



2019–20  
Performance Task Train-the-Trainer &  
Datafolio Administration  
Training Workshops  
\*FSAA Trainers Only\*



Dear Alternate Assessment Coordinator,

Measured Progress, in conjunction with the Florida Department of Education, will host the 2019–20 Florida Standards Alternate Assessment—Performance Task (FSAA—PT) Train-the-Trainer workshops and the Florida Standards Alternate Assessment—Datafolio (FSAA—Datafolio) training workshops the week of July 22–26, 2019, in Tampa, Florida. Alternate Assessment Coordinators (AACs), district trainers, and/or designees are strongly encouraged to attend. For your convenience, the trainings for both FSAA programs will be held concurrently to minimize travel. **Please distribute this information to FSAA—PT trainers and to individuals who will support FSAA—Datafolio administration in your district.** Below we've outlined each of the training workshops and time commitments and provided a link to register for the trainings.

### Performance Task Training Workshops

- **Train-the-Trainer** – This full-day workshop provides new trainers with information on all aspects of the 2019–20 FSAA—PT administration. Participants who attend the workshop, in turn, will be responsible for providing training within their district and will also act as a resource for teachers with FSAA—PT administration questions. Training resources and materials will be provided to each participant to facilitate trainings in their district.
- **Train-the-Trainer Update** – Seasoned trainers who have previously attended the Train-the-Trainer full-day workshop have the opportunity to attend an abbreviated update training. This half-day update training will highlight new features and preview key administration components of the 2019–20 FSAA—PT assessment. In addition, training resources and materials will be provided to each participant to facilitate trainings in their district.

### Datafolio Training Workshops

- **Datafolio Administration Training** – This one-and-a-half-day training provides participants with comprehensive information on FSAA—Datafolio administration, content differentiation, and the Assessment View System (AVS). This training is strongly encouraged for those Alternate Assessment Coordinators (AACs) and/or district trainers who may have students participating in the FSAA—Datafolio during the 2019–20 administration. **Please note:** This training is mandatory for teachers and individuals who will administer the FSAA—Datafolio. They will be provided training information and have the opportunity to register for the FSAA—Datafolio training workshops via a separate communication.
- **Supporting Datafolio Administration for AACs** – This half-day workshop is designed for Alternate Assessment Coordinators (AACs) who have previously attended the full one-and-a-half-day FSAA—Datafolio training. This training provides AACs with updated information on the 2019–20 administration as well as information and resources to help them support teachers who will be administering the FSAA—Datafolio in their district.

FSAA Training Options		Performance Task Training Workshops			Datafolio Training Workshops			
		Train-the-Trainer	Train-the-Trainer Update: Group 1	Train-the-Trainer Update: Group 2	Session 1: Datafolio Administration	Session 2: Content and Differentiation Training (Project ACCESS)	Session 3: Using the Online Assessment View System	Supporting Datafolio Administration for AACs
Option 1	Performance Task Train-the-Trainer	July 22nd Full Day						
Option 2	Performance Task Train-the-Trainer & Supporting Datafolio Administration for AACs	July 22nd Full Day						July 23rd Morning
Option 3	Supporting Datafolio Administration for AACs							July 23rd Morning
Option 4	Supporting Datafolio Administration for AACs & Performance Task Train-the-Trainer Update – Group 1		July 23rd Afternoon					July 23rd Morning
Option 5	Performance Task Train-the-Trainer Update – Group 1		July 23rd Afternoon					
Option 6	Supporting Datafolio Administration for AACs & Performance Task Train-the-Trainer Update – Group 1 & Datafolio Administration Training		July 23rd Afternoon		July 24th Morning	July 24th Afternoon	July 25th Morning	July 23rd Morning
Option 7	Performance Task Train-the-Trainer Update – Group 2			July 24th Morning				
Option 8	Performance Task Train-the-Trainer Update – Group 2 & Datafolio Administration Training			July 24th Morning	July 24th Afternoon	July 25th Morning	July 25th Afternoon	

### District Attendance

- Okeechobee is approved to send 1 total participant(s) to any of the Performance Task training workshops.
- Okeechobee is approved to send 1 total participant(s) to any of the Datafolio training workshops.

### Next Steps

- **To participate** in the Performance Task and Datafolio training workshops, register online at <https://cvent.me/8q50A>. Registration will close on June 7, 2019.

### Lodging

The State’s contractor, Measured Progress, will arrange overnight accommodations for attendees traveling more than 50 miles to Tampa. Measured Progress will make the arrangements and pay for accommodations. Panelists are responsible for incidentals (e.g., movies, phone calls, room service, etc.), and the hotel will ask for a credit card at the time of check-in to account for these expenses.

### Transportation

- Participants may elect to drive their personal car to the meeting and receive mileage reimbursement at the rate of 44.5 cents per mile; **or**
- Rental car arrangements may be made by participants, in place of mileage reimbursement; **or**
- Air travel is available to participants who live at least 400 miles from Tampa. **All requests for air travel must be made directly through Measured Progress and may not be combined with rental car arrangements. Measured Progress will not reimburse participants who purchase their own airline tickets.**

### Meals

Breakfast and lunch may be provided during the meeting. Participants purchasing their own meals outside of this provision will be responsible for the cost of those meals. All other meals will be reimbursed up to \$36.00 a day (breakfast \$6.00, lunch \$11.00, dinner \$19.00). Alcoholic beverages are

not reimbursable. **Keep all itemized receipts as they must be submitted for reimbursement. Measured Progress will not reimburse meals without receipts.**

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](mailto:FSAAServiceCenter@measuredprogress.org).

- Standard hours: Monday–Friday from 8:00 a.m. to 5:00 p.m. (EST)



## FSAA Service Center |

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**Web:** <https://fsaa-training.onlinehelp.measuredprogress.org> | **email:** [FSAAServiceCenter@measuredprogress.org](mailto:FSAAServiceCenter@measuredprogress.org) | **Office:** 866.239.2149 |  
**Standard Hours:** Monday – Friday 8:00 a.m. to 5:00 p.m. (EST)

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