

SCORING INSTRUCTIONS FOR PBA/FEM ASSESSMENTS IN LIVETEXT

1. Go to <http://www.livertext.com>.
2. Login using your username and password. If you have forgotten your username and password, please use the “Forgot Link” on the LiveText website.
3. Supervisors: On the “dashboard” screen, click the tab to the left titled “Field Experiences”.
Mentors: When you login, you will automatically be brought to the Field Experiences tab.
4. Identify the Assessment for the Intern you would like to assess. You may have to scroll down to see all of your Interns. Click **“Begin Assessment.”**

The screenshot shows the LiveText interface for a supervisor. The 'Field Experience' tab is selected. Under 'Placements', there is a 'Sample Intern' with details: Internship: TRAINING - Math Education Student Teaching, School: School of Hard Knocks, Mentor: Dawn Sherman. A list of assessments is shown for this intern. The first assessment is 'Secondary Math Performance-Based Assessment - MIDPOINT (Rev. 01.2012)' with a 'Begin Assessment >' button for 05/28/2012. A blue arrow points to the assessment name, and a red circle highlights the 'Begin Assessment >' button. A blue box highlights the 'Begin Assessment >' button for the 05/28/2012 assessment.

5. This will open a new window that shows the actual Assessment screen. **Point and click** your selections for each rubric element. (Note: Each rubric item must receive a score or you will not be able to submit the Assessment.)
6. Comments can be entered into each item by clicking on the blue “bubble” located next to each rubric item. Overall comments may be added in the box at the top of the page.
7. Submit your assessment by clicking the green **“Submit”** button. If you just want to save your scores and return later, click “Save”.
8. **YOU'RE DONE!**

The screenshot shows the assessment screen. At the top, there is a 'Comments And Feedback' section with a text box and a blue arrow pointing to it. Below this is a rubric table for 'Planning Mathematics Instruction'. The rubric table has columns for 'Not Applicable', 'Unsatisfactory (1 pts)', 'Needs Improvement (2 pts)', 'Satisfactory (3 pts)', 'Very Good (4 pts)', and 'Outstanding (5 pts)'. The first row of the rubric table is 'Prepares written lesson plans that'. A blue bubble is highlighted next to this row. At the bottom of the screen, there are three buttons: 'Submit', 'Save', and 'Cancel'. A blue circle with the number 7 is next to the 'Submit' button.