**The Scoring Rubric**

**Creating a Rubric Document**

**1. Login** to your LiveText account

**2. Click Documents**

**3. Click New**

**4.** In the **Choose Template** section**, Click Assessments** in the LiveText section

**5.** Select **Design-Your-Own (DYO) Assessment**

**6.** Click **Create Document**

**7. Type** in the **appropriate title**

**8. Click OK**

**Editing Titles**

1. Click **Edit Title** beside Assessment to give the assessment a very specific name

2. Click **Edit Title** to change names of each section (especially the Rubric section)

**Editing Sections**

1. **Click edit** on the appropriate section

2. **Edit** information

3. **Click Save & Finish**

**Editing/Adding Column & Row Headings**

**Column Headings**

**1. Click** **edit** on the **Rubric** section

**2.** Under **Choose a set of levels,** select appropriately for number of column headings

**2. Click** on any **column heading** and **edit** info as desired

**3. Click** outside the box to save and close

4. You can **add** more columns by clicking on the **Add** button on the right side of the column headings

5. You can **delete** a column by clicking on the column heading, followed by clicking **Delete this level**

**7. Click** **Save and Finish** (You should save often to keep from losing info)

Row Headings

**1.** Click **Add** in the Left column to add a row

**2.** Click on the **row title** to edit

**3.** Change the name of the **Element**

**4.** Change **Weight** if desired

**5.** You can **add** more rows by clicking **Add** at the bottom of the left column

**6.** You can **delete** a row by clicking on the row heading, followed by **Delete this element**

**7.**  Click **Save changes** (You should save often)

**Weighing Rows**

**1. Click** on a row heading

2. The weight for each row is automatically set to 1. If you want a row to weigh more, you will do so by adjusting the weights here.

**3. Click** outside the box to close

4. Click **Save** (You should save often to keep from losing info)

**Editing Cell Information**

**1. Double-click** on the desired cell

**2. Edit/Enter** the text

**3. Click** **Save changes**

**4.** Click **Save and Finish** to return to Rubric document

**Adding Standards**

1. **Click** **edit** on the **Standards** section (right side)

2. **Click** the **Add** tab

3. Click **Search**

4. **Select** the Standards Set from the drop-down menu

5. **Click** to **check** the appropriate standards

6. **Click** the **Add Selected Standards & Outcomes** button below the list of standards

7. You **MUST** add standards prior to moving to another page

8. **Click Save & Finish** when all standards have been added

**Correlating Standards to Rows**

**1. Click edit** on the **Rubric** section

**2. Click** on the **appropriate row** heading

**3. Select** the appropriate standard from the **Available Standards** box

**4. Click Add**

**5. Add** other standards as appropriate

**6. Click** outside the box

**7. Click Save changes**

**8. Repeat steps 2-7 to** add standards to additional rows

**9. Click Save & Finish** to return to the LiveText document

**Linking Rubrics to Assignments**

**1. Create a New Assignment** or **open** an existing assignment

**2.** If using an existing assignment, click **Edit**

**3. Scroll** down to the **Assessment** **Method** section

**4.** Click **Browse**

**5. Scroll** through the list of assessment to **locate** the appropriate Rubric

**6. Place a ✓** beside the desired Rubric

**7.** Click **Insert Document/s**

**8.** Click **Save Assignment**