



Online System Milestones and Preparation

Dear Alternate Assessment Coordinator,

The Florida Department of Education, in collaboration with Measured Progress, supports Alternate Assessment Coordinators (AACs)/designees with their responsibilities for the Florida Standards Alternate Assessment—Performance Task (FSAA—PT) Online System. The following is information regarding important preparation guidelines, important milestone dates, and resources.

FSAA—PT Online System Milestones

System Preparation and Student Import

The FSAA—PT Online System will be pre-loaded with students enrolled to participate in the FSAA—PT, for the following grade-specific course assessment(s):

- English Language Arts – grades 3-10.
- Mathematics – grades 3-8
- Science grades 5 and 8

Please note that students enrolled in Access courses with a corresponding End of Course assessment are not pre-loaded in the FSAA—PT Online System.

System Administrator

Throughout this memo and other materials, we will use the term System Administrator when referring to AACs and School Level Coordinators (SLCs).

Reminder! School Level Coordinator User Role

The user role of School Level Coordinator (SLC) is available for use in the FSAA—PT Online System. The SLC user role is available to assist AACs with teacher and student data management at the school level. AACs can choose to designate an SLC and create an SLC user account in the online system. This user can be assigned to one or more schools within their district.

School Level Coordinator and Teacher Import

The FSAA—PT Online System is **not** pre-loaded with SLC and teacher data. AACs will be responsible for creating SLC user accounts. System Administrators will have the ability to create teacher accounts. Once teachers have been created in the system, the linking of teachers and students will need to be completed by System Administrators prior to the system becoming accessible for teachers.

January 18, 2018: District and School Specific Student Data – Preparing for System Release

Based on Survey 2 data, school enrollment files containing information on students expected to participate in the upcoming FSAA—PT administration are available in the sub-folder *17-18_School_Enrollments* in your designated district folder on the secure Measured Progress file transfer protocol (FTP) site.

Each school file is offered as a working tool and resource to help prepare for making connections between student course assessment and responsible teacher within the FSAA—PT Online System. This is a tool intended to streamline information gathering and to use in the process of linking teachers to students. **Please note that these files are not uploaded into the online system and are for your preparation purposes only.**

The file will contain blank course assessment-specific columns for you to populate teacher assignments, if applicable, for each FSAA—PT course assessment the student will take. Each applicable column can be populated with the name of the teacher responsible for administering and submitting student responses within the FSAA—PT Online System. The student's assigned teacher is permitted to be listed for multiple assessments.

Upload Layouts

The layout requirements for loading additional SLCs, teachers, and students are available on the FSAA Portal (<https://fsaa-training.onlinehelp.measuredprogress.org/performance-task-aac-district-trainer-resources/>).

- 1718 SLC template
 - 1718 SLC layout, instructions, example
- 1718 Teacher template
 - 1718 Teacher layout, instructions, example
- 1718 Student template
 - 1718 Student layout, instructions, example

February 2, 2018: FSAA-PT Online System User Guides

The FSAA—PT Online System User Guide for AACs and SLCs, as well as the FSAA—PT Online System User Guide for Teachers will be available for download from the FSAA Portal.

February 9, 2018: FSAA-PT Online System Modules

Online tutorials for AACs and SLCs providing instruction and guidance for use of the FSAA—PT Online System will be available on the FSAA portal. It is strongly recommended that AACs and SLCs watch the tutorials prior to the system release. Please note that the teacher tutorials and Module 4 will follow later in February.

February 12, 2018: System Release

The AAC will be required to:

- log in to the system and reset the default password to a secure password.
- create SLC accounts to support data management tasks.
- communicate the login credentials to each SLC.

The System Administrator for each school will then be required to:

- add or import teachers who will administer the FSAA—PT to students, and make any necessary corrections to information (e.g., import additional teachers, edit school

assessment assignments).

- validate that all students required to take the FSAA—PT are loaded into the system and make any necessary corrections to information (e.g., import additional students, edit student tests, disable accounts).
- assign the appropriate teacher to each student grade-content specific FSAA—PT course assessment.

The time required to add SLCs, teachers, and students, and to make the required assignment connection in the FSAA—PT Online System will vary based on district size and number of students participating in the Spring 2018 FSAA—PT. Therefore, while the FSAA—PT Online System will be available for all users on February 12th, **the AAC will determine and communicate the appropriate date for teachers in their district to access the FSAA—PT Online System.**

FSAA Service Center

Please contact the FSAA Service Center with any questions by phone (866) 239-2149 or e-mail at FSAAServiceCenter@measuredprogress.org.

- Standard Hours: Monday–Friday from 8:00 a.m. to 5:00 p.m. (EST).
- Extended Hours (February 12–May 4, 2018): Monday–Friday from 7:00 a.m. to 8:30 p.m. (EST).