Illinois Alternate Assessment (IAA) Online System Guide SchoolSuccess

Spring 2014

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INSTRUCTIONS FOR USING THE IAA ONLINE SYSTEM

This section provides instructions for using the online assessment system. The IAA online system may be accessed at https://www.iaapearson.com using any Internet connection, even one from a home computer, as long as the minimum technical requirements are met. It is critical that the computer/browser combination accessing the IAA online system is on the list of supported configurations below.
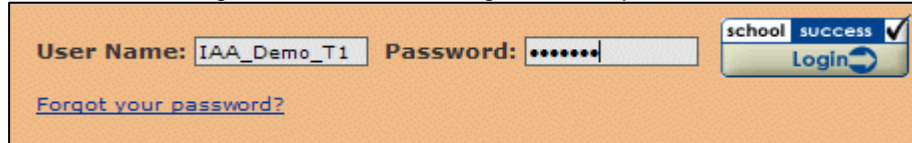
IAA Online System Requirements		
Hardware	PC	MAC
Processor	Pentium III 733 MHz (PIII/IV 1.3 GHz recommended)	G3 500 MHz (G4 800 MHz recommended)
Memory	512 MB RAM	512 MB RAM (1 GB RAM recommended)
Screen Resolution	Minimum Resolution 800 X 600	Minimum Resolution 800 X 600
Internet Connection	High Speed (DSL, T1 etc.)	High Speed (DSL, T1 etc.)
Software		
Operating System	Microsoft Windows XP (up to SP3)	Mac OS X 10.4, 10.5
Browser	Internet Explorer 6.0, 7.0 Firefox 3.0	Firefox 3.0 Safari 2.0, 3.0
Plug-ins/Software	To view various resources you may need to install Adobe Reader (Free) and/or Microsoft Word	

LOGGING IN TO THE IAA ONLINE SYSTEM

As an IAA Coordinator your user name and password will be sent to you via an email. Once you have this information you will be able to login to the IAA Online System.

Log in
1. Type your assigned user name in the user name box.
2. Type your password in the password box.
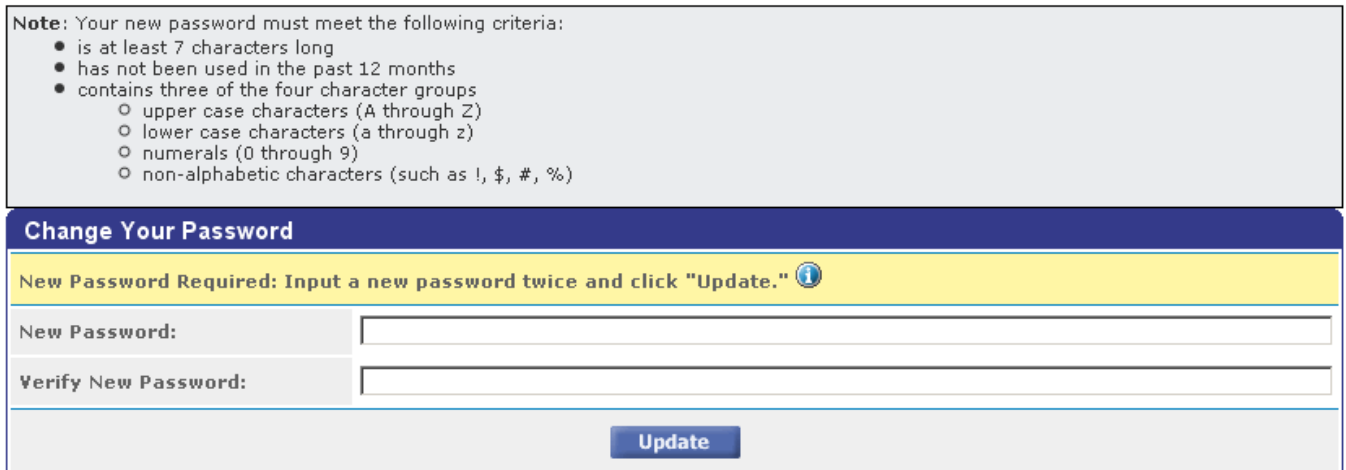3. Click the "Login" button to the right of the password box.

Change your password
If this is your first time logging in, you must complete the Change Your Password form.
　　1. Your password must meet current IAA online system security requirements

　　2. Please make sure to maintain your new password in a safe manner.
　　3. In the "New Password" field, enter your new password.
　　4. In the "Verify New Password" field, enter your new password again.
　　5. Click on the "Update" button.
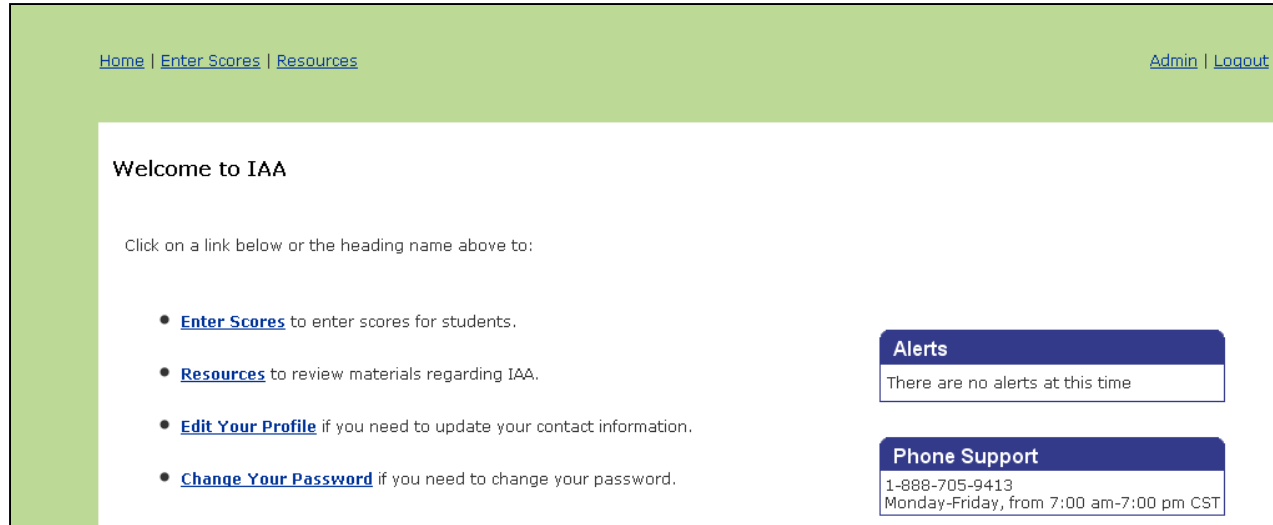　　6. 7. Click the "OK" button after the following message is displayed: "You have successfully changed your password."

NOTE: Upon logging in to the IAA Online System, you will be directed to the **IAA Welcome Page**. If you are a District or School Coordinator you can access the Administrator Interface by clicking the "Admin" link in the upper right corner of the screen.

THE IAA WELCOME PAGE

The Welcome Page welcomes you to the IAA Online System. From this page you can manage your account, view IAA Testing resources, view alerts, view the remaining days of the assessment window and if you are a teacher "Enter Scores" for your student(s). For details on the "Enter Scores" screen, please refer to the teacher section in this document.

Managing Your Account
If you need to change your email address or name, you can do so from the Welcome Page.
1. Click on the "Edit Your Profile" link from within the Welcome Page.
2. Fill out the Edit Record form and click on the "Edit" button to confirm your changes.

Changing Your Password
If you need to manually change your password you may do so from the Welcome Page.
1. Click on the "Change You Password" link from within the Welcome Page.
2. Fill out the Change Your Password form and click the "Update" button.

Viewing IAA Resources
You may access various IAA resources from within the Resource section by clicking on the "Resources" link located at the top left hand corner of the IAA Online Interface.

DISTRICT AND SCHOOL COORDINATOR ADMINISTRATION PROCEDURES

ROLE OF COORDINATORS IN THE IAA ASSESSMENT PROCESS

This section addresses the functions performed by district and school testing coordinators in the IAA assessment process.

Most of the administrative functions listed below are shared between district and school testing coordinators, but several can be performed by a district coordinator only. District testing coordinators may determine which tasks can be completed by school testing coordinators.

District and school coordinators participate in the IAA assessment process in the following four areas:

Teacher accounts: All coordinators can create, edit, or delete teachers within the IAA online system. They can also enable or disable a teacher's account.

Classroom/District functions: All coordinators can create, edit, or delete classrooms within the IAA online system and create and edit classroom alerts. Only district coordinators can create and edit district and school alerts.

Student functions: All coordinators can create or edit students within the IAA online system; edit existing students; and transfer students from one classroom to another. NOTE: Only district coordinators can transfer students from one school to another within their district. For transfer across different districts, please refer to the Student Transfer Request Process in this document.

District/School functions: Coordinators can generate and view reports at the school and teacher levels. Only district coordinators may generate and view reports at the district level.

ADMINISTRATIVE HOME PAGE

From the Administrator **HOME** page, you can manage school testing coordinators, teachers, students, and assessment summary reports in your district. The **HOME** page can be broken into three distinct sections; Navigation Pane, Viewing Pane and Interface Buttons.

On the Administrator **HOME** page you will see five Interface Buttons at the top-right corner of the screen.

- **Exit Admin**—The Exit Admin button will take you to the teacher interface where you can edit your profile and change your password.
- **Home**—The Home button will take you back to the Administrator HOME page.
- **Materials**—The Materials button will take you to a page with general information about the IAA online system, including a link to this manual.
- **Print**—The Print button will allow you to print the current page you are on.
- **Logout**—The Logout button will log you off the IAA online system.
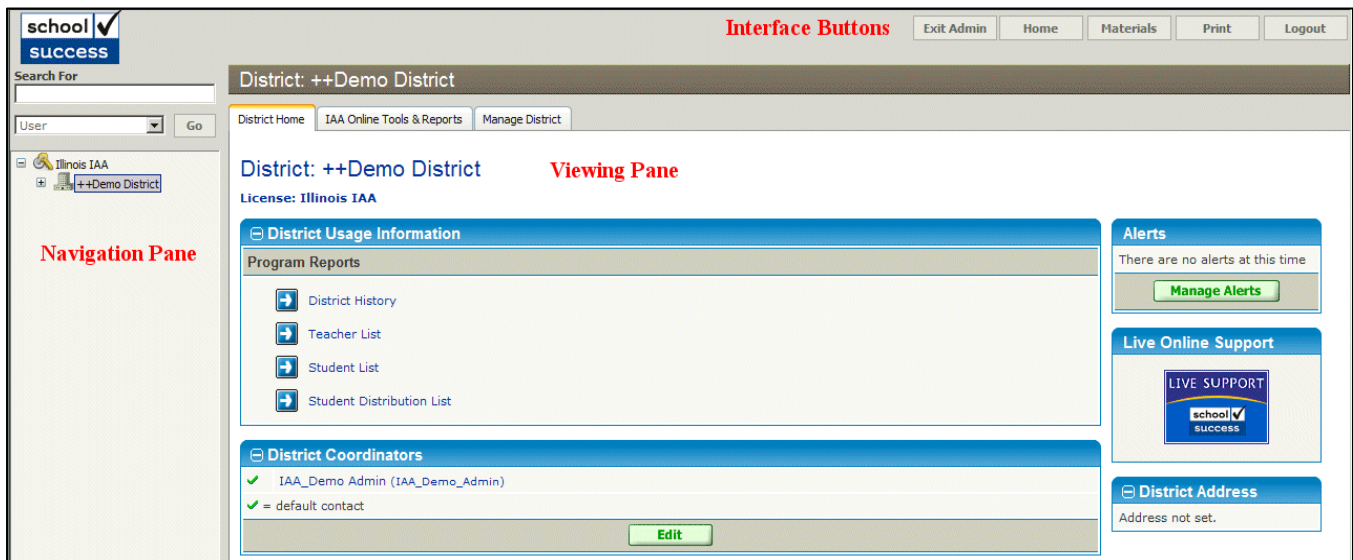
CREATING AN IAA ONLINE SYSTEM USER

Coordinators have the ability to create accounts of equal or lesser responsibility. You can only create users from among the district or school you are assigned. To create an account from outside your district, please contact the district coordinator in that location or you may email or speak with an IAA Customer Service Representative.

Creating a District Testing Coordinator
A district coordinator has the ability to add additional district coordinators to their district. You may want to add a district testing coordinator to assist with tasks or to serve as a backup in the IAA online system.

1. From the admin interface select the "Home" Interface Button
2. Within the Admin Home page select the "Edit" button from within the Viewing Pane
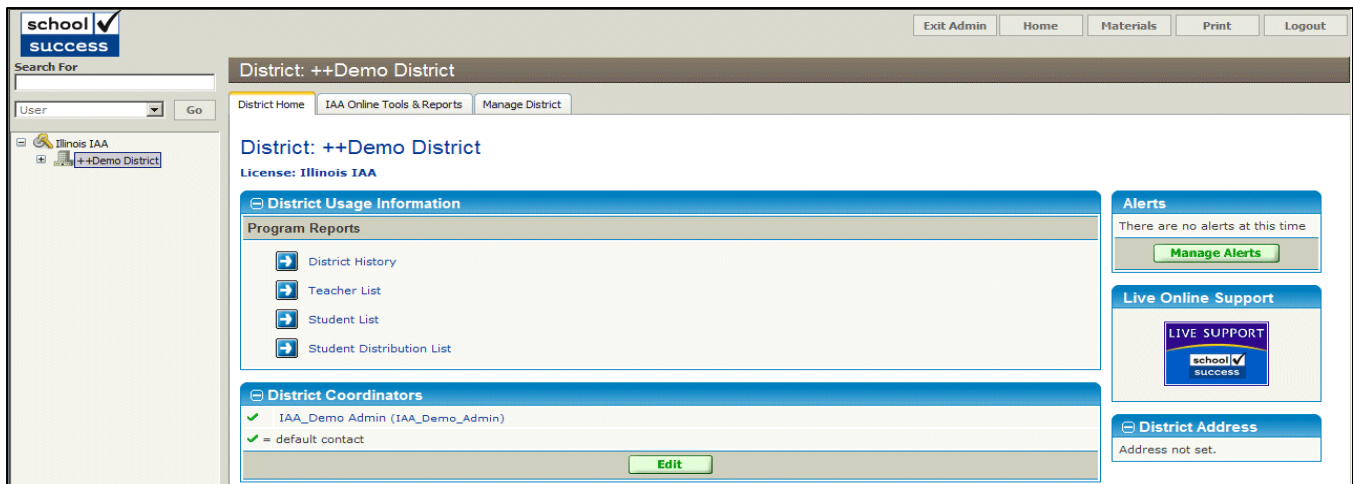
3. Select the "Create New User" button from within the Viewing Pane
4. Fill out the new user form and select the "Add" button

5. Upon creation an email containing the account details, including user name and password, will be sent from accounts@schoolsuccess.pearson.com. Please ensure that your email client is setup to receive messages from this address.

Creating a School Testing Coordinator

A district or school coordinator has the ability to add additional school coordinators to their district. You may want to add a school testing coordinator to assist with tasks or to serve as a backup in the IAA online system.

1. From within the Navigation Pane, select the School you would like to add the school coordinator to. If you are a district coordinator you may need to expand the hierarchy by clicking on the + sign next to your district name.
2. Next select the "Edit" button from within the Viewing Pane

3. Select the "Create New User" button from within the Viewing Pane
4. Fill out the New User form and select the "Add" button
5. Upon creation an email containing the account details, including user name and password, will be sent from accounts@schoolsuccess.pearson.com. Please ensure that your email client is setup to receive messages from this address.

Creating a Teacher
1. From within the Navigation Pane, select the School you would like to add the teacher to. If you are a district coordinator you may need to expand the hierarchy by clicking on the + sign.
2. Next select the "Create Teacher" tab from within the Viewing Pane

3. Fill out the new user form and select the "Add" button
4. Upon creation an email containing the account details, including user name and password, will be sent from accounts@schoolsuccess.pearson.com. Please ensure that your email client is setup to receive messages from this address.

CREATING A CLASSROOM

After creating a teacher you will need to create a classroom in order to assign students to that teacher.

1. From within the Navigation Pane, expand the Teachers folder and select the teacher you

would like to assign the classroom to. You will need to navigate through the hierarchy, until the teacher folder and teacher are viewable.

2. Next select the "Create Class" tab from within the Viewing Pane.

3. Fill out the create classroom form and click on the "Create" button from within the Viewing Pane.
4. Upon classroom creation you should now see a classroom listed underneath the teacher from within the Navigation Pane.

ASSIGNING/TRANSFERRING A STUDENT TO A CLASSROOM

After creating a classroom you will need to assign students to that classroom. All students assigned to a school, may be located within the "Students" folder of that school from within the Navigation Pane. **Note**: If a student is not located within the "Students" folder, you may need to transfer the student from another district/school or create a new student record. Please refer to the subsequent sections in this document entitled "Student Transfer Request Process" and "Creating a Student" for additional details.

1. From within the Navigation Pane, expand the "Students" folder and select the "Active" bin. You will need to navigate through the hierarchy, until the "Students" folder and "Active" bin are viewable.
2. From within the Viewing Pane, select the student(s) you would like to move into a classroom by clicking the checkbox to the left of the student(s) name.

3. Click on the "Transfer" button from within the Viewing Pane. After this step you will be

directed to another screen from which you may select the location to transfer the student to. If you are a District Coordinator you will see all of the schools in your district. Whereas if you are a school coordinator, you will only see the school to which you are assigned.

4. From within the Viewing Pane under the "Select Site" section, select the school you would like to transfer the student(s) to.
5. Next under the "Select New Classroom" section make sure the "Choose a Classroom" radio button is selected and then select the classroom you would like to transfer the student(s) to.
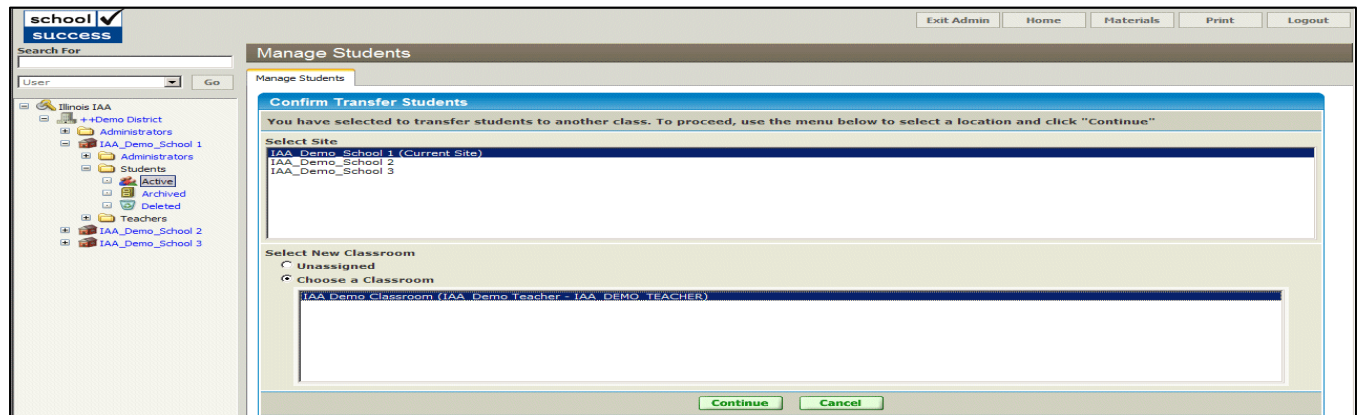
6. To complete your transfer click on the "Continue" button. The student(s) you transferred should now appear in the classroom roster.

Student Transfer Request Process

District and School Coordinators have the ability to transfer a student(s) from within the district/school. A District Coordinator can transfer a student(s) across the entire district whereas a School Coordinator can only transfer a student(s) from with their assigned school. If a School Coordinator needs a student transferred to another school within their assigned district, their District Coordinator can handle this transfer. Pearson must handle all transfers of a student(s) who is moving into or out of a different district.

Transferring a Student from Within a District
Please follow the previous instructions on "Assigning/Transferring a Student to a Classroom". If you are a School Coordinator, you may need to contact your District Coordinator to complete this transaction.

Transferring a Student to and from Another District:
If you can identify a student(s) that is assigned to your district and should be assigned to a different district, or a student(s) that should be assigned to your district and is not, you should use the Student Transfer Request Process to have Pearson move the student(s) to the appropriate location.

Pearson is able to complete a student transfer by verifying the following student information in the Student Information System (SIS):
1. Testing District Name
2. Testing School Name
3. Testing RCDTS Code

Therefore, in order to apply the changes that you are requesting, **FIRST** update the student's Testing school in the SIS file.

1. Check with your SIS administrator to ensure that the student's Testing location information has been updated to the correct location, so that Pearson can verify and apply the change that you are requesting.
2. Pearson verifies the student's Testing RCDTS code in the Student Information System (SIS), before the transfer can be completed.
3. Go to the Resource Page and locate the Student Transfer Request Form.
4. Fill out the Student Transfer Request Form and either save the document to your computer and attach it to an email OR copy and paste the data into an email.
5. DO NOT email student's names. For security purposes only use the student SIS ID number and Date of Birth (DOB).
6. Send the request to Pearson at IAA_Pearson@support.pearson.com.
7. Allow THREE (3) business days to complete the transfer.

This request process is designed to efficiently collect the data that is needed in order for a Pearson License Manager to transfer students between districts.

Please note Pearson is not changing student data, they can only update the student data in the online scoring system to reflect what is in the SIS.

Creating New Students
You may need to manually create a student if the student in question doesn't already reside in the IAA Online system. If you can't locate a student, you can use the Search Feature which may or may not return a result. (Please refer to the guidelines highlighted within the Using the Search Feature to learn more on the search capabilities of the IAA Online system). Follow the directions below to create and assign one or more students to a teacher's classroom.

1. From within the Navigation Pane, expand the "Teachers" folder and then expand the teacher and classroom of the student being created. You will need to navigate through the hierarchy, until the "Teachers" folder is viewable.
2. Once the classroom is selected, from within the Viewing Pane, select the Manage Students tab.
3. At the top of the Manage Students tab expand the header "Create New Student"
4. To create the student, fill out the Create New Student form and select the "Add" button. If all fields are filled out appropriately, the student will be created unless he or she already resides in the IAA Online System.

NOTE: If the following message appears at the top of the screen after you click the "Add" button, a student with the SIS ID you just entered is currently in the IAA Online system.

SIS ID must be unique. A record with SIS ID of XXXXXXXXX already exists in the system

Please make sure to verify the SIS ID and search for the student. If you are a District or School Coordinator and the search returns zero results, you will need to follow the "Student Transfer Request Process" to have them assigned to your location.

Using the Search Feature
You may need to find a student located in the IAA Online system. To determine the location of a student, follow the steps below.

1. Use the "Search For" field located at the top of the Navigation Pane.

2. In the "Search For" field, you may enter the student's last name, first name, or the student's SIS ID.
3. Select "Student" from the drop-down menu.
4. Click the "Go" button.
5. If the student is assigned to your district or school, the student's school, teacher, and

classroom will display in the "search frame" (located at the top of the Navigation Pane).

6. If the student is assigned to another district or has not been added, you will see a folder titled "No Match" displayed in the search frame. Please follow "Creating New Students" process, (see page 11).

VIEWING REPORTS

Coordinators will have the ability to view various progress reports. The district level report will give a high level district overview on student scoring progress, the school level report will give a high level school overview on student progress and the classroom report will give a detailed progress report by student. Please follow the instructions below to access the various reports.

District - High Level Progress Report
If you are a district coordinator you can access the district high level progress report.
1. From HOME, select the IAA Online Tools & Reports tab.
2. Click on the High Level Progress Report link from within the Viewing Pane. The District High Level Progress Report will list progress at the school level and is a snapshot of the previous day's progress.
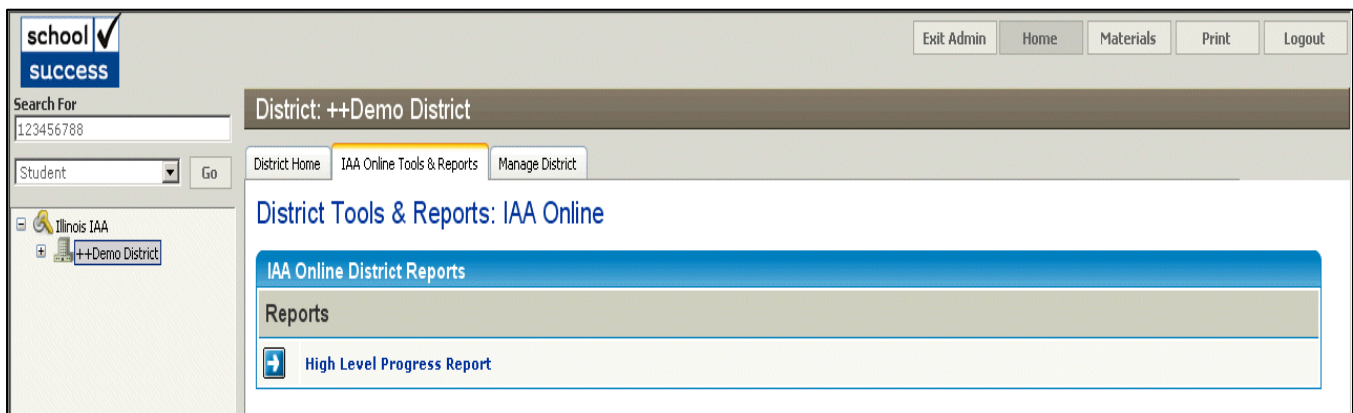
3. To view progress at the school level select the link, within the report, of the school you'd like a high level report for. The School High Level Progress Report will list progress at the classroom level and is a snapshot of the previous day's progress.
4. After selecting the school level report, to view progress at the individual student level select the link of the classroom you'd like a detailed student progress report for. This is a real-time report that shows individual student progress at the classroom level.

School - High Level Progress Report
If you are a district or school coordinator you can access the school high level progress report.
1. Select the school you'd like a report for from within the Navigation Pane and then select the IAA Online Tools & Reports tab.
2. Click on the High Level Progress Report link from within the Viewing Pane. The School High Level Progress Report will list progress at the classroom level and is a snapshot of the previous day's progress.
3. After selecting the school level report, to view progress at the individual student level select

the link of the classroom you'd like a detailed student progress report for. This is a real-time report that shows individual student progress at the classroom level.

Classroom - Detailed Student Progress Report

If you are a district or school coordinator you can access the Detailed Student Progress Report.

1. From within the Navigation Pane, expand the "Teachers" folder and then expand the teacher of the classroom you'd like a report for. You will need to navigate through the hierarchy, until the classroom is viewable.
2. Select the classroom and then select the IAA Online Tools & Reports tab.
3. Click on the Detailed Student Progress Report link from within the Viewing Pane. This is a real-time report that shows individual student progress at the classroom level.

TEACHER ADMINISTRATION PROCEDURES

Role of Coordinators in the IAA Assessment Process

This section addresses the functions performed by teachers in the IAA assessment process.

A teacher will perform the task of verifying student rosters, scoring students and will have the ability to access various resources and monitor classroom scoring progress.

Note: The teacher account information will be sent via an email only after a district or school coordinator creates it. If your testing window has begun, and you do not have an account, please contact your District or School Coordinator to have one setup for you.
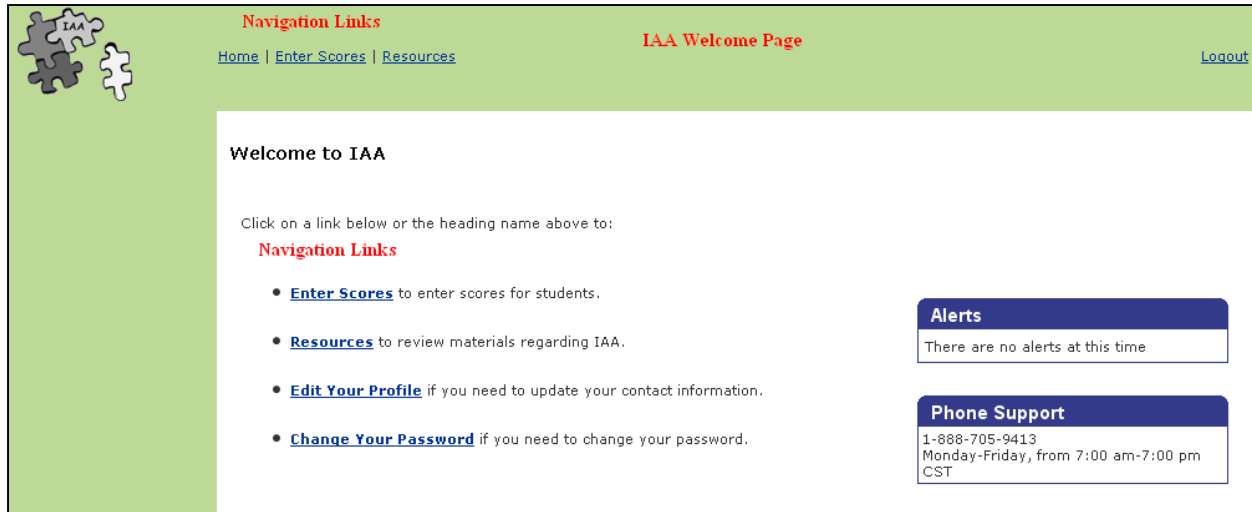
It is highly recommended that a teacher has completely assessed a student before using the IAA Online system to enter a student's scores electronically.

ENTERING SCORES

The Enter Scores section is used to view student rosters, enter scores for students and track the progress of scoring. You can access the Enter Scores section by clinking on the Enter Scores link from within the teacher interface of the IAA Online system. The Enter Scores section has two parts which are the Student Selection Screen and the Score Entry Screen.
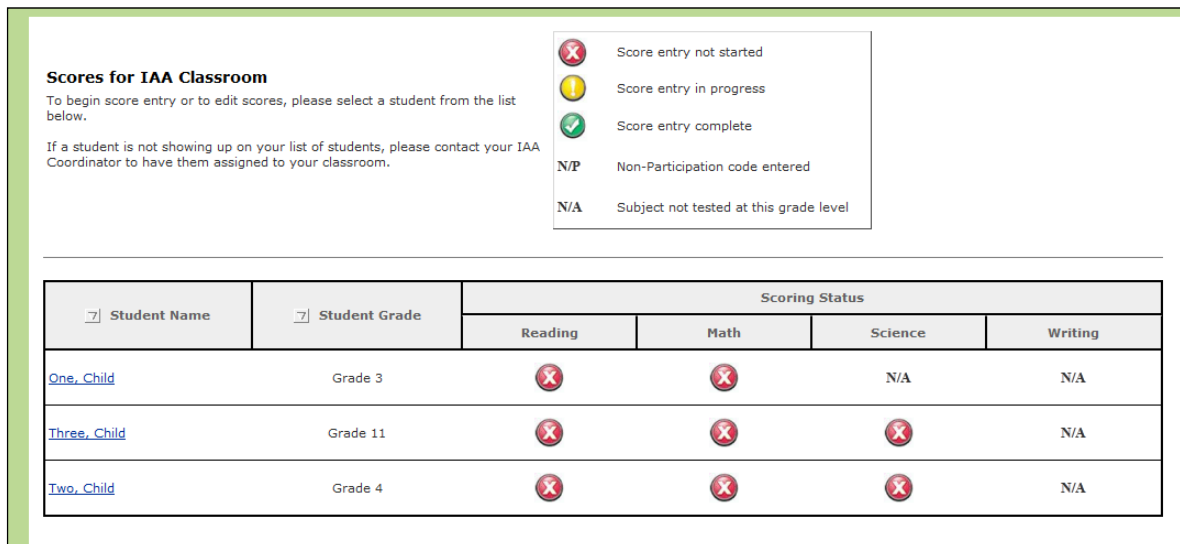
Student Selection Screen

1. After logging in to the IAA Online system you will be directed to the Welcome Page. Select the "Enter Scores" *navigation link* from either the top or middle of the page.

2. The first Enter Scores screen will allow viewing of student rosters and assessment progress. This will be referred to as the Student Selection Screen.
3. You will need to verify the student roster from within the Student Progress Report section. If a student is missing or is listed incorrectly in the classroom, please contact your District or School Coordinator to have him or her added or removed.
4. The Student Progress Report will list the scoring progress of each student listed in the classroom. Please refer to the scoring legend for details on the status indicators.
5. To begin score entry, click on a student name from within the Student Progress Report. Once a student is selected, the Score Entry Screen opens and score entry can begin.

Student demographic section

Teacher demographic section

Testing information section

Score Entry Screen

1. The Score Entry Screen has multiple parts listed below:
   a. **Student Demographic Section** - at the top of the page the student demographic information is displayed. Please verify this information is correct. If there are discrepancies, please notify your SIS or CPS coordinator.
   b. **Teacher Demographic Section** – this section is used to capture the teachers contact information.
   c. **Testing Information Section** – this section is used to provide information on how familiar you are with the student. If a student didn't test, this section also provides a mechanism to mark the student as "Complete". The familiarity question is required unless a non-participation value is selected.
   d. **Scoring Section** - this section is used to enter scoring values for the various subjects assigned to the student.

To enter scores, select the radio buttons that correspond to each appropriate test item on your answer sheet.
2. Answer the "Comparison to Typical Performance" question AND the "Accommodations Used During Testing" that precedes each subject area.
3. Once all scores have been entered or to save progress, click on the "Save" button at the bottom of the page. Upon saving, you will be redirected to the Student Selection Screen, where you can view progress or select another student to assess.
4. Clicking on the "Clear All Scores" button will clear the scores in that corresponding subject. The scores will not be saved until the "Save" button is selected.

Clarification for Non-Participation, Accommodations Used During Testing, Comparison to Typical Performance

Student Did Not Participate- If student will not be administered any of the IAA subtests, then the Non-Participation check-box should be selected. See the IAA Implementation Manual for additional explanation.

Comparison to Typical Performance- How did the student perform on this test, compared to his/her typical classroom performance on similar tasks?

Accommodations Used During Testing on Subtest- For each subject tested, please indicate which accommodations were used to administer the test to the student. Select all that apply. See the IAA Implementation Manual for full descriptions.