Measured Progress ProFile™

ProFile™ User's Guide
Customized for the
2016-17 New York State
Alternate Assessment (NYSAA) for
Science and Social Studies

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<u>Getting Started</u>

Teacher Sign In

Upon entering the Measured Progress ProFile™ for NYSAA for Science and Social Studies website

https://profile.measuredprogress.org/NYSAA/Login.aspx

you will see the page shown below:

If you are not registered, click on the **Go to Registration Page** button. Registration is fast and it provides immediate access to the program. (Technical note: You must have cookies enabled on your computer in order to use this site. Your browser also must support SSL—secure socket layer encryption.)

All users will need to register for the 2016-2017 assessment year. If you forget your password, you can request to have it sent to you by clicking the **I Forgot My Password** button located on the blue navigation bar.

Registration

Supervisor Sign In

To sign in as a supervisor, be sure to check the **Sign in as a Supervisor** checkbox the sign-in screen before clicking on the **Sign In** button. After signing in as a supervisor, you will be able to select and view any student datafolio that a teacher has assigned to your e-mail address.

The registration page is shown below:
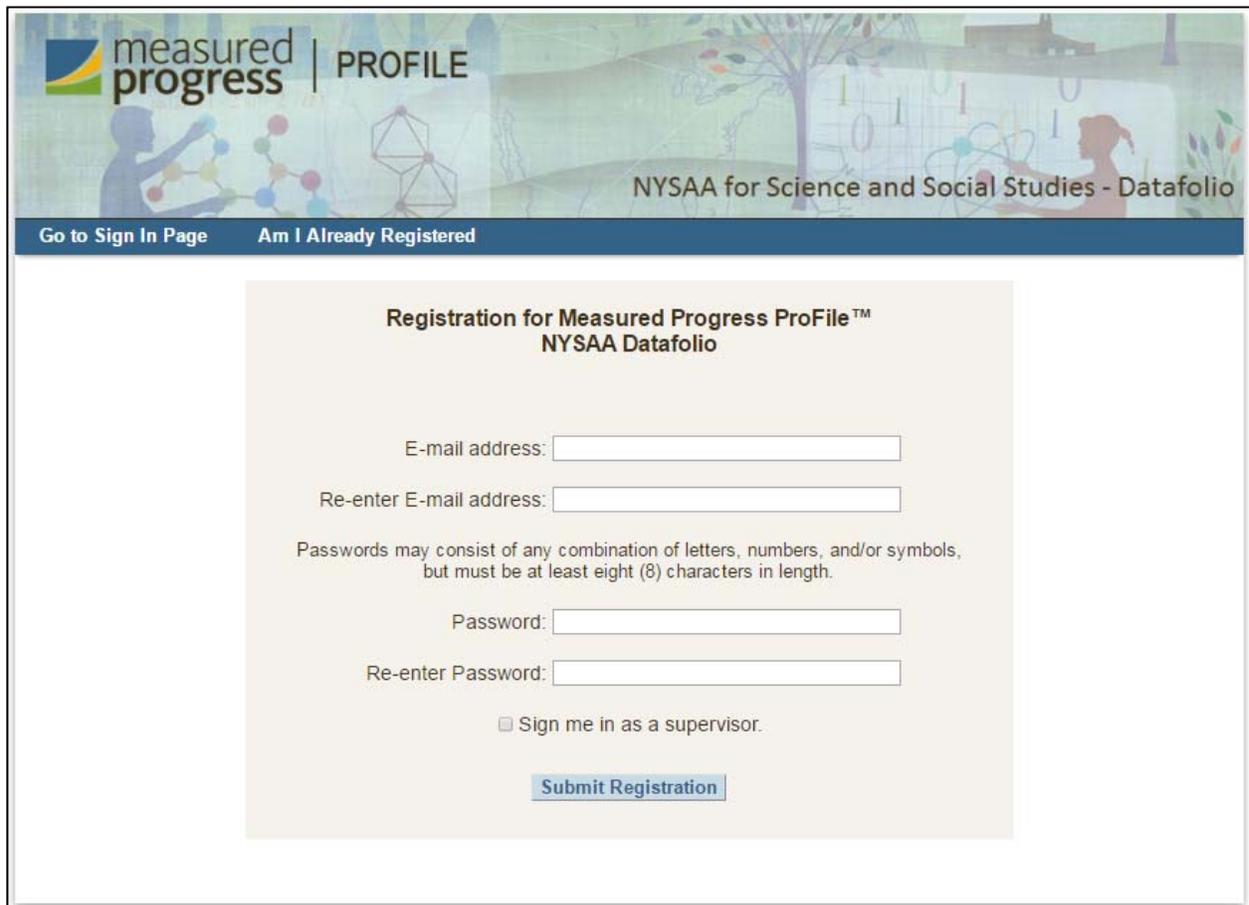
E-mail

The e-mail address you select must be different from anyone else using the Web site. If you choose an e-mail address that has already been used, you will receive an error message and will need to make another choice. You may check to see if an e-mail address has already been registered by clicking the **Am I Already Registered** button and entering the e-mail address you intend to use to create your account.

Password

Your password must be at least eight (8) characters in length. The password is case sensitive. There are no other conditions to be met for creating a password.

<u>How to Register</u>

1. Enter the e-mail address you are going to use in the boxes provided—you will need to enter it twice.

2. Create a password you would like to use for your account. The password must be at least eight (8) characters long and is case sensitive. You will need to enter the password twice.

3 . Click on the **Submit Registration** button located under the password entry boxes.

4. Supervisors are asked to use a supervisor account. This can be created by simply filling out your e-mail and password and then checking the box titled **Sign me in as a supervisor** before clicking the **Submit Registration** button.

Once registration has been successfully completed, you will automatically be signed in and redirected to the My Account page.

My Account Page

After registration, you are only required to complete the entry of your name. The district and school information is not required.

To view a section, click on the applicable link. The **My Account** link is indicated by the red arrow below.
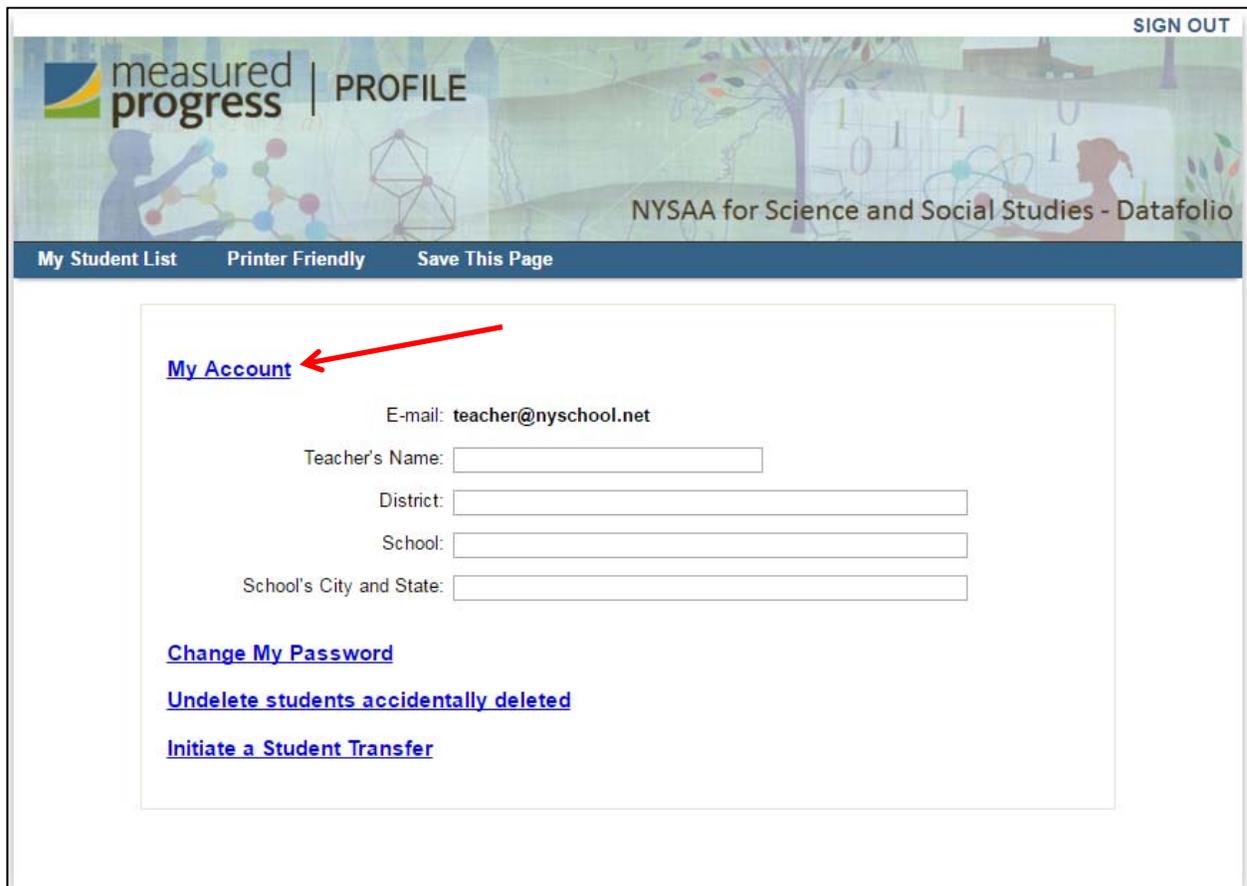
<u>Change Password</u>

To change the password for your account:

1. Click on the **Change My Password** link.

2. Enter your new password (8-character minimum).

3. Enter your new password again.

4. Click the **Change Password** button.

Un-delete Students

If you accidentally delete a student from your Student List, click on the **Undelete students accidentally deleted** link. You can restore the student and all of the associated data by clicking **Un-delete** for the student that you want returned to your active student list.

Transfer Student

To transfer a student to another teacher, click on the **Initiate a Student Transfer** link.

Click on **Transfer This Student** for the student you need to transfer to another teacher. The student will be removed from your list and an e-mail will automatically be sent to Measured Progress Technical Product Support.

You must then call Technical Product Support at 866-834-8880 to complete the transfer. You will need to have the following information available for the call:

- The student name and date of birth
- The student's sending district and school
- The receiving teacher's e-mail address
- The receiving district and school

Sign Out Button

When you are finished using the Web site, you should always click on the **SIGN OUT** button to end your session. This will help ensure that you are securely logged out of the system. It will also help to prevent hackers from gaining access to your account.
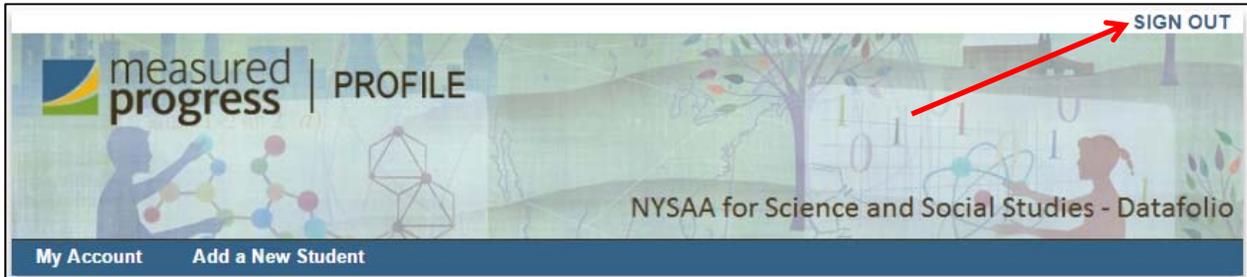
Student List Page

The student list page for a new user without any students is shown below:
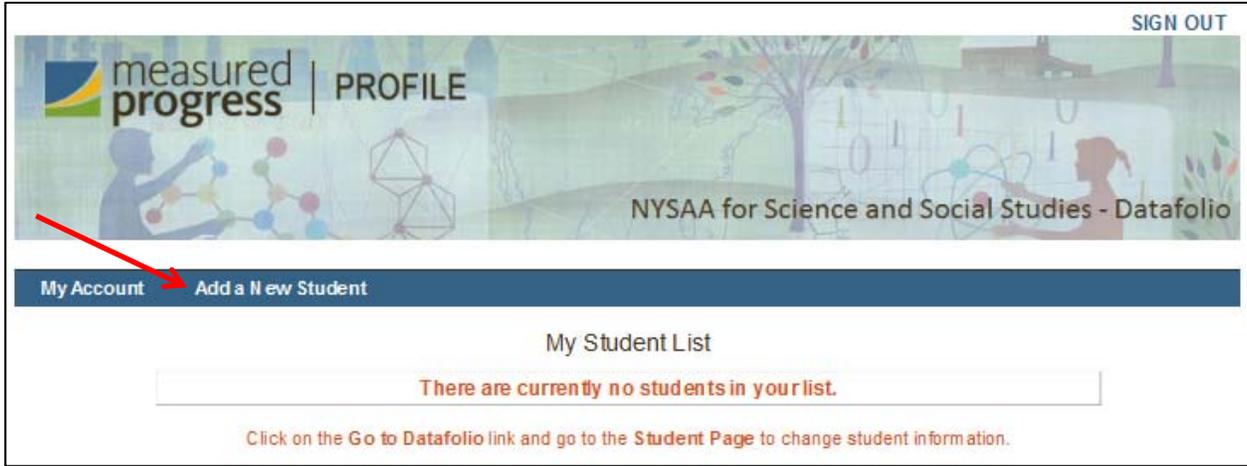
Click the **Add a New Student** button to create a new student in your list.
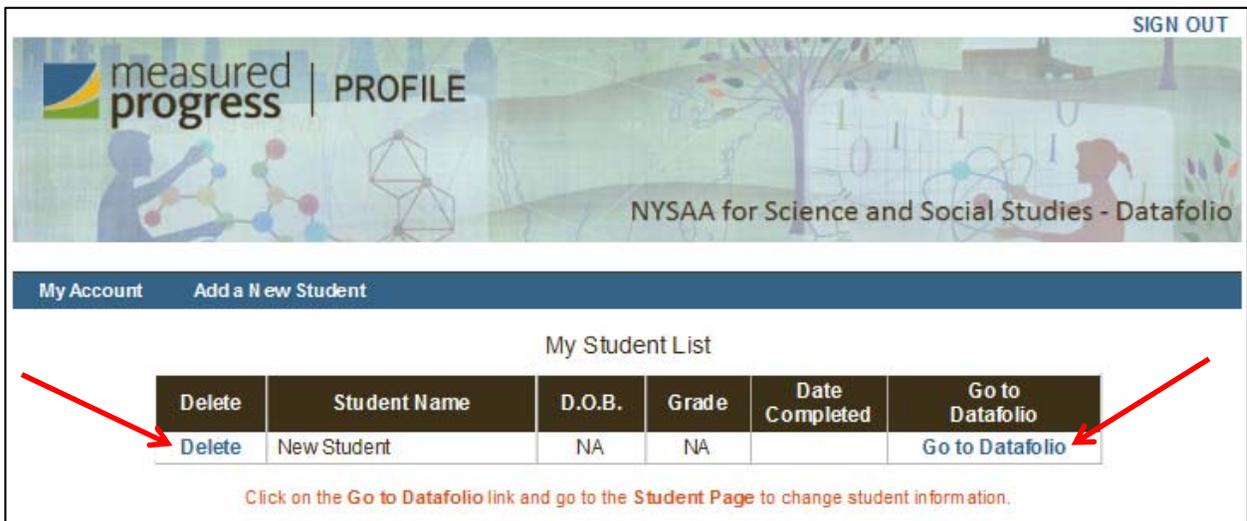
To delete the student from your student list, click on the **Delete** link. If you have JavaScript turned on, you will be prompted with a Delete Confirmation box.

To work on a student in your student list, click on the **Go to Datafolio** link. The first time you click on this link for each student, you will be taken to the Student Page to complete it. Afterwards, you will be taken to the Datafolio Forms page.

Student Page

After clicking on the **Go to Datafolio** link on the Student List page for a new student, you are taken to the Student Page shown below.

The Student Page is where you enter the student's name and other demographic information, enter the date completed, and assign access to supervisors.

The first task on this page is to select the NYSAA Grade Level from the drop-down list. Then click on the **Save/Lock Grade** button. After the grade has been saved and locked and a birth date has been entered, you will have access to the other pages in the datafolio. You can change the birth date at any time, within the allowable range of the NYSAA Grade Level.

Save This Page Button

The work that you do on a page is **NOT** automatically saved. Every few minutes while working on each page, it is a good practice to click on the **Save This Page** button. If you wait too long, the page can time out and you will not be able to save your work. Timing out means that the web server has closed the connection due to inactivity. When you are typing on the page, the web server is not aware that you are working. Only when you click on a button or a hyperlink will the web server continue to keep your connection established.

Printer Friendly Button

Be sure to save the page **BEFORE** clicking on the **Printer Friendly** button. The Printer Friendly page is a pop-up page in a new window or tab that has the Measured Progress ProFile™ header, footer, and buttons stripped away.

Datafolio Forms Button

To go to the list of datafolio forms for this student, click on this button. You must save and lock the NYSAA Assessment Grade for the student before you can navigate to this page.

Hyperlinks

Clicking on a hyperlink will take you to another page (e.g., the Student List Page or Datafolio Forms Page). Be sure to save the page **BEFORE** clicking on a hyperlink.

Grade Radio (Option) Buttons

The grade radio (option) buttons on the page cannot be checked manually. You must save and lock the NYSAA Grade Level and the grade will automatically be checked.

Administration Period for 2016–17 NYSAA: September 26, 2016 - December 9, 2016

	Birth Date Range	**NYSAA Level**	**Content Areas Assessed**
●	September 1, 2006-August 31, 2007	Grade 4	Science
○	September 1, 2002-August 31, 2003	Grade 8	Science
○	September 1, 1998-August 31, 1999	Secondary	Science, Social Studies

NYSAA Datafolio Submitted for the Following Grade: (The birth date range will check automatically after entering a birthdate and saving the page.)

Manage persons who may access a student:

Shown at the bottom of the Student Page is the access to add a supervisor. You may provide rights to a supervisor to gain a read-only view of the work you have completed for a student.
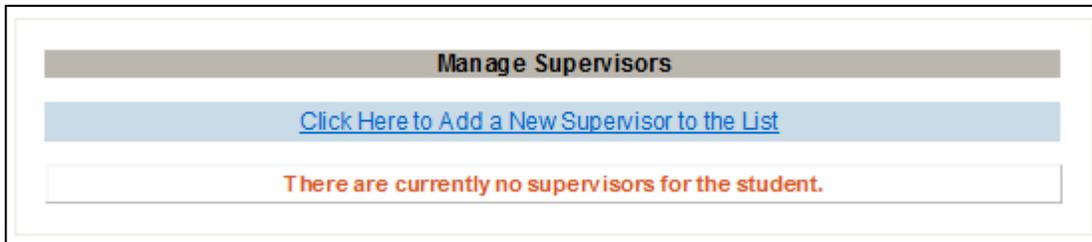
To add a supervisor, do the following:

1. Find out the e-mail address your supervisor has used to create a Measured Progress ProFile™ account.
2. Navigate to the Student Page for the student you are adding a supervisor.
3. Scroll to the bottom of the page.
4. Click on **Click Here to Add a New Supervisor to the List**.
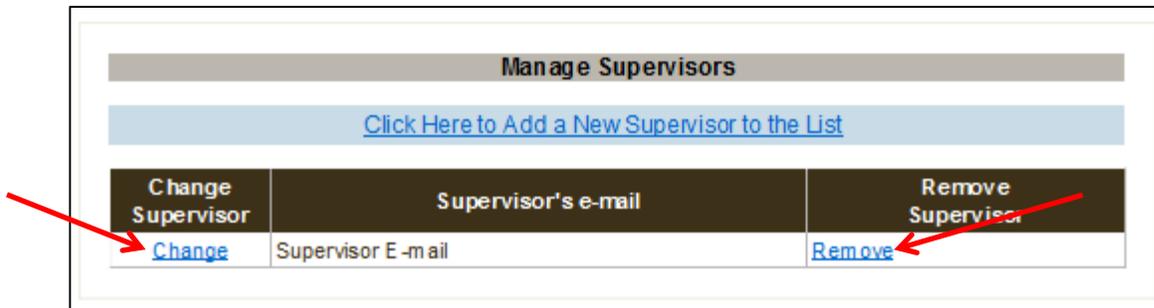
5. A new supervisor line is added.
6. Click on the **Change** link to edit the supervisor's e-mail address.
7. Or click on the **Remove** link to remove a supervisor.
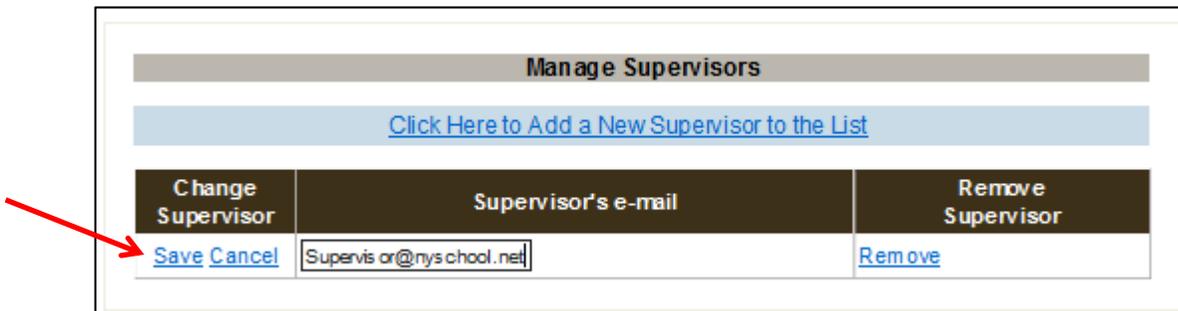
8. Click on the **Save** link.
9. The supervisor can now view this student.

Datafolio Forms Page

Shown below is a Datafolio Forms page for grade 4:

Datafolio Table of Contents

The Datafolio Table of Contents is shown below:

Save This Page Button

The work that you do on a page is **NOT** automatically saved. Page numbers on the Table of Contents must be completed manually and the page saved. It is a good practice to click on the **Save This Page** button every few minutes.

Printer Friendly Button

Be sure to save the page **BEFORE** clicking on the **Printer Friendly** button. The printer-friendly page is a pop-up that has the Measured Progress ProFile™ header, footer, and buttons stripped away.

My Student List Button

To return to the Student List page, click on the **My Student List** button.

Datafolio Forms Button

To return to the Datafolio Forms page, click on **Datafolio Forms** button.

Informed Consent for Photographing Students

The student page for Informed Consent for Photographing and/or Recording Digital Video and/or Audio Clips is shown below:

The buttons on this page work the same as other pages. This page prints in portrait orientation.

Informed Consent for Incidental Photographing of Peers

The Informed Consent for Incidental Photographing of and/or Recording Digital Video and/or Audio Clips of Classroom Peers page is shown below:

The buttons on this page work the same as other pages. This page prints in portrait orientation.

Digital Video and Audio Clip Summary Form

The Video and Audio Clip Summary page is shown below:

The first time you visit this page for each of your students, the chart in the center of the page will be missing. Instead, there will be a message indicating that you do not have any entries to display. Click on the **Click to Add New Row** button to add the first and any additional entries that you need.

Each line is edited by clicking on the **Edit** link located at the beginning of the line. After editing the line, click on the **Update** hyperlink, which will be located at the beginning of the line during editing.

The other buttons on the page work the same as they do on other pages.

This is the only page in the Datafolio that remains in landscape format when printed.

Data Summary Sheet

A sample Data Summary Sheet page is shown below:

Select an **AGLI** at the appropriate level of complexity.

Learning Standard	Essence(s) of Cluster
Standard 1, Key Idea 2 Frameworks Page(s): 2	• Plan and develop procedures for exploration • Identify materials needed for exploration • Implement an exploration • Report observations

Alternate Grade Level Indicator (AGLI) mark the selected AGLI for this Standard

Less Complex ⟵ ━━━━━━━━━━━━━━━━━━━━━━━━ ⟶ More Complex

The student will:	The student will:	The student will:
○ recognize a scientific tool used in a scientific investigation (41111) ○ attend to someone conducting a single step for a scientific investigation (41112) ○ complete a single step of a scientific investigation (41113) ○ recognize the general outcome of the procedure (41114)	○ identify the purpose of a scientific tool and/or material needed for a scientific investigation (41121) ○ complete two steps of a scientific investigation (41122) ○ recognize the planning steps of a scientific investigation (41123) ○ identify a quantitative result of a scientific investigation (41124) ○ sequence the steps of a scientific investigation (41125)	○ gather scientific tools and materials that will be needed for a scientific investigation (41131) ○ plan a scientific investigation (41132) ○ implement the steps of a scientific investigation (41133) ○ report specific results of a scientific investigation (41134)

Then select an **Assessment Task** for the chosen AGLI.

Learning Standard	Essence(s) of Cluster
Standard 1, Key Idea 2 Frameworks Page(s): 2	• Plan and develop procedures for exploration • Identify materials needed for exploration • Implement an exploration • Report observations

Alternate Grade Level Indicator (AGLI) mark the selected AGLI for this Standard

Less Complex ⬅━━━━━━━━━━━━━━━━━━━━━━━━━━━⮕ More Complex

The student will:	The student will:	The student will:
⦿ recognize a scientific tool used in a scientific investigation (41111) ○ attend to someone conducting a single step for a scientific investigation (41112) ○ complete a single step of a scientific investigation (41113) ○ recognize the general outcome of the procedure (41114)	○ identify the purpose of a scientific tool and/or material needed for a scientific investigation (41121) ○ complete two steps of a scientific investigation (41122) ○ recognize the planning steps of a scientific investigation (41123) ○ identify a quantitative result of a scientific investigation (41124) ○ sequence the steps of a scientific investigation (41125)	○ gather scientific tools and materials that will be needed for a scientific investigation (41131) ○ plan a scientific investigation (41132) ○ implement the steps of a scientific investigation (41133) ○ report specific results of a scientific investigation (41134)

Assessment Tasks (same Assessment Task used for both baseline and final administration):

⦿ The student will recognize a scientific tool by indicating the tool appropriate for a specific scientific investigation. (e.g., choose a tool for a scientific investigation of air temperature at various times in a day: pencil vs. thermometer; choose a tool for a scientific investigation of distance traveled by an object: chalk vs. yardstick) (AT41111A)		

Student Performance on the Data Summary Sheet

Student performance is based on a Baseline Data Point and a Final Data Point.

Student Performance Data			
Baseline Data Point		**Final Data Point**	
Date	10/12/2016 ...	Date	11/16/2016 ...
Level of Accuracy (74% or below)	70 ▼	Level of Accuracy	100 ▼
Was the student prompted?	○ YES ◉ NO	Was the student prompted?	○ YES ◉ NO

Verifying Evidence Labels for the Data Summary Sheet

The Verifying Evidence Labels are not shown with the Data Summary Sheet as in past years. However, they can still be printed. To print, click the **Printer Friendly VE Labels** button located in the main navigation bar at the top of the page.

Adding a Chart to the Data Summary Sheet

A chart can be used with a Data Summary Sheet. First, select the type of chart by clicking on one of the radio, or option, buttons. Then, click on the **Chart** button located in the main navigation bar.

Data Collection Sheets and Observer Verification Forms

A sample Data Collection Sheet for Multi-Step Task page is shown below:

NYSAA for Science and Social Studies Multi-Step Task Data Collection Sheet								
Student Name: Fred Fourth			NOTE: A Data Collection Sheet cannot stand alone; supporting evidence is required. Includes a minimum of three dates. Complete in full, including staff initials, for each date.					
ACCURACY (Acc) KEY: (+) Correct Response (-) Inaccurate/No Response								
Describe Steps of the Assessment Task (recommend at least 4):	**Baseline** 10/12/2016 Select	**Date 2** No Date Select	**Date 3** No Date Select	**Date 4** No Date Select	**Date 5** No Date Select	**Date 6** No Date Select	**Date 7** No Date Select	**Final** 11/16/2016 Select
	Acc +/-	Acc +/-	Acc +/-	Acc +/-	Acc +/-	Acc +/-	Acc +/-	Acc +/-
150 characters	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼
150 characters	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼
150 characters	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼
150 characters	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼
150 characters	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼
150 characters	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼
150 characters	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼
150 characters	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼
150 characters	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼
150 characters	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼	N ▼
Total +'s								
Total Steps								
Fraction								
Percent (%)								
(REQUIRED FOR EACH DATE WITH DATA) Fill in Staff Initials of Person Recording the Data for Each Date								

Staff Key (REQUIRED)   Initials:____   Name:_____
Record the Initials and   Initials:____   Name:_____
Corresponding Name of Staff   Initials:____   Name:_____

Baseline and Final Dates

The baseline and final dates are coordinated between the Data Summary Sheet and the Data Chart. Changing a date on either form will update the other form.

Automatic Calculations

The total pluses/minuses, total steps, fraction, and percent are calculated automatically and displayed when the **Save This Page** button is clicked.

Observer Verification Forms

Because the Observer Verification Forms (OVF) correspond to the Baseline and Final dates, there is no need to select the date for the OVF as in past years.

Observer Verification Form 1

Printer Friendly Page | Save This Page

NYSAA for Science and Social Studies Observer Verification Form

Please Note: The Observer Verification Form (OVF) is submitted with a Data Collection Sheet only. All information indicated in the REQUIRED sections below must be completed in full or it will not be accepted as supporting evidence and may disqualify the student from receiving a reportable score.

Teacher completes this section (REQUIRED):

Student Name: Fred Fourth	Date of Student Performance: **10/12/2016**
☑ Baseline ☐ Final Student Performance: Accuracy:	

Troubleshooting

Preferred Web Browsers

When using a Macintosh computer, the preferred web browsers are Safari or Firefox. Google Chrome may also be used.

When using a Windows-based computer, the preferred web browser is Firefox. Google Chrome or Internet Explorer can be used but are not preferred.

Printing Pages in Landscape

1. Do not click directly on the Printer button on your browser.

2. Instead, click on the **Print Preview** button. Then click on the **Page Setup** button and select Landscape. Finally, click on the Print button.

Inconsistent or Outdated Data On Screen

If outdated data appears on screen after you have completed your updates, contact Measured Progress Technical Product Support at **866-834-8880**.

Support

Support is provided to teachers involved in the administration of the NYSAA for Science and Social Studies who are using Measured Progress ProFile™. This type of support is limited to technical questions about using the Web site. Normal office hours are 8:30 a.m. to 5:00 p.m. Monday through Friday.

Toll-free telephone number: 866-834-8880

Support via e-mail: ProFile@measuredprogress.org

Before contacting technical support via phone or e-mail, please have the following information ready:

1. Your name, school, and state

2. Your computer platform (Windows or Macintosh)