



## Online System Training Resources for System Administrators and Teachers

Dear Alternate Assessment Coordinators,

The following FSAA Online System training resources are now available to AACs/District staff on the [FSAA—Performance Task AAC/District Training Portal](#)

- 2017—2018 Online System User Guide for AACs/SLCs
- 2017—2018 FSAA Online System Training Tutorials for AACs/SLCs
  - Tutorial 1: System Overview and Definition of Terms
  - Tutorial 2: Add, Browse, and Manage School Level Coordinator Accounts
  - Tutorial 3: Add, Browse, and Manage Teacher Accounts
  - Tutorial 4: Submit and Manage Update Requests
  - Tutorial 5: Add, Browse, and Manage Student Accounts
  - Tutorial 6: Transfer Students

The following FSAA Online System training resources are now available to Teachers on the [FSAA—Performance Task Teacher Training Portal](#)

- 2017—2018 FSAA Online System User Guide for Teachers
  - Teachers should have this user guide readily available while completing the Module 4 training and viewing the tutorials.
- **2017—2018 FSAA Online System Training Module for Teachers**
  - Module 4: Performance Task Online System - Viewing Module 4 and completing the associated quiz is required for ALL teachers prior to entering student responses into the Online System
- 2017—2018 FSAA Online System Training Tutorials for Teachers (will be available shortly)
  - Tutorial 1: System Overview and Definition of Terms
  - Tutorial 2: Student Management
  - Tutorial 3: Update Request Management

Next Steps:

- **FSAA Online System Release of Content for Submitting Responses:** The FSAA Online System is on schedule to be released for student response submission on **Monday, February 26, 2018**.
  - AACs are reminded that districts are responsible for insuring that teachers have completed all required training prior to administering the FSAA-Performance Task, and that Module 4 must be completed prior to entering student responses into the Online System.
  - Encourage teachers to have a copy of the Online System User Guide readily available and to access the three training tutorials if they feel they need additional instruction any time before or during the assessment window.

Please contact the FSA Service Center with any questions by phone at (866) 239-2149 or by email at [FSAServiceCenter@measuredprogress.org](mailto:FSAServiceCenter@measuredprogress.org). Standard Hours for the FSA Service Center are Monday–Friday from 8:00 a.m. to 5:00 p.m. (EST). Extended Hours will be available February 12–May 4, 2018 (Monday–Friday from 7:00 a.m. to 8:30 p.m. (EST)).