Q: How do I log on to PBA?

A: Navigate to http://pba.pdesas.org/

Your Tutor or Assessment Coordinator will give you your username and password.

Once you receive your username and password, enter them into the appropriate locations on the website and then click Log On.
Q: How do I find my projects?

A: As soon as you log on to PBA, you will be directed to a list of your projects. Click the link to the project you would like to begin.
Q: What is the Project Overview?

A: The Project Overview provides you with a summary of a project’s objectives, the assessment scenario, task directions, and the Eligible Content items being assessed.
Q: How do I start my projects?

A: To begin a project, click **Project Tasks**.

You will be asked to enter a **Student Access Code**. Your **Tutor or Test Administrator** will give you this code. Once you enter the code, click **Authorize** and you can begin your project.
Q: How do I upload documents?

A: In some Activities you have the ability to attach a document or image as part of your response. You will know when this option is available to you, as an option, because a ‘Browse’ button will appear at the end of the Activity. To upload a response, first click Browse. Then find the document you would like to attach and Click it. Finally, click the Open button. The document or image you attached will be included as part of your answer and submitted along with the rest of your responses in a Task. To replace a document you have already uploaded, simply follow the uploading directions again. This time, click and open the replacement file. Your new document will overwrite the original.
Q: How can I get help from my Tutor?

A: You have the ability to ask for help by clicking the Request for Help on this Activity button. This will open a Send a Message that you can send to your Tutor. When you're ready to send the message, click Send.
Q: What are the Study Resources?

A: As you work on your Activities, are resources for you to review if you need help.

By clicking on any resource, you will automatically be directed to that resource.

Q: Can I return to a project if I don’t get it finished in one sitting?

A: If you are unable to finish an Activity, when you are done with your work click **Save My Work**.

To return to the activity: log in to the PBA site and select the project to which you need to return. Enter your tutor-provided **Student-Access Code**. You will be brought back to your project and can, once again, begin working on your activity.

Q: Should I save my work?

A: Yes, after each Activity you should save your work by clicking ‘Save My Work’.
Q: How can I tell if I’m finished with a Task?

A: Once you’ve finished all of the Activities in a Task, you are ready to submit your work. Submit your Task to your Tutor when you reach a Checkpoint.

When you submit a Task, your status changes to Submitted. This means that your Tutor is reviewing your work.

Once your Tutor approves your work, your status will change to Approved. You cannot continue with your work until the task you submitted is approved by your Tutor.
Q: What do I need to do in order to have my project evaluated?

A: In order to have your project evaluated, every Task in the project must be Approved by your Tutor.

In addition to this, you must also evaluate your own project. To evaluate your understanding of the Eligible Content, first click the Scoring Guide. Then click the circle beneath Student to indicate whether or not you believe your work meets the criteria of the Eligible Content.

Once you complete your evaluation, your Tutor will also conduct an evaluation. When both you and your Tutor have evaluated the project and marked all criteria as Satisfactory, it is then submitted by your Tutor and reviewed by an Evaluator.

Q: How do I know if I passed?

A: Once two Evaluators have marked your project as approved, you have passed the Project Based Assessment. Your Tutor and the Assessment Coordinator will be given that information and will then pass it along to you.
Q: What if my project is returned and graded as unsatisfactory?

A: You will have the opportunity to review the feedback provided by the Evaluators and correct/redo those activities deemed unsatisfactory. Once you have made your corrections/edits to your satisfaction, your Tutor will review to ensure the work is satisfactory and submit.