



A Guide to Submitting and Reviewing Unit PME Reports Using LiveText



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Preliminaries:

*Credentials to an administrative LiveText account must be obtained and available for login.

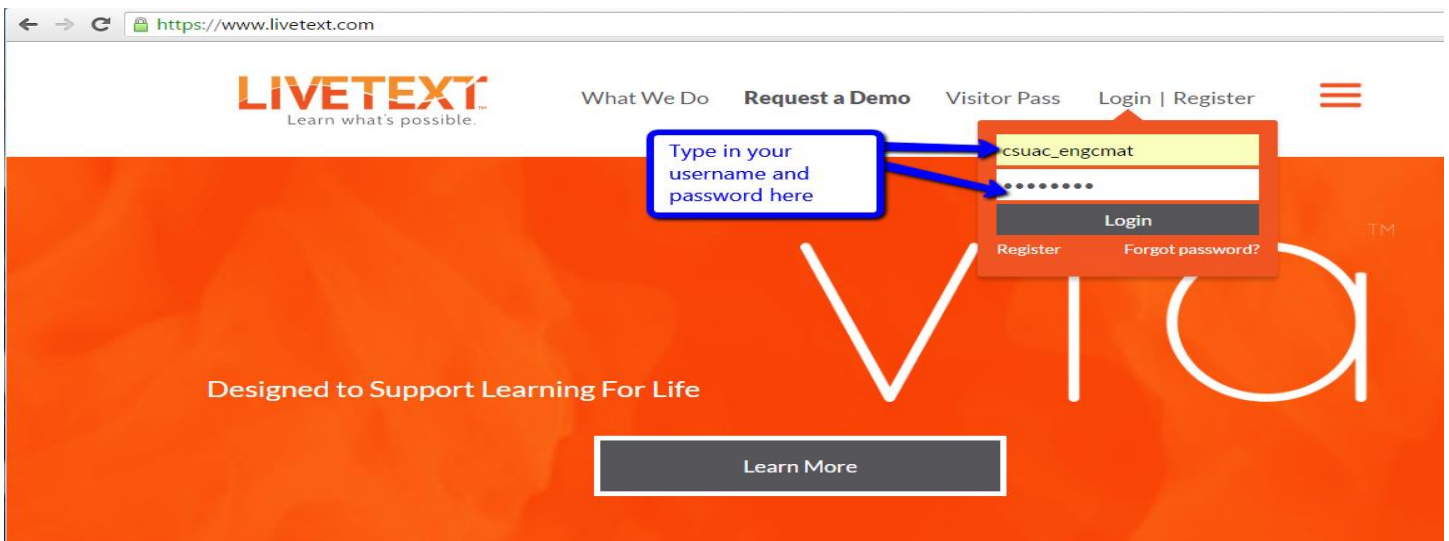
*Prior to submitting in LiveText one must first have the report finalized in a Microsoft Word or .pdf format.

*Once the file or files are saved on a computer or flash drive they can be uploaded into LiveText from the source and submitted in a specific way. (*Specific uploading and submitting procedures follow below*).

Logging-in to LiveText:

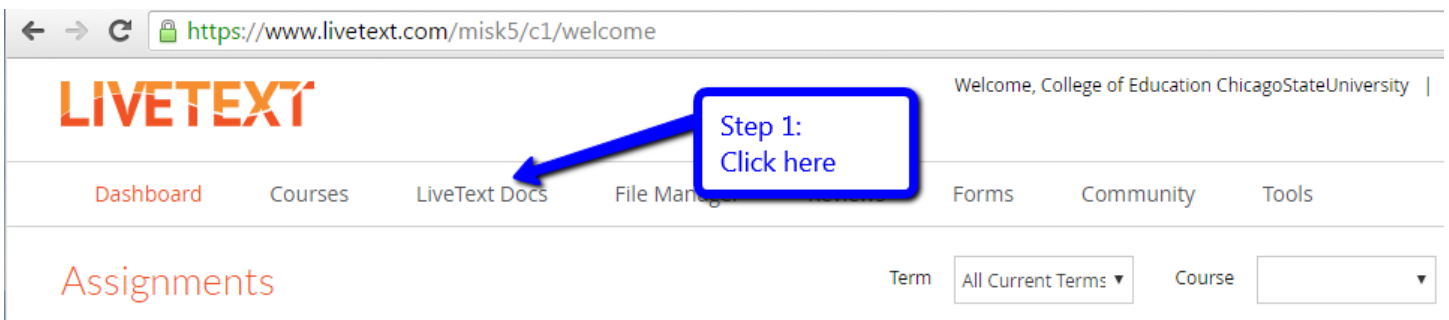
STEP A: In the browser address bar type in the following web address for LiveText: www.livetext.com

STEP B: In the top right corner of the screen you can type in your *username* and *password* in the corresponding text boxes.



Creating the LiveText Document to House/Archive PME files:

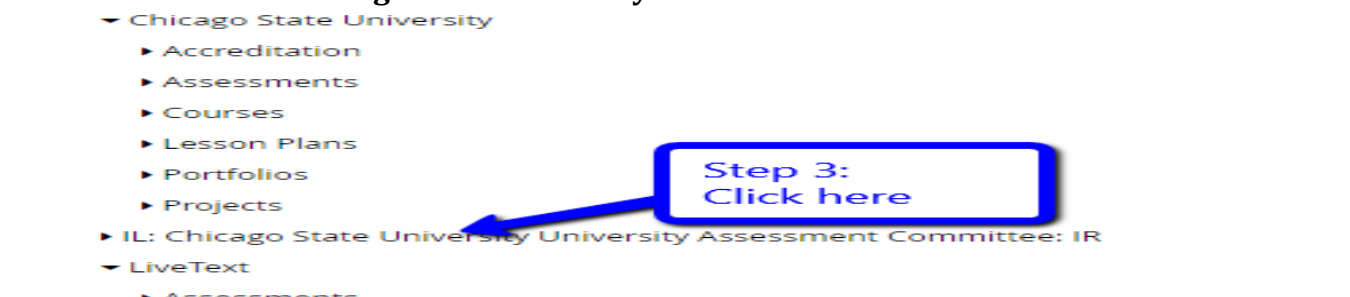
STEP 1: Once you are logged-in to LiveText you need to click on the “LiveText Docs” tab located at the top left of the screen.



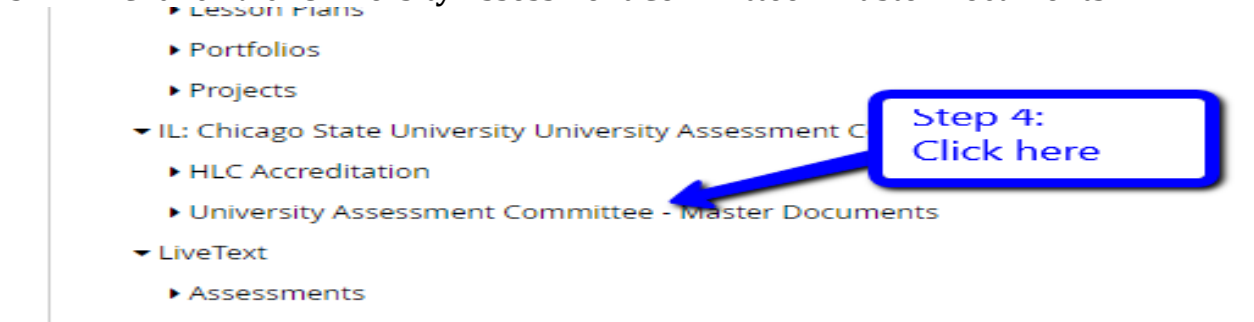
STEP 2: Click on the “New” tab with green plus sign at the left of the screen.



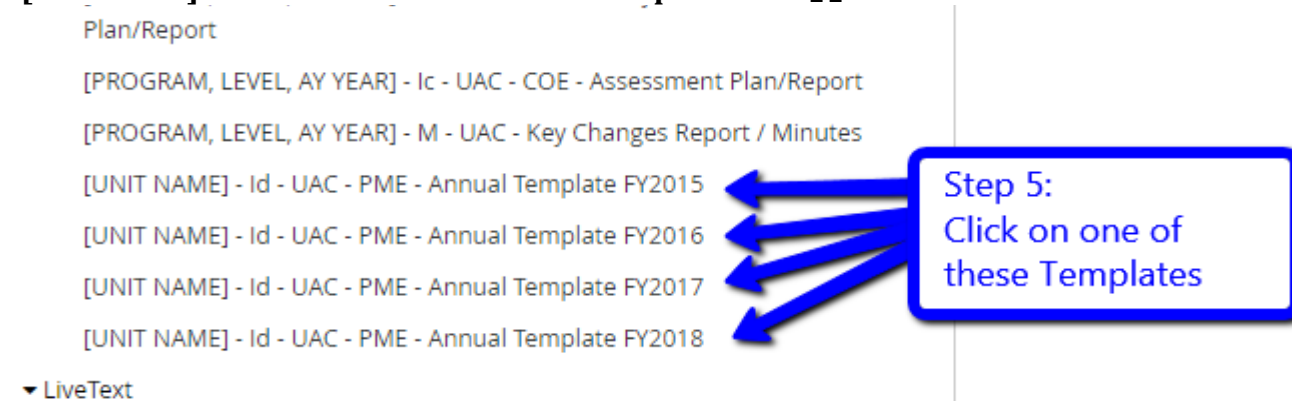
STEP 3: Click on “IL: Chicago State University Assessment Committee: IR.”



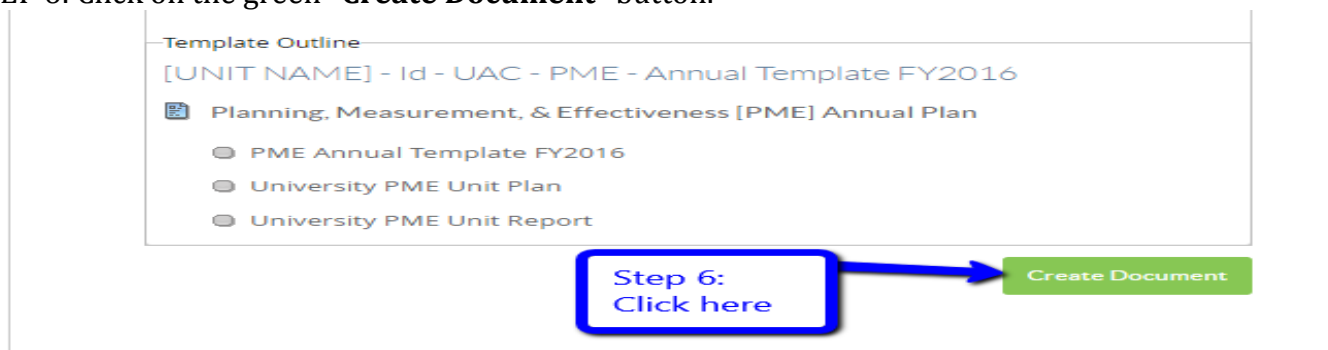
STEP 4: Click on the “University Assessment Committee – Master Documents.”



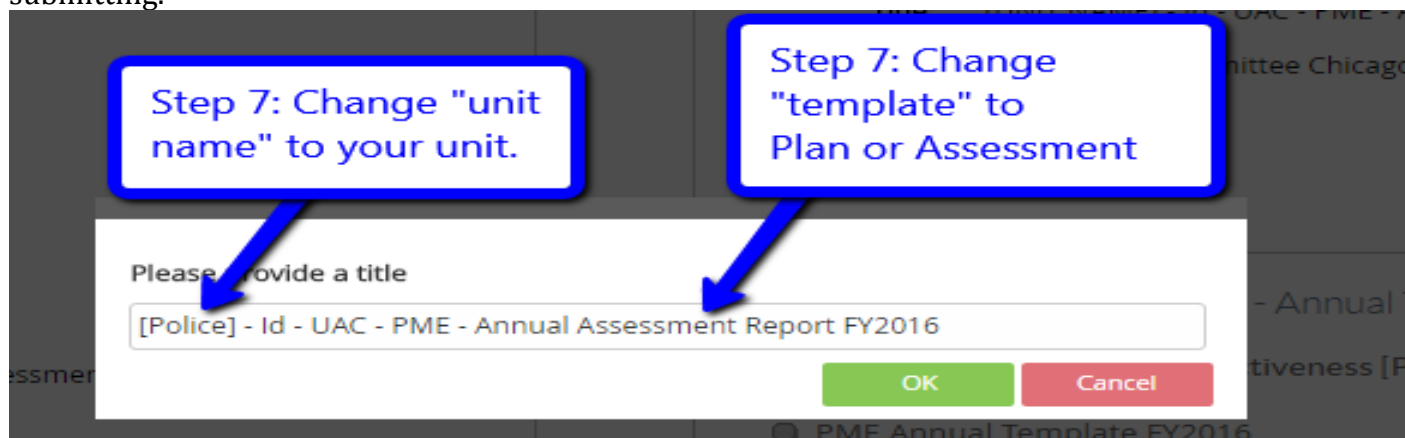
STEP 5: Click on the PME Template that corresponds to the year of your report
“[Unit Name] – Id – UAC – PME – Annual Template FY20_.”



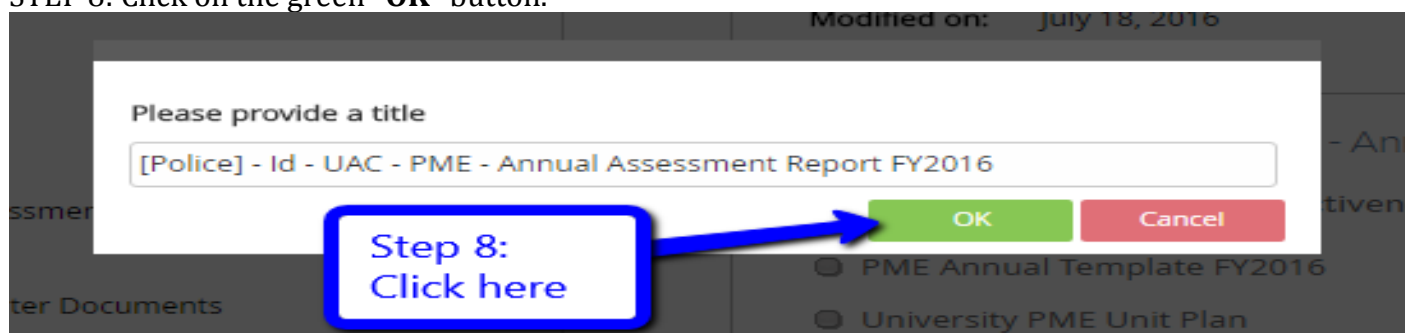
STEP 6: Click on the green “Create Document” button.



STEP 7: Keep the text format in the title text box but change the “unit name” to reflect your own unit. Change the word “template” in the title to *Plan* or *Assessment* depending on which report you are submitting.

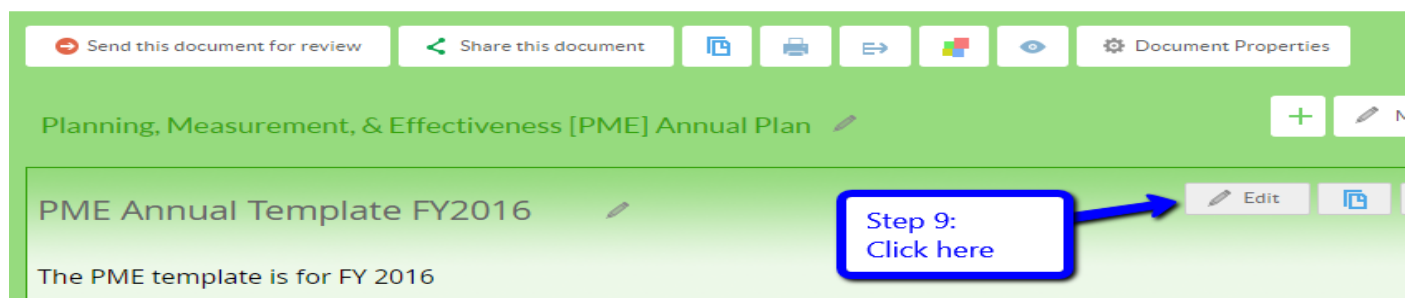


STEP 8: Click on the green “OK” button.



Adding Name and the Unit Name to the LiveText Document:

STEP 9: Click on the “Edit” button in the first section of the LiveText document.



STEP10: Click inside the table and **type your unit name** and the **name of the person submitting** the report.

The PME template is for FY 2016

| | |
|---------------|------------|
| Unit: | Enter Name |
| Submitted by: | |

Step 10: Click here and type the unit name and person submitting name

STEP 11: Click on the green **“Save & Finish”** button.

Document: [TEST] - Id - UAC - PME - Annual Assessment Report FY2016 > Page: Planning, Measurement, & Effectiveness [PME] Annual Plan

Section Editor Insert Image File Attachment

Save Changes Cancel **Save & Finish**

Step 11: Click here

Section Editor

Section title PME Annual Template FY2016

Downloading the Master Template PME files:

STEP 12: Click on the **“Edit”** button in the second section of the LiveText document titled University PME Unit Plan.

University PME Unit Plan

Attached below is the master template document for PME Unit Plan. Download the file and reflect your unit. Upload the final edition here.

Attachments

PMEUnitPlanrevisedsum14_2.docx

Step 12: Click here

STEP 13: Scroll to the very bottom of the screen and Click on the **“Edit”** button under File Attachment(s) section.

Image

Inserted Image (none) [Edit](#)

File Attachments

Inserted Files PMEUnitPlanrevisedsum14_2.docx [Edit](#)

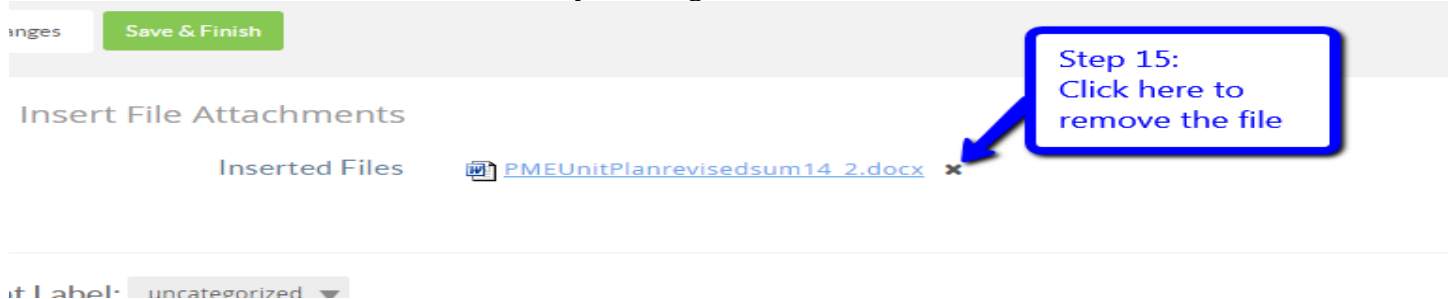
Step 13: Click here

STEP 14: Click on the file titled “**PMEUnitPlanrevisedsum14_2.docx**” to download the template for the PME plan. (If you do not need the template files skip to step 15.)



Uploading your PME report file:

STEP 15: Remove the Master Document by clicking the “x” button next to the file name.



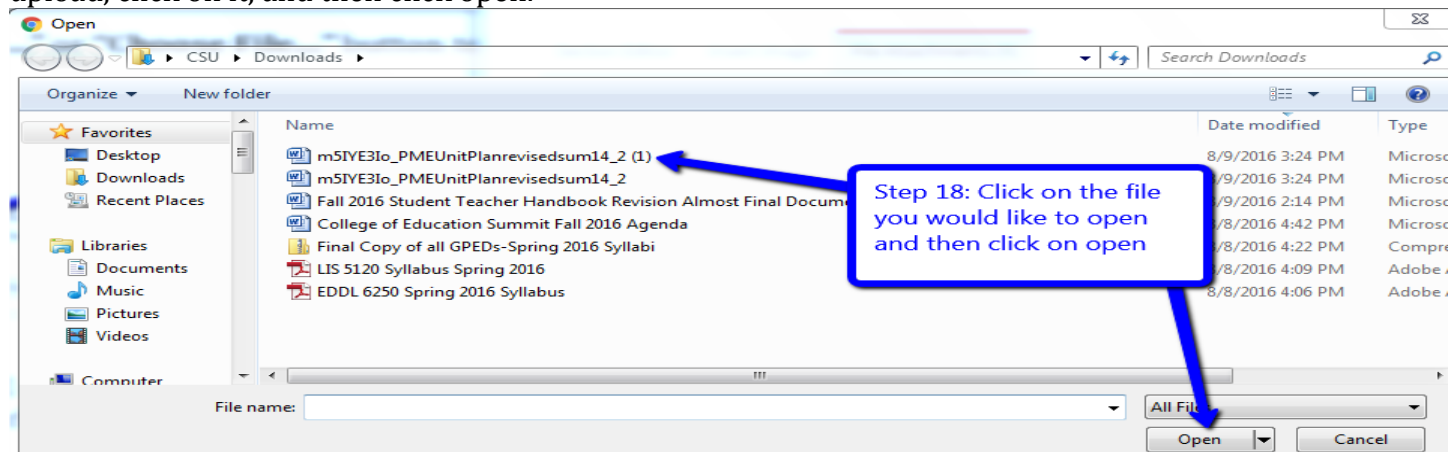
STEP 16: Click on the “**Upload New File**” button with green plus sign.



STEP 17: Click the “**Browse...**” or “**Choose File...**” button to select a file from your computer or flash drive.



STEP 18: Search for the PME unit plan file on your computer. Once you locate the file that you want to upload, click on it, and then click open.



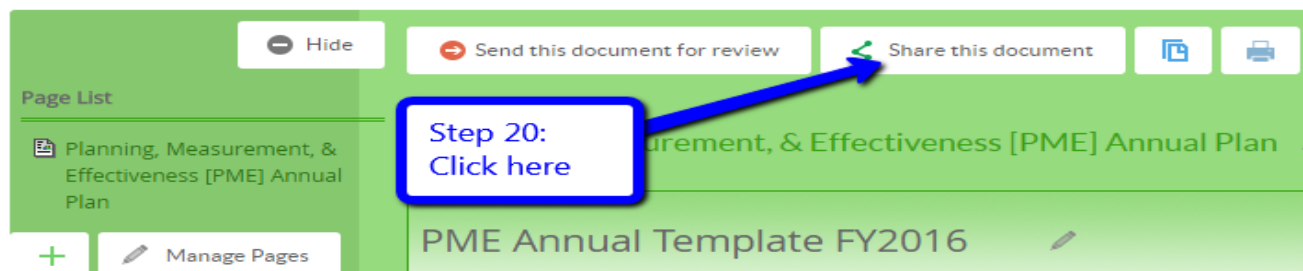
STEP 19: The file selected will upload and LiveText will provide a progress bar for the process. Once the file is uploaded, a green font **Completed** text will appear. Now click **Save & Finish.**



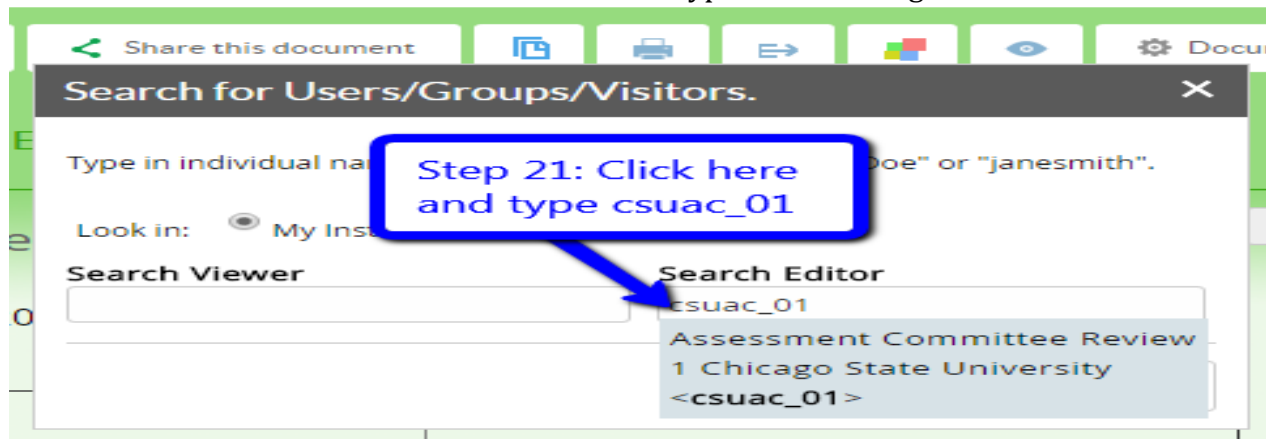
Sharing the LiveText Document:

STEP 20: Click on the “Share this document” button at the top of the document.

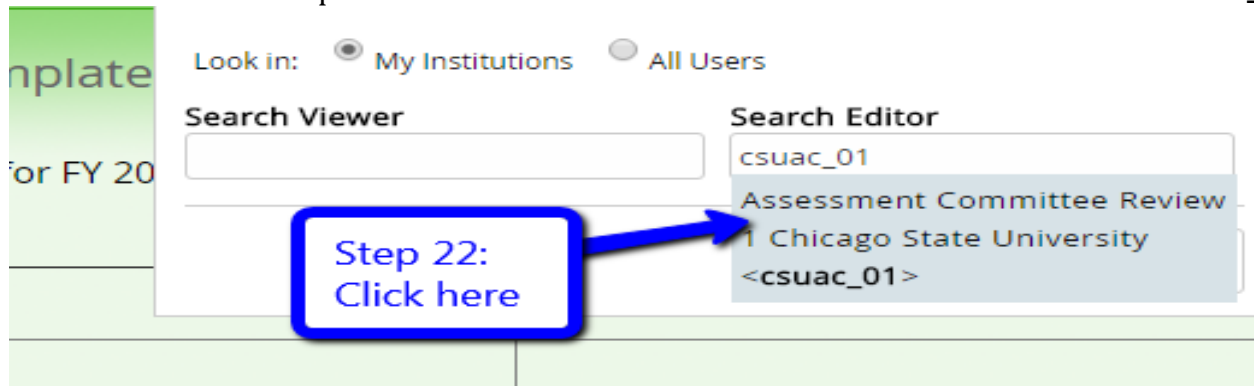
[TEST] - Id - UAC - PME - Annual Assessment Report FY2016



STEP 21: Click in the **Search Editor** text box and type the following account name text: *csuac_01*



STEP 22: From the drop down menu click “Assessment Committee Review 1 CSU <csuac_01>.”



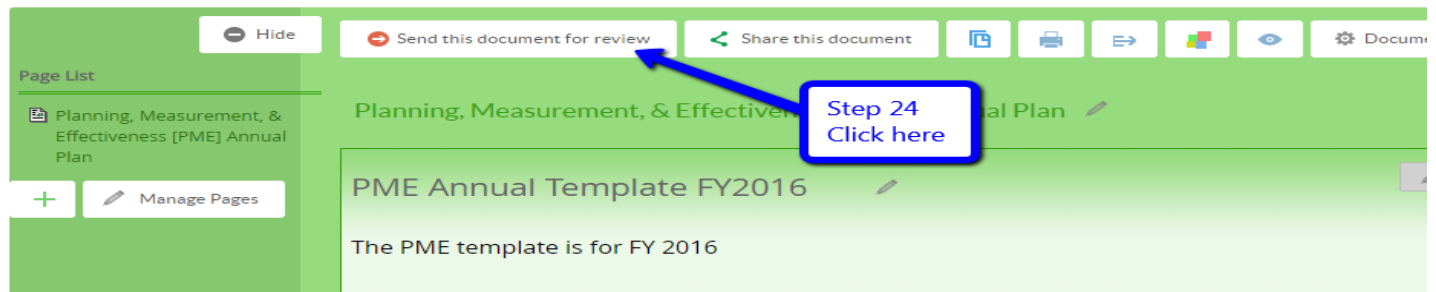
STEP 23: Click the “Add to Share” button



Sending the LiveText Document for Review:

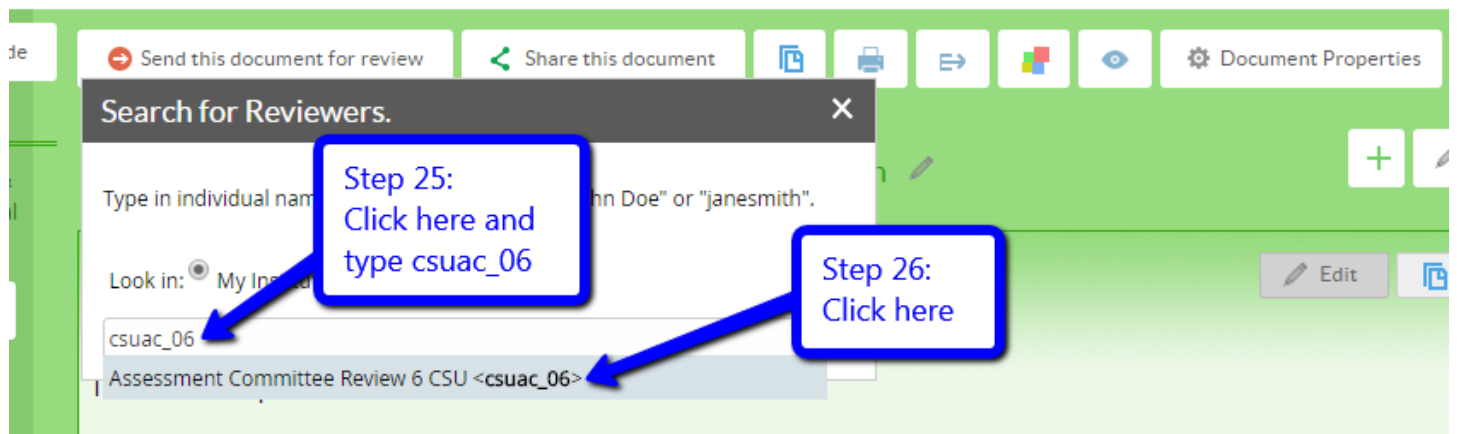
STEP 24: Click on the “**Send this document for review**” button at the top of the document.

[TEST] - Id - UAC - PME - Annual Assessment Report FY2016

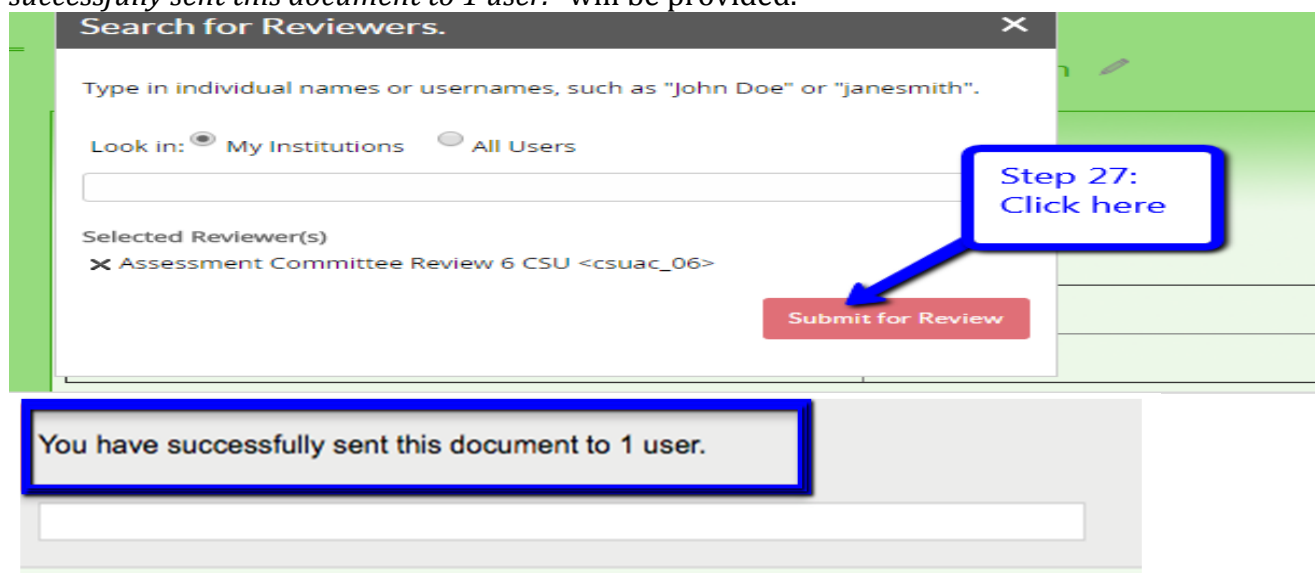


STEP 25: Click in the text box below my institutions and type the following account name text: *csuac_06*

STEP 26: From the drop down menu click “**Assessment Committee Review 6 CSU <csuac_06>**.”

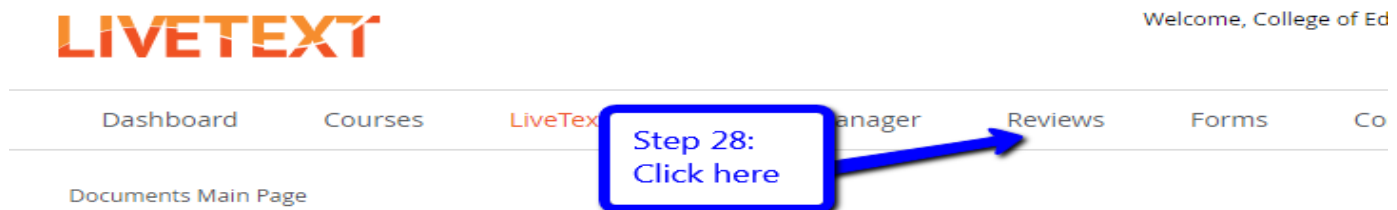


STEP 27: Click the “**Submit for Review**” button. Once submitted, a verification notice stating, “*You have successfully sent this document to 1 user.*” will be provided.

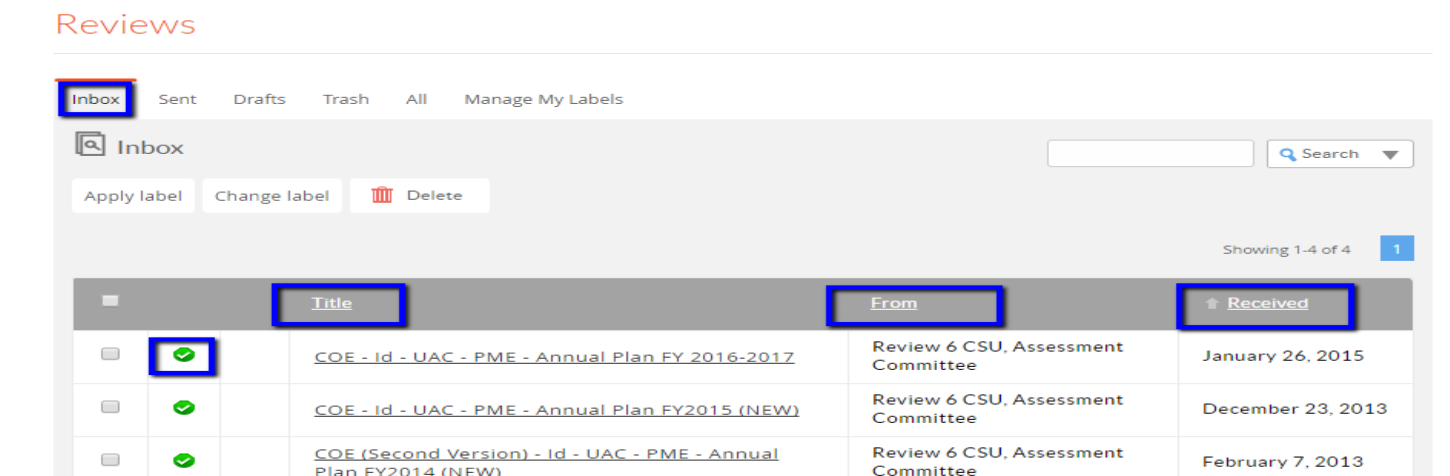


Viewing the Assessment Results:

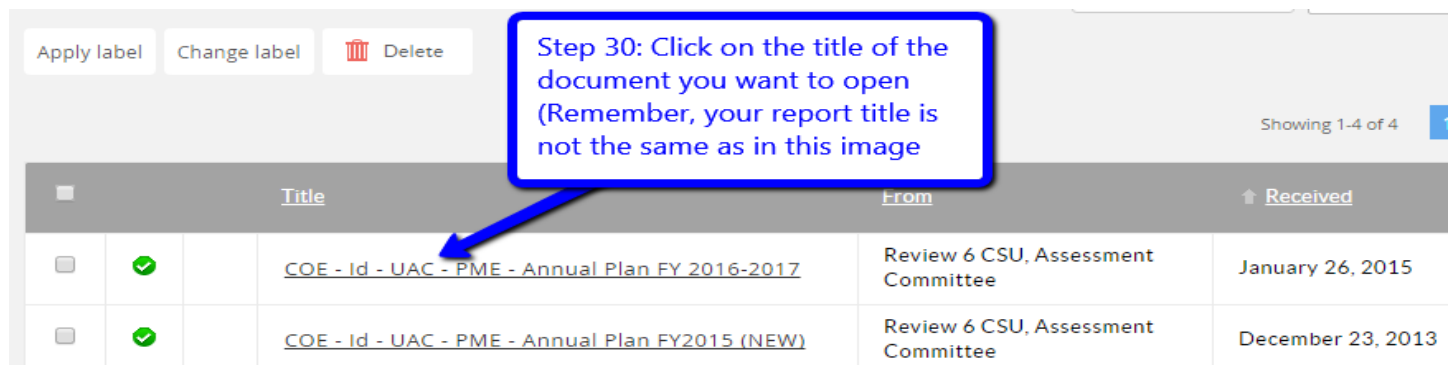
STEP 28: Click on the “Reviews” tab at the top of your screen.



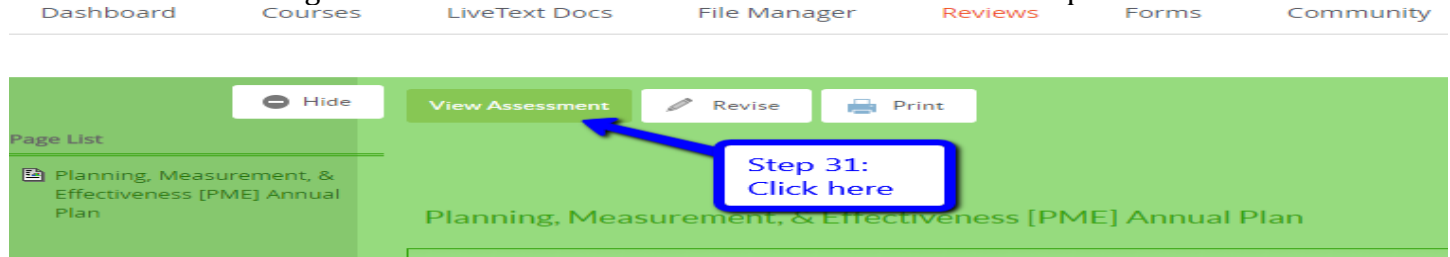
STEP 29: In the “Inbox” of the Reviews tab you will find the assessed versions of the PME Unit reports. These are the reports sent back to you after being reviewed by the university committee. The assessed report will have a green highlighted checkmark next to it as seen below. The report will be visible by the title and by the date in which you received the assessed PME report.



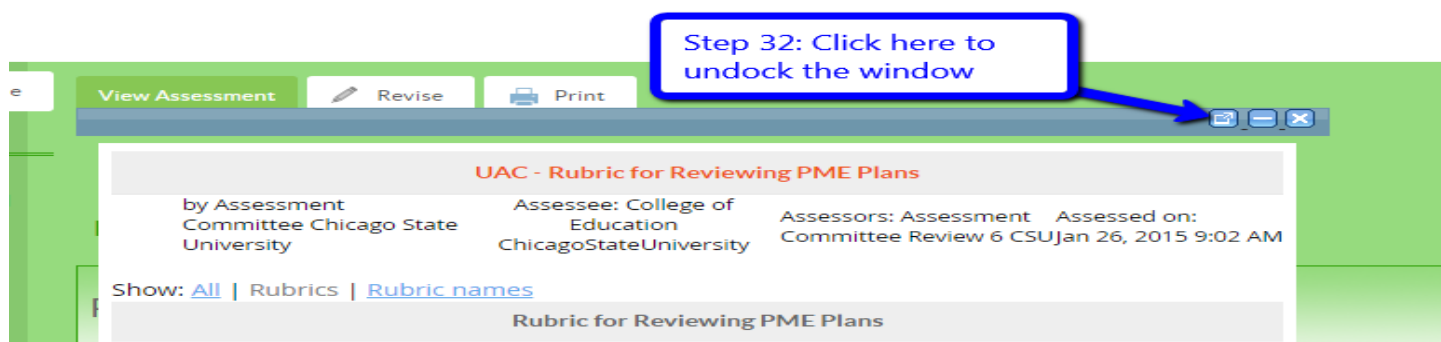
STEP 30: Click on the title of the assessed PME report that you wish to view. Remember that the title of your report is not the same as what is represented in the image below.



STEP 31: Click on the green “View Assessment” button. A new window will open.



STEP 32: In the top right corner of the new window click the undock button.



STEP 33: View the assessment results and comments in the new window. The results are based on the scoring of the university assessment committee rubric. In the column titled “**Attained**,” you will find the score for each indicator of the rubric.

| Rubric for Reviewing PME Plans | | | | |
|---|--|---|---|-----------------|
| | Needs Work (1,000 pt) | Acceptable (2,000 pts) | Target (3,000 pts) | Attained |
| 1.1 Mission / Purpose of the Program / Unit (1,000, 11%) | The statement provided is unclear as to the work of the unit. | The statement provided indicates the work of the unit. | The statement provided clearly explains the work the unit does, who is supported by the unit, and shows a clear connection to the university and college / division missions. | Acceptable |
| 1.2 Comments on the Mission / Purpose: Goals of the Program / Unit (1,000, 11%) | The goals provided are limited in terms of scope or direction. | The goals provided indicate the direction the program / unit desires to take. | The goals provided clearly articulate what the program / unit desires to become. The goals indicate a desire for continuous improvement. | Acceptable |
| 1.3 Objectives (1,000, 11%) | Objectives are not measurable or do not connect with the provided goal. | Objectives are measurable and associated with the goal. | Objectives are measurable, tie directly to the associated goal and have a clear indication of when the objectives are to be completed. | Acceptable |
| 1.4 Learning Outcomes (1,000, 11%) | The learning outcomes do not specify what the customer/student will be able to know, think or do is present. | At least one learning outcome is provided that demonstrates how the program / unit provides education or knowledge to their customers / students. | Clear statements of what the customer / students will know, think, or do after interacting with the department is articulated. | Acceptable |
| 1.5 Programs Outcomes (1,000, 11%) | The program outcomes do not clearly demonstrate how the program is measuring its effectiveness. | At least one program outcome is provided that demonstrates how the program / unit measure its effectiveness. | Clear statement(s) are provided as to how the program / unit will demonstrate its effectiveness. | Acceptable |
| 1.6 Assessment and Evaluation Instruments (1,000, 11%) | Assessment and/or evaluation instruments do not align clearly with the outcomes provided. | Assessment and/or evaluation instruments align with the outcomes listed. | The assessment and/or evaluation instruments clearly align to the outcomes listed and have established criteria for measurements. | Needs Work |
| 1.7 Establishing Priorities (1,000, 11%) | The priorities provided do not align with the outcomes of the program and/or the university strategic goals. | The priorities provided align with the objectives and/or outcomes and have the university strategic goal identified. | The priorities provided objectives that clearly align with the program /unit outcomes and the university strategic goals. | Acceptable |
| 1.8 Budget Implications (1,000, 11%) | Funding needed is not clearly identified. | Funding needed to meet the priorities and / or outcomes is identified. | Funding is identified and has a clear explanation of how the funds will be used to meet the priorities and / or outcomes. | Acceptable |
| 1.9 Budget Allocations (1,000, 11%) | No budget allocations are listed. | Budget allocations are provided. | The budget allocations align with the goals, objectives, and priorities identified. | Acceptable |
| | | | | 17 pts (62.96%) |

Other comments:

The assessments must posit quantitative benchmarks or targets. ERG targets for example must be quantified.