

Please use the following guidelines to submit your TPA in LiveText.

STEP ONE:

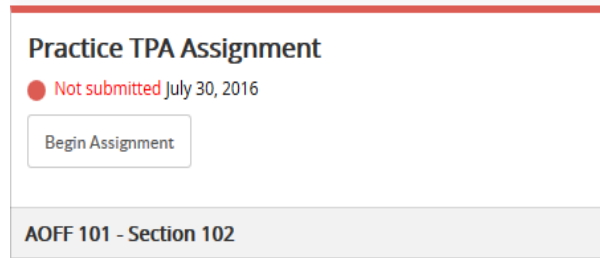
LOGIN to your LiveText account at www.livertext.com

Note: If you have forgotten your password, please use the “*Forgot Password*” link

STEP TWO:

For Training, “**Practice TPA Assignment**”
For TPA, “**2015 Official edTPA – [Content Area]**”

FIND YOUR TPA ASSIGNMENT, THEN CLICK THE **BEGIN ASSIGNMENT BUTTON.**



STEP THREE:

Click the **Create Document** button.

Practice TPA Assignment

Assignment Due Jul 30, 2016 10:00 PM (192 days)

Assignment Details

Required Templates 2014 Practice TPA Portfolio (v.1) **Create Document**

Optional Resources

- <http://ter.ps/TPA>
- <http://www.education.umd.edu/livertext>
- <https://www.surveymonkey.com/s/TPACameras>
- [TPA Video Recording Guidelines.pdf](#) 0.05M
- [TPA Recommended Video Formats.pdf](#) 0.03M
- [TPAC Video Compression_PC_MAC.pdf](#) 0.25M

Description This is for training purposes only. This is NOT your official TPA submission. Please scroll down to view the link “<http://ter.ps/TPA>” in the “Selected Resources” for directions on how to complete and submit your Practice TPA Assignment. NOTE: IF YOU COMPLETE THIS REQUIRED ASSIGNMENT PRIOR TO OR ON NOVEMBER 24, 2014 YOU WILL BE ISSUED A CERTIFICATE WHICH CAN BE USED AS AN ARTIFACT FOR MTTTS SECTION VII. IF YOU DO NOT COMPLETE THIS ASSIGNMENT, YOU WILL BE REQUIRED TO ATTEND AN IN-PERSON TRAINING SESSION DECEMBER 3, 2014 IN THE BENJAMIN BLDG., ROOM 0230. If you have any questions, please contact the Assessment Office at coe-livertext@umd.edu.

STEP FOUR:

You will see – the TPA template. It will have an instruction section with directions for adding required artifacts (files, pictures, text, etc.). Be sure to click all Task items to add artifacts per the TPA Handbook.


SELECT EDIT TO ACCESS SECTIONS YOU NEED TO ADD ARTIFACTS TO.

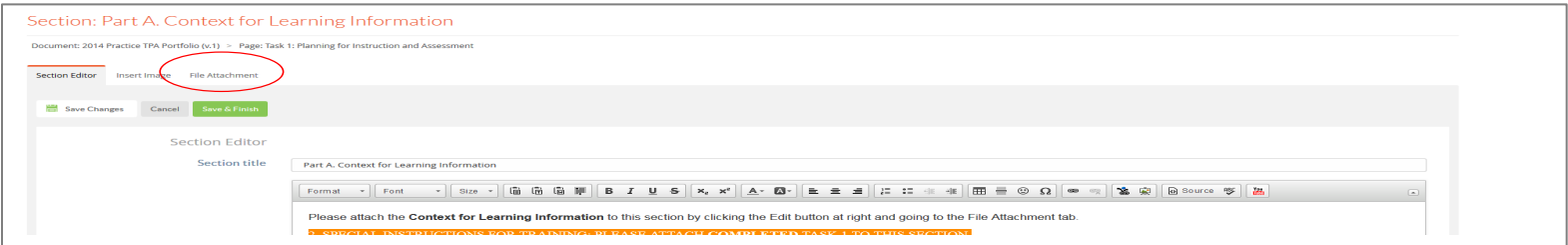
Part A. Context for Learning Information




Please attach the **Context for Learning Information** to this section by clicking the Edit button at right and going to the File Attachment tab.

2. SPECIAL INSTRUCTIONS FOR TRAINING: PLEASE ATTACH COMPLETED TASK 1 TO THIS SECTION.

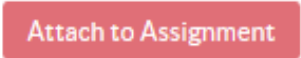
STEP FIVE: ADD ARTIFACTS as **FILE ATTACHMENTS** ONLY. Do not insert images or add extra text to the white space. Be sure the file names are correct as defined in the template or TPA handbook. Click the "Upload New File"  to upload, browse and attach your files.



Be sure to click  to save your changes.

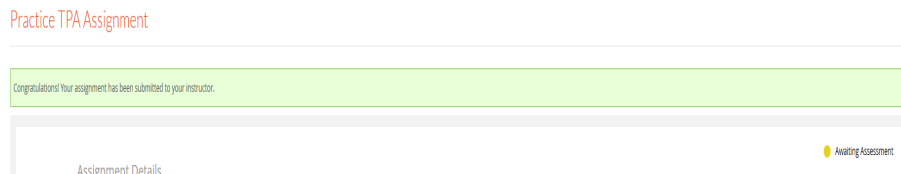
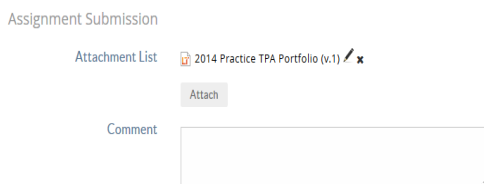
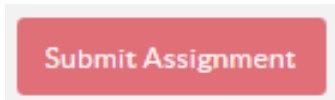
STEP SIX:

Once you have completed the entire TPA, return to the **top** of the template. **SELECT**



STEP SEVEN:

Make sure the TPA is attached. Add comments, if you like. At the bottom, **CLICK**



Note: You may withdraw a submission prior to the due date. Make sure that you make your revision and resubmit.