



Online System Milestones and Preparation

Dear Alternate Assessment Coordinator,

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

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

Please note that students enrolled in Access courses with a corresponding end-of-course (EOC) assessment will not be preloaded in the FSAA—PT Online System.

System Administrator

Throughout this memo and other materials, we will use the term System Administrator when referring to both 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. An SLC can then be assigned to one or more schools within his or her district.

School Level Coordinator and Teacher Import

When the FSAA—PT Online System opens, each district will have one AAC account preloaded. However, the system will not be preloaded with SLC or teacher data. AACs will be responsible for creating SLC accounts. System Administrators will have the ability to create teacher accounts. Once teacher accounts have been created, System Administrators will need to link teachers and students prior to the system becoming accessible for teachers.

January 17, 2019: 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 subfolder 18-19_School_Enrollments in your designated district folder on the secure Measured Progress file transfer protocol (FTP) site.

Each school enrollment file is offered as a working tool and resource to help prepare for making connections between student course assessments and responsible teachers within the FSAA—PT Online System. This tool is intended to streamline information gathering and aid 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 a student has been assigned. 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/>).

- 1819 SLC template
 - 1819 SLC layout, instructions, example
- 1819 Teacher template
 - 1819 Teacher layout, instructions, example
- 1819 Student template
 - 1819 Student layout, instructions, example

January 23, 2019: FSAA-PT Online System User Guides

The FSAA—PT Online System User Guide for System Administrators and the FSAA—PT Online System User Guide for Teachers is available for download on the FSAA Portal.

February 5, 2019: FSAA-PT Online System Tutorials

Online tutorials for AACs and SLCs providing instruction and guidance for use of the FSAA—PT Online System are available on the FSAA portal. It is strongly recommended that AACs and SLCs watch the tutorials prior to the system release.

February 11, 2019: 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.
- determine if SLC accounts should be created to handle data management tasks, and if necessary,

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

- add or import teachers who will administer the FSAA—PT to students, then 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); and
- assign the appropriate teacher to each student’s grade- and content-specific FSAA—PT course assessment.
 - create SLC accounts to support data management tasks, and
 - communicate the login credentials to each SLC.

The time required to add SLCs, teachers, and students into the FSAA—PT Online System and make the necessary assignment connections will vary based on the size of the district and the number of students participating in the Spring 2019 FSAA—PT. Therefore, while the FSAA—PT Online System will be available for all users on February 11, the AAC will determine and communicate the appropriate date for teachers in their district to access the FSAA—PT Online System.

FSAA Service Center

If you have any questions, please contact the FSAA Service Center by phone at 866-239-2149 or by e-mail at

FSAAServiceCenter@measuredprogress.org.

- Standard hours: Monday–Friday from 8:00 a.m. to 5:00 p.m. (EST)
- Extended hours (February 11–May 3, 2019): Monday–Friday from 7:00 a.m. to 8:30 p.m. (EST)