

Copying Assessment Results From LiveText for the Portfolio

1. Open the assignment in the Reviews section of LiveText. Click to view the assessment of the assignment.
2. Once you have the pop-up box with the assessment displaying, be sure to click on the link for the assessment instrument so that the components of the assessment instrument can be viewed.
3. You need to copy all of the content of this page. You can do this by clicking at the top of the page where it displays the name of the assessment tool. Drag down through the document to the very end (where it indicates the reporting type (practice or official). You can also click Ctrl-A to highlight the entire assessment file.
4. At this point, you need to copy the material that you have highlighted into a new Word file. You can do this by clicking Ctrl-C to copy the file and Ctrl-V to paste the material into the Word file. Note: the formatting does not seem to be preserved as well when using Word Mac as when using Word for Windows.
5. Once you have the materials pasted into a new file, you should give the file a name that corresponds to the artifact. For example, if the artifact is called Classroom Management Plan, then you might want to call the assessment file "Classroom Management Plan Assessment."
6. Once the file has been saved, you are ready to attach this file on the outcome where you are using the artifact.