

User's Guide

for

Measured Progress ProFile™

**Customized for the 2013-2014
Washington Alternate Assessment
(WAAS-Portfolio)**

RETAKES ONLY

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Getting Started

Signing In

Upon entering the Measured Progress ProFile™ Web site you will see the sign in page shown below:

measured progress | PROFILE

Go to Registration Page I Forgot My Password

WAAS-Portfolio

**Sign in to Measured Progress ProFile™
WAAS-Portfolio**

Email address:

Password:

[Sign In](#)

Important Message:

Please note:
This administration of the WAAS-Portfolio is for
high school retakes only.

Measured Progress ProFile™ will close on **November 18, 2014**
at 6:00 PM (PST). You will not be able to access your data
after that date and time.

All users will need to register for the 2014-2015 school year.
[Click here](#) to go to the Registration Page.

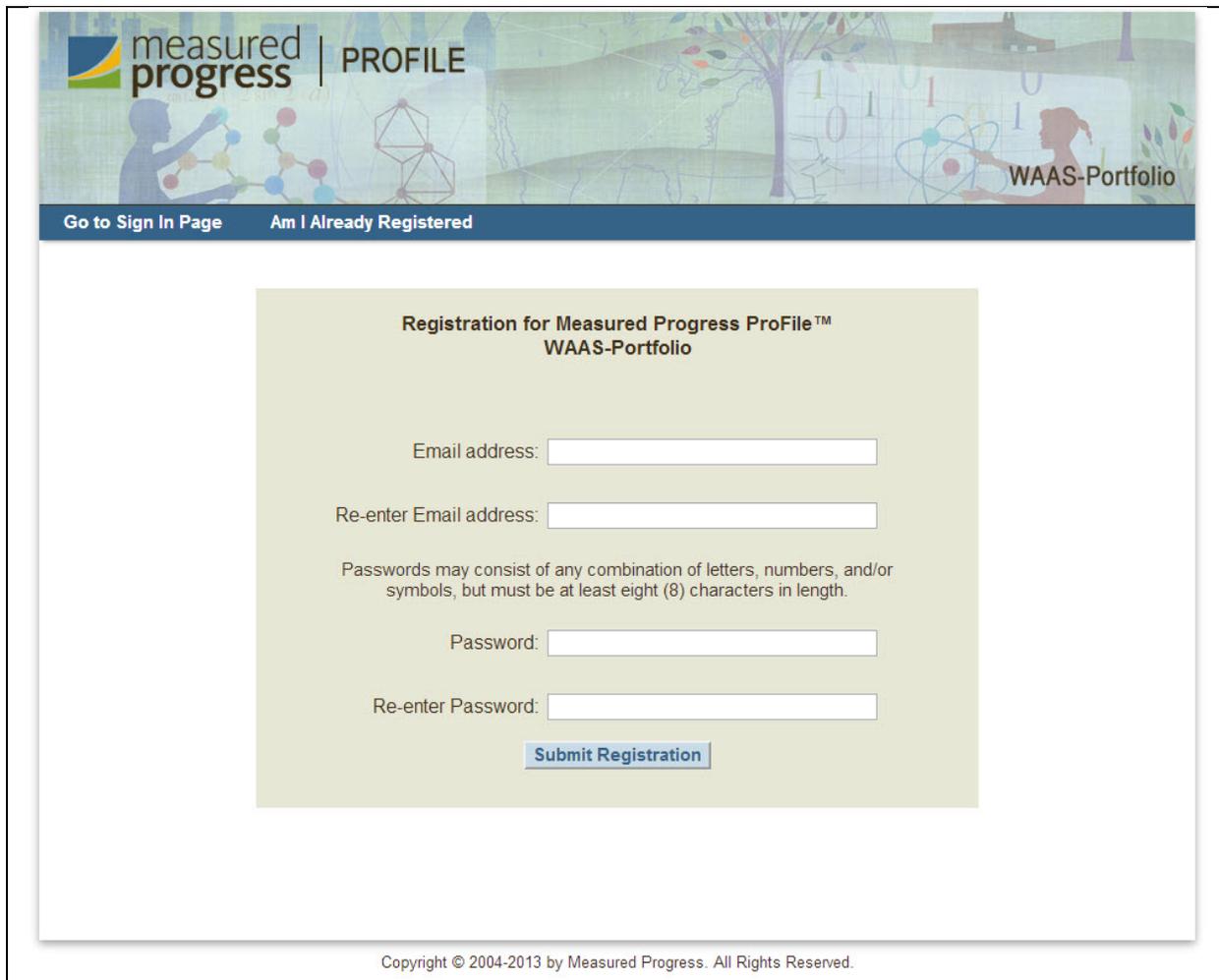
[WAAS-Portfolio Web Manual \(PDF\)](#)

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All users will need to register for the 2013-2014 school year. Click on the **[Go to Registration Page](#)** link. 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.)

Registration

The registration page is shown below:



measured progress | PROFILE

Go to Sign In Page Am I Already Registered

WAAS-Portfolio

**Registration for Measured Progress ProFile™
WAAS-Portfolio**

Email address:

Re-enter Email address:

Passwords may consist of any combination of letters, numbers, and/or symbols, but must be at least eight (8) characters in length.

Password:

Re-enter Password:

[Submit Registration](#)

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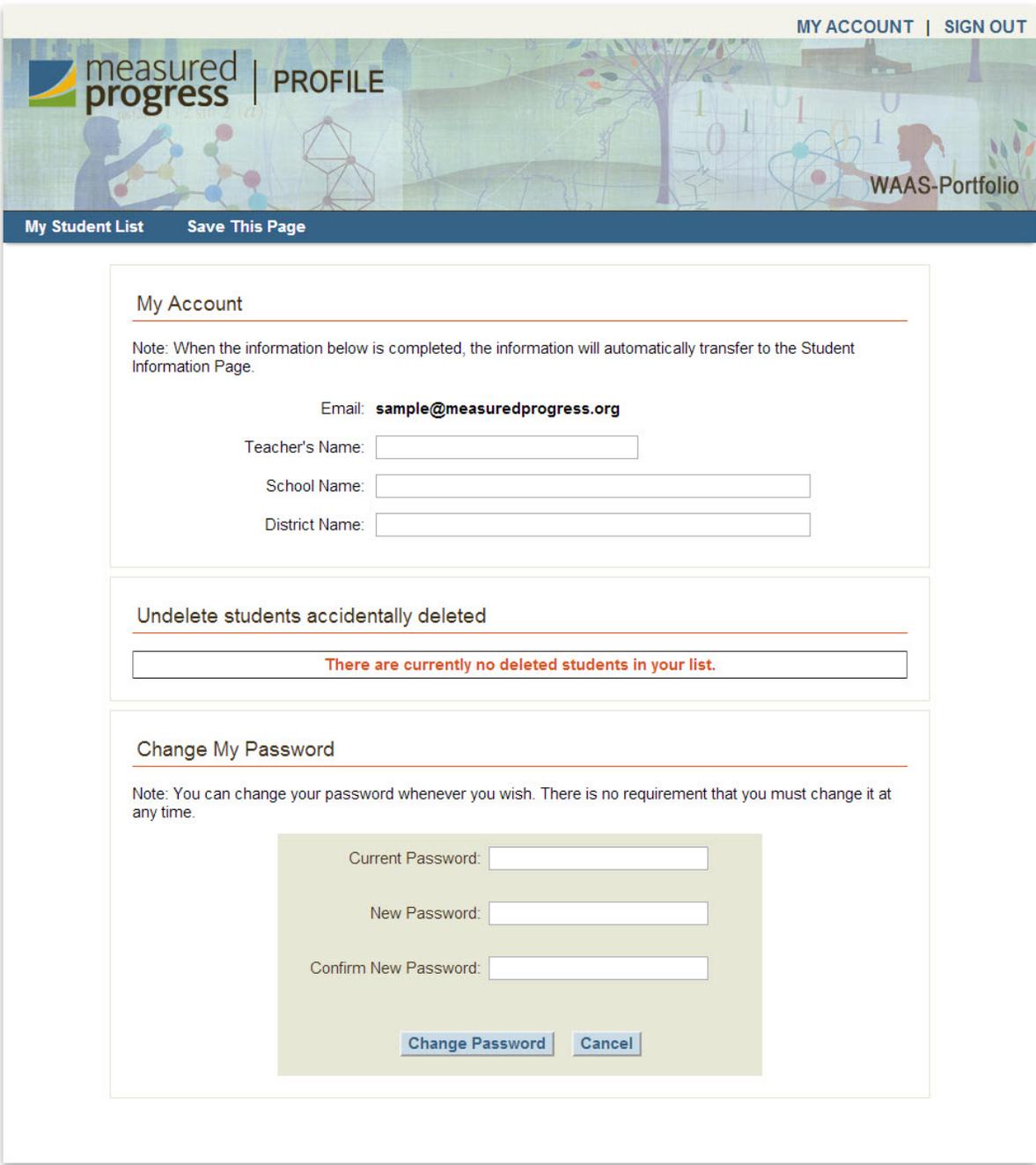
How to Register

- 1) Enter the email address you are going to use in the space provided. You will use the email address as your username to sign into the Web site. You may only register an email address once. If you would like to check to see if an account already exists, click on the **Am I Already Registered** link.
- 2) Enter the password you want to use for the account. The password may be any combination of letters and numbers of your choosing, but must be at least eight (8) characters long. The password field is case sensitive.
- 3) Click on the **Submit Registration** button located under the password boxes.

If the registration is successful, you will automatically be redirected to the **My Account** page.

My Account Page

The My Account page is shown below:



MY ACCOUNT | SIGN OUT

measured progress | PROFILE

WAAS-Portfolio

My Student List Save This Page

My Account

Note: When the information below is completed, the information will automatically transfer to the Student Information Page.

Email: **sample@measuredprogress.org**

Teacher's Name:

School Name:

District Name:

Undelete students accidentally deleted

There are currently no deleted students in your list.

Change My Password

Note: You can change your password whenever you wish. There is no requirement that you must change it at any time.

Current Password:

New Password:

Confirm New Password:

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Your Account Information

By filling in your district and school information, the data will automatically transfer to each of your students as you add them to your student list.

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Un-Deleting Your Students

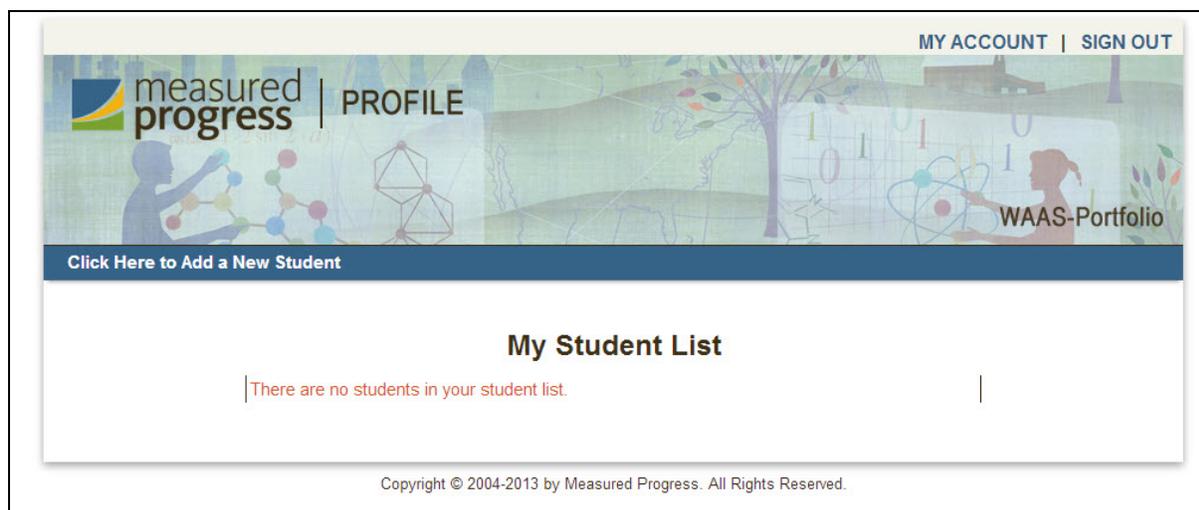
If you accidentally delete a student from your student list, the student will appear in this section on your My Account Page. You can restore the student to your student list by clicking on the **Un-delete** link next to the student's name.

Changing Your Password

You can change your password as often as you like. When creating a new password, you must follow the rule of including at least eight (8) characters in the password.

Student List Page

The student list page for the new user without any students is shown below:



SIGN OUT

Whenever you are finished using the Web site, you should always click on the **SIGN OUT** text in the upper right hand corner of the page to end your session. This will help prevent a hacker from using your connection to enter the website and using your data.

MY ACCOUNT

Clicking on the **MY ACCOUNT** text in the upper right hand corner of the page will return you to the My Account Page. If you are on a page and have entered new data, be sure to save the page before going to your account.

measured progress | PROFILE

MY ACCOUNT | SIGN OUT

WAAS-Portfolio

Click Here to Add a New Student

My Student List

| Student Name | Grade | Delete Student | Go to Portfolio |
|--------------|-------|----------------|-----------------|
| New Student | NA | Delete | Go to Portfolio |

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Click Here to Add a New Student

To begin working on a new student, first click the ***Click Here to Add a New Student*** link on the orange bar. The screen will refresh and a new entry titled New Student will appear within the Student List. Click the [Go to Portfolio](#) link to proceed to the ***Student Information Page***.

You cannot edit the student page on the student list page.

Student Information Page

This new page to the website is shown below:

measured progress | PROFILE

MY ACCOUNT | SIGN OUT

WAAS-Portfolio

My Student List Portfolio Forms Save This Page

Student Information Page

Student First Name:

Last Name:

Grade Level (from CEDARS): Note: The grade cannot be changed after leaving this page.

District Student ID #:

Date of Birth:

State SSID# (CEDARS): - -

Teacher:

School:

District:

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Grade Level

You cannot navigate through the portfolio until the grade is selected on this page.

Important Note: The grade cannot be changed after leaving the student information page.

Default School and District

If you entered your school and district on your ***My Account page***, the information will be initially entered on this page. However, you can edit the school and district if you need to.

Portfolio Forms

The Portfolio Forms page is the main navigational page. From this page you can access various forms and strand menus simply by clicking the appropriate hyperlink (i.e., [Grade 5 – Reading Extension #1](#)) from the menu. The forms available will vary according to the grade that is selected. Below is an example of the portfolio forms available for a grade 5 student.

MY ACCOUNT | SIGN OUT

measured progress | PROFILE

WAAS-Portfolio

My Student List Student Information

Portfolio Forms

Working on: Fred Fifth

- [Introduction and Validation Form](#)
- [Grade 5 - Reading Extension #1](#) ()
- [Grade 5 - Reading Extension #2](#) ()
- [Grade 5 - Mathematics Extension #1](#) ()
- [Grade 5 - Mathematics Extension #2](#) ()
- [Grade 5 - Science Extension #1](#) ()
- [Grade 5 - Science Extension #2](#) ()

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As you select GLE Extensions, the Portfolio Forms page will automatically update to display the choices you have made. An example is shown below:

Portfolio Forms

Working on: Fred Fifth

- [Introduction and Validation Form](#)
- [Grade 5 - Reading Extension #1](#) (R.2.1.5, 5) ←
- [Grade 5 - Reading Extension #2](#) ()
- [Grade 5 - Mathematics Extension #1](#) ()

Introduction and Validation Page

The Introduction and Validation Form is shown below:

[MY ACCOUNT](#) | [SIGN OUT](#)

PROFILE

WAAS-Portfolio

[My Student List](#)
[Portfolio Forms](#)
[Printer Friendly](#)

2013-2014 WAAS-Portfolio
Introduction and Validation Form

| Student's First Name | Last Name | Grade Level | SSID |
|----------------------|-----------|-------------|--------------|
| Fred | Fifth | 05 | 1234-567-890 |

| School | District | District ID | Date of Birth |
|-----------|-------------|-------------|---------------|
| My School | My District | MD-0001 | 10/10/2003 |

TEACHER:
In assembling this portfolio, I certify that I have followed all administration procedures and requirements as outlined in the 2013-2014 WAAS-Portfolio Teachers' Guide. In addition, I certify that all materials incorporated in this state assessment reflect authentic student performance.

| | |
|-------------------------------|---------------------|
| _____ Signature of teacher | _____ Print Name |
|-------------------------------|---------------------|

SCHOOL ADMINISTRATOR:
I have reviewed this completed portfolio with the teacher named above, and I support its submission for scoring because all of the requirements of the 2013-2014 WAAS-Portfolio were followed.

| | |
|--|---------------------|
| _____ Signature of Building Administrator | _____ Print Name |
|--|---------------------|

Date WAAS-Portfolio was reviewed with Teacher: ____/____/____

Administrator Email: _____

School Phone: (____) _____-_____

***Important Note:** The WAAS-Portfolio will not be scored without the teacher's and building-level administrator's signatures on this form. The signed form must be included in the front of each student's binder.*

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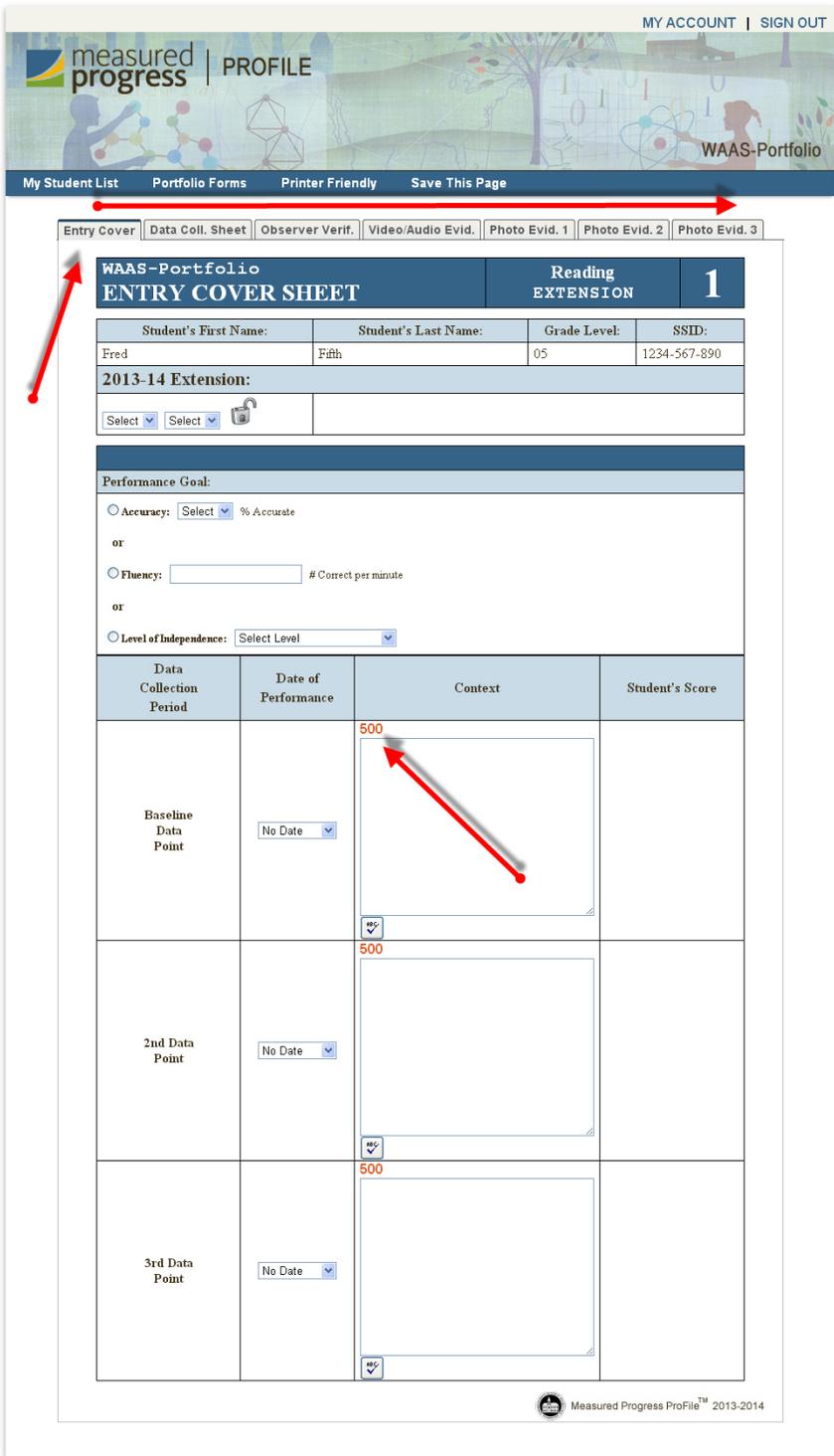
Printing This Page

To print the Introduction and Validation Form, click on the **Printer Friendly** link. A new window will be created containing a clear, printable version of the form. After you have printed the form, close the print window to return to the program.

When you are finished with this page, click on one of the page links to exit this page.

Entry Cover Sheet Pages

Below is an example of an Entry Cover Sheet:



measured progress PROFILE | WAAS-Portfolio

MY ACCOUNT | SIGN OUT

My Student List | Portfolio Forms | Printer Friendly | Save This Page

Entry Cover | Data Coll. Sheet | Observer Verif. | Video/Audio Evid. | Photo Evid. 1 | Photo Evid. 2 | Photo Evid. 3

WAAS-Portfolio
ENTRY COVER SHEET

Reading EXTENSION 1

Student's First Name: Fred | Student's Last Name: Fifth | Grade Level: 05 | SSID: 1234-567-890

2013-14 Extension:

Select | Select |

Performance Goal:

Accuracy: % Accurate

or

Fluency: # Correct per minute

or

Level of Independence:

| Data Collection Period | Date of Performance | Context | Student's Score |
|------------------------|---------------------|---------|-----------------|
| Baseline Data Point | No Date | 500 | |
| 2nd Data Point | No Date | 500 | |
| 3rd Data Point | No Date | 500 | |

Measured Progress ProFile™ 2013-2014

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The first new feature is moving all of the pages associated with the Entry Cover Sheet to tabs on the Entry Cover Sheet page.

The second new feature is adding counters for the text boxes. The counters show how many characters you have left that will be saved when you save the page.

Selecting a GLE Extension on this page:

There are two (2) drop down boxes. The first dropdown box allows you to select the appropriate GLE (Grade Level Extension). The second dropdown box allows you to select the appropriate Extension based on the GLE selected.

| | |
|---|--|
| 2013-14 Extension: | |
| Select ▼ Select ▼  | |

| | |
|--|--|
| 2013-14 Extension: | |
| 2.1.5 ▼ Select ▼  | |

| | |
|---|--|
| 2013-14 Extension: | |
| 2.1.5 ▼ 5 ▼  | Choose an ending of a story read by the student from two possible outcomes and explain why the chosen outcome is more likely than the other outcome. |

After you have selected the appropriate GLE Extension for the student, you can lock it, by clicking on the image of the unlocked lock, to prevent yourself from accidentally changing it. If you need to change the Extension Code, click on the locked lock image to unlock it.

| | |
|--|--|
| 2013-14 Extension: | |
| R.2.1.5, 5  | Choose an ending of a story read by the student from two possible outcomes and explain why the chosen outcome is more likely than the other outcome. |

Selecting a Performance Goal on this page:

Click on the radio button in the Performance Goal section to select Accuracy, Fluency, or Independence as the general type of performance goal.

Performance Goal:

Accuracy: % Accurate

or

Fluency: # Correct per minute

or

Level of Independence:

Select Level: *PP* (partial prompt), *M* (model), *V* (verbal prompt), *I* (independent performance)

After selecting either Accuracy, Fluency, or Independence, if you intend to use a Data Collection Sheet as evidence, you can navigate to a sample data collection chart provided on the website, or you can create your own data collection chart to complete. In the example shown below, Accuracy has been selected, so clicking on the tab will take you to the sample Accuracy Data Collection Chart.

MY ACCOUNT | SIGN OUT

measured progress | PROFILE

WAAS-Portfolio

My Student List Portfolio Forms Printer Friendly Save This Page

Entry Cover Data Coll. Sheet Observer Verif. Video/Audio Evid. Photo Evid. 1 Photo Evid. 2 Photo Evid. 3

WAAS-Portfolio

ENTRY COVER SHEET

Reading EXTENSION **1**

| Student's First Name: | Student's Last Name: | Grade Level: | SSID: |
|-----------------------|----------------------|--------------|--------------|
| Fred | Fifth | 05 | 1234-567-890 |

2013-14 Extension:

R.2.1.5, 5 Choose an ending of a story read by the student from two possible outcomes and explain why the chosen outcome is more likely than the other outcome.

Performance Goal:

Accuracy: % Accurate

or

Fluency: # Correct per minute

or

Level of Independence:

Also, the score box in the data collection section will conform to the data collected based on the performance goal. After you enter data on the Accuracy Data Collection Sheet, it will appear on the Entry Cover Sheet. Shown below is the score box when the Accuracy Goal is selected:

| Data Collection Period | Date of Performance | Context | Student's Score |
|------------------------|--|--|---|
| Baseline Data Point | No Date <input type="button" value="v"/> | <p>349</p> <p>This is the context for the baseline data point. Notice that the counter shows the numbers of characters that can still be included in the description.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <input type="button" value="ABC"/> </div> | <p># Correct 10 / 16 62% Correct</p> |

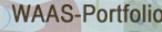
On the sample shown above, note that the percent correct is automatically calculated when you save the page. Also note that the counter changes with each keystroke as you type in the context text box.

Shown below is a portion of the Accuracy Data Collection Sheet. Note that the scores entered on the Entry Cover Sheet transfer and the percent grid colors automatically fill in when the page is saved.

| | <input type="button" value="ABC"/> | <input type="button" value="ABC"/> | <input type="button" value="ABC"/> |
|------|---|---|---|
| 100% | | | |
| 90% | | | |
| 80% | | | |
| 70% | | | |
| 60% | | | |
| 50% | | | |
| 40% | | | |
| 30% | | | |
| 20% | | | |
| 10% | | | |
| | # of Correct Responses: <input type="text" value="10"/> # of Trials: <input type="text" value="16"/> | # of Correct Responses: <input type="text"/> # of Trials: <input type="text"/> | # of Correct Responses: <input type="text"/> # of Trials: <input type="text"/> |

Videotape and Audiotape Evidence Page

Below is an example of a Video/Audiotape Summary Form:

| Entry Cover | | Data Coll. Sheet | Observer Verif. | Video/Audio Evid. | Photo Evid. 1 | Photo Evid. 2 | Photo Evid. 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|-----------------|-------------------|---------------|---------------|---------------|-----------------------|----------------------|--------------|-------|------|-------|----|--------------|---------|-------------|--|--|--|--|---------------------|--|--------------------------------|----------------------------------|---|---|----------------|--|--------------------------------|--------------------------------|---|---|----------------|--|--------------------------------|--------------------------------|---|---|
|   | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| My Student List Portfolio Forms Printer Friendly Save This Page | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>WAAS-Portfolio</p> <p>VIDEOTAPE AND AUDIOTAPE EVIDENCE</p> <table border="1"> <thead> <tr> <th>Student's First Name:</th> <th>Student's Last Name:</th> <th>Grade Level:</th> <th>SSID:</th> </tr> </thead> <tbody> <tr> <td>Fred</td> <td>Fifth</td> <td>05</td> <td>1234-567-890</td> </tr> </tbody> </table> <p>2013-2014 Extension:</p> <table border="1"> <thead> <tr> <th>Reading</th> <th>R. 2.1.5, 5</th> <th>Choose an ending of a story read by the student from two possible outcomes and explain why the chosen outcome is more likely than the other outcome.</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Goal in Terms of Accuracy or Fluency or Level of Independence:</p> <p>Accuracy: 95% Accurate</p> <p><i>At the beginning of each audio or video segment, state the student's name, the content area and extension, and the date of performance.</i></p> <table border="1"> <thead> <tr> <th colspan="2">Baseline Data Point</th> </tr> </thead> <tbody> <tr> <td>Date of Performance No Date</td> <td>Performance Rating: 62% accuracy</td> </tr> <tr> <td>Video or Audio Segment Number <input type="text"/></td> <td>Description of the task 1000 <input type="text"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">2nd Data Point</th> </tr> </thead> <tbody> <tr> <td>Date of Performance No Date</td> <td>Performance Rating: % accuracy</td> </tr> <tr> <td>Video or Audio Segment Number <input type="text"/></td> <td>Description of the task 1000 <input type="text"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">3rd Data Point</th> </tr> </thead> <tbody> <tr> <td>Date of Performance No Date</td> <td>Performance Rating: % accuracy</td> </tr> <tr> <td>Video or Audio Segment Number <input type="text"/></td> <td>Description of the task 1000 <input type="text"/></td> </tr> </tbody> </table> <p style="text-align: right;">  Measured Progress ProFile™ 2013-2014 </p> | | | | | | | | Student's First Name: | Student's Last Name: | Grade Level: | SSID: | Fred | Fifth | 05 | 1234-567-890 | Reading | R. 2.1.5, 5 | Choose an ending of a story read by the student from two possible outcomes and explain why the chosen outcome is more likely than the other outcome. | | | | Baseline Data Point | | Date of Performance No Date | Performance Rating: 62% accuracy | Video or Audio Segment Number <input type="text"/> | Description of the task 1000 <input type="text"/> | 2nd Data Point | | Date of Performance No Date | Performance Rating: % accuracy | Video or Audio Segment Number <input type="text"/> | Description of the task 1000 <input type="text"/> | 3rd Data Point | | Date of Performance No Date | Performance Rating: % accuracy | Video or Audio Segment Number <input type="text"/> | Description of the task 1000 <input type="text"/> |
| Student's First Name: | Student's Last Name: | Grade Level: | SSID: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fred | Fifth | 05 | 1234-567-890 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reading | R. 2.1.5, 5 | Choose an ending of a story read by the student from two possible outcomes and explain why the chosen outcome is more likely than the other outcome. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Baseline Data Point | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of Performance No Date | Performance Rating: 62% accuracy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Video or Audio Segment Number <input type="text"/> | Description of the task 1000 <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2nd Data Point | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of Performance No Date | Performance Rating: % accuracy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Video or Audio Segment Number <input type="text"/> | Description of the task 1000 <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3rd Data Point | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of Performance No Date | Performance Rating: % accuracy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Video or Audio Segment Number <input type="text"/> | Description of the task 1000 <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Photographic Evidence Page

Shown below is a sample of the *Photographic Evidence* page:

[MY ACCOUNT](#) | [SIGN OUT](#)

WAAS-Portfolio

My Student List Portfolio Forms Printer Friendly Save This Page

Entry Cover
Data Coll. Sheet
Observer Verif.
Video/Audio Evid.
Photo Evid. 1
Photo Evid. 2
Photo Evid. 3

WAAS-Portfolio

PHOTOGRAPHIC EVIDENCE

| Student's First Name: | Student's Last Name: | Grade Level: | SSID: |
|-----------------------|----------------------|--------------|--------------|
| Fred | Fifth | 05 | 1234-567-890 |

2013-2014 Extension:

| | | |
|---------|------------|--|
| Reading | R.2.1.5, 5 | Choose an ending of a story read by the student from two possible outcomes and explain why the chosen outcome is more likely than the other outcome. |
|---------|------------|--|

Goal in Terms of Accuracy or Fluency or Level of Independence:

Accuracy: 95% Accurate

Baseline Data Point
No Date

Performance Rating: 62% accuracy

Description of the Task:

1000

| | |
|----------|---|
| Photo #1 | <p style="font-size: small;">Caption:</p> <p style="color: red; font-weight: bold;">1000</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> |
| Photo #2 | <p style="font-size: small;">Caption:</p> <p style="color: red; font-weight: bold;">1000</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> |
| Photo #3 | <p style="font-size: small;">Caption:</p> <p style="color: red; font-weight: bold;">1000</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> |

Measured Progress ProFile™ 2013-2014

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Accuracy Data Collection Sheet Page

Shown below is the full Accuracy Data Collection Sheet:

[MY ACCOUNT](#) | [SIGN OUT](#)

My Student List
Portfolio Forms
Printer Friendly
Save This Page

Entry Cover
Data Coll. Sheet
Observer Verif.
Video/Audio Evid.
Photo Evid. 1
Photo Evid. 2
Photo Evid. 3

WAAS-Portfolio: Data Collection Sheet
 ACCURACY

| | | | |
|-------------------------------|-------------------------------|--|-----------------------|
| Student's First Name: Fred | Student's Last Name: Fifth | Grade Level: 05 | SSID: 1234-567-890 |
| 2013-2014 Extension: | | | |
| Reading | R.2.1.5, 5 | Choose an ending of a story read by the student from two possible outcomes and explain why the chosen outcome is more likely than the other outcome. | |
| Accuracy Goal: | | Accuracy: 95% Accurate | |

| | Baseline Data Point: 9/9/2013 | 2nd Data Point No Date | 3rd Data Point No Date |
|--|---|---|---|
| | Description of the Task: 1000 | Description of the Task: 1000 | Description of the Task: 1000 |
| | | | |
| | # of Correct Responses: <input type="text"/> # of Trials: <input type="text"/> | # of Correct Responses: <input type="text"/> # of Trials: <input type="text"/> | # of Correct Responses: <input type="text"/> # of Trials: <input type="text"/> |

| | | | |
|------|--|--|--|
| 100% | | | |
| 90% | | | |
| 80% | | | |
| 70% | | | |
| 60% | | | |
| 50% | | | |
| 40% | | | |
| 30% | | | |
| 20% | | | |
| 10% | | | |

Click [Save This Page](#) to update calculations.

| | | |
|-------------------------|--|--|
| <i>Teacher Initials</i> | | |
|-------------------------|--|--|

Measured Progress Profile™ 2013-2014

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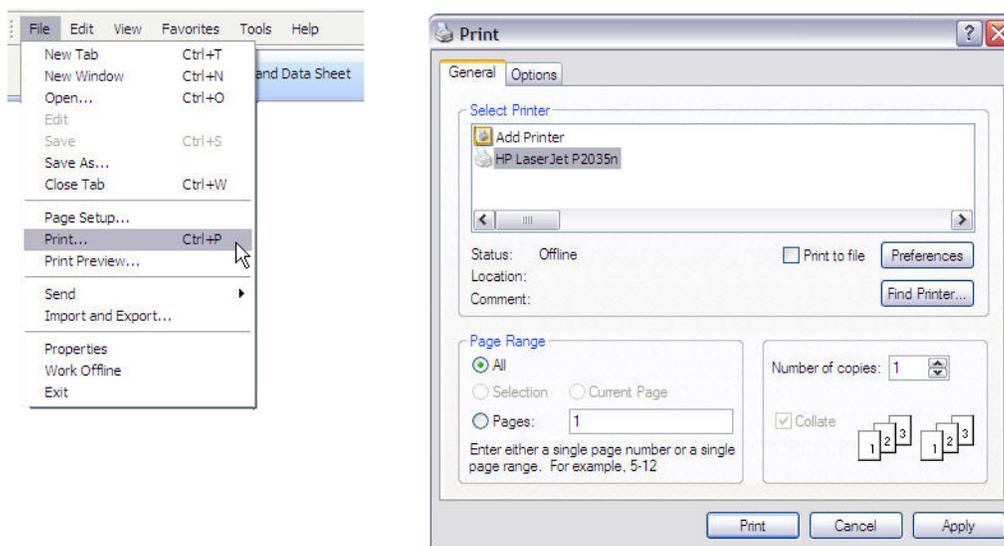
Printing Pages

It is important to remember to **save all information** before attempting to print any form, graph, or work description label. After you have saved a particular form click the **Printer Friendly** link on the navigation bar. A new window will open containing a current, printable version of the form or graph you are working on.

The screenshot shows the Measured Progress Profile interface. At the top right, there are links for 'MY ACCOUNT' and 'SIGN OUT'. The main header features the 'measured progress' logo and the word 'PROFILE'. Below this is a navigation bar with links: 'My Student List', 'Portfolio Forms', 'Printer Friendly' (highlighted with a red arrow), and 'Save This Page'. The main content area displays a 'WAAS-Portfolio ENTRY COVER SHEET' for 'Reading EXTENSION' '1'. Below the title is a table with student information:

| Student's First Name: | Student's Last Name: | Grade Level: | SSID: |
|-----------------------|----------------------|--------------|--------------|
| Fred | Fifth | 05 | 1234-567-890 |

From the menu bar on your Internet browser click **File** then **Print** to open the Print Dialog screen. On this screen you can choose your printer (if you have more than one available), how many copies you want to print, and the page orientation (portrait or landscape).



Support

Support is provided to Washington teachers conducting the WAAS-Portfolio. Normal support hours are 8:30 am to 5:00 pm EST, Monday through Friday.

Toll free telephone number:

1-866-834-8880 (Measured Progress Technical Product Support Desk)

E-mail:

ProFile@measuredprogress.org

When requesting support, please have the following information ready:

- 1) Your name and school
- 2) Your computer platform (Windows or Macintosh)
- 3) What you are having difficulty with.