jeffrey J FratangelAssessors: Jeffrey J FratangelAssessed on pending

Show All | Rubrics | Rubric names

Step 2 ePortfolio Evaluation


	Met with Distinction (3 000 pts)	Met (2 000 pts)	Met with Weakness (1 000 pt)	Not Met (0 000 pt)	Attained
INTASC Standard #1: Subject Matter (100% of SPA & PDE content standards to be met)					Set all to... Met add comment
INTASC Standard #4: Instructional Strategies (also meets SPA standards)					add comment
INTASC Standard #5: Learning Environment					add comment
INTASC Standard #6: Communication Techniques					add comment
INTASC Standard #7: Planning Instruction					add comment
INTASC Standard #8: Assessment					add comment
INTASC Standard #9: Professional Development					add comment
INTASC Standard #10: Collaboration, Ethics, & Relationships					add comment
NSTA Standard 1					add comment
NCTA					

Not Met (0.000 pt)	<p>Attained</p> <p>Set all to... ▾</p> <p>Met ▾</p> <p>add comment</p>
	<p>▾</p> <p>add comment</p>
	<p>▾</p> <p>add comment</p>
	<p>▾</p> <p>add comment</p>



- To add comments to the rubric, click the add comment link in each standard. A new dialog box will open above the standard for your comments. Work through the entire rubric remembering to assess each standard. Add any overall comments in the Other comments area at the bottom of the rubric and then choose official from the drop down under Reporting Type.

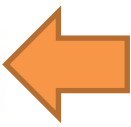
Not Met (0.000 pt)	Attained Set all to... Met add comment
	add comment
	add comment
	add comment



names

Step 2 ePortfolio Evaluation

	Met with Distinction (3.000 pts)	Met (2.000 pts)	Met with Weakness (1.000 pt)	Not Met (0.000 pt)	Attained Set all to...
	Type comments here and click save! save cancel				
INTASC Standard #1: Subject Matter (100% of SPA & PDE content standards to be met)					Met
INTASC Standard #4: Instructional Strategies (also meets SPA standards)					add comment



Portfolio Completion

	Yes (0.000 pt)	No (0.000 pt)	Attained Set all to...
Portfolio is complete for Step Two			add comment

Other comments:

Reporting Type: Choose...



If you want a copy, print from your browser now (Ctrl+P) before submitting

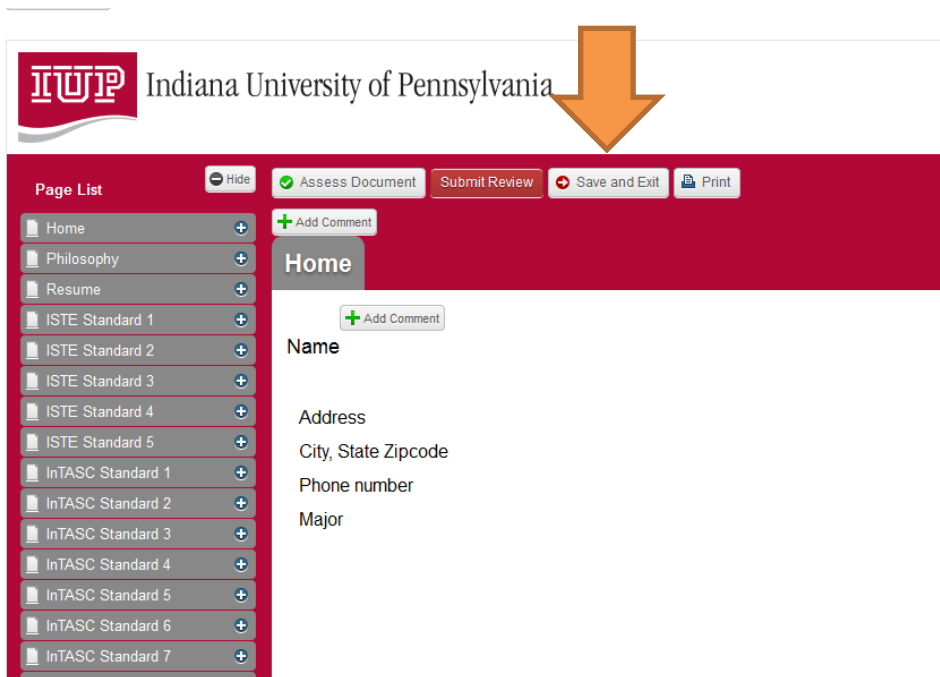
[Save Assessment](#)
[Save & Submit Assessment](#)
[Choose Another Assessment...](#)

12. Don't forget to click the Save Assessment button if you are not able to complete your review in one sitting or the Save & Submit Assessment if you are finished with your assessment.

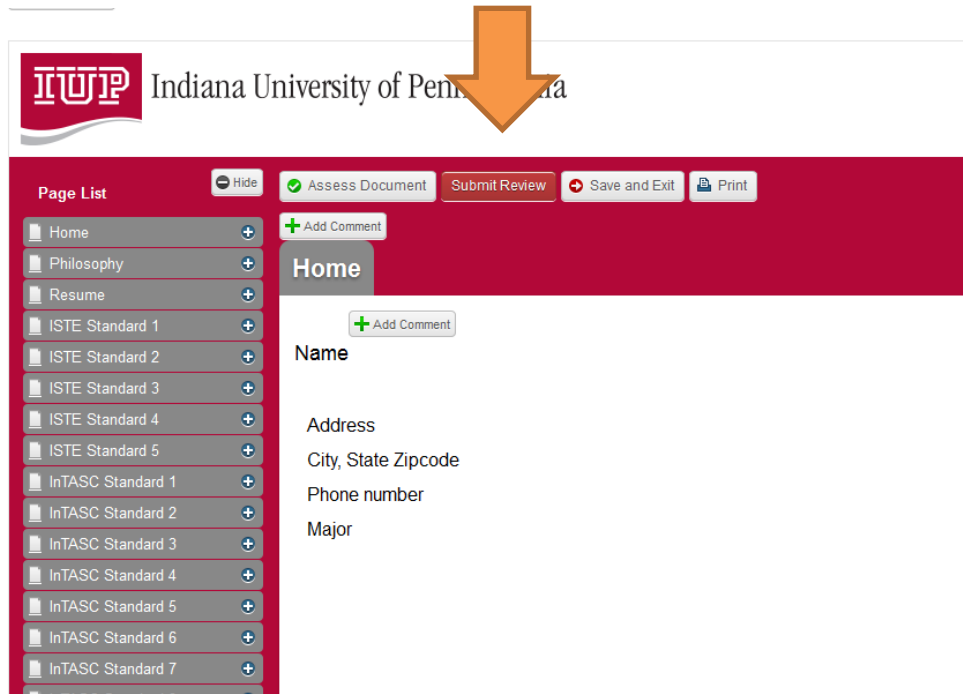


[Choose Another Assessment...](#)

13. If you are not able to complete your assessment in one sitting, click the Save and Exit button. This will allow you to come back to the portfolio and finish your assessment.



14. When you are finished with your assessment of the portfolio, click the Submit Review button and you are done.



15. You are not done assessing that portfolio and you will be able to see that by the check mark next to the assignment. You will be able to identify your progress with the assessment of your portfolios by using the Legend provided.

Reviews



This completes the assessment tutorial. If you have any questions, please contact the LiveText Office at 724-357-4719 or email Dr. Jeff Fratangeli at jefffrat@iup.edu for additional assistance.