



Faculty Single Sign-on and Assignment Linking

Introduction

Grading is a measurement of the individual student's work, and how well that student meets the requirements of an assignment or course. Assessment is a measure of a program and how well the program is preparing students to meet defined outcomes or skill sets as we prepare them for graduation. Assessment rubrics are typically not intended to perform as a grading tools, but instead to show and measure points of academic development.

LiveText, a powerful online assessment and ePortfolio tool, has data warehousing capabilities that allows the university to collect longitudinal assessment data and to show and measure points of skill set development, such as the five Core Competencies: Written Communication, Oral Communication, Information Literacy, Critical Thinking, and Quantitative Reasoning.

While the majority of student work will continue to be submitted and graded within Canvas, ePortfolio assignments and assessment artifacts are collected within LiveText for more in-depth institutional assessment. LiveText can be integrated into Canvas course assignments by enabling single sign-on and grade return capabilities. These features provide streamlined access to LiveText within Canvas. And the automatic grade return linkage ensures that students need only submit in one place, and faculty need only grade in one place. Any numeric grading scores faculty enter within the LiveText grade field will transfer into the Canvas grade book.

For technical support or help with LiveText, please contact

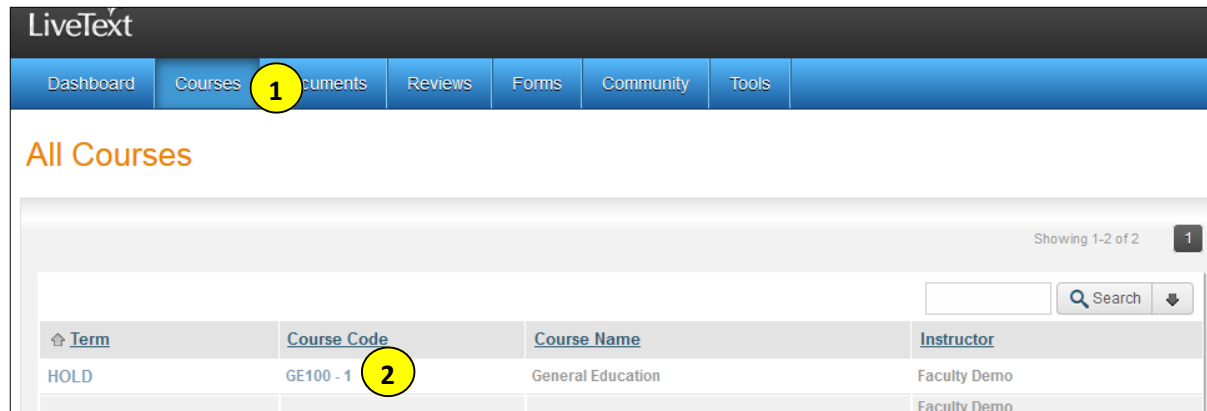
Stephen Robertson: srobertson@llu.edu or (909) 558-4300 ext 49719

Additional online resources and tutorials available to help with course set-up and rubrics:

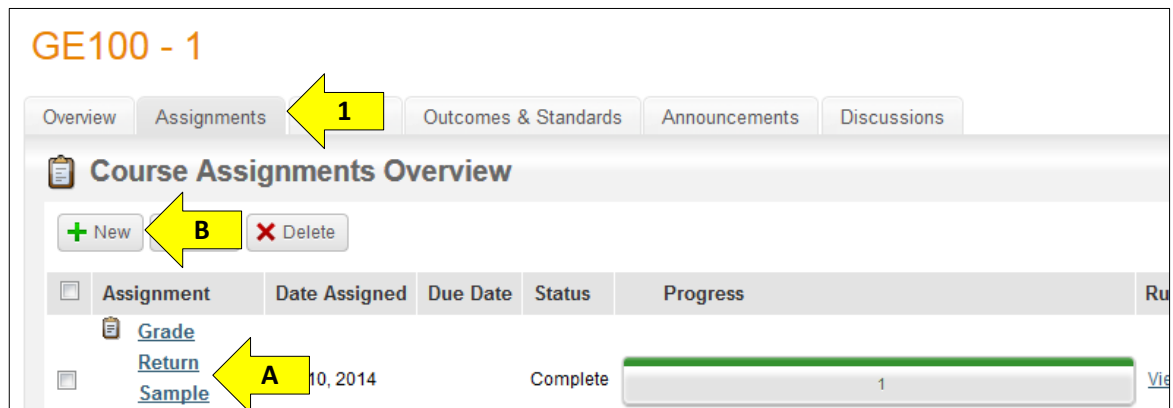
- **LiveText** Online Help (must be logged into LiveText): [Create/Edit a Course Assignment](#)

Step 1: Setting up course assignments in LiveText

1. After logging in at www.LiveText.com, navigate to Courses tab ①, and find matching Term (aka semester) and Course Code. Click on Course ② to open. **Please note:** to link LiveText and Canvas, the course codes and primary instructor(s) must mirror one another in each platform.



2. Select **Assignments** tab (arrow 1 below). The Assignments tab is where you can either create a new assignment find any previously created course assignments.
 - A. Using an **existing** assignment: Click **title** of assignment (arrow A below), then select **Edit** button. Skip to Step 3.
 - B. Create a **new** assignment: Click **New** (arrow B below), and then complete all assignment details (should match any details within Canvas if enabling grade return), attach assessment rubrics, templates or resources, etc.



3. To enable grade return from LiveText into Canvas, while in edit mode, check the **Publish Grades** and **Sync Grades with LMS** boxes. To link assignment into Canvas, copy the **Assignment URL**. *Each assignment URL is unique, and can be paste into Canvas to link the two online platforms.*



Assignment Details | Submissions & Grades | LMS Grade Return Status

Save Assignment | Cancel

Title (Required) ePortfolio #6

Description

Post Date Post on... February 27 2014 08:00 AM PST

Due Date PST

Viewable to Students ☒

Allow student to retract submission ☒
Students may retract their submissions if due date has not passed and the professor has not yet begun the assessment process.

Assessment Method

Selected Assessments [Copy of AAC&U 2012 VALUE Rubric: Critical Thinking](#) Remove

Insert More Assessment Rubrics

Browse

Assessment Document Viewable to Students

Assessment Type Summative

Publish Grades ☒

Sync Grades with LMS ☒

Assignment URL <https://c1.livetext.com/misk5/sso/CAPLNU274/assignment/1099386>

Check these 2 boxes

Copy URL

Step 2: Linking to CANVAS

1. Open the course and select **Assignments** (arrow 1 below) from the left hand navigational menu. With either of the following options, match assignment title and due date closely to what was selected in LiveText:
 - A. Using an **existing** assignment: Select **Edit** from assignment's wheel drop down menu (arrow A below), then select **More Options** button.
 - B. Create a **new** assignment: Click **+ Assignment** button (arrow B below), and then complete assignment details. (For optimal Canvas viewing after linkage, recommend the bulk of assignment description text is added to the LiveText assignment rather than Canvas).



Home

Announcements

Assignments

Discussions

Grades

People

Pages

Search for Assignment

+ Assignment

Final Project

35% of Total

Summary Reflection

Week 9 June 15- June 20 ...

Due Jun 20 at 11:59pm

25 pts

Leadership Development Final Draft

Week 9 June 15- June 20 ...

Due Jun 20 at 11:59pm

50 pts

TEST Assignment_Grade Return

Due Jun 1 at 5:00pm

50 pts

2. While in Assignment Edit mode: scroll down to **Submission Type** drop-down menu, select **External Tool**. Once selected, a URL box appears.

Grading Type

Points

Submission Type

No Submission

No Submission

Online

On Paper

External Tool

3. Click cursor within the **External Tool URL** box:

Grading Type

Points

Submission Type

External Tool

External Tool URL

☐ Load This Tool In A New Tab

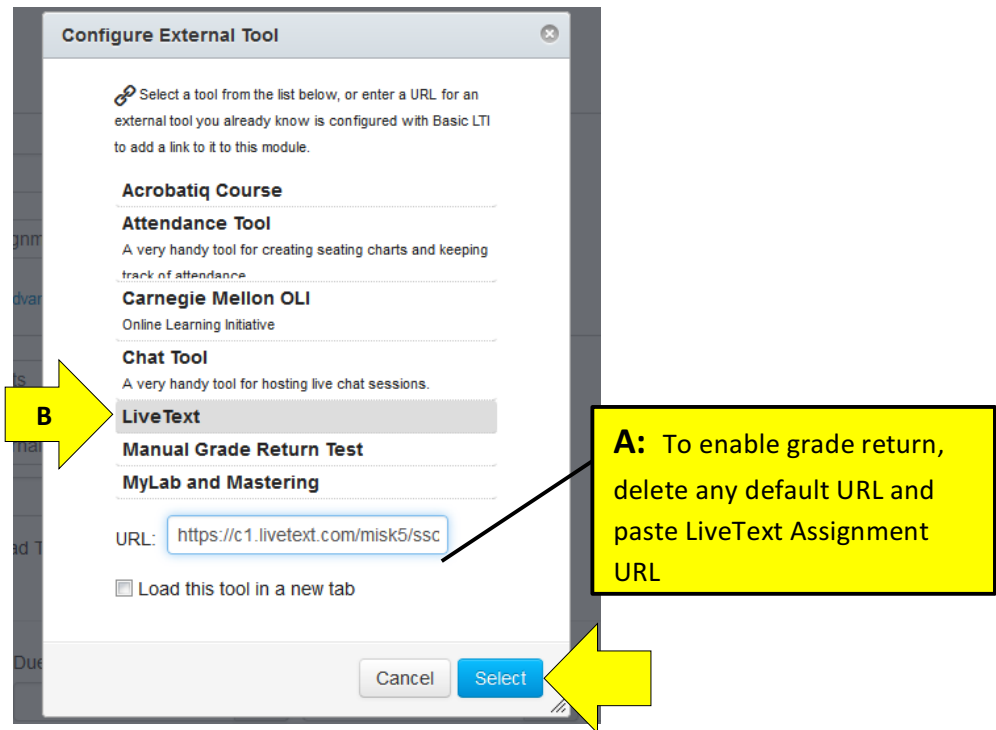
4. From Configure External Tool dialog box:

A. Enable grade return and/or direct access to assignment: Scroll below the default external tool buttons, and within the **URL** box, **PASTE** the copied LiveText assignment URL. This will enable single sign-on for first time users, then direct faculty and students directly to assignment (rather than dashboard). Click **Select** when finished to save work.

B. Enable single sign-on and access to LiveText Dashboard: Selecting the default LiveText external tool will direct faculty and students to the LiveText log-in page the first time it is used;



and to the LiveText dashboard anytime after the initial log-in. Click **Select** when finished to save work.



5. Click **Update Assignment** to complete single sign-on and grade return set up.

6. To begin assessing students, click on ① Assignments, and then ② assignment link.

Remember: The **first time** you or your students click on any embedded link directing to LiveText, you will first need to log-in. Forever after, you are logged into LiveText when accessing via Canvas.



PLNU forward

Courses ▾ Assignments Grades Calendar

Stephanie

Home

Announcements

Modules

1 Assignments

Discussions

People

Grades

Chat

Files

Syllabus

Stephanie > Stephanie > Assignments

☒ Weight the final grade based on assignment groups

Assignments:

ePortfolio Assignment #1 (Exter...	Feb 28 at 2pm	out of 100
Signature Assignment #1 (No a...	Mar 1 at 2pm	out of 100
ePortfolio Assignment #2 (no ad...	Monday at 2pm	out of 100
Assignment 4	Thursday at 11:59pm	out of 100
ePortfolio Assignment #5	Mar 16 at 11:59pm	out of 100
2 ePortfolio Assignment #6		out of 100

7. **Instructors** clicking the assignment link will be taken to the assignment's Submissions and Grades page within LiveText.

Still in Canvas

Stephanie Teacher Inbox

PLNU forward

Courses ▾ Assignments Grades Calendar

Stephanie > Stephanie > Assignments > ePortfolio Assignment #6

Welcome, Faculty Demo (Faculty) Logout My Account Help

Dashboard Courses Documents Reviews Forms Community Tools

Courses Main Page > Stephanie - 1 > Stephanie - 1 Assignments

ePortfolio #6

Assignment Details Submissions & Grades LMS Grade Return Status

RED = Non-LiveText Member

Awaiting Submission (1)		Awaiting Assessment (2)		Completed	
<input checked="" type="checkbox"/> Select All Assess Selected Students		<input checked="" type="checkbox"/> Select All Assess Selected Students		All grades are published	
Name	Assignment History	Name	Assignment History	Name	Final Assessment
Garcia, Amy		TestStudent, LT			
		TestStudent2, LT			

UNDG2014SP View Other Terms

Course Sections

GE100 - 1

Stephanie - 1

Quick Links

Groups

Visitor Passes

File Manager

LiveText window within Canvas



8. **Students** clicking the assignment link will be taken to the assignment's submission area within LiveText:

Still in Canvas

LiveText window within Canvas

Assignment Not Submitted

Step 1 of 3 Review Assignment Details

Previous Submission [Previous Submission](#)

Step 2 of 3 Author & Attach Assignment Materials

Have you already created files or LiveText documents for this assignment?

[Attach Files](#)

You can upload a file from your computer or attach a document that has already been created or uploaded within the LiveText system

Do you need to create a new LiveText Document?

[Create a New LiveText Document](#)

A LiveText document may be a pre-existing document or a new LiveText document from this system

Step 3 of 3 Submit Assignment

Comments/URL (optional)

In order to submit you must include attachments or provide a comment.

[Submit Assignment](#) [Cancel](#)



Step 3: Assessing and Grading Student Assignments

At this point in time Canvas and LiveText do not have file-sharing capability – which means assessment artifacts or rubrics loaded into one program, are not shared within the other. This is an industry issue that we hope will change.

However, with the capability of grade return from LiveText into Canvas, faculty may choose to complete both grading and assessment work in LiveText. Faculty who prefer to grade using Canvas tools may need to also ask students to load the artifact again to an assessment assignment in LiveText. This will provide long-term storage for not only assessment data, but also the accompanying artifacts.

For Grade Return to work: Students **MUST** click on the Canvas assignment link at least once for the Grade Sync feature to work. If the student never clicks on the link and the instructor grades the student, the grade will not be posted to Canvas.

1. To assess and/or grade a student, **click on student's name**. By clicking directly on student's name, you are automatically taken to the student's assignment submission for assessment.

Pink Column = Awaiting Submission: student's assignment has not been received

Yellow Column = Awaiting Assessment: Assignment has been submitted; waiting assessment

Green Column = Completed: Assessment has been completed and submitted by assessor

Please note: A student name in **red** means they have not yet set up their LiveText account. Assessment rubric can be completed; however, any rubric scoring will not appear in reporting until account has been created. In addition, grade return will not work for these students.



PLNU forward

Stephanie Tea

Courses ▾ Assignments Grades Calendar

Stephanie > Stephanie > Assignments > ePortfolio Assignment #6

Home Announcements Modules Assignments Discussions People Grades Chat Files Syllabus Outcomes Pages Quizzes Conferences Collaborations Settings

Welcome, Faculty Demo (Faculty) Logout My Account Help

LiveText

Dashboard Courses Documents Reviews Forms Community Tools

Courses Main Page > Stephanie - 1 > Stephanie - 1 Assignments

ePortfolio #6

Assignment Details Submissions & Grades LMS Grade Return Status

RED = Non-LiveText Member

Awaiting Submission (1)		Awaiting Assessment (2)		Completed	
<input checked="" type="checkbox"/> Select All	<input type="button" value="Assess Selected Students"/>	<input checked="" type="checkbox"/> Select All	<input type="button" value="Assess Selected Students"/>	All grades are published	
Name	Assignment History	Name	Assignment History	Name	Final Assessment
<input type="checkbox"/> Garcia, Amy		<input type="checkbox"/> TestStudent, LT			
		<input type="checkbox"/> TestStudent2, LT			

Yellow arrow pointing to TestStudent2, LT


Terms
HOLD
UNDG2014SP
[View Other Terms](#)

Course Sections
[GE100 - 1](#)
[Stephanie - 1](#)

Quick Links
 [Groups](#)
 [Visitor Passes](#)
 [File Manager](#)



2. Within the Latest Submission dialog box:
 - a. To view attached files, under **Artifacts**, click each artifact link to open (**A** below)
 - b. To open rubric(s), click on the blue **Assessment Rubrics** button (**B** below)
 - c. To view ePortfolio (not attached in example below), scroll below the gold “Latest Submission” box (**C** below).

3. By default, rubrics open in a condensed view. For reference, please see screen shot below:
 - A. Click rubric **title** to open (in the example below, only the second of two rubrics has been opened).
 - B. Click **Show/Hide Descriptions** to further expand rubric text beyond the default condensed view.
 - C. **Select Cell:** Click on a **cell** to select the performance level for each rubric line.
 - D. **Leave comment on rubric:** click the  icon located to the right of each element title.

HELPFUL TIP: To open rubric in a separate window (helpful when toggling between rubric and online materials), select the **undock** icon (see arrow below).



Rubric **A**

Rubric for Graduate Biology program BIO611
final exam question related to PLO 1c

B [Show/Hide Rubric Descriptions](#)

	Far below standards (23 pts)	Approaching standards (27 pts)	Meeting Standards (30 pts)	Exceeding Standards (33 pts)	N/A
Effective use or written communication: 33% D	Writing is unclear, and either is too verbose or t...	Writing is unclear in some places. Occasional gra...	Writing is clear and concise with no grammatical o...	Writing is clear and concise with no grammatical o... C	
Analysis of alignment	No critical analysis obvious in answer.	Attempt made to analyze paper, but makes mistakes ...	Analysis includes accurately identifying the theor...	Thorough analysis that goes beyond "Meeting standa...	

4. As you select cells, the rubric scoring is tabulated in the lower bottom corner of each rubric. When using a grading rubric, this scoring can be used to assign the number grade:

Dynamics (1, 16%)	Emerging dynamic variety that is appropriate for l...	More dynamic variety that is appropriate for liter...	Ability to sing full dynamic range throughout most...	Able to use full dynamic range throughout two octa...	
Musicality & Phrasing (1, 16%)	Emerging understanding of legato, phrase shape, an...	Developing sense of legato line, phrase shape and ...	Improved sense of musical line, style and nuance a...	Excellent sense of musical line, phrasing, style, ...	
Stage Presence & Characterization (1, 16%)	Communicates a general dramatic understanding of l...	Communicates a sense of character in presentation,...	Good character portrayal, strong text portrayal, a...	Excellent understanding and portrayal of character...	
					10 pts 16.67%

5. For **grade return**, assign a numeric grade for the assignment ①. When you click the **Submit Assessment** action button ②, the numeric value will be transferred into the Canvas Gradebook. While the student artifact, scored rubric for assessment remain stored in LiveText as assessment evidence.

FYI: Submission bar button descriptions:

Submit Assessment: Completes, or closes out, the assessment of student. Saves all comments,



grades, and/or scoring on assessment rubrics, and completes the assessment process. If using grade return, transfer numeric grade value into Canvas Gradebook. On the Assignment Progress Bar and Submissions & Grades area, student will move from Awaiting Assessment (yellow) to Complete (green). All assessments must be submitted for scoring to appear in reporting.

Save: Allows assessor to save work, but does not close out the assessment. Saves all comments, grades, and/or scoring on assessment rubrics. Assessors can then reselect the student from the Awaiting Assessment to continue assessing the student at a later time.

Cancel: Will cancel, or delete, all comments, grades, and/or scoring on assessment rubrics for that student's assignment.

Request Resubmission: This will return the assignment to the student so that they can update and resubmit.

6. In the Submissions & Grades area, the student will move from Awaiting Assessment (yellow) to Complete (green).

Assignment Details

Submissions & Grades

LMS Grade Return Status

RED = Non-LiveText Member

Awaiting Submission (2)

Awaiting Assessment

Completed (1)

✓ Select All

➡ Assess Selected Students

Name

Assignment History

Name

Assignment History

Name

Final Assessment

☐

Garcia, Amy

☐

TestStudent, LT

TestStudent2, LT

85

7. On the LMS Grade Return Status tab, will show **Success** if grade was sent to Canvas:



Assignment Details		Submissions & Grades	LMS Grade Return Status
Name	Grade sent to LMS		
Garcia, Amy	Failed	Student has not been assessed. correct this issue	
TestStudent, LT	Failed	Student has not been assessed. correct this issue	
TestStudent2, LT	Success		

8. And in Canvas, the grade will appear in the Grade book:

PLNU <i>forward</i>						
Courses ▾ Assignments Grades Calendar						
Home > Stephanie > Gradebook						
Filter by student name						
Student Name	Secondary ID	Signature Assignment #1 (No ad... Out of 100	ePortfolio Assignment #2 (no ad... Out of 100	Assignment 4 Out of 100	ePortfolio Assignment #5 Out of 100	ePortfolio Assignment #6 Out of 100
Amy Garcia	agarcia4	-	-	-	-	-
LT TestStudent	LTStudent	-	80	79	100	-
LT TestStudent2	LTStudent2	-	76	75	-	85
Test Student	c509be5afeb6d5a...	-	-	-	-	-