PERFORMANCE BASED ASSESSMENT (PBA)

Please use the following guidelines to complete the PBA in LiveText. These instructions may be used for the PBA and the Foundational Competencies (for student interns).

STEP ONE:

LOGIN to your LiveText account at www.livetext.com

Note: If you have forgotten your password, please use the “Forgot” link on the LiveText homepage.

STEP TWO:

CLICK THE FIELD EXPERIENCE TAB

Note: If you do not have a Field Experience tab, please contact the Assessment Office at coe-livetext@umd.edu

STEP THREE:

You will see – your placement and team information and a link to “Begin Assessment”.

CLICK THE BEGIN ASSESSMENT LINK.

For help, please see the College’s LiveText website: http://www.education.umd.edu/livetext/
STEP FOUR:

You will see – the assessment rubric.

POINT AND CLICK YOUR SELECTIONS. Your selections will highlight BLUE. You may change your selections by clicking another category. Comments may be added to the overall Comment Box or at each indicator level by selecting the blue comment bubble.

STEP FIVE:

[Optional - Click “Save” if you want to retain your scores and comments for future completion.]

CLICK SUBMIT TO SEND YOUR ASSESSMENT. You MUST select a score for EVERY indicator or you will be unable to submit the assessment. Once submitted, you cannot return to change your responses.

Note: Because this is a new system, it is advisable to PRINT or copy/paste your assessment into a Word document prior to submitting it.

YOU’RE DONE!

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