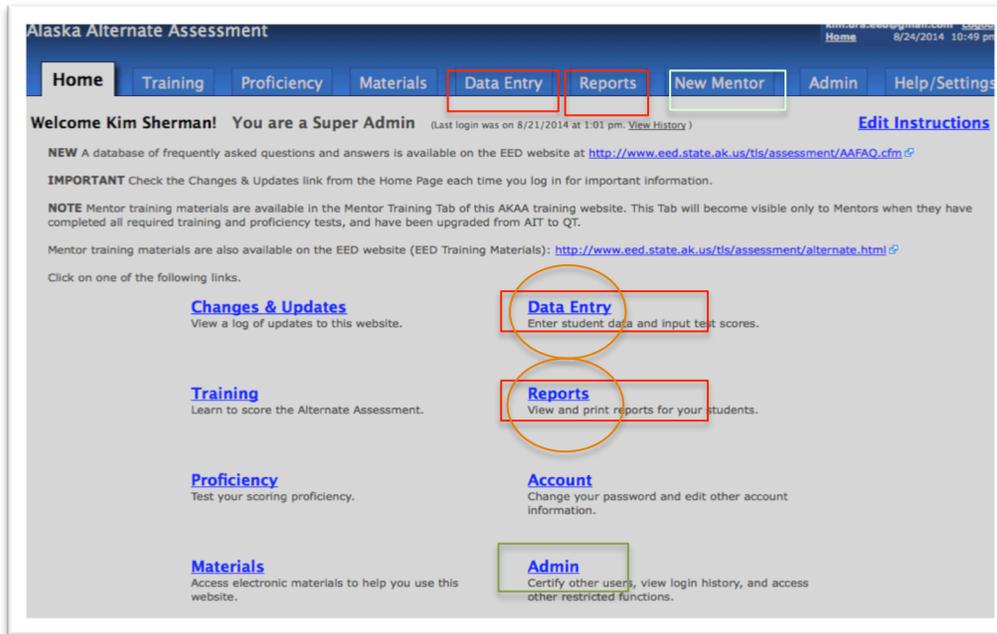


PROFICIENCY TAB of AKAA



<https://ak.k12test.com/teachers/auth/>

Home_2 and Home_3: Each text box in **Red** outline should be changed to include the word “Science” - “Science Data Entry” and “Science Reports”

*Note: Aaron, we have some concerns about the “real estate” available on the Tab on top. If adding “Science” to Data Entry and Reports tabs makes them too long, the tabs can remain as they are, and just change the Titles in window (the **Orange** circles).

Home_4: The text in **Green** outline should be changed to read “Help/Settings”

Home_5: The text in **Pale Blue** outline should be changed to read “Mentor”

PROFICIENCY TAB of AKAA

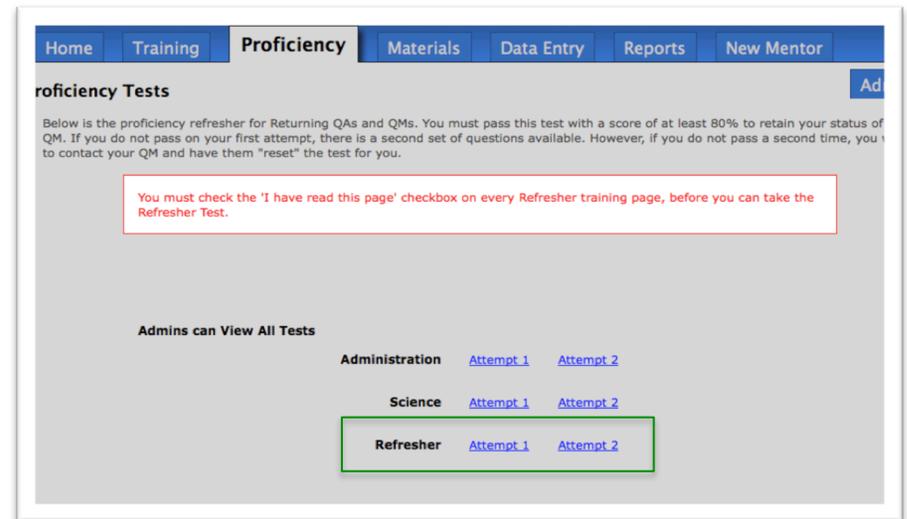
<https://ak.k12test.com/teachers/auth/training/proficiency.php>

Please see notes on the excel document related to status and Refresher training.

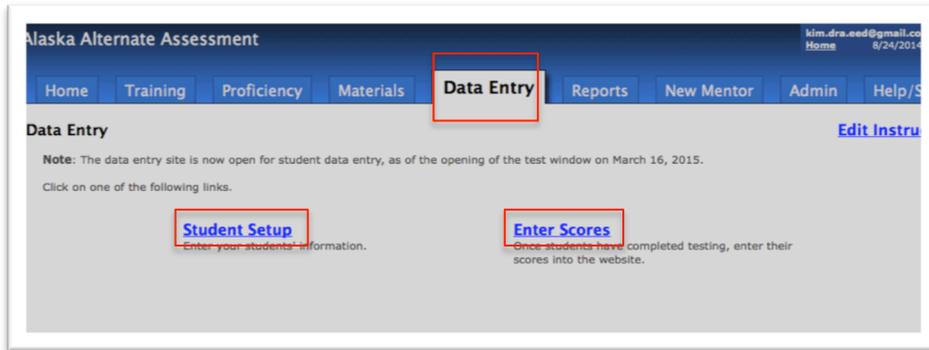
For this testing year (2014-2015), no Alaska Assessor will have access to the Refresher tests; ALL will be required to participate in the full training and full proficiency training. Therefore, for all users (except State and Super Admins), the “Refresher” proficiency tests will not be visible (**Green box**)

However, we want to alert you to a change in the Refresher testing that will happen NEXT year, in case it is easier for you to implement that change now, while you are already “working under the hood.” NEXT year (2015-2016), all assessors who completed the training and proficiency testing THIS year will be eligible for the Refresher training and Refresher Proficiency test. The difference is that the Refresher test will only be 10 questions long, rather than the 25 questions currently required. Users must pass with 80% accuracy to become re-qualified. Dan and I weren’t sure if this change in the number of required questions would impact the “passage” calculation, or how complicated that programming might be.

One other issue to keep in mind is that with THIS year, access to the Science tests will be predicated on passing the Administration and Science proficiency tests, so the calculations for certification of “Qualified Assessor” or Qualified Mentor-Trainer status will be based only on passing the Administration and Science Proficiency Tests.



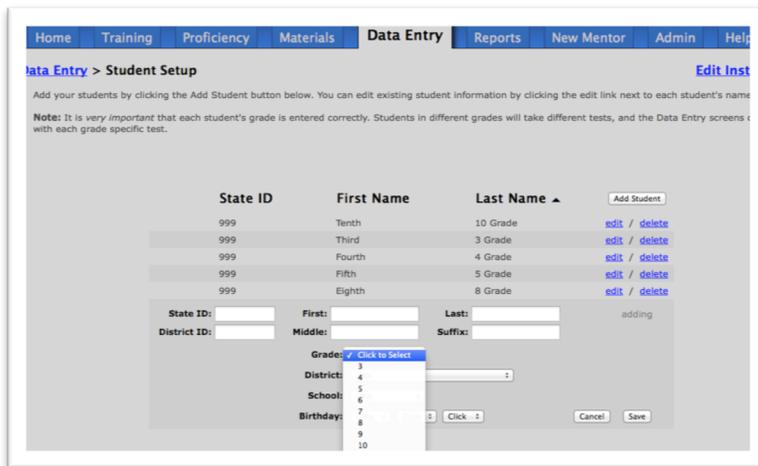
DATA ENTRY tab of AKAA



https://ak.k12test.com/teachers/auth/data_entry/

Add the word “Science” to each text box outlined in **Red**.

DataEntry_1: “Science Data Entry” if space allows (refer to decision made on page 2 of this document)
DataEntry_2: “Science Student Setup”
DataEntry_5: “Enter Science Scores”



DataEntry_3: Remove 3, 5, 6, 7, and 9 as grade options in Student Setup. Only grades 4, 8 and 10 should remain.

DATA ENTRY tab of AKAA

From:

Student Name	Grade	Data Entry Status	Reading	Writing	Math	Science
10 Grade, Tenth	10	Save, Still Entering Data	IEP Change	IEP Change	IEP Change	Science Tested
3 Grade, Third	3	Save, Still Entering Data	Reading Tested	Writing Tested	Math Tested	No Science for Grade 3
4 Grade, Fourth	4	Save, Still Entering Data	Reading Tested	Writing Tested	Math Tested	Science Tested
5 Grade, Fifth	5	Save, Still Entering Data	Reading Tested	Writing Tested	Math Tested	No Science for Grade 5
8 Grade, Eighth	8	Save, Still Entering Data	Reading Tested	Writing Tested	Math Tested	Science Tested

https://ak.k12test.com/teachers/auth/data_entry/select_student.php

DataEntry_4: See also the excel spreadsheet

To:

Student Name	Grade	Data Entry Status	Science
10 Grade, Tenth	10	Save, Still Entering Data	Science Tested
4 Grade, Fourth	4	Save, Still Entering Data	Science Tested
8 Grade, Eighth	8	Save, Still Entering Data	Science Tested

This change will have a domino effect in the Web Reports section and Data Entry Status report on the Admin Tab.

NEW MENTOR tab of AKAA

Alaska Alternate Assessment

kim.dra.eed@gmail.com
Home 9/24/2014 11:11

Home Training Proficiency Materials Data Entry Reports **New Mentor**

New Mentor Edit Instructions Admin Help/Settings

New Mentors must complete this training prior to attending Annual Mentor training. The training is composed of four sections. Each section contains a narrated powerpoint and related documents, including the powerpoint script.

This training system replaces a substantive 2.5 day face-to-face training system that EED used to train new mentors in years past. Completing the training does not require a significant investment of time, but nowhere near the investment required in prior years. In addition, no travel expenses must be incurred and participants have the ability to complete the training on their own respective schedules. The training can be paused at any time; the system will remember where you left off. The following is a list of the minimum time required to watch each video:

- QT 1 Training Protoges - 46:37
- QT 2 Testing Students - 9:18
- QT 3 Student Outcomes - 4:15
- QT 4 Monitoring Assessors - 6:38

NOTE: please refer to the page "Qualified Mentor-Trainer" in the Training tab for the complete list of requirements to earn Qualified Mentor-Trainer (QT) Status.

NOTE: please also see the minutes and recording of the New Mentor Webinar (held September 26, 2013). These resources are posted in the "Returning and New Webinar Video" training page, the very last topic on the Training tab.

ADD INFO ON HOW TO GET DRA Student reports and DLM student reports

Content Area

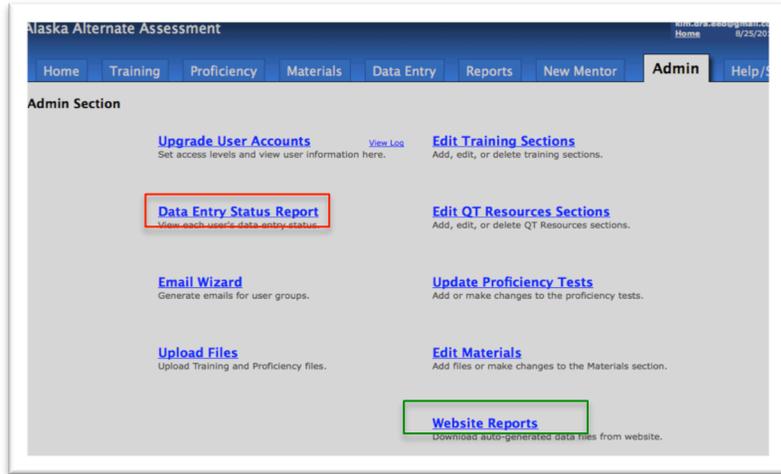
■ IEPs based on AK-DLM Essential Elements (Webinar, April 30, 2014)

QT Training

<https://ak.k12test.com/teachers/auth/qt-resources/>

Change tab title and page title to "Mentor Training"

ADMIN tab of AKAA



<https://ak.k12test.com/teachers/auth/admin/>

Red outlined text described in Admin_1 and Admin_2 of excel document.

Admin_1: First, change title to “Science Status Report” or “Science Entry Status Report.”

Admin_2: Second, remove the Reading Writing, Math columns on the Data Entry Status page (https://ak.k12test.com/teachers/auth/admin/data_entry_status.php):

From:

Name	Email	User Type	Assessment Plans	Data Entry Status				
				Reading	Writing	Math	Science	
Glasgow, Aaron	aaron@edprogress.com	Super Admin	No	Total Students	4	4	3	4
				Number Complete	4	4	3	3
				Percent Complete	100%	100%	100%	75%
Tindal, Gerald	geraldt@uooregon.edu	Super Admin		Total Students	0	0	0	0
				Number Complete	0	0	0	0
				Percent Complete	-	-	-	-

To:

Name	Email	User Type	Assessment Plans	Data Entry Status		
				ScienceSubmitted	ScienceSubmitted	
Glasgow, Aaron	aaron@edprogress.com	Super Admin	No	Total Students	3	4
				Number Complete	3	3
				Percent Complete	100%	75%
Tindal, Gerald	geraldt@uooregon.edu	Super Admin		Total Students	0	0
				Number Complete	0	0
				Percent Complete	-	-

The .csv document that relates to the Data Entry Status Report should display only the Science data entry components, with no Reading, Writing, or Mathematics data columns visible.

ADMIN tab of AKAA

Website Reports on the Admin Tab also should be edited to remove all reports related to Reading, Writing, and Math (and their related ELOS reports). The following reports should remain:

User Contact
User Status History (maintain archival data)
User Training
User Proficiency Overview (now limited to only Administration and Science)
User Proficiency Item Review

User Proficiency Data

- Attempt 1
- Attempt 2
- Attempt 3
- Attempt 4
- Attempt 5

User Data Entry (Should now read: User Science Data Entry)

Student Demographic Verification

Timing Scheduling

- Subject Area Test Individual Student Reports
 - Science
 - ELOS Science

