

LIVETEXT ASSIGNMENT INPUT FORM



**PLEASE SUBMIT REQUEST AT
LEAST TWO WEEKS IN ADVANCE
OF ASSIGNMENT DATE!!**

Date: _____

Professor's Name: _____

Course (e.g., ELEM 315) _____

Name of assignment: _____

Type of assignment (underline one):

Project Portfolio Lesson Plan Reflection Assignment Paper

Work Sample

Template desired for this assignment: (underline one) **Yes No**
(If yes, please include with LiveText Assignment worksheet)

Grading for this assignment: (underline one) **Formative Summative**

Release of student grades: (underline one) **Individually as each graded**

Whole class when all graded

Due date for this assignment: Date: _____ **Time:** _____

Date assignment availability should **begin:** _____

Time assignment availability should **begin:** _____ (Eastern)

Please email Dr. Valerie S. Fields at vfields1@scsu.edu and Mrs. Neta Weston-Harris at nwestonh@scsu.edu, with the electronic (preferred) version of the assignment, assignment worksheet, and rubric. If you only have a hard copy please submit to Mrs. Neta Weston-Harris in the CFACT Lab, Turner Hall Rm. 224 D. Please indicate the date submitted here _____.



LiveText Assignment Worksheet

Please Note: This completed form **must** accompany the LiveText Assignment Input Form

Name:	Date Submitted:	Date Needed By:
Program:	Course Number:	Semester:

Please list the names & email addresses of ALL faculty/teaching assistants that are teaching this course this semester (inclusive of instructors for multiple sections) that need this project shared with them:

Project/Rubric Title (The project & rubric title will be the same):
Note: The title will include the course number, semester, year, & project name

Course #:
Project Title:

Standards
List all assessed standards below (please locate the standards in LiveText and then copy/paste the complete list into this box):

Directions for Completing the Assignment:

Your Work Section (this is the section where students will attach their work):

This section has been standardized for all projects, but if you would like to make changes, please list them below. Also, please indicate the file name (highlighted in yellow) you would like your students to use.

1. **SAVE** your completed Microsoft Word document using the **file name filename-yourinitials** and select **Rich Text Format (RTF)** for the **file type** (from the Save As Type drop-down menu in Microsoft Word). **How to Save a Word Document as a Rich Text Format File**
2. **ATTACH** your RTF file (saved in step 1) to this section. **How To Attach a Document in LiveText**
3. **SHARE** this Livetext project with your instructor as a REVIEWER (when instructed to do so). **How to Submit a LiveText Document for Review**

Assessment Rubric:

Please enter the <u>percentage weight</u> for <u>each row</u> of your rubric below and word choice changes and point value changes:	Competent (3 pts)	Developing Competence (2 pt)	Needs Improvement (1)
<p>Enter row heading:</p> <p><i>Enter row weight (percentage):</i></p> <p><i>List assessed standards for this row:</i></p>	<p>Enter your criteria in each of these boxes.</p>		
<p>Enter row heading:</p> <p><i>Enter row weight (percentage):</i></p> <p><i>List assessed standards for this row:</i></p>			
<p>Enter row heading:</p> <p><i>Enter row weight (percentage):</i></p> <p><i>List assessed standards for this row:</i></p>			
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SC State Department of Education gratefully acknowledges the use of materials from the Francis Marion University website, and the assistance of Ms. Nancy C. Townsend.