The purpose of the “PBA Scoring At-A-Glance” tutorial is to assist faculty with scoring assessments directly linked to student field placements and internships. Examples include:

- Performance–Based Assessments (PBA/FPBA)
- Foundational Competencies
- Supervisor Checklists

These assessments are housed within the FIELD EXPERIENCE MODULE of LiveText.

If you would like assistance grading assignments linked to courses (which are housed on the COURSES side of LiveText), please refer to the tutorial subtitled “Courses At-A-Glance”.
STEP 1: LOG IN TO LIVETEXT ONLINE
Preferred Internet Browsers

Mozilla Firefox is the preferred browser for LiveText.

Internet Explorer, Safari and Google Chrome are also supported.

http://www.firefox.com
http://windows.microsoft.com
http://www.apple.com/safari
Logging in

- Go to the LiveText Homepage: www.livetext.com
- Log in using the username and password created during the registration process

If you have not registered, please contact the Assessment Office (coe-livetext@umd.edu).
Welcome to the Dashboard View

1. FIELD EXPERIENCE TAB – where the PBA is located
2. DASHBOARD TAB – Takes you back to this screen
3. COURSES – Where all of your active courses in LiveText are listed
4. LiveText Docs – Where any LiveText-originating or imported documents are housed
5. File Manager – Where all uploaded documents are saved
6. TERMS/Course – drop down menu of all current and past terms and courses
STEP 2: ACCESS THE FIELD EXPERIENCE MODULE
How to Access the PBA and Other Field Placement Assessments

You will notice that the PBA, Foundational Competencies, and other field placement assessments are not visible from the Dashboard.

To access these assessments, you will need to click on the FIELD EXPERIENCE tab.
When you click on the FIELD EXPERIENCE tab, you will notice a few key changes on the screen.

All of your assigned interns, placements & required assessments are visible.

Any assessments that you are required to complete will be highlighted in Blue.
Viewing Placement Details

- Click on the “View Placement Details” button...
Important Components of the Placement Details Page

1. **PLACEMENT DETAILS** – lists the student’s name, program, internship start and end dates, and gives you the ability to send emails to any or all members of the student’s assessment team.

2. **DEMOGRAPHICS** – Will display a pop-up window of the student demographics at the specific site.

3. **ASSESSMENTS** – Lists all required assessments, their due dates, and responsible parties for each assessment.

4. **TIME LOG (optional)** – Where students can enter in their completed hours on site.

5. **ATTACHMENTS** – documents (docs, pdf, gif, jpeg) can be uploaded and attached by the team members.
STEP 3: START THE ASSESSMENT
Starting An Assessment

FROM THE FIELD EXPERIENCE home screen: Click on the “Begin Assessment” link.
Alternatively, you can click on the “Begin Assessment” link in the Assessments section on the PLACEMENT DETAILS page.
STEP 4: COMPLETE THE ASSESSMENT
Completing An Assessment

LiveText utilizes a “point-and-click” system to record assessment scores. You can also leave comments directly within the rubric.
Completing An Assessment (cont.)

When you click on the cell it will turn blue and assign the points to the rubric.

<table>
<thead>
<tr>
<th>English Language Competence</th>
<th>Frequently (3,000 pts)</th>
<th>Sometimes (2,000 pts)</th>
<th>Rarely Ever (1,000 pts)</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequent Communication in standard written and oral English in order to communicate concepts, assignments, evaluations, and expectations with members of the learning community, such as University faculty, students, parents, administrators, and other staff.</td>
<td>Frequently</td>
<td>Sometimes</td>
<td>Rarely Ever COMMENT REQUIRED</td>
<td></td>
</tr>
</tbody>
</table>

**OVERALL: English Language Competence**

Frequently | Sometimes | Rarely Ever COMMENT REQUIRED | |

3 pts
You can also insert comments. Comments are REQUIRED if you give a student a low score on a particular rubric item. However, you are highly encouraged to enter positive comment as well.

### English Language Competence

<table>
<thead>
<tr>
<th></th>
<th>Frequently (3.000 pts)</th>
<th>Sometimes (2.000 pts)</th>
<th>Rarely Ever (1.000 pts)</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicates effectively in standard written and oral English in order to communicate concepts, assignments, evaluations, and expectations with members of the learning community, such as University faculty, students, parents, administrators, and other staff.</td>
<td>Frequently</td>
<td>Sometimes</td>
<td>Rarely Ever COMMENT REQUIRED</td>
<td></td>
</tr>
<tr>
<td>OVERALL: English Language Competence</td>
<td>Frequently</td>
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<td></td>
</tr>
</tbody>
</table>
You can insert comments on specific rubric items by selecting the Add bubble next to the item.
Completing An Assessment (cont.)

A pop-up box will appear. Type in your specific comments here and click SUBMIT when complete.
STEP 5: SAVING YOUR ASSESSMENT SCORES
It is **HIGHLY RECOMMENDED** that you save any comments or rubric scores as you complete the assessment.

To save your comments or scores, scroll down to the bottom of the assessment page and click on the **SAVE** button.
Confirming Your Saved Assessment

After clicking the **SAVE** button, the **PLACEMENT DETAILS** page will appear. You will notice that the assessment you saved has changed color – from **RED** to **YELLOW**.

To return to the assessment, click on the **CONTINUE** link.
Accessing Your Assessment After Logging Back In to LiveText

If you need to complete the assessment at a later time, you can log back into access your assessment from the PLACEMENTS screen by clicking on the “Continue Assessment” link.
STEP 6: SUBMITTING YOUR ASSESSMENT SCORES
Submitting Your Assessment

- When all rubric scores have been selected, REVIEW the assessment to make sure you have clicked on the appropriate rubric scores and entered all required comments. LiveText will not allow you to Submit the rubric unless all required elements have been scored.

- After review, please PRINT a copy of the assessment for your records. The assessment will not be viewable to the supervisor, mentor teacher, and intern until AFTER the assessment due date.

- You will receive reminder emails from LiveText approximately two weeks before an assessment is due, so BE SURE TO COMPLETE YOUR ASSESSMENT ON TIME!!!
When you are ready to submit your scores, scroll down to the bottom of the page and click on the **SUBMIT Assessment** button.

**NOTE:** You cannot submit your assessment unless all rubric items have been completed.
Confirmation of Successful Completion of the Assessment

The assessment will be marked COMPLETED on the PLACEMENT DETAILS PAGE.
STEP 7: VIEWING COMPLETED ASSESSMENTS
When will I be able to view the completed assessment?

- Assessment results will be visible **AFTER** the assessment due date.
- At that time, a GREEN link will become visible on the PLACEMENT and PLACEMENT DETAILS pages.
- Click on the “**View Completed Assessment**” link to view the results.
Viewing and Exporting Scores

Your scores and comments will be posted in summary form. Results can be printed or exported to PDF at this time.
Viewing Assessments from Previous Semesters

- Click on the “Completed” tab in the dropdown box underneath the FIELD EXPERIENCE header and select the Search button.
Under the “Completed” tab, you will see all internship placements previously assigned to you. If you would like to view internship placements from a specific term, select the requested term from the pull-down menu.
STEP 8: LOG OUT OF YOUR ACCOUNT
Click on the "Logout" link at the top of the page.
You’re DONE!

For more help with LiveText, please visit our website at:
http://www.education.umd.edu/livetext

Or contact us by email at:
cee-livetext@umd.edu