



Administration Training Modules Participation Reports

Dear Alternate Assessment Coordinator,

Prior to administering the spring 2018 Florida Standards Alternate Assessment–Performance Task (FSAA–PT) to students, all teachers are required to participate in FSAA–PT administration training. **Alternate Assessment Coordinators are responsible for ensuring all eligible teachers have completed training prior to administering the spring 2018 FSAA-PT.** As outlined in the Administration Training Module release memo, Measured Progress will provide Participation Reports before and during the administration window.

New this year...

- **Report Accessibility:** Reports will be available to AACs and DACs via the District FTP folder
- **Data Manipulation:** Raw data will be provided in order for districts to manipulate report information
- **Report Frequency:** Three times the number of reports from past years will be provided
- **School Codes:** Teachers were asked to provide their four-digit school code which will appear on reports

Accessing Reports

2017-18 participation reports are accessible in the “FSAA-PT_Module_Completion_Reports” folder via the District FTP site through Measured Progress. Attached are user instructions to access and view files in your district folder.

Using the Data

Within the district folder, there will be two files. The file with your district code contains raw data and the Completion Status Report Template file can be used to consolidate the raw data to resemble the reports received in past years. Instructions on how to use the consolidation file can be found within the file on the “Read Me” tab.

Report Schedule

Report	FSAA-Performance Task Training Milestone	Schedule
Administration Modules (1, 2, 3) Available		October 30, 2017
1	MP pulls data & posts report to district FTP folder.	Monday, December 11, 2017
2	MP pulls data & posts report to district FTP folder.	Friday, December 15, 2017
3	MP pulls data & posts report to district FTP folder.	Friday, January 5, 2018
4	MP pulls data & posts report to district FTP folder.	Friday, January 12, 2018
5	MP pulls data & posts report to district FTP folder.	Friday, January 19, 2018
6	MP pulls data & posts report to district FTP folder.	Friday, February 2, 2018
7	MP pulls data & posts report to district FTP folder.	Friday, February 9, 2018
Administration Module 4 Available		Release Date TBD
8	MP pulls data & posts report to district FTP folder.	Wednesday, February 14, 2018
9	MP pulls data & posts report to district FTP folder.	Friday, February 16, 2018
10	MP pulls data & posts report to district FTP folder.	Wednesday, February 21, 2018
11	MP pulls data & posts report to district FTP folder.	Friday, February 23, 2018
Elementary and Middle School Testing Window Opens		Monday, February 26, 2018

12	MP pulls data & posts report to district FTP folder.	Wednesday, February 28, 2018
13	MP pulls data & posts report to district FTP folder.	Friday, March 2, 2018
14	MP pulls data & posts report to district FTP folder.	Wednesday, March 7, 2018
15	MP pulls data & posts report to district FTP folder.	Friday, March 9, 2018
High School Testing Window Opens		Monday, March 12, 2018
16	MP pulls data & posts report to district FTP folder.	Wednesday, March 14, 2018
17	MP pulls data & posts report to district FTP folder.	Friday, March 16, 2018
18	MP pulls data & posts report to district FTP folder.	Wednesday, March 21, 2018
19	MP pulls data & posts report to district FTP folder.	Friday, March 23, 2018
20	MP pulls data & posts report to district FTP folder.	Wednesday, March 28, 2018
21	MP pulls data & posts report to district FTP folder.	Friday, March 30, 2018
22	MP pulls data & posts report to district FTP folder.	Wednesday, April 4, 2018
23	MP pulls data & posts report to district FTP folder.	Friday, April 6, 2018
24	MP pulls data & posts report to district FTP folder.	Wednesday, April 11, 2018
Elementary and Middle School Testing Window Closes		Friday, April 13, 2018
25	MP pulls data & posts report to district FTP folder.	Friday, April 13, 2018
26	MP pulls data & posts report to district FTP folder.	Wednesday, April 18, 2018
27	MP pulls data & posts report to district FTP folder.	Friday, April 20, 2018
28	MP pulls data & posts report to district FTP folder.	Wednesday, April 25, 2018
29	MP pulls data & posts report to district FTP folder.	Friday, April 27, 2018
High School Testing Window Closes		Friday, April 27, 2018
30	MP pulls data & posts report to district FTP folder.	Wednesday, May 2, 2018

Please contact the FSAA Service Center with any questions related to your FTP credentials or usage of the consolidation template by phone at (866) 239-2149 or by email at FSAAServiceCenter@measuredprogress.org. Standard Hours for the FSAA Service Center are Monday – Friday from 8:00 a.m. to 5:00 p.m. EST.