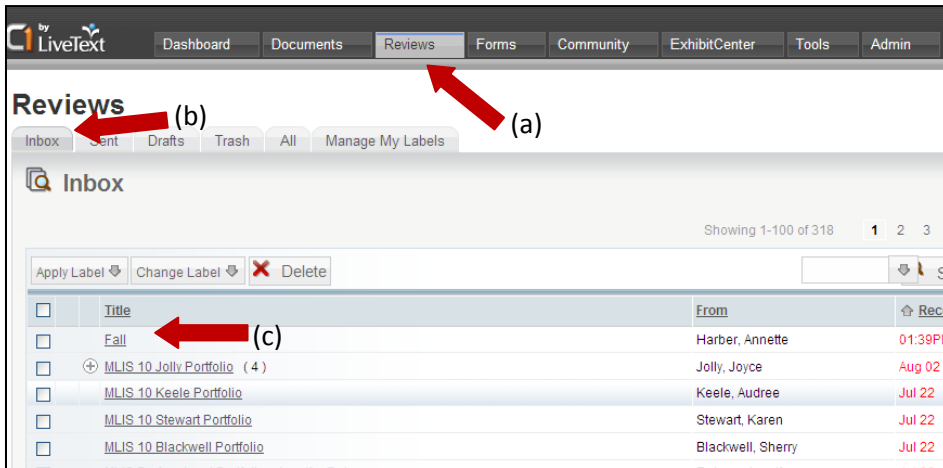
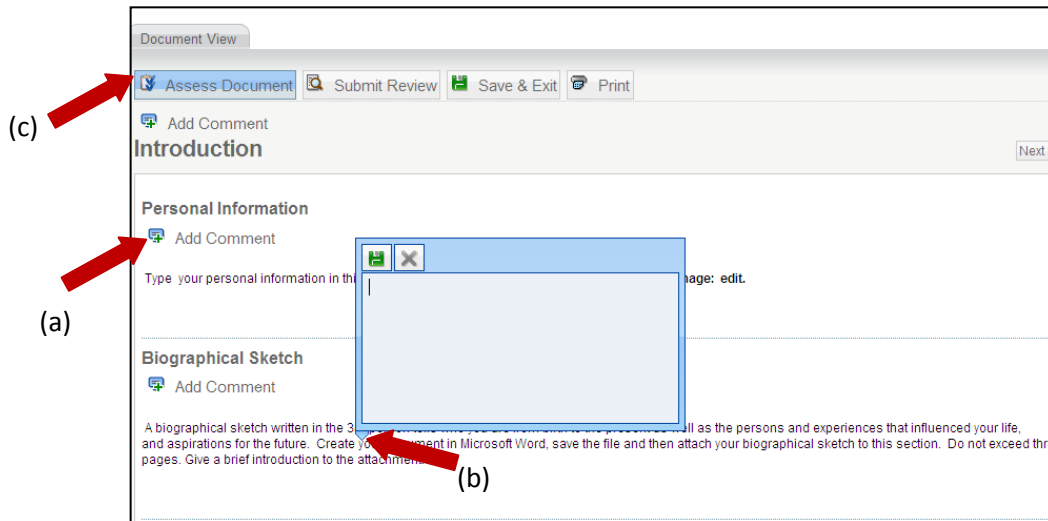


Faculty Instructions for Reviewing

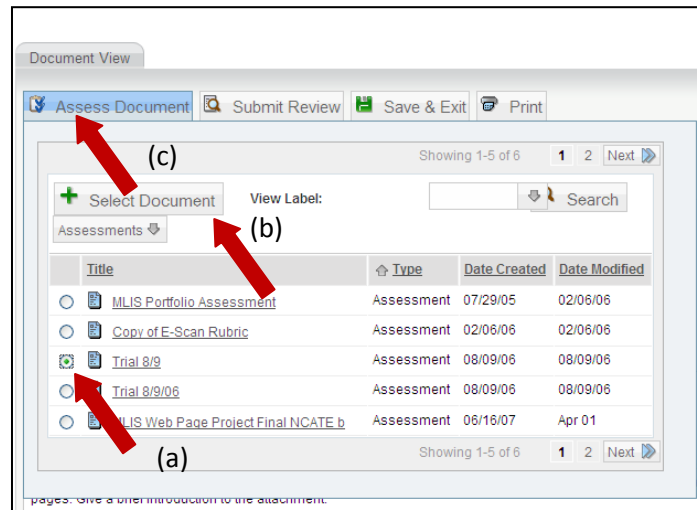
1. Log into Livetext and click the Reviews tab (a)/ Inbox tab (b). Click on the title of the portfolio to begin the assessment (c).



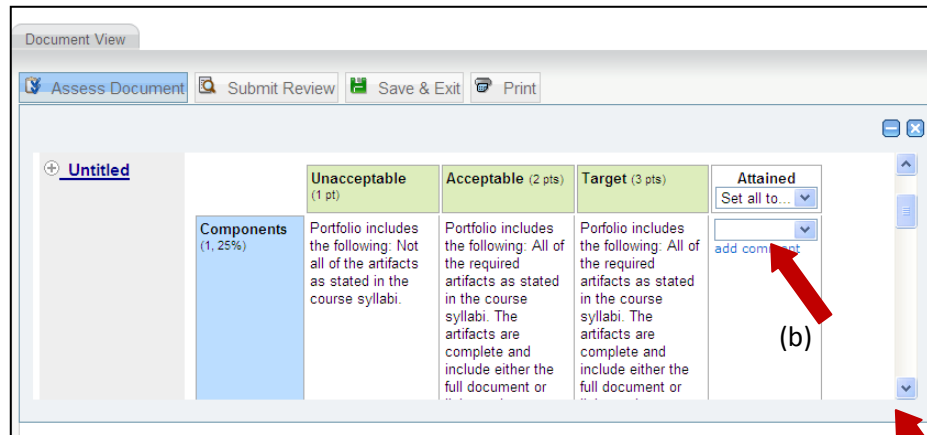
2. Comments can be added within any section (a). Clicking on the text will also provide a comment window (b); use the green file icon to save or X to delete comments. Click Assess Document to open the rubric for scoring (c).



- In the next window choose the appropriate Assessment (a) The reflection assessment is entitled [Initial Program Reflection Assessment](#). Next, choose Select Document (b) and then Assess Document (c)



- Enlarge this window by Undocking or by dragging the corner (a). In the drop box under Attained make the appropriate selections for each element of the rubric (b). Comments may also be



added.

- Scroll to the bottom of the rubric window. Change the Recording type to Official (a) and then choose Save and Submit Assessment (b) if finished or choose Save Assessment if you wish to return later to finish.

