Miami-Dade County Schools

Test Chair
Training Agenda
September 11-13, 2018

performance matters

Agenda

Detailed Agenda

Agenda Item	Time	Topics
Introductions	5-10 Minutes	- Review agenda - Learning outcomes - Overview of training structure
MyUnify	40 Minutes	- Navigate Unify - School view vs Teacher View - **Test Chairs Session Only** - Explore Teacher View Page - News and Assignment Tab - Videos and quick docs - Filters and Test bars - Attributes - Using widgets - Student Cards - Monitor student progress using MyUnify & Student Detail - Student Detail - Schedule - Attendance Data - Discipline (if loaded) - Early Warning Indicators - Test Results - Locally Administered - State Assessments - Comparison: Class, School, District - Standards - Automatically Populated - Assessment Categories
Test Center	30 Minutes	- Manage tests in **Test Center** - Tests Accessible by User - Created by you - Granted access - Tests your Students have taken - Items in Test Window: Tests available for Release and Scoring - Review Filters - Choose an Action Button - Define Open Test Window (Visibility of Test) - Limit to Open Test Window Box - Navigate Page **Permissions**: Administer, View, Download

		▪ Subject, ID, Test Title, Copy, Play, Blueprint
		▪ **Administer**: Download Test, Release, OLA Admin, Download Answer Key, etc.
		
		• OLA
		    o Purpose: Monitoring in real time
		    o Access from Tests drop down or Test Center
		    o Administer
		        ▪ Select
		            • Release: Online Paper Based
		            • OLA Admin Access
		
		• Printing Scan Sheets
		    o Accessing
		    o Test Properties: Select Scan Sheets
		    o Proctoring
		        ▪ Preslugged Sheets

Scanning	10-15 Minutes	• Use Video to share how to utilize printers to scan

OLA Student Admin	30 Minutes	• Monitor the status of students taking online tests
		    o Access: **Test Center** and **Tests** Link
		    o Navigation via widgets at top of page
		        ▪ Filters
		        ▪ Live Updates (Check box)
		        ▪ Test Titles
		        ▪ 6 Possible Statuses
		            • Unassigned
		            • Assigned
		            • Locked
		            • In Progres
		            • Submitted
		            • Finished (When)
		• Manage the Secure Test Lockout feature
		    o Navigation from platform to trigger Student Lockout during testing
		    o Teacher Actions to Secure Test
		        ▪ Review Choose an Action Button

Student Item Analysis	45 Minutes	• Navigate to **Reports** Link
		    o Select **Student item Analysis**
		    o Overview of Item Attributes
		        ▪ Compare class, school and district test scores using a bar chart
		        ▪ Access to Tests YOUR students have taken
		    o Bottom of Screen
		        ▪ Students Names hot linked
		        ▪ Analyze item details

		• Interaction Scores
		• Student Response
		• Preview of Questions
		▪ Comparison: Class, School, District
		• Share reports
		  o Excel
		  o Link

Login	5 Minutes	• Login to your School's site using your UN and PW
Wrap Up	5 Minutes	• Q&A • Survey