Directions to Create a LiveText
C1 Assessment Report

The purpose of this document is to detail steps for creating a C1 Assessment Report. With these directions, you will be able to generate either an individual and an aggregate report format. Individual course reports are created by choosing one course and a term. Aggregate course reports are created by choosing one or more courses and terms.

1. Click the **Tools** tab located at the top of the screen.
2. On the **Reports** tab, click the **New** button
3. Select **Assessment Report** under the category **--C1 only--**
4. Enter a **Title**
5. Enter a **Description** (Optional)

6. Select your Course Filters
   Terms: Choose term(s)
   College: Education
   Department: your department
   Location(s): All
   Course Filters: Select Course Sections

7. Select your Assessment Filters
   Assessment Rubric: choose rubric
   Assessors: All or leave blank
   Assessment Type: None
   Scoring Type: Final
   Inter-Rater Summary: Blank
   Select Date Range: Blank
   Add Form-Based Filters: Blank

8. Click **View Report**
9. Select Standard
   Choose 3C being assessed
10. Click **Refresh**
11. Assessment data formats
    Table: For each rubric chosen, a table outlines the performance levels by skill assessed
       Per skill-level: total count and percentage
       Overall per skill-level: total count, mean, mode, and standard deviation.
       Note: in this format the total count hyperlink allows you to drill-down into each assessed artifact by student. These hyperlinks are only viewable and not made available in the Export to PDF option in step 13.
    Graph: For each table, a graph displays total count and percentage by performance level and skill
12. Click the **Save As** button
13. Click **Export to PDF**