



Sharing Assessment Documents with the Admin Account

You can create each assessment document directly in the Admin Account. This approach requires that the LiveText Coordinator create each assessment. Alternately, assessment documents can be created in faculty accounts and then shared with the Admin Account. This should be done before **any** assessment data is collected. Doing so protects and consolidates the data. The Admin Account should be made a viewer of the assessment document. The Admin Account should then copy the assessment document. That copy becomes the assessment document that will be used to collect all assessment data. The Admin Account should then share their copy of the assessment document with all assessors.

Best Practice: Once the assessment document has been copied by the Admin account, it is important to rename it and write an accurate description for the assessment to prevent confusion with other assessments, and to provide tracking information for reporting purposes.

Use the steps below to share the assessment document with the Admin Account.

1. Open the assessment document to share from the MyDesk area by clicking its title.
2. Click the *Share* link near the top right of the screen.
3. Select Shared from Private, Shared, and Public options.
4. Click the **Lookup names** button for Viewers.
5. Enter the name for your Admin Account in the **Lookup Member Names** box.
6. Find the correct match from the list returned and check its checkbox
7. Click the **Add checked** button.
8. Click the *Finish* link.

Never create an assessment template. You do not want your assessors creating new assessment documents when an existing, shared assessment document is already in place. Remember, each assessment document stores its own data. Any variant of that document will also store its own separate data.

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