SchoolSuccess for Coordinators

Managing Teacher Accounts
Managing Student Lists
Managing Scoring Progress

Jessica Dare, Principal Consultant

IAA Spring 2014

100 North First Street, E-216
Springfield, Illinois 62777

1-866-317-6034

www.isbe.net/assessment

SchoolSuccess Online Scoring System Overview

- www.iaapearson.com

- Teachers record all student scores for the Illinois Alternate Assessment (IAA).

- Coordinators have several key duties to perform to ensure that all scores are entered in a timely fashion:
  - Create teacher accounts
  - Create teacher classrooms
  - Assign students to a teacher classroom
  - Monitor teacher score entry progress

SchoolSuccess Online Scoring System Timeline

- February 3
  - Coordinators receive an email with their username and password

- January 3 – February 14 (before the test window)
  - Coordinators should complete all SchoolSuccess tasks, so that teachers are able to enter scores, once the test window opens.

- February 17 – March 28 (during the test window)
  - Test Window- Coordinators can run reports in SchoolSuccess to monitor score entry progress.

- March 28
  - All scores must be entered by Friday, March 28 at 11:59 pm.

SchoolSuccess Online Scoring System Home Screen

a. Resources

- SchoolSuccess Instructions
- IAA Implementation Manual
- Student Transfer Request
- Link to the IAA webpage and Assessment Network webpage

b. Click on Admin

Home | Enter Scores | Resources

Admin | Logout

Welcome to IAA

Click on a link below or the heading name above to:

- **Enter Scores** to enter scores for students.

- **Resources** to review materials regarding IAA.

- **Edit Your Profile** if you need to update your contact information.

- **Change Your Password** if you need to change your password.

Alerts
There are no alerts at this time

Phone Support
1-888-705-9413
Monday-Friday, from 7:00 am-7:00 pm CST

SchoolSuccess Online Scoring System: Coordinator Duties

- Creating Teacher Accounts
- Creating Teacher Classrooms
- Active Student Lists
- Create New Students
- Assigning Students to a Classroom
- Removing Students
- Student Transfer Requests
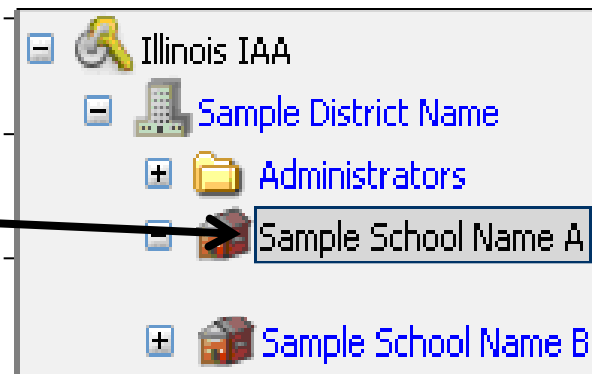- Monitoring Teacher Accounts

Creating Teacher Accounts

a. Click on the **+** symbol next to the district name to display all schools in the district

b. Click on the **School Name** where you want to create a teacher account
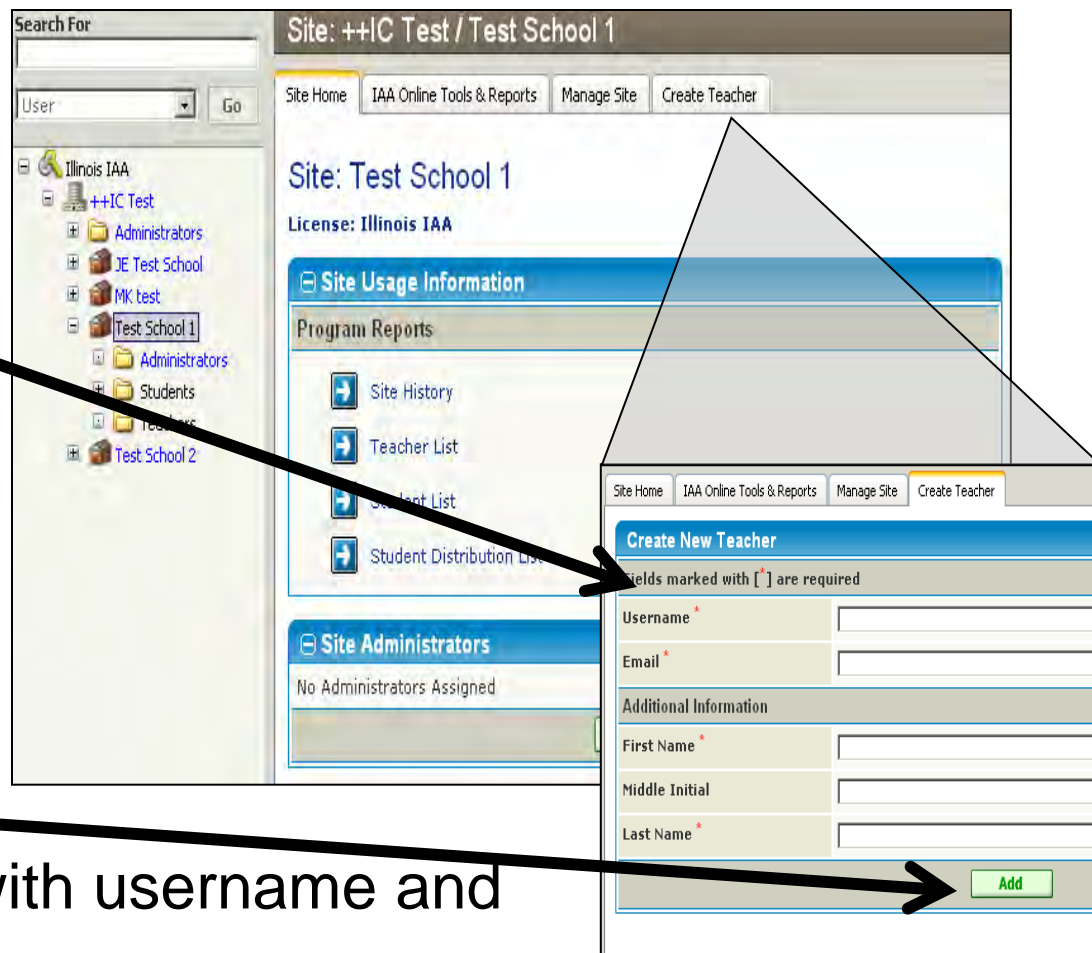
c. Click on the **Create Teacher** tab

Creating Teacher Accounts

a. Required Information for Teacher Account

- Unique username
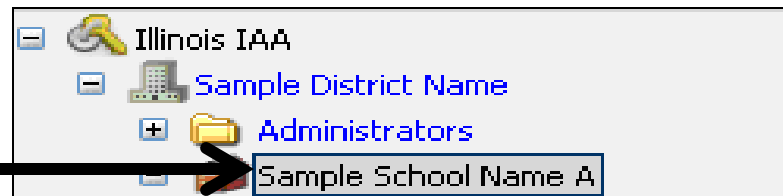- Email address
- First name
- Last name

b. Click **Add**

- Automatic email with username and password from accounts@schoolsuccess.pearson.com
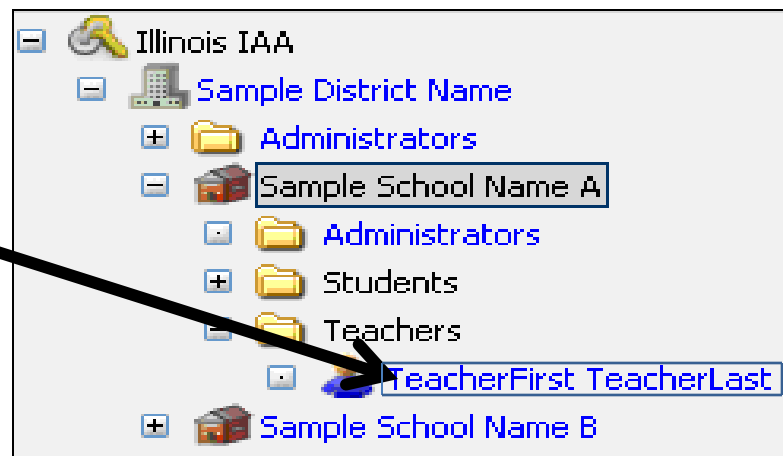
Creating Teacher Classrooms

a. Click on the **+** symbol next to the School Name to display school folders

b. Click on the **+** symbol next to folder **Teachers** to display a list of teacher accounts created
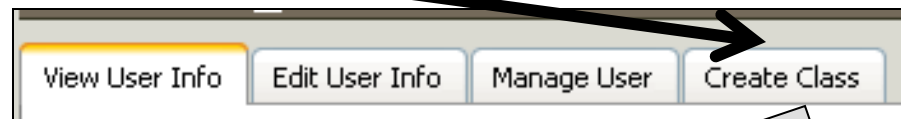
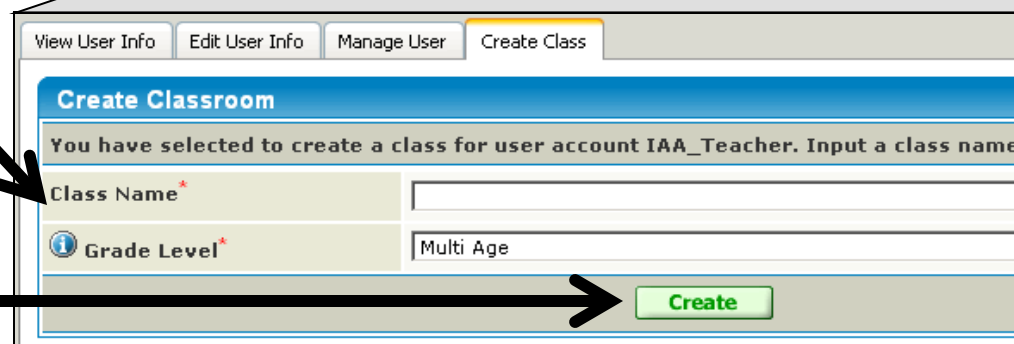c. Click on the Teacher Name where you want to create a classroom

Creating Teacher Classrooms

a. Click on the **Create Class** tab

| View User Info | Edit User Info | Manage User | Create Class |

b. Required Information for Teacher Classroom
   - Class name
   - Grade level

| View User Info | Edit User Info | Manage User | Create Class |

Create Classroom

You have selected to create a class for user account IAA_Teacher. Input a class name

Class Name*

Grade Level*   Multi Age

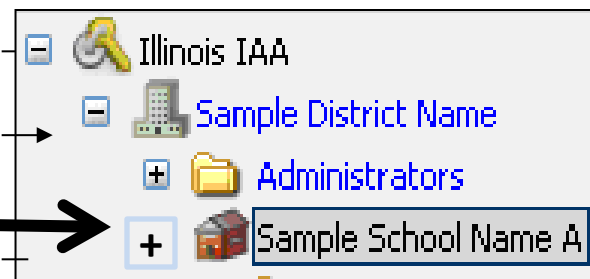c. Click **Create**   Create

Active Student Lists

a. Click on the **+** symbol next to the district name to display all schools in the district

b. Click on the **+** symbol next to school name where you want to create a teacher account

c. Click on the **+** next to folder Students

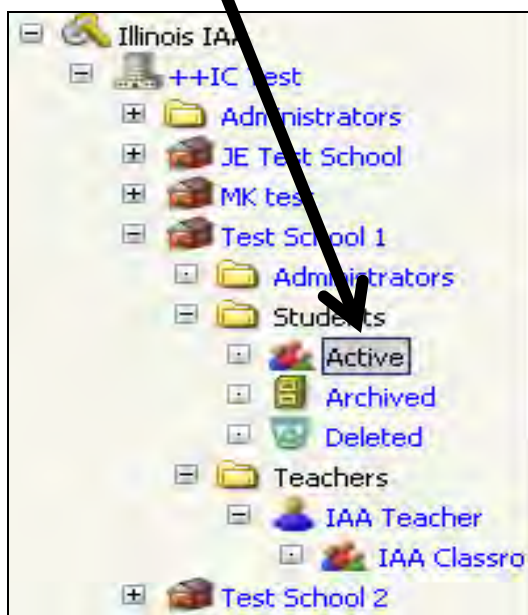# Active Student Lists

a. Click on **Active** to display all students that are Pre-ID to test at that school

b. Display of student list opens

Creating New Students

a. Click on the **Create New Student** tab

b. Required Information for Student
- First name
- Last name
- Grade
- SIS ID
- Date of birth
- Home School RCDTS code

c. Click **Add**

Manage Students

Manage Students

Create New Student

Students

+ Additional Fields

☑ Classroom	☑ First Name	☑ Last Name	☑ Grade
Child	One	Grade 3
Child	Three	Grade 5

Transfer

⊖ Create New Student

Fields marked with [*] are required

First Name *	
MI	
Last Name *	
Grade *	Select Grade:
SIS ID *	
Date of Birth *	
Home School RCDTS *	
Home School Name	

Add

Creating New Students

- NOTE: If the following message appears at the top of the screen after you click Add, a student with the SIS ID you just entered is currently in the SchoolSuccess Online Scoring System.

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

Assigning Students to a Classroom

a. Click the **box** next to each student name to select that will be assigned to the same teacher

b. Click **Transfer**

Assigning Students to a Classroom

a. A **Confirm Transfer Students** box will display

b. Click on the classroom to assign these students to

c. Click Continue

Confirm Transfer Students

You have selected to transfer students to another class. To proceed, use click "Continue"

Select Site

Test School 1 (Current Site)
JE Test School
MK test
Test School 2

Select New Classroom

○ Unassigned

◉ Choose a Classroom

IAA Classroom (IAA Teacher - IAA_Teacher)

[Continue] [Cancel]

Removing Students

- If you have students on your list that are not testing at your facility:
  1. Have the home district update the student's Testing RCDTS code in SIS,
  2. <u>AND</u> fill out a **Student Transfer Request** to have them moved to the correct location.

- If you have students on your list that will not take the IAA because they will take the ISAT or PSAE:
  1. Call Pearson's Customer Support Center at 888-705-9413 to have the student(s) archived in SchoolSuccess,
  2. <u>AND</u> contact your SIS administrator to have the correct test assigned to the student in SIS.

- If you have students on your list that are not in a valid testing grade:
  1. Call Pearson's Customer Support Center at 888-705-9413 to have the student(s) archived in SchoolSuccess,
  2. <u>AND</u> contact your SIS administrator to have the student's grade level updated in SIS.

Student Transfer Requests

- Student missing from active student list and unable to create new student

- Student had the wrong Testing School RCDTS code listed in SIS

Student Transfer Requests

1. Check with your SIS administrator to ensure that the student's Testing location information has been updated to the correct location, so Pearson can verify and apply the change requested

2. Go to **Resources** on SchoolSuccess home screen for **Student Transfer Request**

3. Send request to Pearson at IAA_Pearson@support.pearson.com

4. Allow THREE (3) business days for student transfer to be updated

Managing Teacher Accounts
Marking a Student as Not Tested

- If a student is assigned to take the IAA, and in a valid grade, but will not be tested due to a valid reason (see full list of not tested reasons at http://www.isbe.net/sis/pdf/not_testing.pdf):

  - In SchoolSuccess Online Scoring System:

    - Assign student to a classroom
    - Teacher will mark student **Did Not Participate in the 2014 IAA Test Administration**

  - In SIS Assessment Correction File:
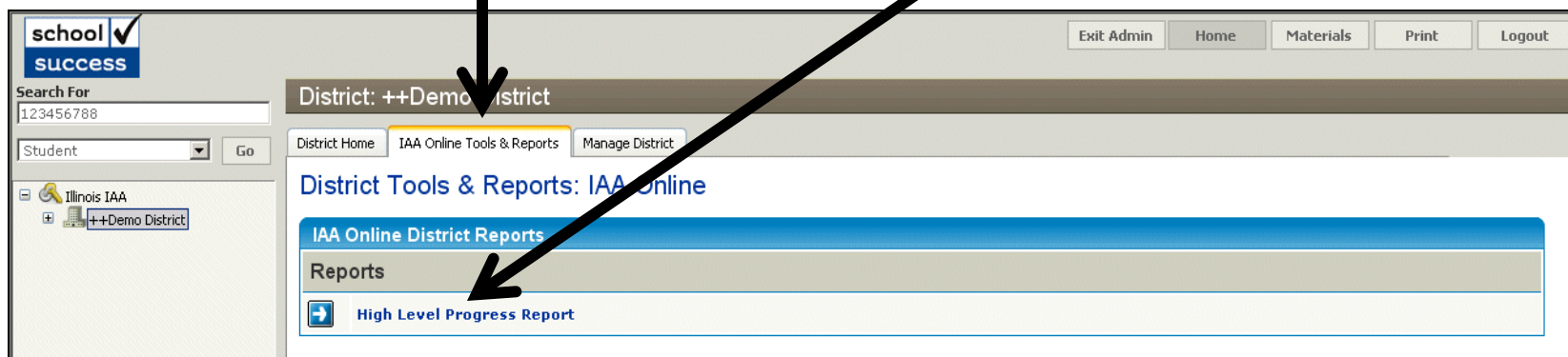
    - Enter a reason for not testing code

Managing Teacher Accounts
Viewing Reports

Viewing the district-level home screen

a. Click on **IAA Online Tools & Reports**

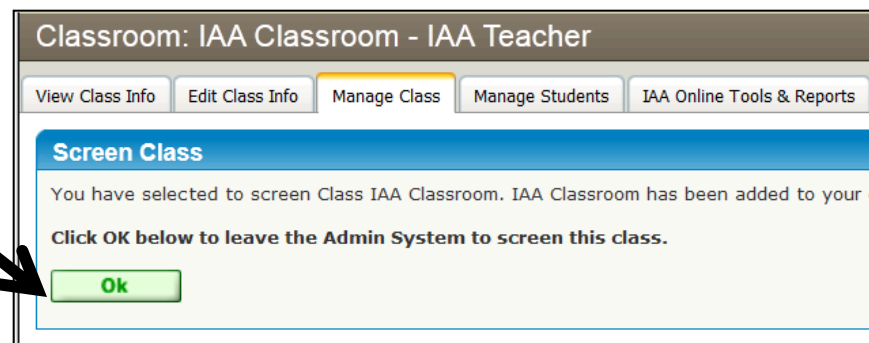b. **High Level Progress Report** opens

Managing Teacher Accounts
Screening a Classroom

Screening a classroom allows someone logged in as a Coordinator to view a classroom in teacher view.

a. Click on classroom

b. Click on **Manage Class** tab

c. Click on **Screen Class**

d. Click **OK** to confirm to leave Admin System

Classroom: IAA Classroom - IAA Teacher
View Class Info | Edit Class Info | Manage Class | Manage Students | IAA Online Tools & Reports
Select Tool
To manage classroom IAA Classroom, click one of the following tools.
Screen Class

Classroom: IAA Classroom - IAA Teacher
View Class Info | Edit Class Info | Manage Class | Manage Students | IAA Online Tools & Reports
Screen Class
You have selected to screen Class IAA Classroom. IAA Classroom has been added to your c
Click OK below to leave the Admin System to screen this class.
Ok

Questions

Interactive Frequently Asked Questions Database

www.pearsonaccess.com/il

Click on Frequently Asked Questions link to access database

SchoolSuccess Online Scoring System
Pearson's Illinois Customer Support Center
1-888-705-9413
Email: iaa_pearson@support.pearson.com