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EBSA (Electronic Benchmark Self-Assessment)

Your EBSA holds all of your Benchmark self-assessment forms. Knowing how to access and get around in it is important.

Once you are in your EBSA, you will need to complete forms showing your own assessment of your work on the Benchmarks, as well as view feedback from your Baylor Faculty of Record. These tasks are explained in this article.

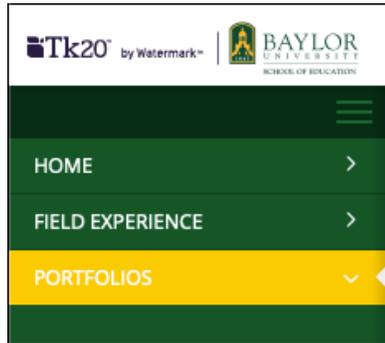
- Accessing the EBSA
- Completing EBSA forms
- Viewing EBSA assessments

Please note that the images and scenarios presented in this document are an example. Screen shots, forms, and other elements of your EBSA may be different.

Also, please keep in mind that Tk20 recommends that you **DO NOT** use the Back button of your web browser while navigating in Tk20. Instead, click the tabs and links provided in the EBSA.

Accessing the EBSA

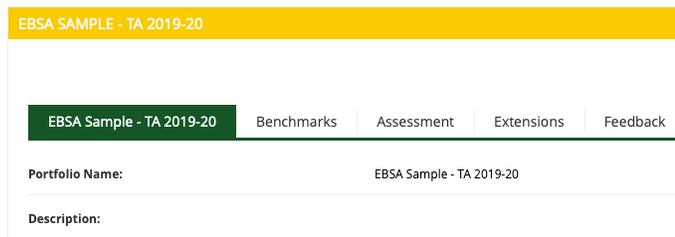
1. Log in to Tk20. (Please refer to the Logging In section of the page at www.baylor.edu/soe/tk20students for help with logging in.)
2. Click “PORTFOLIOS” in the side menu.



3. In the “MY PORTFOLIOS” section of the page, click the link for your EBSA. In this example, the EBSA is named “EBSA Sample - TA 2019-20.”



4. Now that you have opened your EBSA, you can see the tabs you have available.



- The Title tab - This tab simply shows the name of the active EBSA.
- Benchmarks - Includes the forms required to complete your EBSA.
- Assessment - Includes the Faculty of Record’s assessment of your EBSA.
- Extensions - Has no function and should be ignored.
- Feedback - The Faculty of Record may use this area for informal assessment.

Completing EBSA forms

1. To access the forms needed to complete your EBSA, click the “Benchmarks” tab.



2. The available Benchmark forms are listed.

ATTACHMENT(S):

SOE - EBSA - Benchmark 1: Learner Development: TA:	Select <i>Unattached</i>
SOE - EBSA - Benchmark 2: Learner Differences: TA:	Select <i>Unattached</i>
SOE - EBSA - Benchmark 3: Learning Environments: TA:	Select <i>Unattached</i>
SOE - EBSA - Benchmark 4: Content Knowledge: TA:	Select <i>Unattached</i>
SOE - EBSA - Benchmark 5: Application of Content: TA:	Select

3. Click the “Select” button for the Benchmark form you want to compete.
4. Complete the form. Instructions for completing the form are included on the form itself.
5. Once you have finished the Benchmark form, click the “Add” button in the bottom right corner of the screen. (Clicking “Cancel” will close the form without saving.)



6. The completed EBSA form now shows as a clickable link. You can click the link to make edits to the form. The “circled minus sign” can be clicked to delete the form.

SOE - EBSA - Benchmark 1: Learner Development: TA:  [SOE - EBSA - Benchmark 1: Learner Development: TA 2](#)
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7. Continue with other Benchmarks as desired, repeating Steps 6 - 9 for each Benchmark.
8. Once you have completed your work session, click the “Close” button to save your work and exit your EBSA.



The “Submit” button should be ignored at this point. You may be familiar with submitting forms in Tk20 Field Experience binders, but your EBSA forms should not be submitted at this time.

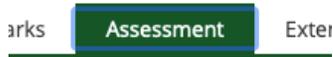
The “Save” button will save your work, but will not exit you from the opened EBSA.

9. Confirm by clicking “Yes” to the following “Would you like to save your changes before closing?” window that appears.



Viewing EBSA Assessments

1. Click the “Assessment” tab.



2. The available assessment for your EBSA are displayed. Each assessment is shown as a link. Additional information about the assessment (semester, Faculty of Record [listed as Committee Member], etc.)

Assessor Placeholder Name	Assessment Tool(s)	Role	Committee Member
Faculty of Record - 1st Semester	SOE - EBSA Assessment: 1st Semester TA	Faculty	Nesmith, Suzanne
Faculty of Record - 2nd Semester	SOE - EBSA Assessment: 2nd Semester TA	Faculty	Edwards, Thomas

3. Click an Assessment Tool to view the assessment.
4. Close the assessment by clicking the light-gray “X” in the top right corner of the assessment window.

