EdTechProfile

PRINCIPAL TRAINING PROGRAM (AB 75)
Bill & Melinda Gates Foundation Matching Funds

INSTRUCTIONS FOR TECHNOLOGY ASSESSMENTS Updated 12/05

BACKGROUND

One of the requirements for receiving the Bill & Melinda Gates Foundation funding for the Principal Training Program is to complete technology pre and post assessments. Specifically, the Foundation expects each administrator and at least 80 percent of a school's teachers to complete the pre and post assessments. In addition, a student survey component allows teachers to have their students complete a student survey. All of the data is summarized into a series of preformatted reports with charts and graphs to portray a snapshot of technology at the school site. These reports can be customized with narrative about the results and used by the school site administrator in communicating the school's technology profile.

We are fortunate in California that EdTechProfile **(formerly CTAP^2)**, a teacher assessment tool used widely by school districts throughout the state, will be used to assess teacher technology proficiency and use in meeting this requirement. The Gates Foundation has graciously approved its use with some modification for questions not already addressed in the EdTechProfile assessment, eliminating redundancy of survey content for teachers. **EdTechProfile is, and will continue to be, used to meet technology assessment requirements for state and federal technology funding**. In addition, it provides teachers with an assessment of their proficiency level which can help them identify appropriate professional development offerings to meet their needs.

TECHNOLOGY PRE ASSESSMENTS

For purposes of the AB 75 Principal Training Program, the current pre assessment period for administrators who began the program in the **2005-06** school year (and teachers at those school sites) extends through **August 31, 2006** to complete their pre assessment. Administrators and teachers are STRONGLY encouraged to complete the assessments as soon as possible. Student assessments are not expected for the pre assessment phase but will enhance the value of the reports produced.

TECHNOLOGY POST ASSESSMENTS

Guidelines received by California from the Gates Foundation regarding the technology post assessment indicate that **the assessment would be completed approximately two years later** after training is completed. The post assessment is identical to the pre assessment and is differentiated by when it is completed. The Gates Foundation expects administrators, at least 80 percent of teachers, and participation by some students for the post assessment. Which teachers and which students complete the assessment and surveys are at the discretion of the district and/or site administrator.

The new guidelines indicate that a school *should* participate in the post assessment if the principal who participated in the training is still the principal of that school. A school *may* participate in the post assessment if the principal who participated in the training is no longer in that role. For the student survey at the post assessment, the Foundation suggests:

- Elementary School: at least 100 fifth grade students OR 100% of the fifth grade students if there are fewer than 100
- Middle School: at least 100 eighth grade students OR 100% of the eighth grade students if there are fewer than 100
- High School: at least 100 students in tenth grade OR 100% of the tenth grade students if there are fewer than 100

The student survey is now available. A tutorial for setting up student accounts is appended to the end of this document. If you have further questions regarding accessing or setting up student accounts, you should contact your local CTAP region for assistance (see http://ctap.k12.ca.us to locate your regional contact).

STRATEGIES FOR COMPLETING THE SURVEYS

The teacher assessment and survey do not need to be completed all at one setting. Some schools use scheduled faculty meetings or grade level meetings, conducted in the computer lab, to complete a portion of the assessment survey.

For administrators, school districts may work with their training provider for Module 3 to incorporate EdTechProfile as a technology information tool for the administrator. Some Module 3 training providers include completion of the **EdTechProfile AB75 Administrator Survey** as part of the training.

A district administrator can request administrative rights to review reports on survey completion in EdTechProfile for the purpose of monitoring who has completed the Technology Assessment Profile and AB75 Supplemental Surveys in your district. Contact your local CTAP region if you would like administrative rights (on the Internet go to http://ctap.k12.ca.us to locate your regional contact).

ACCESSING THE EdTechProfile SITE FOR THE PRE ASSESSMENT

For teachers and administrators:

Step 1: Go to the site: **www.EdTechProfile.org**

Step 2: If you have never used **CTAP^2** or **EdTechProfile** before, click the button "Create Account," and establish your unique user account. If you already have an account in **CTAP^2** or **EdTechProfile**, login on the EdTechProfile homepage. http://EdTechProfile.org

Step 3: ***Administrators*****:** Click on the ***Principal Training/AB75*** tab and complete the AB 75 Principal Training Program Survey.

Teachers**:** You will need to complete **two (2)** separate surveys: **Technology Assessment Profile** and the grade specific **AB75 Supplemental Survey**.

Students: Teachers will provide students with system generated account logins that they are to use (see tutorial appended to this document for setting up student survey accounts).

Step 4: If you do not fully complete the assessment and/or survey, return to the site soon to complete them. The assessment survey must be completed in its entirety.

Tip: The more teacher and student surveys completed, the more valuable the EdTechProfile and customizable reports will be as tools for the administrator and the school site.

QUESTIONS

If you have questions regarding how to complete the survey or set up student accounts, contact your local CTAP region (see http://ctap.k12.ca.us to locate your regional contact). If you have questions regarding the technology assessments and Gates Foundation funds, contact Gaye Smoot, California County Superintendents Educational Services Association, at gsmoot@ccsesa.org or at (916) 446-3095.

Revised 12/05

Student Survey System Tutorial
System Administrator View

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Introduction

The student survey system provides assessment tools to conduct formative evaluation of student progress in any given subject area. Reporting includes baseline and comparison views of gathered data.

This tutorial will demonstrate how to set up student survey groups, give student survey rights to teachers and/or administrators, and how to view reporting.

GETTING STARTED

I. Logging into EdTechProfile

Find and open ***Internet Explorer*** or ***Netscape*** on your computer and go to http://www.edtechprofile.org.

A. If you already have an account:

a. Login to the system by entering your First Name, Last Name, 4-digit ID and Password on the login page "Home" tab just under the *Login* heading.

b. Click the **GO** button.

B. If you do not have an EdTechProfile account:

1. Click on the **Create An Account** button.
2. Follow the account creation steps, and enter your personal information as directed to do so.

C. *If you have forgotten your account login information:*

1. If you cannot remember your password, click on the **Lookup Account** button labeled for help.
2. Enter your First Name and Last Name (not required).
3. You will be asked to verify your identity by typing in the answer to the secret question you selected when you created your account.
4. If answered correctly, your user name and password will appear on the screen.
5. You can then return to the Login Page and follow the steps in the above section.

HOW TO USE THE STUDENT SURVEY SYSTEM

***NOTE:** The person you wish to assign rights to must have an EdTechProfile account. If the person does not have an EdTechProfile account, stop now and create an account for them. See the Account Management Tutorial.*

I. How to Assign Student Survey Rights to a Teacher or Administrator:

Prior to setting up student groups for assessing, you must assign a teacher or administrator the rights to create student assessment accounts and groups.

1. Once you have logged into the system, the first screen you see (**HOME PAGE**) will have a number of tabs at the top of the page. The tabs on your screen may differ from those illustrated below due to customization.

2. Find and click on the **ADMINISTRATION** tab.

   If you do not see or cannot access the Administration tab, it may be for one of two reasons:

   a. You may not have administration access rights.

   b. Depending upon the preferences of your CTAP region, only a few users may have been given full access rights to the program and process management tool. Consequently, you may have Read-Only access. Check with your program manager for more information.

3. Once you have entered the Administration tab, locate the channel (or box) called **ASSESSMENT/SURVEY MANAGEMENT** on the bottom-left side of the screen.

4. Click on the **STUDENT SURVEY ACCOUNT MANAGEMENT** button to access the student survey system. This will take you to the **SEARCH FOR TEACHERS WITH STUDENT SURVEY RIGHTS** screen.

   a. You will first need to search for and find the person. There are several ways to search for a user:

      i. First you can search by first name and last name.

      ii. Second you can search at the state, region, county, district and/or school level. This option will allow you to assign multiple teachers rights at one time.

      iii. Third you can search by both name and location level.

   b. The following example will demonstrate how to search by name and by location:

NOTE: The person you wish to add to the program must already have an EdTechProfile account in order for you to find them and give them to the student assessment privileges.

i. Enter the first and last name of the person you want to add to the program in the respective fields.

NOTE: The "%" sign is the wild search character. For example, you may enter "Qui%" in the last name search field and the system will search for all users that have "Qui" as the first three characters of their last name.

ii. You may further refine and shorten your search if you know the location for the person you wish to add to the program. To search a specific location, select the entity (school, district, region, or county) from the pull-down menu labeled **SEARCH LEVEL**.

iii. Once you have entered the name of the person and/or their location, click the **SEARCH FOR TEACHERS TO ADD RIGHTS** button. The system will then query the user account database and provide a list of possible name matches in the **TEACHERS WITH STUDENT SURVEY RIGHTS** screen.

1. Identify the correct name in the list.

2. Enter the number of student accounts that you want the individual to be able to create in the **AUTHORIZED # OF STUDENT ACCOUNTS** field.

   NOTE: The number of student accounts assigned to the teacher/administrator can reflect the number of students in a particular teacher's class, or contain all of the students for a school that will need to take the assessment. Some districts assign one person per school that will manage the student assessment accounts. Other districts have each individual teacher manage their own student accounts.

3. Click the **SAVE CHANGES** button. This person now has rights to create student assessment accounts and groups.

II. How to Create and Manage Student Survey Accounts and Groups

The student account management system will allow you to create new student groups, edit existing groups, and run reports.

A. Search for a Teacher or Administrator with Student Survey Rights

In order to create, edit, and view reports for a student group, you must search for the teacher or administrator that has the rights for the respective student group.

1. After logging into the system, click on the **ADMINISTRATION** tab.

2. Once you have entered the Administration tab, locate the channel (or box) called **ASSESSMENT/SURVEY MANAGEMENT** on the bottom-left side of the screen.

3. Click on the **STUDENT SURVEY ACCOUNT MANAGEMENT** button to access the student survey system. This will take you to the **SEARCH FOR TEACHERS WITH STUDENT SURVEY RIGHTS** screen.

4. To create and/or manage student accounts, you will need to search for the teacher/administrator with the privileges for the respective students. Follow the instructions below to complete the search:

   a. Enter the first and last name of the person you want to add to the program in the respective fields.

      NOTE: *The "%" sign is the wild search character. For example, you may enter "Qui%" in the last name search field and the system will search for all users that have "Qui" as the first three characters of their last name.*

   b. You may further refine and shorten your search if you know the location for the person you wish to add to the program. To search a specific location, select the entity (school, district, region, or county) from the pull-down menu labeled **SEARCH LEVEL**.

   c. Once you have entered the name of the person and/or their location, click the **FIND TEACHERS WITH RIGHTS** button. The system will then query the user account database and provide a list of possible name matches in the **TEACHERS WITH STUDENT SURVEY RIGHTS** screen.

5. You will then be able to edit the number of student accounts available to this person, or enter the student account management screen.

6. Click on the **MANAGE ACCOUNTS** button. This will take you to the **EDITING STUDENT GROUPS FOR [NAME]** screen. From this screen you will be able to create new student groups, edit existing groups, and run reports.

B. Creating a New Student Group

1. After searching for the teacher or administrator for whom you need to manage student accounts, you will be taken to the TEACHERS WITH SURVEY RIGHTS screen.

2. Click on the **MANAGE ACCOUNTS** button next to the teacher's/administrator's name. This will take you to the EDITING STUDENT GROUPS FOR [NAME] screen.

3. Click on the **ENTER A NEW STUDENT GROUP** button from the EDITING STUDENT GROUPS FOR [NAME] screen.

a. Enter a name for the student group in the **STUDENT GROUP NAME** field.

b. Enter the number of students for this group in the **NUMBER OF STUDENTS TO COMPLETE SURVEY** field.

c. Click the **SAVE & GENERATE STUDENT ACCOUNTS** button. This will take you back to the **EDITING STUDENT GROUPS FOR [NAME]** screen.

d. You may continue to manage student groups or exit the system.

C. Editing an Existing Student Group

1. After searching for the teacher or administrator for whom you need to manage student accounts, you will be taken to the TEACHERS WITH SURVEY RIGHTS screen.

2. Click on the **MANAGE ACCOUNTS** button next to the teacher's/administrator's name. This will take you to the EDITING STUDENT GROUPS FOR [NAME] screen.

3. Click on the **MANAGE GROUP** button next to the student group you wish to edit. This will take you to the **CREATE/EDIT A STUDENT GROUP FOR KIM TAFITI** screen. From this screen you may:

   a. Edit the name of your group. To do this:

      i. Change the name of the group in the **STUDENT GROUP NAME** field.

      ii. Click the **SAVE STUDENT GROUP NAME** button. This will take you back to the EDITING STUDENT GROUPS FOR [NAME] screen.

      iii. Simply click the **MANAGE GROUP** button next to the group you wish to edit to get back to the CREATE/EDIT A STUDENT GROUP FOR [NAME] screen.

   b. Change the number of student accounts for this group ***AND*** generate the student login ID's. To do this:

      i. Change the number of students in the **NUMBER OF STUDENTS TO COMPLETE SURVEY** field, ***if desired***.

      ii. Click the **SAVE & GENERATE STUDENT ACCOUNTS** button. This action will take you back to the EDITING STUDENT GROUPS FOR [NAME] screen ***AND*** generate the student login ID's, which include:

         - First Name – this is a randomly generated name to protect student anonymity.

         - Last Name – this is always the last name of the teacher or administrator with rights to the respective group.

- 4-digit ID – this is a randomly generated 4-digit number that the student will need upon login.

- Password – this is a randomly generated password that the student will need upon login.

iii. Simply click the **MANAGE GROUP** button next to the group you wish to edit to get back to the CREATE/EDIT A STUDENT GROUP FOR [NAME] screen.

c. Reset student accounts for assessment re-take purposes.

i. Select your desired survey completion period from the **SURVEY COMPLETION** pull down menu.

ii. Click the **SAVE & RESET STUDENT ACCOUNTS** button. This will take you back to the EDITING STUDENT GROUPS FOR [NAME] screen.

iii. Simply click the **MANAGE GROUP** button next to the group you wish to edit to get back to the CREATE/EDIT A STUDENT GROUP FOR [NAME] screen.

d. Print the student login ID's for distribution to students. To do this:

i. Click the **PRINTER FRIENDLY PAGE** button. The student login ID's will appear in a new screen that you can print.

e. Delete the respective student group. You may delete the student group if you do not desire to keep a history of assessment results or conduct a formative evaluation of the group.

NOTE: *Deleting a student group will erase all of the data associated with the respective group. You will not be able to access the group or reports for the group after performing the delete function.*

i. To delete the student group, click the **DELETE STUDENT GROUP** button located after the list of student login ID's. You may have to scroll down to locate the button.

II. How to View Student Survey Reports

NOTE: DO NOT *use the browser back button during the process of running a report! This will cause the system to lose track of the report settings and will deliver a "null" error message.*

A. How to create a report

1. After searching for the teacher or administrator for whom you need to manage student accounts, you will be taken to the TEACHERS WITH SURVEY RIGHTS screen.

2. Click on the **MANAGE ACCOUNTS** button next to the teacher's/administrator's name. This will take you to the EDITING STUDENT GROUPS FOR [NAME] screen.

3. Click on the **VIEW REPORTS** button located in the bottom right-hand corner of the screen. This will take you to the report wizard.

   NOTE: *You may click the* ***BACK*** *button located in the bottom right-hand corner of the wizard to go back to the previous step. Any changes you make will be saved when you click the* ***NEXT*** *button.*

   NOTE: *You may also go back to a previous step by simply clicking on the tab for that step from within the wizard.*

   a. Select the desired **STUDENT GROUP** from the pull-down menu and click the **NEXT** button. You may choose to run reports on all groups for the given teacher/administrator or for a single group.

   b. Select the **GENDER** from the pull-down menu and click the **NEXT** button. Students provide their gender while taking the assessment.

   c. Check the desired **GRADES** for the report from the list. Click the **NEXT** button.

   d. The next step in creating your report allows you to select the completion period/s for the report. The report wizard allows you to view a report for a single completion or compare two different completion periods (e.g. 1st completion to 2nd completion, 1st completion to 4th completion).

      NOTE: *You will only be able to compare two different completion periods if the group has completed the survey more than once.*

   e. Select the reporting period/s you wish to view from the pull-down menus provided. To compare periods, select a completion period from each list.

   f. Click the **DONE** button to run the report.

      NOTE: *Please be patient while your report is created. It may take several minutes while it queries the survey database.* ***Do not push the browser back button.*** *This will only delay the process.*

   g. The results of the report will then be displayed.

      NOTE: *The first version of the report is presented with a menu of report sections to view. Click on the links within the report to view the data for each question.*

i. You can step through each question by clicking the **VIEW PREVIOUS QUESTION** or **VIEW NEXT QUESTION** arrow respectively.

ii. To return back to the list of questions, click the **BACK TO REPORT MENU** link.

B. How to Memorize and Create a PDF Version of a Report

After the report is generated by Report Wizard, you may save the report for later viewing or convert the report to either HTML for printing or PDF for emailing.

1. Memorizing Your Report

   a. To memorize the report, click on the **MEMORIZE THIS REPORT** button at the bottom left-hand corner of the report. This will save the settings for the report:

      i. Student Group

      ii. Gender

      iii. Subjects

      iv. Completion Periods

   b. Enter a name for the report.

   a. Click the **SUBMIT** button. The report is saved to the **MY REPORTS** channel (box) on the **ADMINISTRATION** tab.

   b. Thereafter, you may access the report by clicking on the name of the report from the list of reports in the MY REPORTS channel.

2. Creating a PDF Version of Your Report

   a. To download and save the entire report as a PDF file, click the **DOWNLOAD FULL PDF** link in the upper right-hand corner of the report.

   b. The system will then launch the report in Adobe Acrobat and the report can be saved and distributed as appropriate.

CONCLUSION OF THE STUDENT SURVEY TUTORIAL

EdTechProfile