



## WHAT TO TELL YOUR CANDIDATES:

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### **I. Purchase/Registration:**

New Students: Students must purchase LiveText to obtain keycodes. Candidates should purchase the LiveText FEM version (\$113.00). This version is available in the University Bookstore and online.

At the University Bookstore, candidates may use Financial Aid to purchase their accounts. They must physically go into the bookstore to obtain the 16-digit keycode placard from the cashier.

Candidates DO NOT have to purchase the Learn 360 version unless they want to. They will still be required to purchase the \$15 FEM upgrade if they select this version. The Learn360 version may only be purchased online. FYI: Learn 360 is a digital library of videos, lesson plans, etc. If students choose to purchase the FEM version of LiveText, they always have the option to upgrade their accounts later to add the Learn 360 feature (\$30.00).

LiveText may be purchased in the University Bookstore or on the LiveText website ([www.livetext.com](http://www.livetext.com)). In the bookstore, it is listed under course name **EDUC-EDUC**. Once purchased, the account is good for up to five years, extending at least one year beyond graduation. Subscription status beyond that year may be purchased annually for around \$25.00. All portfolios, files, etc. may be exported from LiveText at any time and restored should a subscription expire.

### **II. Syllabus:**

Please use the language below to add to your course syllabus regarding LiveText.

*LiveText is an electronic portfolio and Accreditation Management System that is required for all students enrolled in the teacher preparation programs in the College of Education. LiveText accounts can be purchased at the University Book Center; see **EDUC-EDUC** in the Book Center course listings. An active subscription to LiveText is a requirement for this class and for other courses that comprise your professional education program. LiveText is a one-time purchase that lasts the duration of your time at the College of Education and one year following program completion (up to a period of five years). There is no need to re-purchase LiveText if you currently have an active account. All students should purchase the LiveText FEM version (\$113.00). Please send an email to [coe-livetext@umd.edu](mailto:coe-livetext@umd.edu) if you have any questions about LiveText.*



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### **III. Training:**

The Assessment Office is available for training sessions. Please send an email to [coe-livetext@umd.edu](mailto:coe-livetext@umd.edu) to schedule group student trainings. Be sure to include the number of attendees and whether the room will have technology available. For hands-on training outside of a computer lab, attendees should be encouraged to bring their laptops and/or the MAC TIM Cart should be reserved from ETS (ext. 53611). Please note: The TIM Cart is only available in Benjamin Building.

The College is now using TWO sides of LiveText, one that allows for self-assessments (the FEM) and the traditional side (used with TPA). TPA training will be mandated for those candidates in participating programs. This training is different and separate from any other PBA, Portfolio, or course assignment trainings. Please schedule appropriate trainings, as needed.

The Assessment Office requests a 10 day advanced notice for any group trainings, whenever possible.

### **IV. LiveText Assistance:**

Please have candidates submit any and all requests for assistance with LiveText, including individual training, using the form on the College's LiveText website:

<http://education.umd.edu/assessmentOffice/LiveText/testindex.html>

Candidates should receive a response within 48 hours.

For urgent matters with LiveText, please send emails to [coe-livetext@umd.edu](mailto:coe-livetext@umd.edu).

Candidates may contact LiveText at any time for assistance, 1-866-LIVETEXT (1-866-548-3839).