

I. Purchase/Registration:

LiveText accounts are free for all faculty and graduate assistants who are involved with teacher preparation. Please contact the Assessment Office at coe-livetext@umd.edu to obtain the keycode and registration instructions. If faculty have lost their password, please use the “Forgot” link at www.livetext.com.



II. Course Setup

Please submit the following using the online form on the College’s LiveText website, (<http://education.umd.edu/assessmentOffice/LiveText/testindex.html>):

- **Course Name and Number**
- **Instructor(s) for the course** (be sure that all of Instructors have a registered account)
- **Instructors preferred emails** (UMD email will be used if none other provided)
- **Assignment(s) and associated rubrics**
- **Due Dates for assignments**
- **Tentative Training dates (optional)**

Please allow a minimum of one week for the Assessment Office to process these requests. Attachments may be emailed to coe-livetext@umd.edu per the form instructions.

III. Syllabus:

Please encourage any faculty participating in TPA, PBA, Foundational Competencies, Portfolios, MTTs Portfolios, and any other LiveText assignments to add the language below to their 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 if you have any questions about LiveText.*

IV. Training:

The Assessment Office is available for training sessions. Please send an email to 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). Trainings may focus on one side or the other, or both, depending on faculty needs. TPA In-House Scoring will be conducted separately from any other training and proposed dates for these trainings should be submitted to the Assessment Office as early as possible.

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

Faculty have free access to LiveText webinars. Information about these webinars may be found on the College's LiveText website.

V. LiveText Assistance:

Please have Faculty submit any and all course, assignment, or troubleshooting requests for LiveText through the College's LiveText website:

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

Faculty should receive a response within **48 hours**.

For urgent matters with LiveText, please send emails to coe-livetext@umd.edu.

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