**Florida Standards
Alternate Assessment**

— PERFORMANCE TASK —

2020−2021
ONLINE SYSTEM USER GUIDE

ADMINISTRATION AND REGISTRATION TOOLS (ART)

Alternate Assessment Coordinator (AAC)
School Level Coordinator (SLC)

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INTRODUCTION

Changes to the Online System for the 2020–21 FSAA—Performance Task Administration

New! **A confirmation dialog box has been added to the testing platform for Writing Prompt 2.** (teachers)

In the testing platform, the teacher will be required to confirm that there is no student response for Writing Prompt 2 when the system detects that no response has been provided. (applicable to grades 4–8 and ELA 1 & 2)

FSAA—Performance Task Important Assessment Dates for 2021

Online System and Resources	
FSAA—Performance Task Online System Release	February 16, 2021
FSAA—Performance Task Online System Training Tutorials—Teachers Available on FSAA Portal	February 2021
FSAA—Performance Task Online System Release of Content for Submitting Responses	March 1, 2021
FSAA—Performance Task Online System Closes	April 30, 2021
Elementary and Middle School (Grades 3–8) and Access Civics End-of-Course Testing Schedule	
Alternate Assessment Materials in Districts	February 15–19, 2021
Student Testing Window	March 1–April 16, 2021
Student Responses Entered into Online System	No later than 11:59 p.m. (ET) on April 16, 2021
Return of Test Materials to Piedra Data Services	No later than May 14, 2021
High School (Access ELA 1 and 2) and Access Algebra 1, Access Geometry, Access Biology 1, and Access U.S. History End-of-Course Testing Schedule	
Alternate Assessment Materials in Districts	March 8–12, 2021, or March 15–19, 2021
Student Testing Window	Upon receipt of materials through April 30, 2021
Student Responses Entered into Online System	No later than 11:59 p.m. (ET) on April 30, 2021
Return of Test Materials to Piedra Data Services	No later than May 14, 2021

PART 1: GETTING STARTED WITH THE FSAA—PERFORMANCE TASK ONLINE SYSTEM

System Icons

Please refer to *Appendix D* for a full list of system icons and their definitions.

> **Note:** The screenshots or system images presented in this guide may vary based on the browser you are using. The images may be presented in vertical alignment rather than horizontal. Directions that point to the left may be on the top. Directions that reference the right may be on the bottom of the screen.

System Requirements

The FSAA—Performance Task Online System is a web-based, encrypted platform that is designed to work with the existing technology infrastructure available in Florida schools.

To access the system, each computer must have at least one supported operating system, one supported browser, and the capability of using the supported file types.

Minimum Software Requirements

Supported Operating Systems

Refer to *Appendix C* for a detailed Operating System Compatibility Matrix.

Supported Browsers

Refer to *Appendix C* for a detailed Browser Compatibility Matrix.

Checking the Browser

Check the browser by navigating to https://www.whatsmybrowser.org/.

Internet Connection Supported

- T1

Additional Software

- Microsoft Excel or Notepad
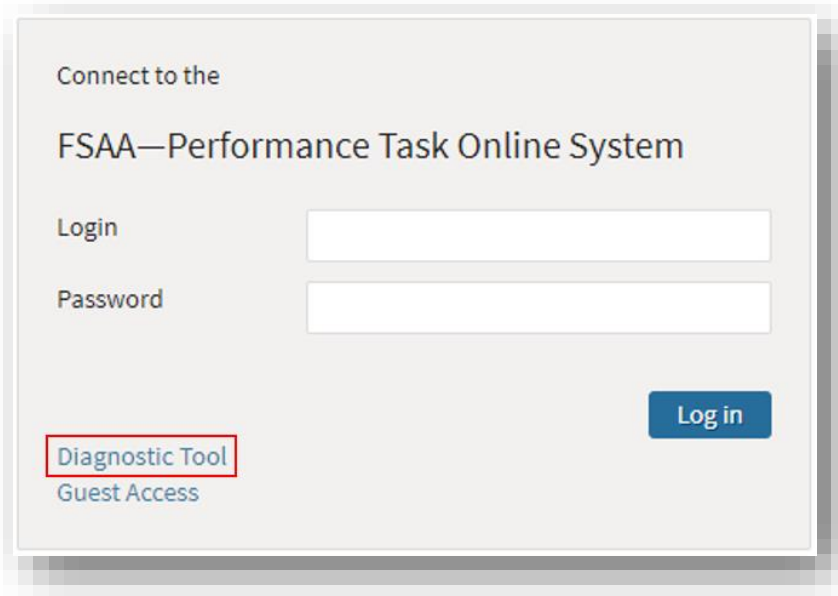
FSAA—Performance Task Online System Web Address

To log in to the FSAA—Performance Task Online System, go to https://florida.taocloud.org.

System Diagnostic Tool

The system *Diagnostic Tool* examines the user's operating system, web browser, workstation performance, and system bandwidth to verify that your system meets the basic minimum requirements for operating the FSAA—Performance Task Online System.

To connect to the *Diagnostic Tool*, click the "Diagnostic Tool" link (Diagnostic Tool) on the *Login* screen.

Connect to the

FSAA—Performance Task Online System

Login

Password

Log in

Diagnostic Tool
Guest Access

Note: The "Guest Access" link is visible on the *Login* screen but not active.

The *Diagnostic Tool* provides information on:

- Workstation performance (good, average, or weak)—The performance rating is based on the global average time needed to render item samples and takes into account the hardware and software installed.
- Bandwidth (good, average, or weak)—The maximum number of simultaneous test takers the network can handle. Bandwidth is highly dependent on the activity on the local network and may vary over time. This activity should be tightly controlled during the test administration process.
- Upload speed
- Operating system and web browser
- Overall compliancy rating

Running the Diagnostic Tool
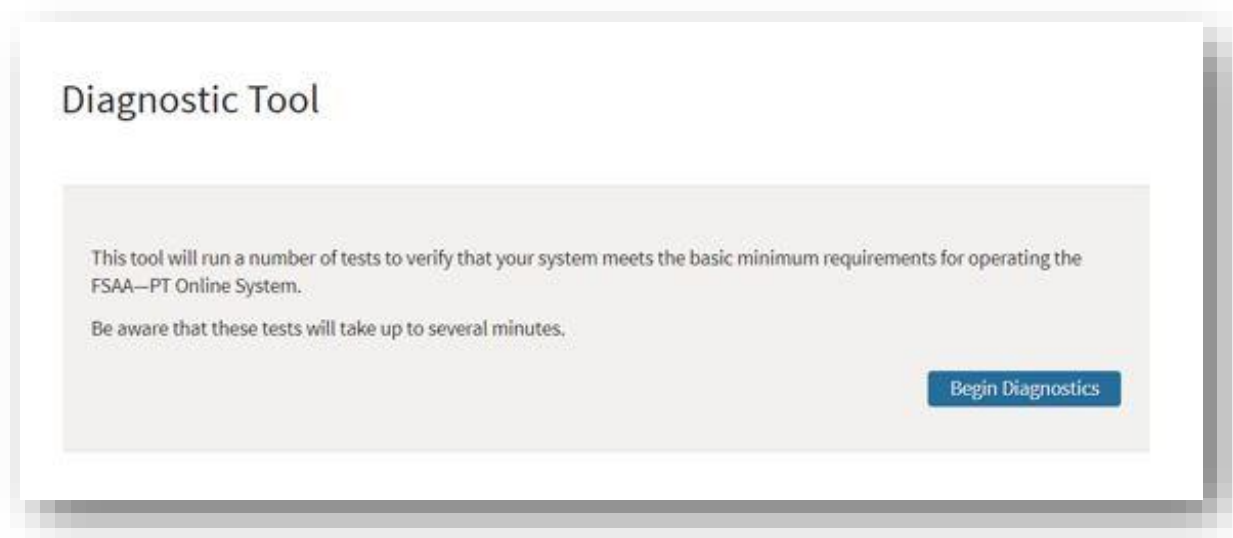
Click the "Begin Diagnostics" button (Begin Diagnostics).

Results: System meets the minimum requirements

The following example shows results for a system that meets all requirements:

- A ✓ means that your system meets requirements in that area.
- A ⚠ means that your system is not optimized in that area.
- A ⊘ means that your system does not meet requirements in that area.

Click the "Show Details" button (Show Details) to view additional detailed information about your system.

Total	
✓ Your system is fully compliant.	

Details   Hide Details

Minimum rendering time	0 s
Maximum rendering time	0.03 s
Average rendering time	0.01 s
Minimum bandwidth	0.23 Mbps
Maximum bandwidth	6.26 Mbps
Average bandwidth	2.02 Mbps
Average upload speed	70.8 Mbps
Max upload speed	70.8 Mbps
Web browser	Chrome 70.0.3538.102
Operating system	Windows 10.0

Done!

Results: System does not meet the minimum requirements

The following example shows results for a system that does NOT meet all requirements:

- A ✓ means that your system meets requirements in that area.
- A ⚠ means that your system is not optimized in that area.
- A ⊘ means that your system does not meet requirements in that area.

Click the "Show Details" button (Show Details) to view additional detailed information about your system.

Total	
⚠ Your system is not optimal, please contact your system administrator.	

Details　　　　　　　　　　　　　　　　　　　　　　　　Hide Details

Minimum rendering time	0.04 s
Maximum rendering time	0.51 s
Average rendering time	0.17 s
Minimum bandwidth	0.19 Mbps
Maximum bandwidth	8.59 Mbps
Average bandwidth	1.87 Mbps
Average upload speed	17.46 Mbps
Max upload speed	28.99 Mbps
Web browser	Internet Explorer 11.0
Operating system	Windows 7

Done!

Note: If your system does not meet the basic minimum requirements, you should contact the IT group that supports your school for help. The *Details* information along with the minimum requirements specified on page 11 of this guide may be helpful to the IT group in reconfiguring your system or the network.

Supported File Types

CSV files are accepted when importing SLC, teacher, and student data.

When uploading student work, only the following file types are supported:

- JPEG
- PDF

Recommended Monitor Resolution Settings

The minimum resolution is 1024x768. The suggested screen resolution is dependent on monitor size.

The recommended settings are as follows:

- 15-inch monitor, 1024×768
- 17- to 19-inch monitor, 1280×1024
- 20-inch and larger monitor, 1600×1200

Note: The higher the screen resolution, the smaller the text appears on the screen.

Mobile Devices

The FSAA—Performance Task Online System can be accessed on mobile devices. The system has been tested successfully on iOS 7 and Android 4.2 or higher devices. We recommend at least a seven-inch screen.

Note: Use of personal portable and mobile devices is prohibited. The online system may only be accessed using district-provided equipment and a secure internet connection.

System Messages

During or after a system action, a system message may be displayed, pertinent to the action.

Click the close button (⊗) to close the message.

Note: If the system message contains information about an error related to your action, make note of the message so that corrections can be made.

Definition of Terms

Administration and Registration Tools (ART)

The FSAA—Performance Task Online System comprises two platforms.

1. **Administration and Registration Tools:** administrative tools for managing data as well as for launching the assessments
2. **Testing Platform:** the test interface where assessment items are presented and student responses are submitted

System Administrator

When referring to System Administrators, we are targeting:

- Alternate Assessment Coordinators (AACs), and
- School Level Coordinators (SLCs).

Unless otherwise noted, the presented instructions apply to both AACs and SLCs. When the system opens, each district will have one AAC account preloaded. The AAC may then choose to create SLC accounts to support data management tasks. AACs will have permissions and visibility for all SLC, teacher, and student data within the district to which they are assigned. SLCs will have permissions and visibility for all teacher and student data within the schools to which they are assigned.

Form

Each course assessment will have two to four forms. The form will be clearly labeled on the covers of all test components. At grades 3–8, the test booklet will contain all English language arts (ELA), mathematics, and science assessments for that grade. ELA 1 and 2, and all end-of-course (EOC) assessments will be presented in separate test booklets, and students may have a different form assigned for each. Below is an example showing the course assessment structure for Grade 8 Science.
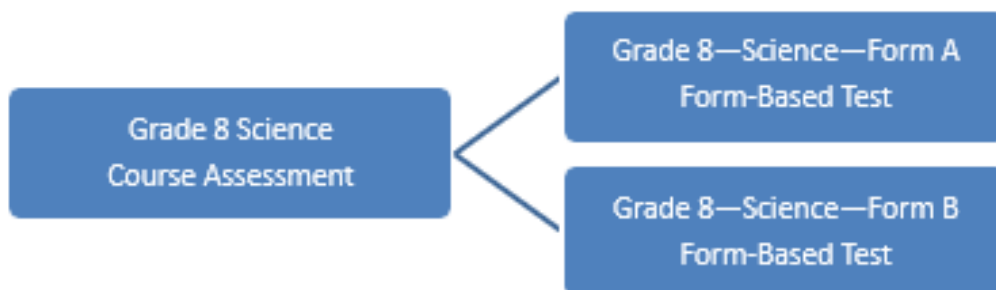
Course Assessment

The term course assessment in relation to the FSAA—Performance Task Online System means the grade level and content requirement for each student (e.g., Grade 8 Science).

Assignments

Assignments are the linking relationships connecting a student to the teacher responsible for administering the FSAA—Performance Task to that student.
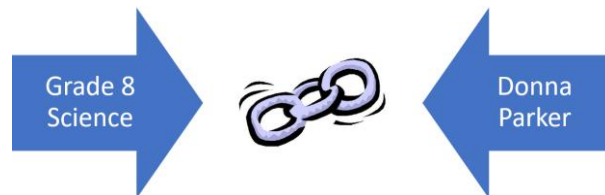
Student to Course Assessment

Each course assessment linked to a student is an assignment. This can be shown as an action; for instance, a System Administrator can assign a course assessment to a student.

Assignment for: **Student to Course Assessment**

Course Assessment to Teacher

The linking relationship between a teacher and a course assessment is also referred to as an assignment. Each teacher will be assigned to a course assessment based on the grade level and content area he or she teaches.

Assignment for: **Course Assessment to Teacher**

When the links are completed, the student will be assigned to the appropriate course assessment and teacher.

Completed Assignment: **Student to Course Assessment to Teacher**

By making these assignments, the System Administrator is allowing the teacher access to the student in the FSAA—Performance Task Online System so that the responses collected during administration may be submitted. See *Editing Course Assessment Assignments* starting on page 103 for further information about making the necessary assignments.

Grade Levels and Content Areas Assessed

Prior to the FSAA—Performance Task Online System opening, Cognia will preload the system with students enrolled to take the FSAA—Performance Task, along with their corresponding grade-specific course assessments.

> **Note:** Students who are enrolled in access courses that have an EOC assessment are not preloaded in the system because the individual educational plan (IEP) team is responsible for deciding when the student is ready to take the EOC assessment. Access courses include Algebra 1, Geometry, Biology 1, Civics, and U.S. History.

In elementary and middle schools, mathematics and ELA are assessed in grades 3–8 with Writing being introduced and assessed in grades 4–8. Science is assessed in grades 5 and 8. Access Civics will be assessed upon completion of the grade 7 course.

In high school, grade 9 students will take the ELA 1 assessment, and grade 10 students will take the ELA 2 assessment. Access courses that have EOC assessments include Algebra 1, Geometry, Biology 1, and U.S. History.

Grade Levels and Content Areas Assessed

Grade Level	ELA	Math	Science	Algebra 1 EOC	Geometry EOC	Biology 1 EOC	Civics EOC	U.S. History EOC
3	X	X						
4	X	X						
5	X	X	X					
6	X	X						
7	X	X					X	
8	X	X	X					
9 (ELA 1)	X							
10 (ELA 2)	X							
High School				X	X	X		X

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PART 2: FSAA—PERFORMANCE TASK ONLINE SYSTEM FOR SYSTEM ADMINISTRATORS

> **Note:** The screenshots or system images presented in this guide may vary based on the browser you are using. The images may be presented in vertical alignment rather than horizontal. Directions that point to the left may be on the top. Directions that reference the right may be on the bottom of the screen.

Best Practices

- System Administrators should pay attention to important dates to ensure that assessments are conducted and submitted on time. Refer to *FSAA—Performance Task Important Assessment Dates for 2021* on page 10.
- System Administrators must request assistance from the FSAA Service Center or the Florida Department of Education (FDOE) when needed. Refer to *Appendix A* for contact information.

System Release and System Administrator Tasks

On February 16, 2021, the FSAA—Performance Task Online System will be released to System Administrators.

The Alternate Assessment Coordinator (AAC) will be required to

- log in to the system and reset the default password to a secure password,
- edit any account information, including email address and phone number, and
- determine whether School Level Coordinator (SLC) accounts should be created to support data management tasks. Once created, the AAC will communicate the login credentials to each SLC.

The System Administrator for each school will then be required to

- add or import teachers who are administering the FSAA—Performance Task to students and make any necessary corrections to information (e.g., import additional teachers, edit school assignments);
- validate that all of the students required to take the FSAA—Performance Task 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 teachers to each student's grade- and content-specific FSAA course assessments.

Login

To log in to the FSAA—Performance Task Online System, open a supported web browser and go to https://florida.taocloud.org. See *Appendix C* for a list of supported browsers.

The *Login* dialog box will display.
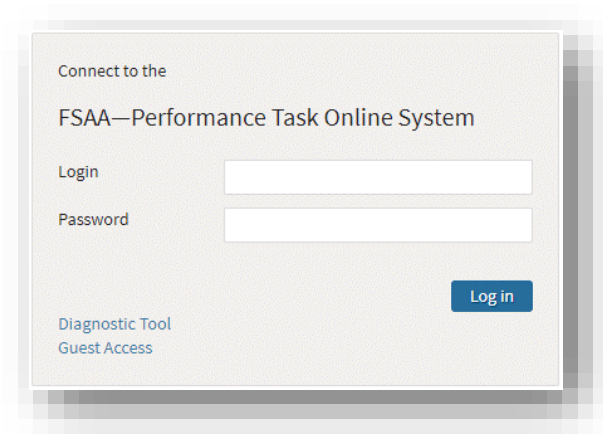
Default Login

The first time that you log in to the ART, use the following:

AAC
- **Login:** district code + first two letters first name + last name
- **Password:** reenter login

The credentials are case sensitive. Please be sure to use all lowercase when logging in.

For example, the district 01 AAC is Allison Graham. Allison would log in to the FSAA—Performance Task Online System as:
- **Login:** 01algraham
- **Password:** 01algraham

SLC

Your AAC will generate your ART account. AACs are encouraged to use the following format when creating an SLC login:
- **Login:** district code + school code + first two letters first name + last name
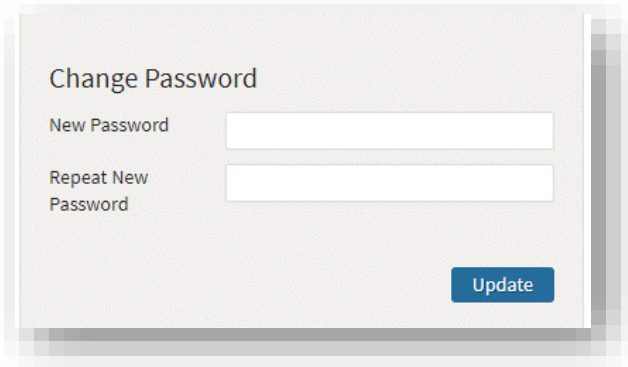
After the account has been created, your AAC will communicate your login credentials. The first time that you log in to the ART, use these provided credentials. The credentials are case sensitive. Be sure to enter the credentials exactly as they are given to you.

Contact your AAC if you are trying to access the system and cannot log in.

Changing Your Password

The first time that you log in using the provided credentials, you must change your password. The *Change Password* dialog box will automatically open.
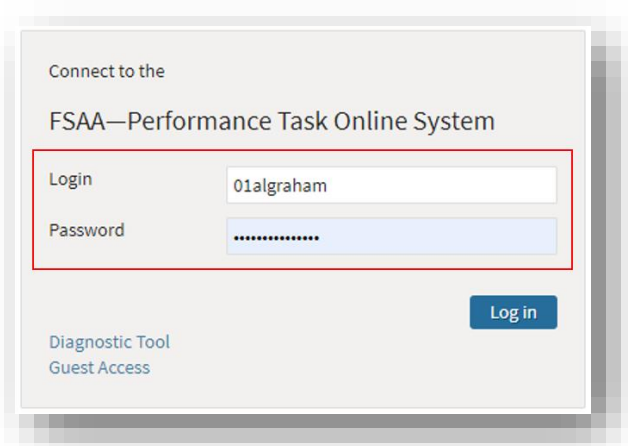
Enter the new password and retype it in the appropriate fields. The new password must meet the following requirements:

- 10 or more characters long
- at least one uppercase letter
- at least one lowercase letter
- at least one special character (colon, period, comma, asterisk, etc.)

Click the "Update" button (Update) to complete your login.

Each time you return to the FSAA—Performance Task Online System, you will log in with the new password you created.

If you experience difficulty with logging in or if you need to reset your password, please contact the FSAA Service Center. **SLCs, please contact your AAC.**

Logout

To log out from the system, click the "Logout" link (⮐ Logout) in the upper-right corner of the page.
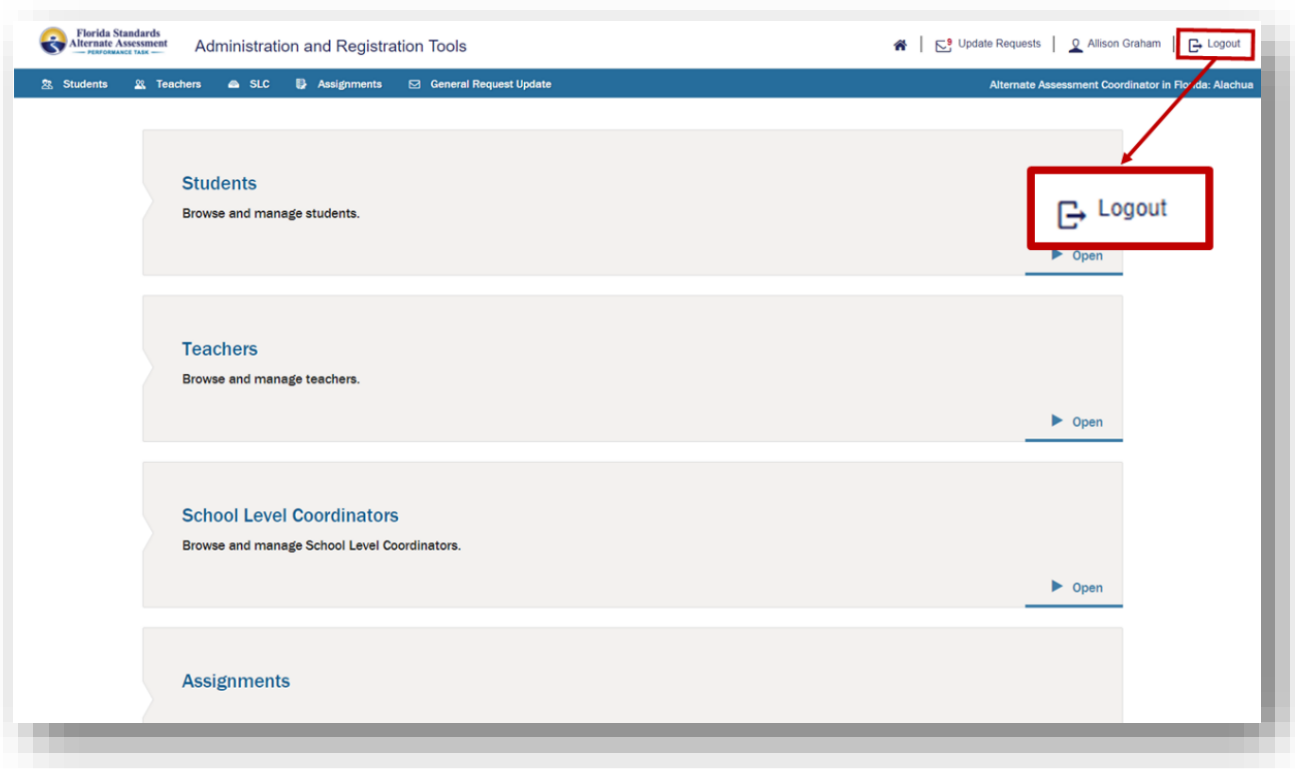
Auto Logout (Timing Out)

After 30 minutes of inactivity, you will be automatically logged out of the system. The following message will be displayed:
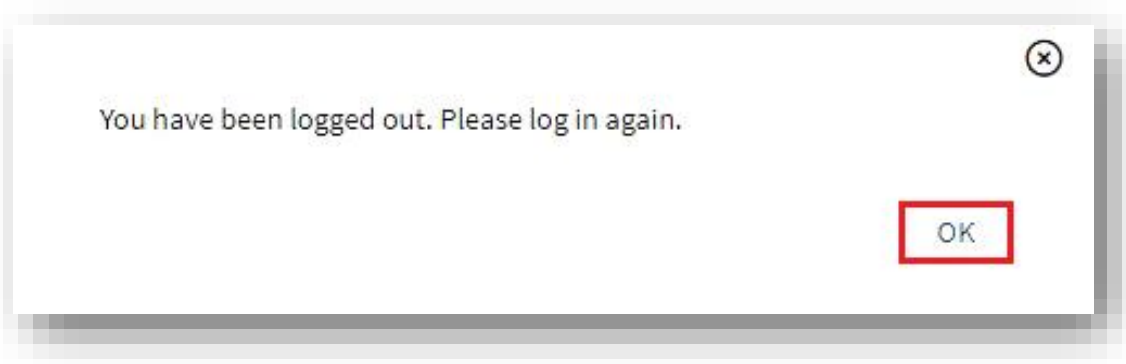
Click the "Ok" button (OK).

The *Login* screen will display.
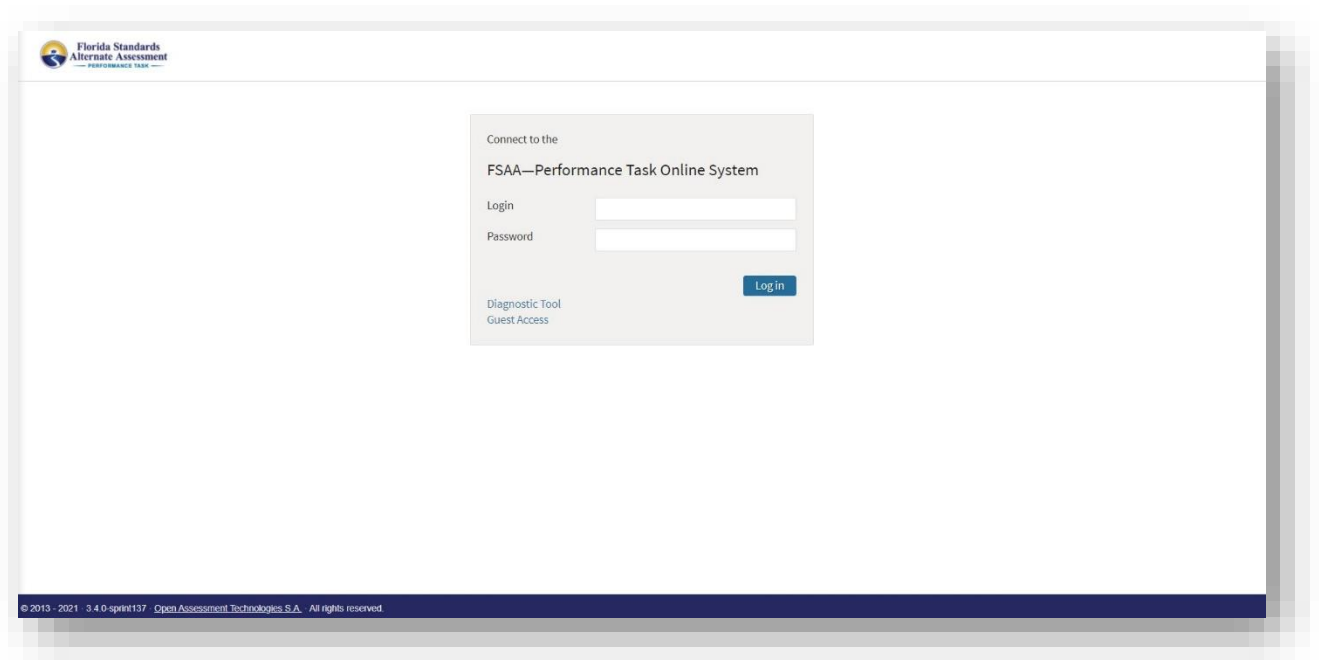
In the *Login* dialog box, reenter your login and password and click the "Log in" button (Log in) to reenter the system.

System Administrator Landing Page

After you log in as a System Administrator, the landing page appears.
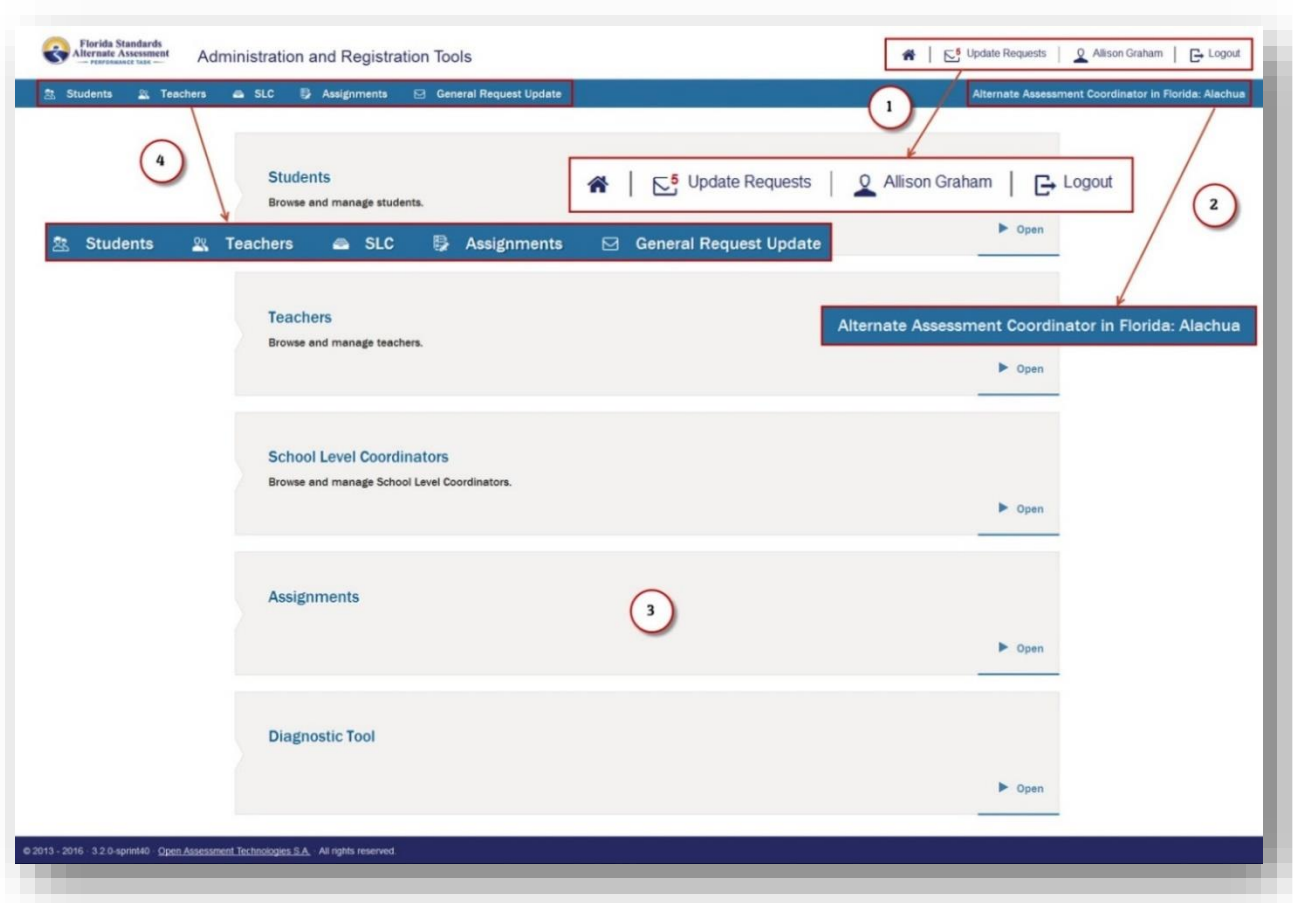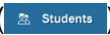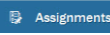
The landing page displays the following:

1. Basic information and capabilities: home, update requests, user profile, logout

    a. To return to the landing page from anywhere in the system, click the home link (⌂).

    b. To address pending requests, click the "Update Requests" link (✉ Update Requests). Refer to *Browse and Manage Update Requests* on page 122 for details.

    c. To view or edit your account information, click the user profile link (e.g., ⚲ Allison Graham). Refer to *My Account Information* on page 29 for details.

    d. To log out, click the "Logout" link (⮞ Logout).

2. The user role, state, and district (e.g., Alternate Assessment Coordinator in Florida: Alachua)

    For SLCs, the information will display role, state, and school (e.g., School Level Coordinator in Florida: A.L. Mebane Middle School).

3. Page navigation
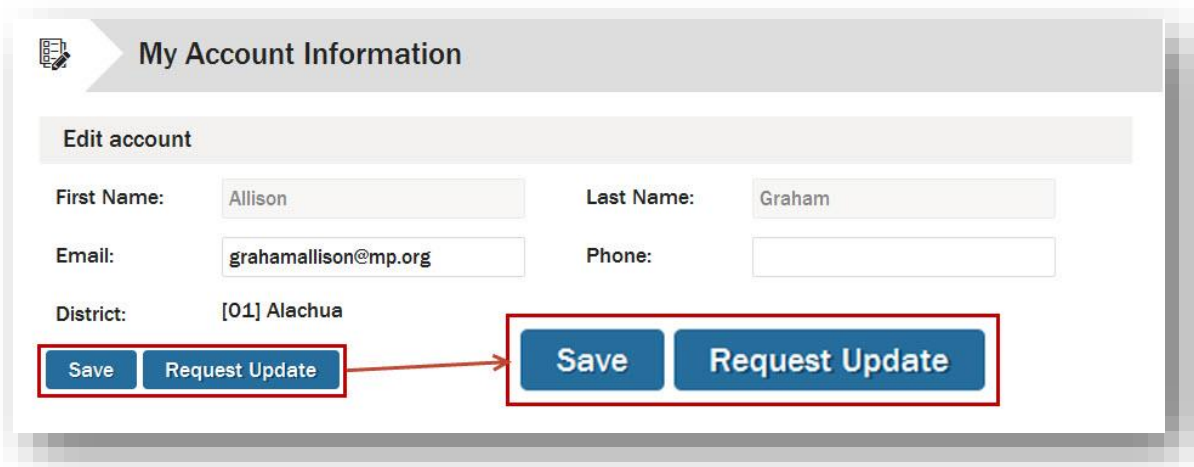
   a. **Students:** Browse and manage students.

   b. **Teachers:** Browse and manage teachers.

   c. **School Level Coordinators:** Browse and manage SLCs. (only visible to AACs)

   d. **Assignments:** Export student test assignment data.

   e. **Diagnostic Tool:** Run the *Diagnostic Tool*.
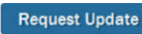
4. Navigation ribbon

   From anywhere in the system, to navigate to another section of the ART, click the "Students" link (Students), the "Teachers" link (Teachers), the "SLC" link (SLC —only visible to AACs), the "Assignments" link (Assignments), or the "General Request Update" link (General Request Update) in the blue navigation ribbon.

My Account Information
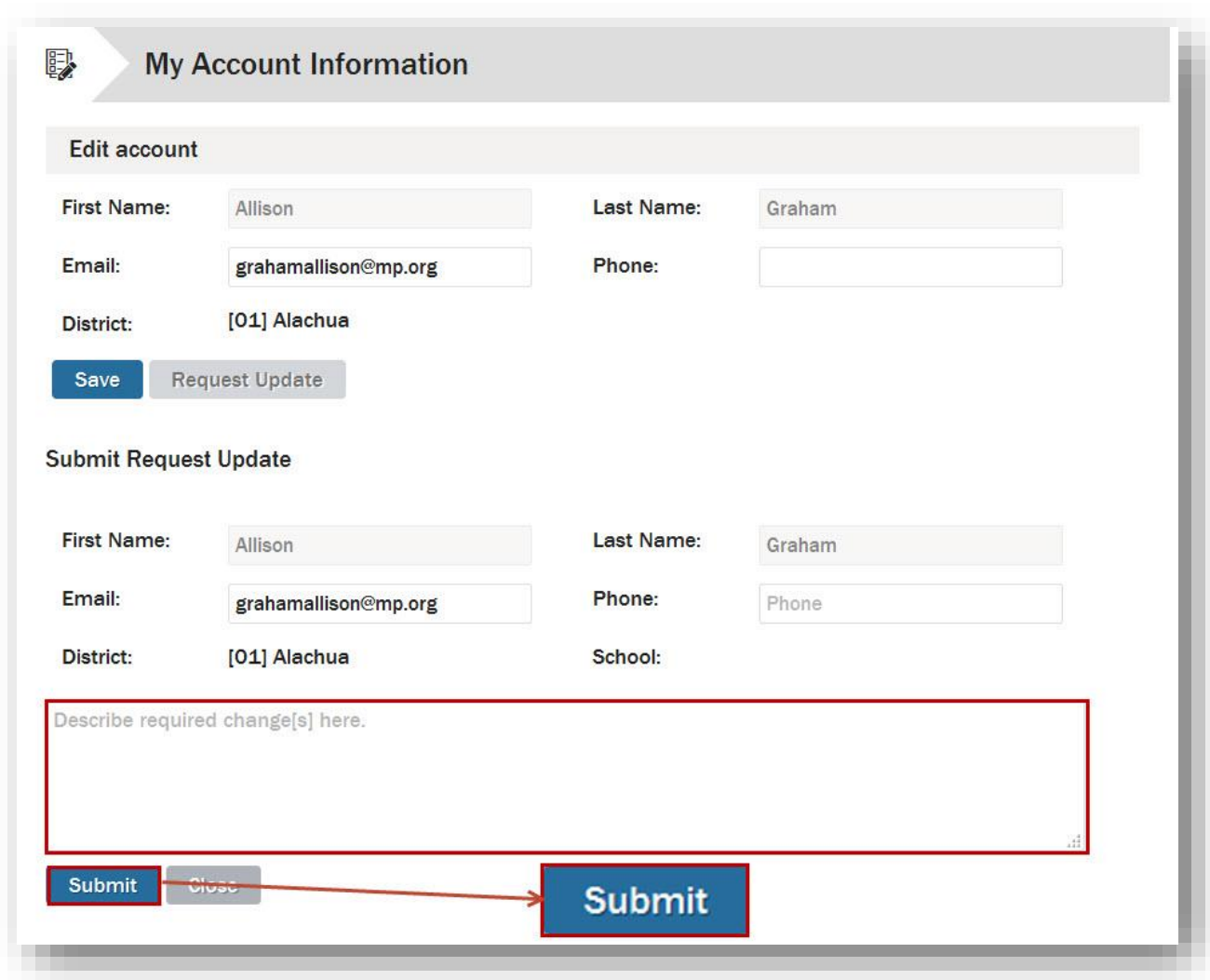
To edit your profile, click the user profile link (e.g., Allison Graham).

Update your email address and phone number. Click the "Save" button (Save) to save the changes. Your first name, last name, and district association are visible but cannot be changed. (SLCs will also see their school association displayed.) If any of these are incorrect, click the "Request Update" button (Request Update). The page refreshes to include a *Submit Request Update* area where you can request changes to these fields.

To request an update:

- Edit your email address and phone number if necessary.
- Describe other necessary changes in the "Describe required change[s] here" field.
- Click the "Submit" button (Submit) to submit the request.

The information shown in the *Submit Request Update* area is pulled by the system from your account profile and presented to you each time you request an update. Once submitted, the request is routed to the FSAA Service Center. (SLC requests are routed to the AAC.)

SLC Page—Browse and Manage SLCs (AAC only)

To access the SLC page, click the "SLC" link (🚗 SLC) in the navigation ribbon or click the "Open" button (▶ Open) on the landing page.
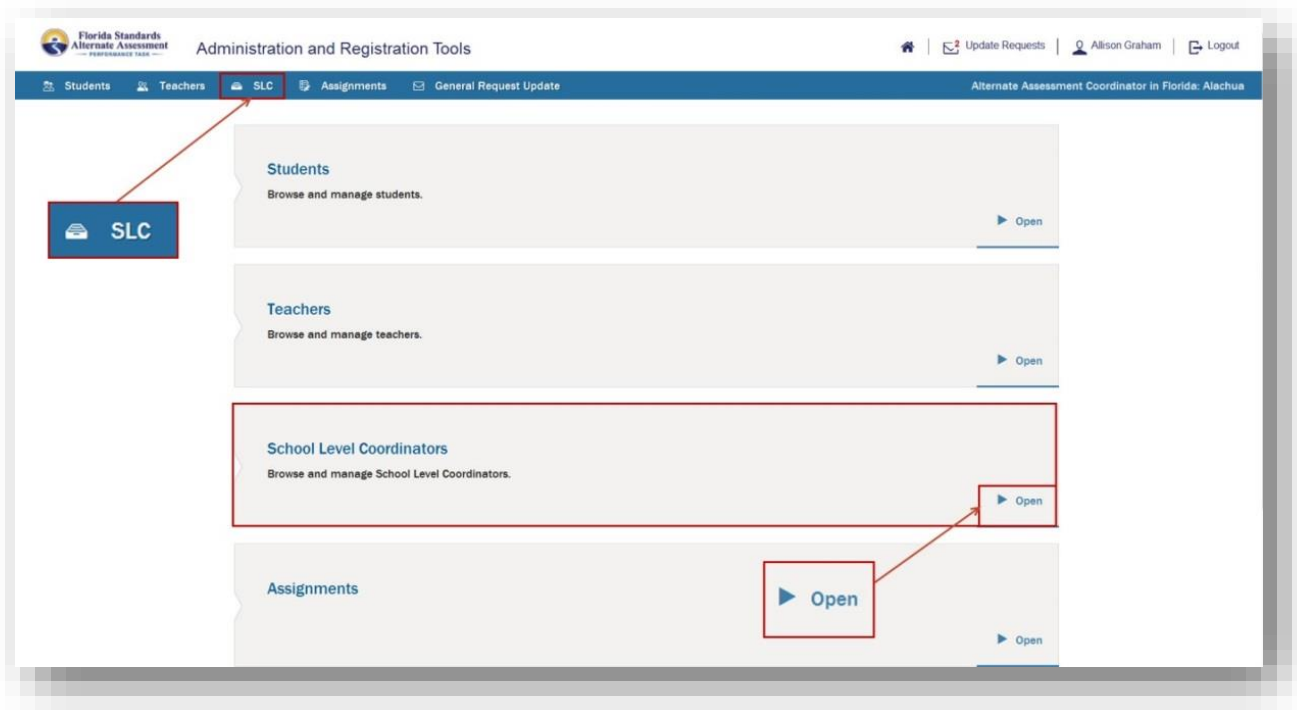
The *School Level Coordinators* page will display.

> **Note:** No SLCs will be loaded when the system first goes live. You can import multiple SLCs at one time using a CSV file. Please refer to *Appendix B* for information on creating a CSV file to import.
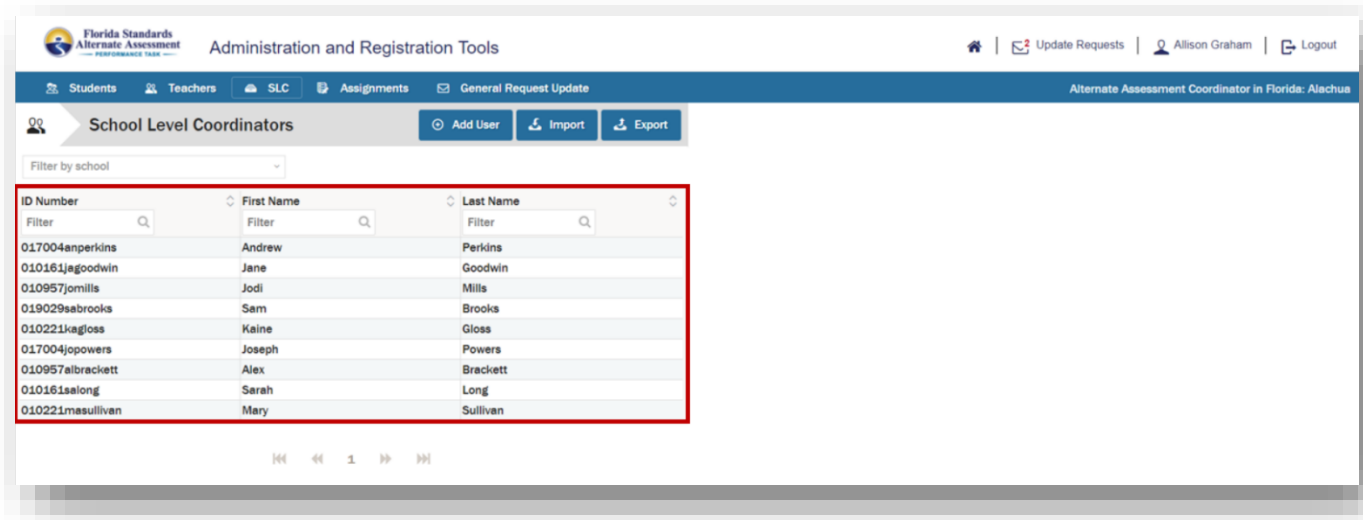
The *School Level Coordinators* page shows a list of SLCs for all schools in the assigned district.

Adding SLCs

There are two methods for adding an SLC:

1. Use the *Add User* function to add individual users one at a time.
2. Import a CSV file of SLCs when multiple users are being added.

Adding a Single SLC

Click the "Add User" button (⊕ Add User) on the *School Level Coordinators* page to add SLCs one at a time to the system.
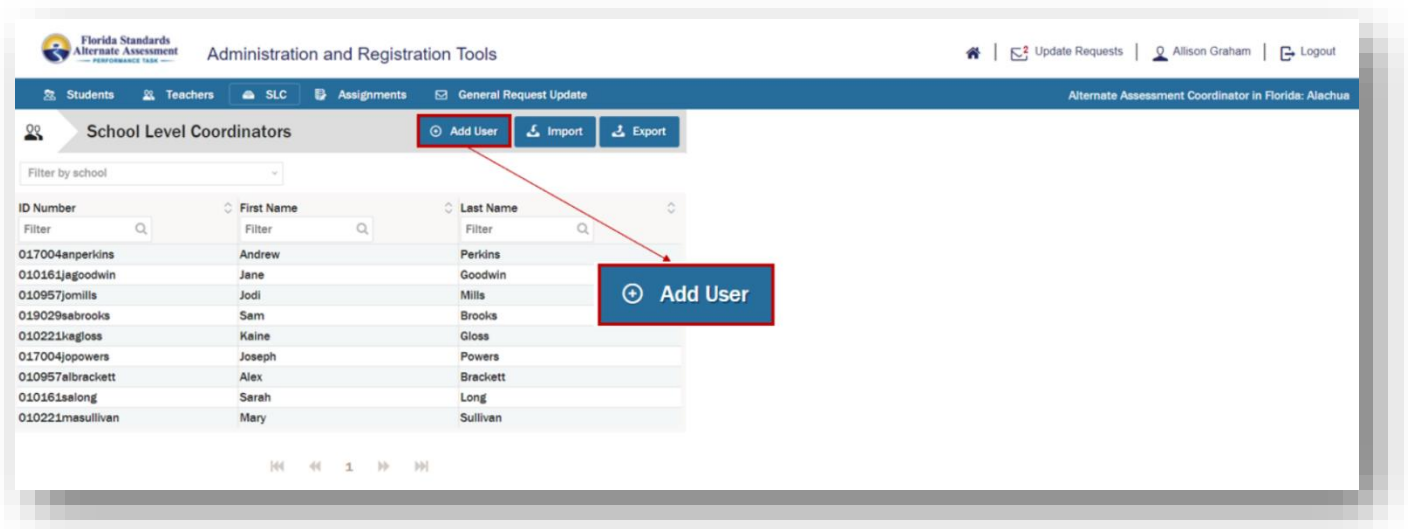
The *School Level Coordinators* page will display the *Add User* pane to the right.
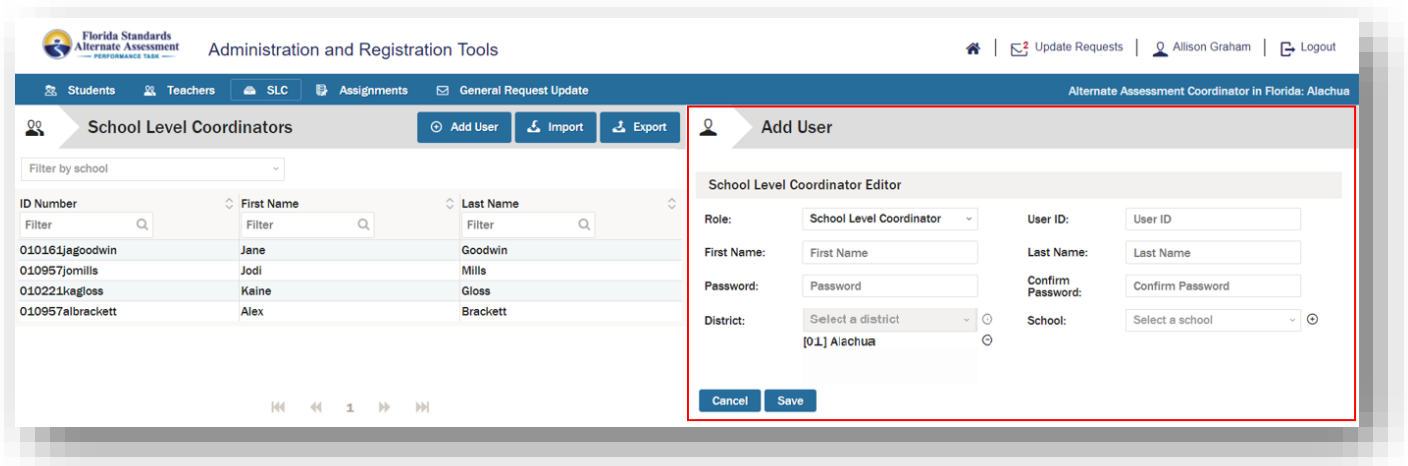
In the *School Level Coordinator Editor* area, enter information in the following fields:

- **Role:** School Level Coordinator is selected by default.
- **User ID:** A unique identifier for the SLC that will identify the user in the system and will be used as the user login. AACs are encouraged to use the following format when creating SLC accounts:
  - district code + school code + first two letters first name + last name

- **First Name**
- **Last Name**
- **Password:** The new password must meet the following requirements:
  - 10 or more characters long
  - at least one uppercase letter
  - at least one lowercase letter
  - at least one special character (colon, period, comma, asterisk, etc.)

- **Confirm Password:** Retype the password. Please keep track of the password so that you can communicate it to the SLC.
- **District:** The district will default to the district of the AAC creating the account. For assistance adding additional districts, request an update. See *Requesting an Update for the SLC* on page 50.

- **School:** Click the "Select a school" field and select a school from the drop-down list. After you select a school, click the add button (⊕) to add the school to a list immediately below the field. If additional schools need to be assigned to the SLC, repeat the process. To remove a school from the list, click the remove button (⊖) to the right of the school name.

Click the "Save" button (Save) to add the new SLC or click the "Cancel" button (Cancel) to cancel the action. The SLC will be added to the end of the *School Level Coordinators* list. If the *School Level Coordinators* list spans multiple pages, click the last page button (⤅) to view the added SLC.

> **Note:** You must communicate the default login credentials to the user after the account has been created.
>
> FERPA requires that access to individual student information be restricted to the student, the student's parents/guardians, and authorized school personnel. AACs are responsible for maintaining the privacy and security of all student records. In accordance with this federal regulation, authorized school personnel shall have access to the records of students to whom they are providing services when such access is required in the performance of their official duties. AACs are responsible for granting secure data access only to those specific employees who have the right to view confidential student information. Please disseminate secure system credentials in accordance with your district's security policy and guidelines.

Importing an SLC List
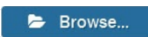
If the *School Level Coordinators* list is empty, or if you want to update the existing list with a new list, click the "Import" button (🔼 Import) to import a list of SLCs in CSV format.

Refer to *Appendix B* for a template and information about creating the CSV file.
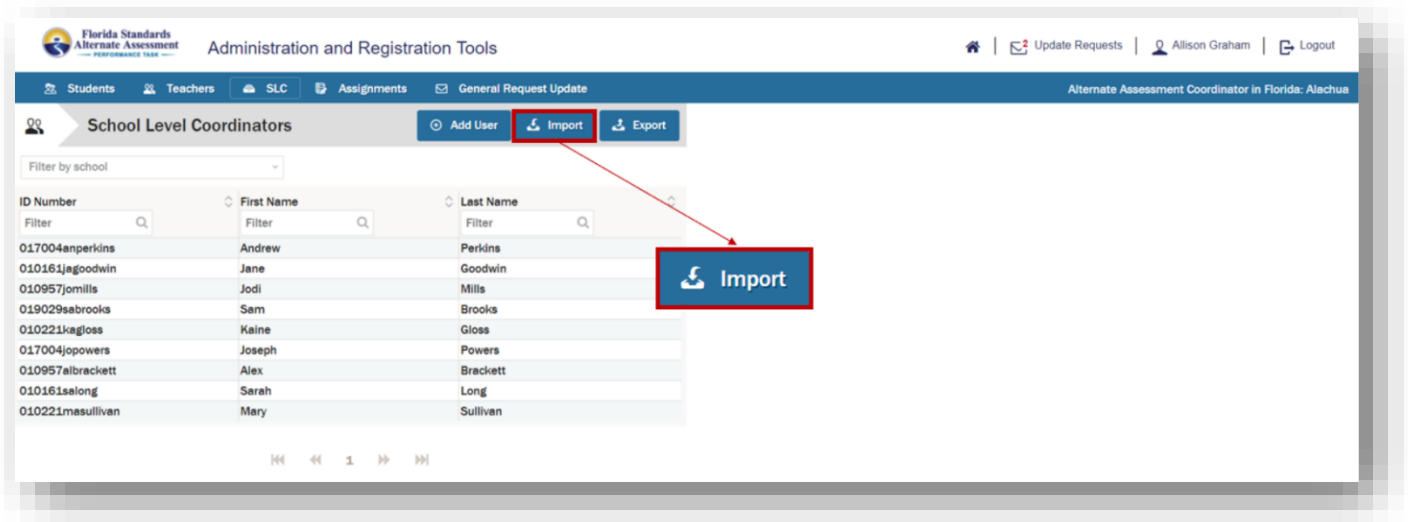
The *Import School Level Coordinators* dialog box will display.
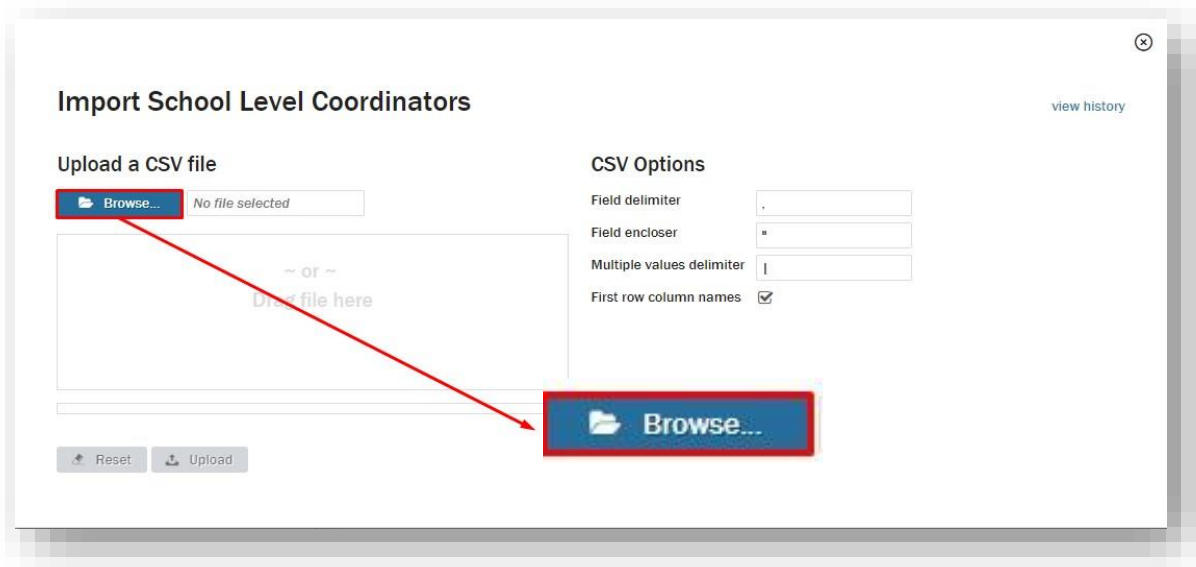
To specify the CSV file to upload, click the "Browse…" button (📁 Browse...). Alternatively, you can locate the CSV file on your system and drag it to the "Drag file here" field.

After you have specified the CSV file to upload, the file name appears in the box on the left.

<div style="background-color:#F4B7B8">

Note: There is a size limitation of 2 MB for the CSV file. If the file size is >2 MB, the operation will time out.

</div>
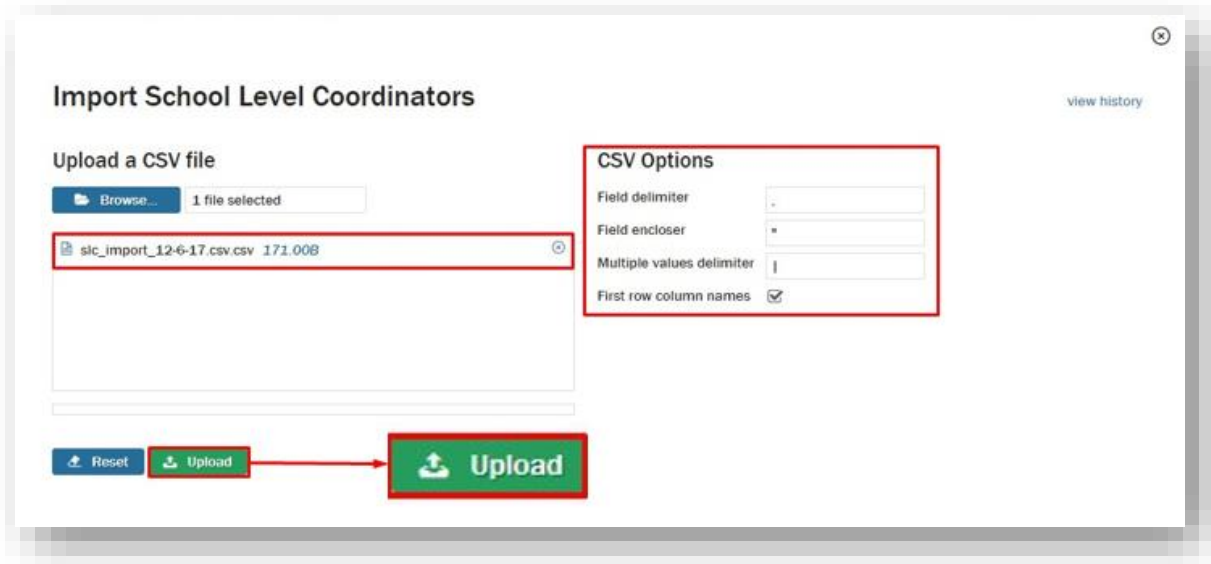
CSV files must be uploaded one at a time. Continue to upload additional CSV files until all SLCs are uploaded. Refer to *Viewing the History and Status of Imported Files* on page 40.

Verify that the CSV options for your file(s) are correct. You can specify a field delimiter, field encloser, and multiple values delimiter, and whether the first row in the CSV contains column names. In most cases, make no changes to these fields.

To clear <u>all</u> values in the *Import School Level Coordinators* dialog box, click the "Reset" button (Reset).

___

If it is necessary to remove the file from the upload box, click the remove button (⊗) to the right of the file name. When the file has been added to the *Import School Level Coordinators* dialog box, click the "Upload" button (⬆ Upload). The uploading icon (⬇) blinks to the right of the file name while the file uploads.

To exit the *Import School Level Coordinators* dialog box without importing a file, click the close button (⊗) in the top right corner.

Once the file has finished uploading, a screen will display that allows you to match the ART column headers to your CSV file column headers.

The *Select the matching fields* area on the left allows you to associate each ART column header (e.g., "First Name," "Last Name") to a column header in the CSV file (e.g., "FirstName," "LastName"). In most cases, the default associations (shown above) are suitable. The *Sample overview* area on the right side of the *Import School Level Coordinators* dialog box provides a sample overview of the data in the CSV file that you are importing. If a scroll bar appears at the bottom, there is additional data to be viewed.

To change an association, click the expand button (⌄) to the right of the field you want to redefine and select a new value from the drop-down list.

In this example, we are associating the CSV file column header "SchoolCode" with the ART column header "School Code."

To return all values in the *Import School Level Coordinators* dialog box to their defaults, click the "Reset" button (⬆ Reset).

To exit the *Import School Level Coordinators* dialog box without importing a file, click the close button (⊗) in the top right corner.

When you are ready to complete the CSV file import, click the "Import" button (⬆ Import).

The import process will begin, and a system message will be displayed to communicate that the import is in progress.

Viewing the History and Status of Imported Files

To view the history and status of imported CSV files, click the "view history" link.

All of the SLC import files that have been submitted to the system will be entered into a task queue for processing. The task listing displays the list of tasks (CSV files) submitted.

In the table, you will see the following columns:

- **Task Name:** The name of the CSV file uploaded into the task queue
- **Created:** The date that the CSV file was uploaded and the import task was created
- **Status:** The status of the CSV file import task

  - **In progress:** The file has been added to the task queue and will complete the import process as soon as possible.

- o **Completed—Error:** The file was added to the task queue and the import process completed with one or more errors.

> **Note:** If the status is returned with **Completed—Error**, please open the import report and identify the error.

- o **Completed:** All records in the CSV file imported correctly and are accessible.

- • **Actions:** The actions that can be performed on the file: remove or view report

View History Report

To view the detailed report for an individual CSV file import task, click the view report button ( ).

A detailed report of the success or failure to import each record submitted in the CSV upload will present.
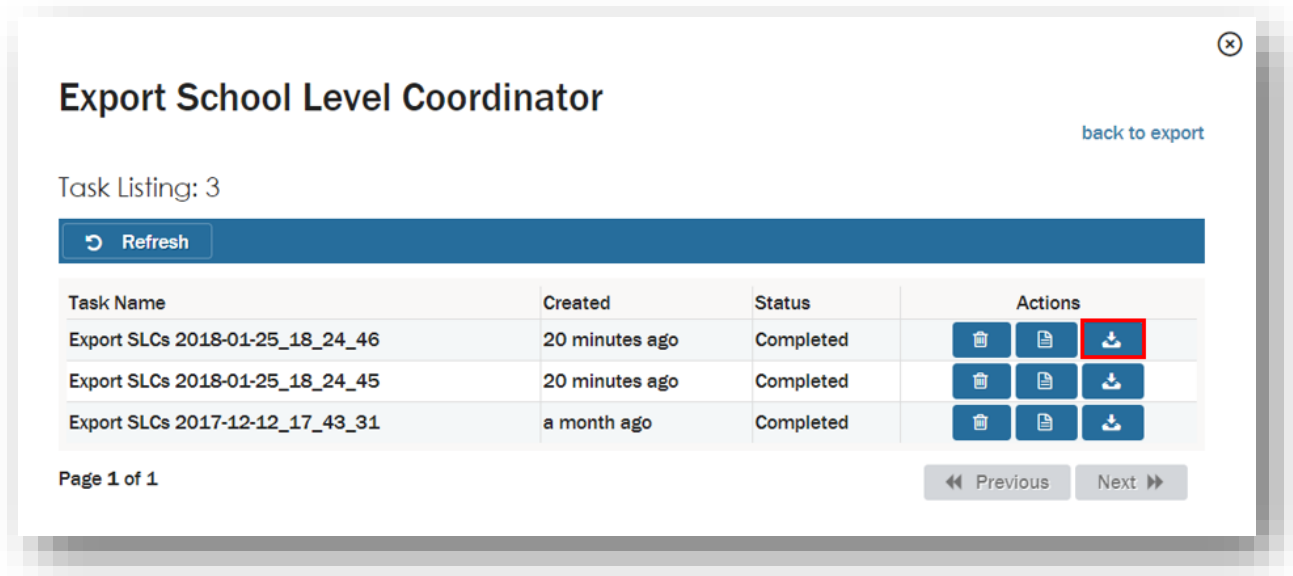

> **Note:** If a record failed to import, please check the identified row in the original CSV file to determine the error that prevented the user(s) from importing. Corrected record(s) will have to be submitted via a new CSV import file for the identified records or by using the *Add User* function.

Sorting SLCs

1. The *School Level Coordinators* list may consist of more than one page. The current page number is indicated at the bottom center of the page. You can move to the next page (▸▸) or the previous page (◂◂) by clicking the respective button. You can move to the last page (▸▸|) or the first page (|◂◂) by clicking those respective buttons.

2. For each SLC in the list, the following information is visible:
   - ID Number
   - First Name
   - Last Name

3. By default, the SLC list is sorted by ID number in ascending order. You can also sort the list by first name or last name, in ascending or descending order.

   For example, to sort the list by last name, click the list sort button (⇕) to the right in the "Last Name" column. The list is now sorted by last name in ascending order (A–Z). To change to descending order (Z–A), click the list sort button (⇕) again.

Filtering the SLC List

By school

By default, the *School Level Coordinators* list displays all SLCs in all schools in an assigned district.
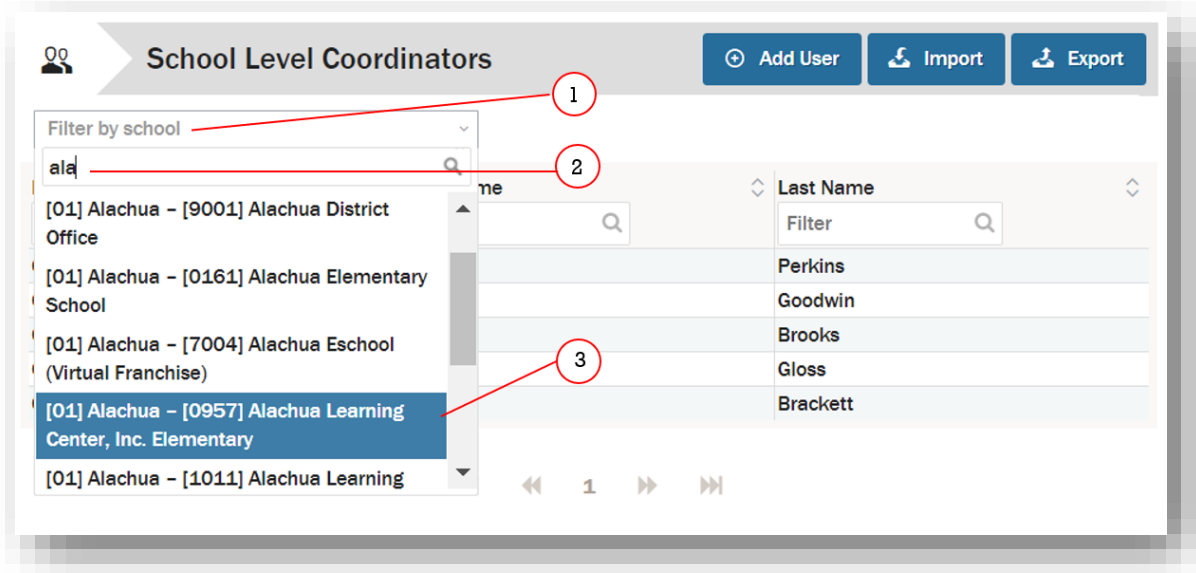
You can filter the *School Level Coordinators* list to display an individual school. To do this:

1. Click the "Filter by school" field.
2. Enter three or more characters for the desired school.
3. Select the school name from the drop-down list.

After the *School Level Coordinators* list has been filtered by school, the school name appears above the list.
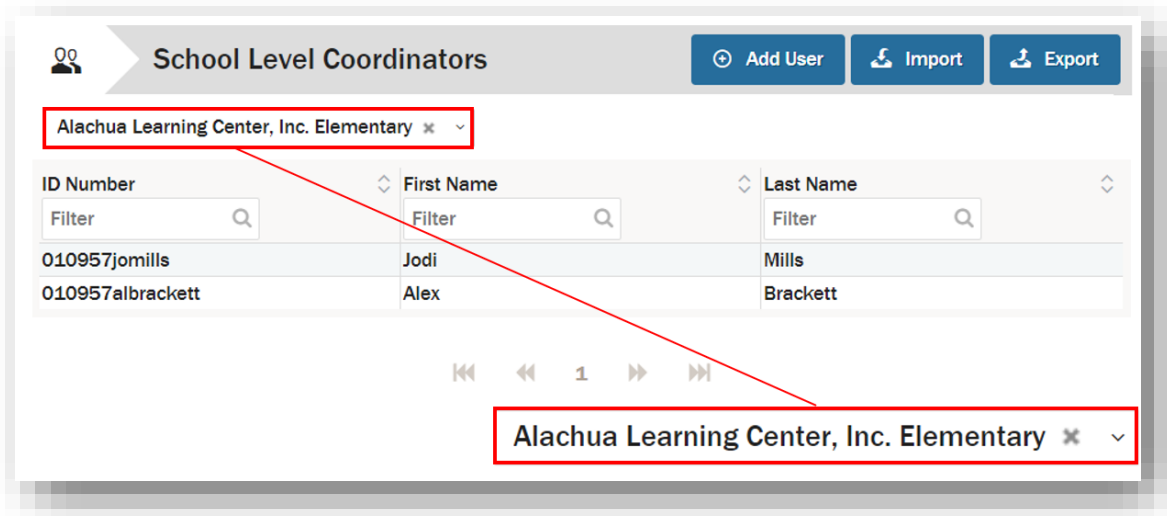
To remove the school filter and return to the complete *School Level Coordinators* list, click the delete button (✖) to the right of the school name. To select another school, click the expand button (⌄) and select another school from the drop-down list.

By other criteria

You can also filter the *School Level Coordinators* list to make it easier to work with or to locate a single SLC or subset of SLCs.

For example, to see all SLCs with a last name of "Gloss," type "Gloss" (not case sensitive) in the "Filter" field and click the filter button (🔍).
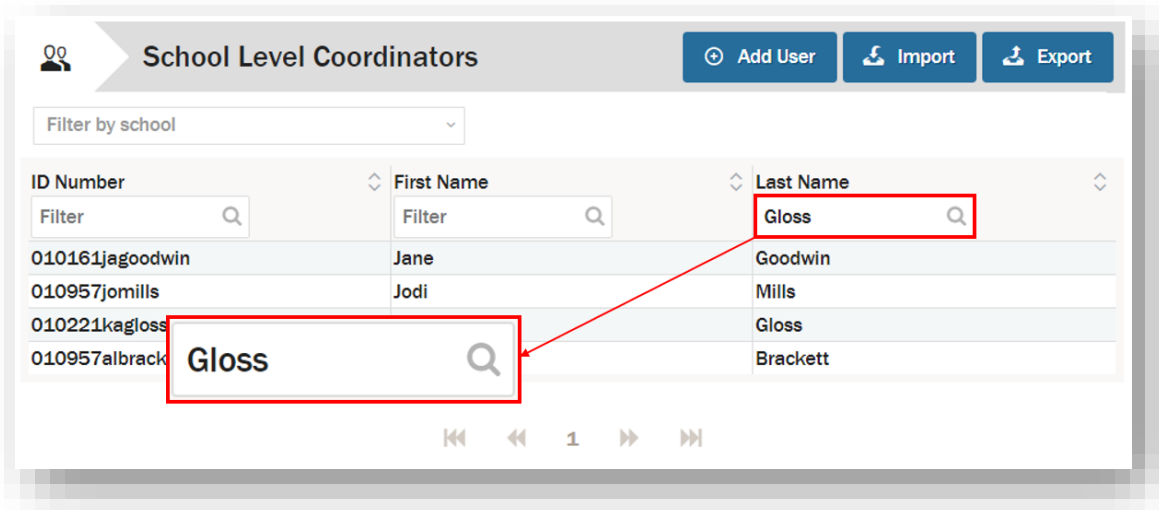
The list is filtered and displays the matching criteria.
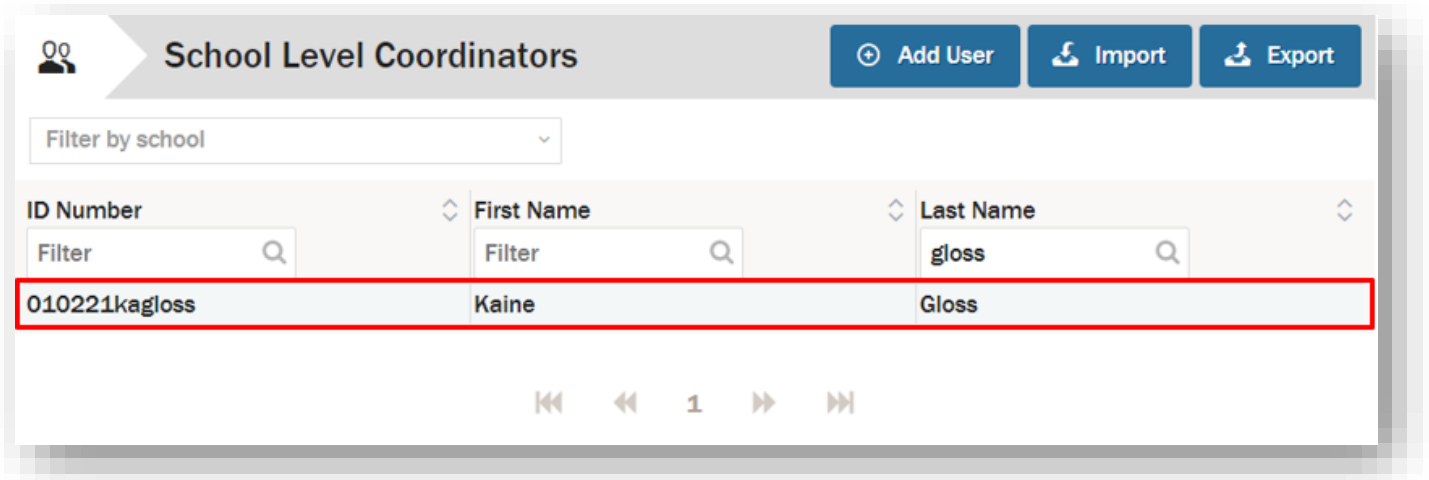
To return to the unfiltered *School Level Coordinators* list, delete any text from the "Filter" field and click the filter button (🔍) again. You can filter the "ID Number" and "First Name" columns in a similar manner. The filter fields are not case sensitive.

Exporting SLC Data

If you want to export the existing SLC data, click the "Export" button (⬆ Export).
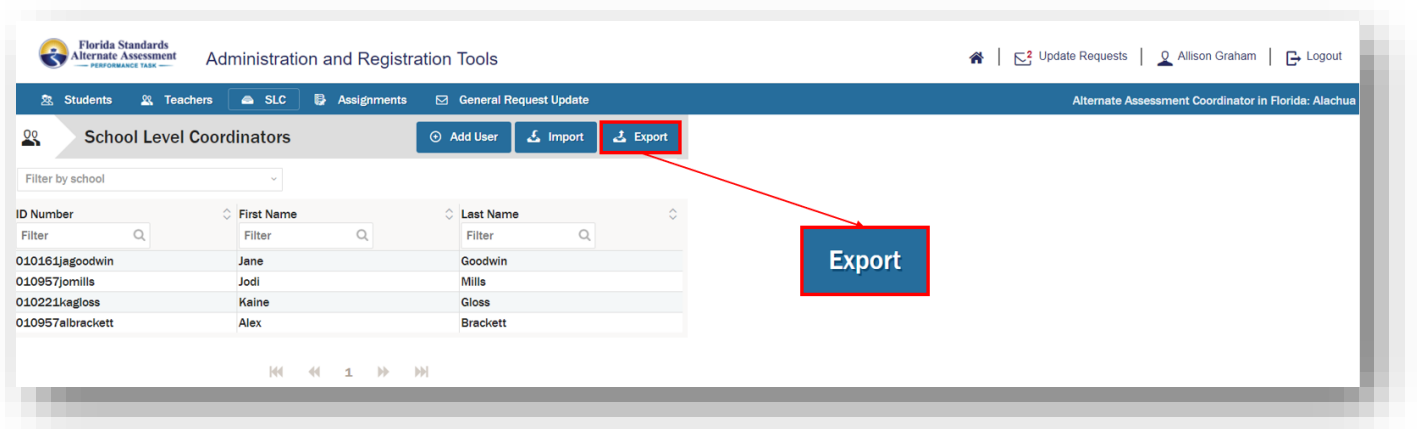
The *Export School Level Coordinator* dialog box will display.
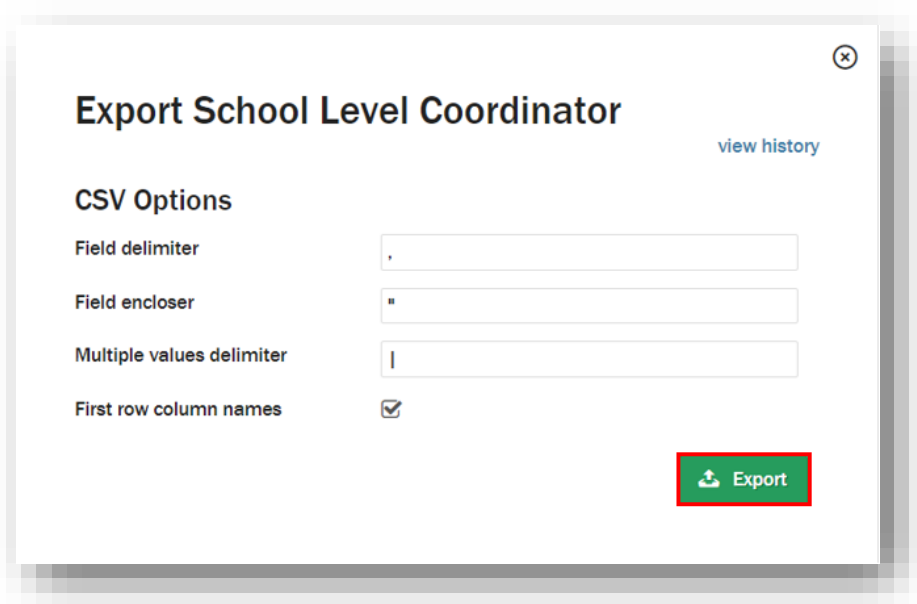
Click the "Export" button (⬆ Export) to export the information into a CSV file. The export process will begin, and a system message will be displayed to communicate that the export is in progress.

Viewing the History and Status of Exported Files

To view the history and status of exported CSV files, click the "view history" link.
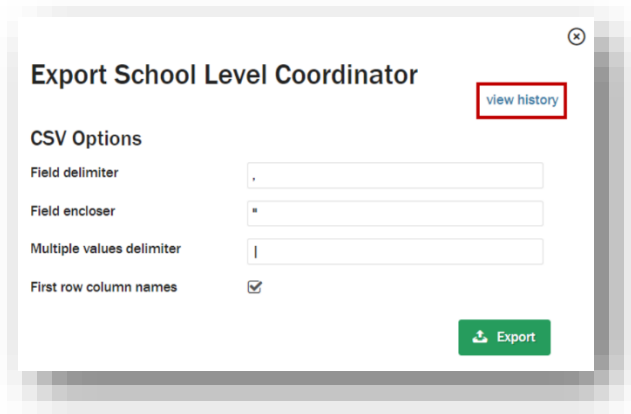
All of the SLC files that have been exported will be entered into a task queue for processing and will be displayed in the task listing.

In the table, you will see the following columns:

- **Task Name:** The name of the CSV file exported into the task queue
- **Created:** The date that the CSV file was exported and the export task was created
- **Status:** The status of the CSV file export task
  - **In progress:** The file has been added to the task queue and will complete the export process as soon as possible.
  - **Completed:** All records in the CSV file exported correctly and are accessible.
- **Actions:** The actions that can be performed on the file: remove, view report, or download

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Downloading the Export File

Once the export process has completed, click the download button (![download icon]) to open or save the file.

The downloading process will vary depending on your browser and system specifications.

CSV files are best viewed using a spreadsheet program, such as Microsoft Excel or Notepad.

The file will display all of the SLCs assigned to the district. You will see the role, user ID, password, district code, school code, first name, last name, and email address if present in the system.

Editing Individual SLC Data

To edit the data for a single SLC, click the row in the *School Level Coordinators* list for that individual. The account information for that SLC will display to the right of the *School Level Coordinators* list.

You can edit the information provided, reset the SLC's password, process update requests for the SLC, and request an update for any other necessary changes.

Editing SLC Data
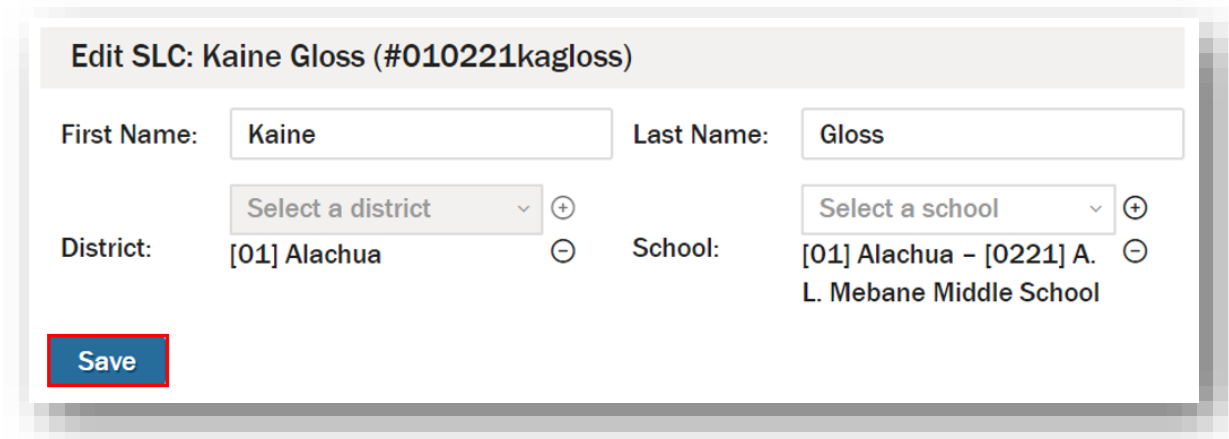
In the *Edit SLC* area, you can edit information in the following fields:

- **First Name**
- **Last Name**
- **District:** See note.
- **School:** The school(s) to which the SLC is assigned is shown. To add a school, click the "Select a school" field and select a school from the drop-down list. After you select a school, click the add button (⊕) to add the school to a list immediately below the field. If you want to add additional schools, repeat the process. To remove a school from the list, click the remove button (⊖).

Note: The district(s) to which the SLC is assigned is shown. For assistance changing the district assignment or adding additional districts, request an update. See *Requesting an Update for the SLC* on page 50.

When you are done editing the SLC information, click the "Save" button (Save) to save your changes.
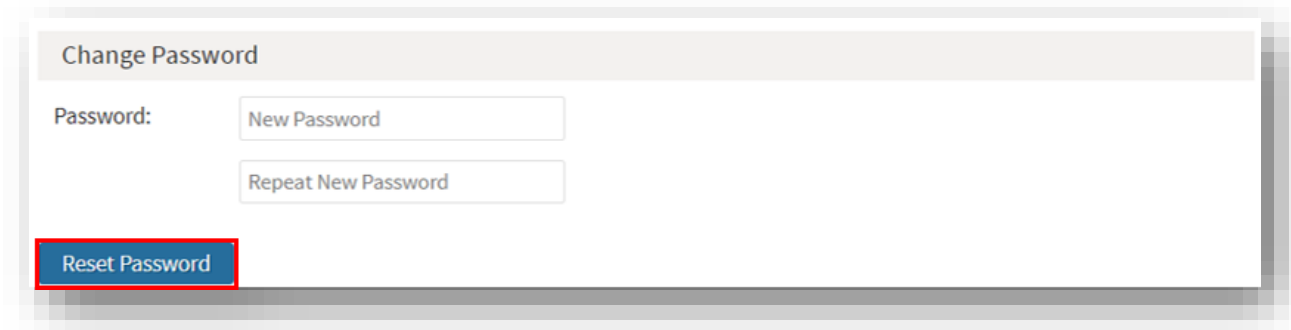
Changing the SLC Password

In the *Change Password* area, you can change the SLC's password.

Password: The new password must meet the following requirements:

- 10 or more characters long
- at least one uppercase letter
- at least one lowercase letter
- at least one special character (colon, period, comma, asterisk, etc.)
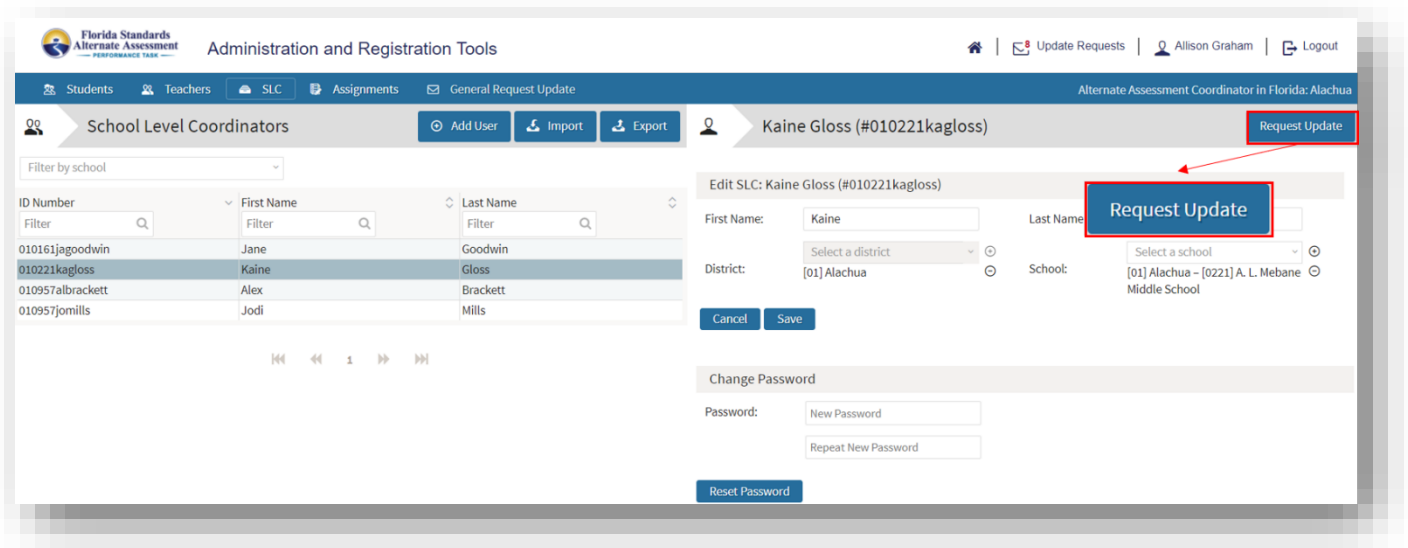
Retype the password in the "Repeat New Password" field. When you are done, click the "Reset Password" button (Reset Password) to reset the SLC's password.

> **Note:** Changing the password will not provide the user with a notification about the change. Please be sure to communicate the new password to the user.
>
> **Note:** If an SLC leaves your district or is no longer responsible for managing data in the ART, you should immediately change the password. This will restrict the user from accessing the system.
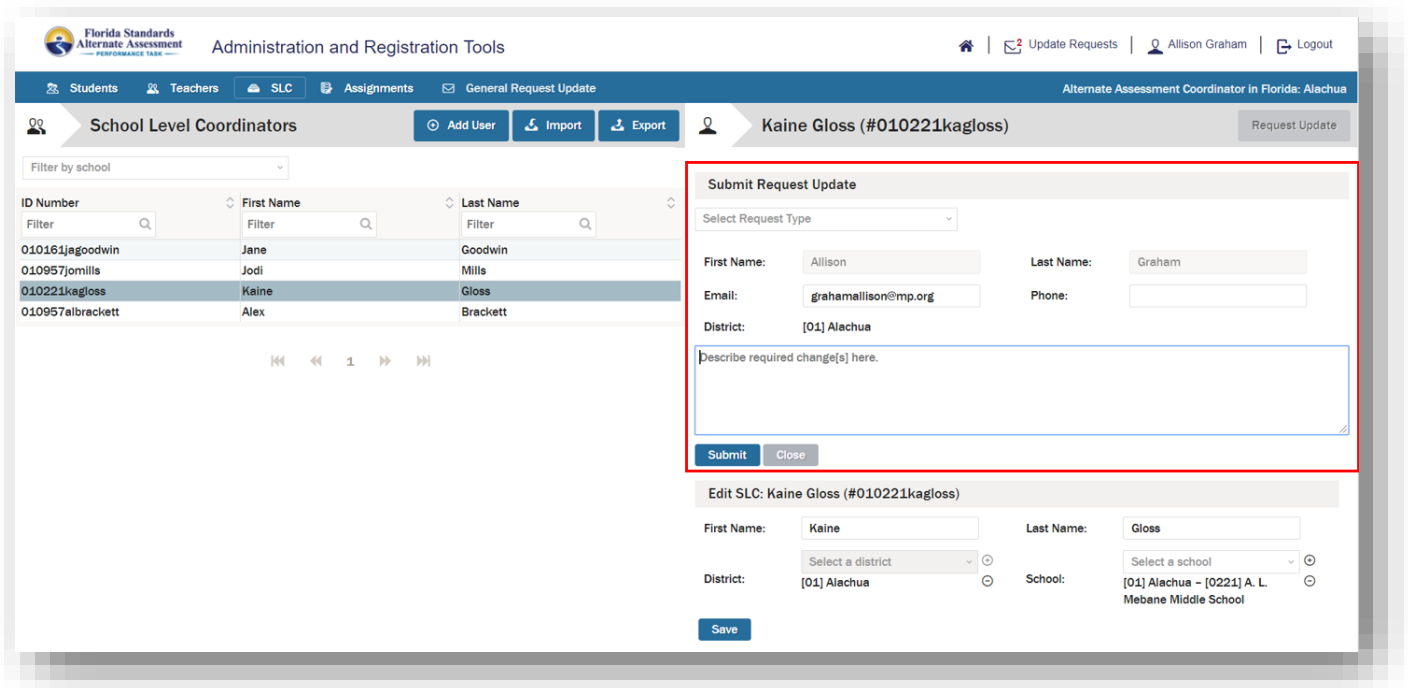
Requesting an Update for the SLC

For other changes to the SLC information, click the "Request Update" button (**Request Update**).

The School Level Coordinator account information pane to the right refreshes to include a *Submit Request Update* area above the SLC information.

In the *Submit Request Update* area, the following information is displayed:

1. The name and ID number of the SLC for whom you are submitting the request

2. Information about the AAC submitting the request populated from the *My Account Information* page:

    a. **First Name:** Not editable

    b. **Last Name:** Not editable

    c. **Email:** Editable

    d. **Phone:** Editable

    e. **District:** Not editable

3. Fields specific to the *Submit Request Update* area:

   a. "Select Request Type"

   b. "Describe required change[s] here."

The "Select Request Type" and "Describe required change[s] here" fields are mandatory.

1. Click the "Select Request Type" field and select a request type from the drop-down list.

2. Click the "Describe required change[s] here" field and type a description of the required change(s).

3. Click the "Submit" button (Submit) to submit the request. A system message will be displayed to communicate that the request was successfully sent. Once submitted, the request is routed to the FSAA Service Center.

Teachers Page—Browse and Manage Teachers

To access the *Teachers* page, click the "Teachers" link ([👥 Teachers]) in the navigation ribbon or click the "Open" button ([▶ Open]) on the landing page.
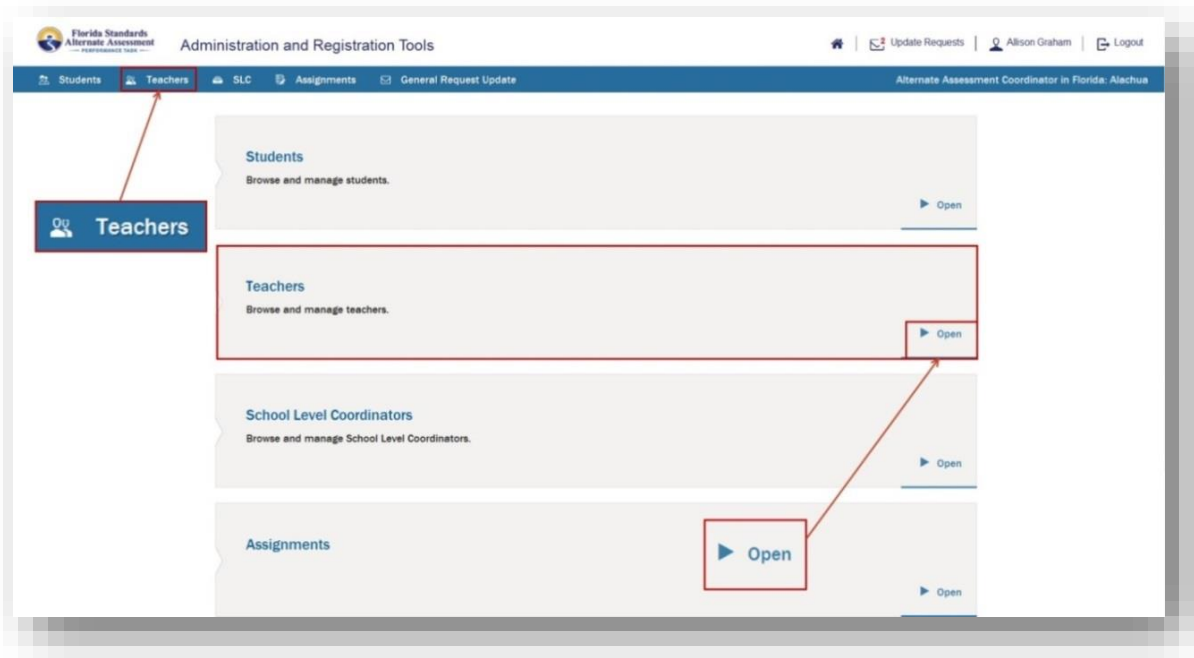
The *Teachers* page will display.

> **Note:** No teachers will be loaded when the system first goes live. You can import multiple teachers at one time using a CSV file. Please refer to *Appendix B* for information on creating a CSV file to import.
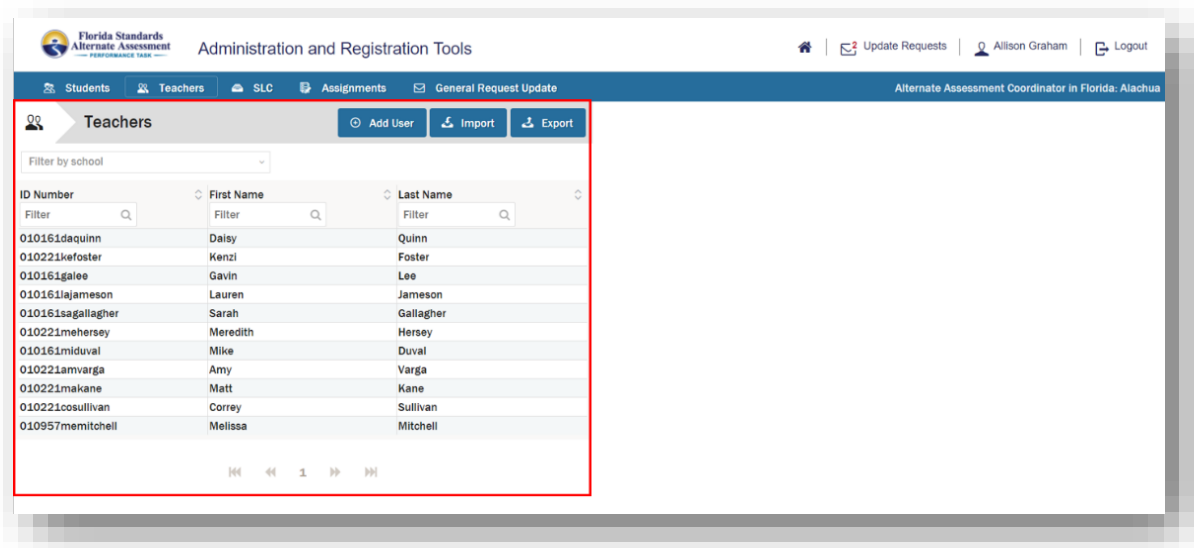
The *Teachers* page shows a list of teachers for all schools in the assigned district. (SLCs will see a list of teachers in their assigned school.)

Adding Teachers

There are two methods for adding a teacher:

1. Use the *Add User* function to add individual users one at a time.

2. Import a CSV file of teachers when multiple users are being added.

Adding a Single Teacher

Click the "Add User" button (⊕ Add User) on the *Teachers* page to add teachers one at a time to the system.
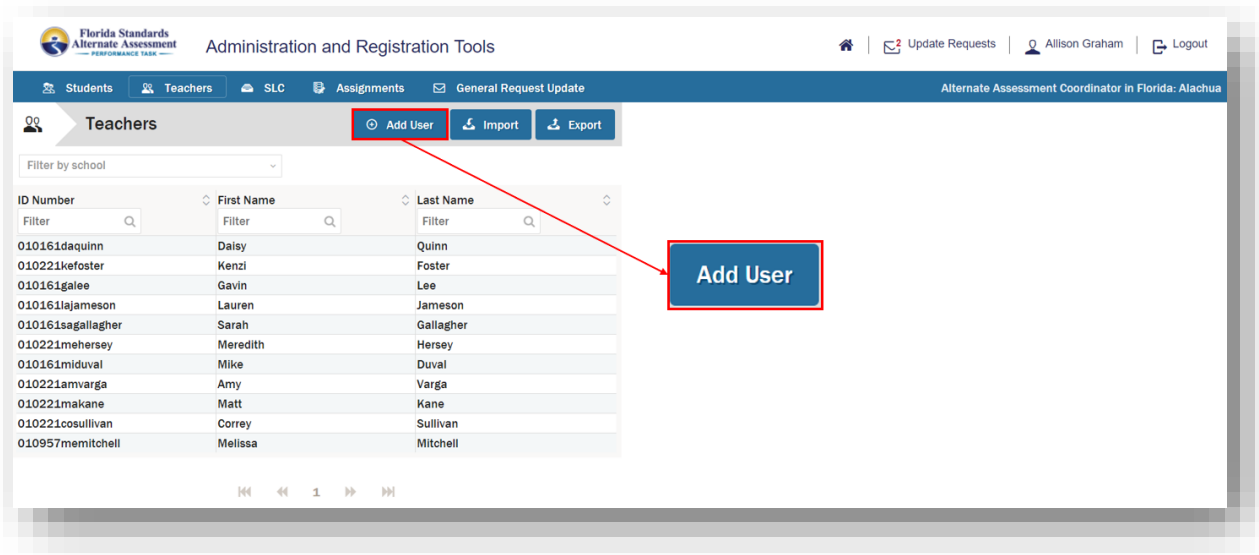
The *Teachers* page will display the *Add User* pane to the right.
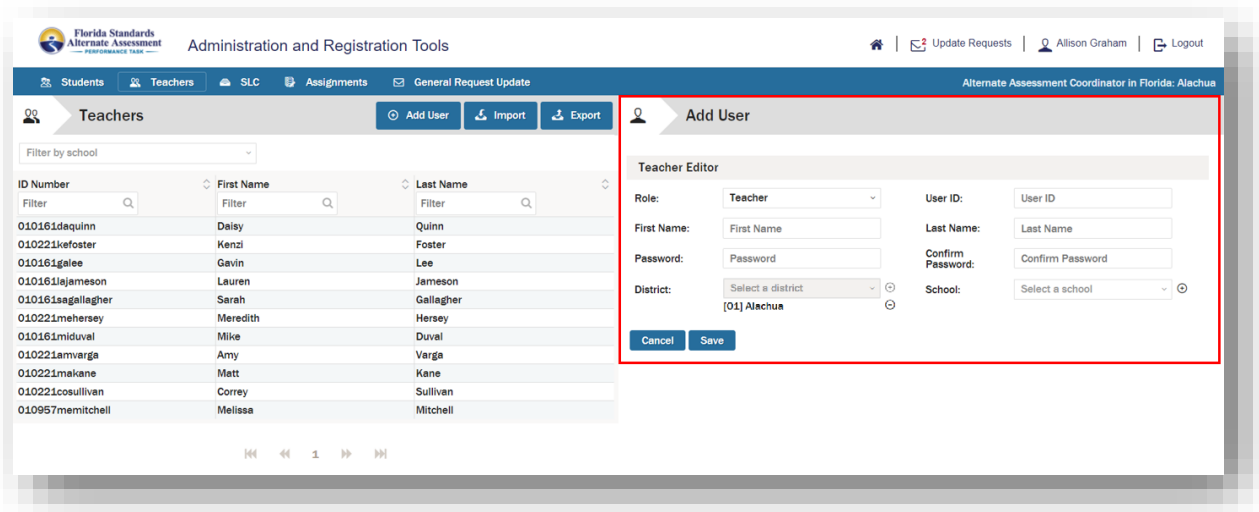
In the *Teacher Editor* area, enter information in the following fields:

- **Role:** Teacher is selected by default.
- **User ID:** A unique identifier for the teacher that will identify the user in the system and will be used as the user login. System Administrators are encouraged to use the following format when creating teacher accounts:

  - district code + school code + first two letters first name + last name

- **First Name**
- **Last Name**
- **Password:** The new password must meet the following requirements:
  - 10 or more characters long
  - at least one uppercase letter
  - at least one lowercase letter
  - at least one special character (colon, period, comma, asterisk, etc.)

- **Confirm Password:** Retype the password. Please keep track of the password so that you can communicate it to the teacher.
- **District:** The district will default to the district of the System Administrator creating the account. For assistance adding additional districts, request an update. See *Requesting an Update for the Teacher* on page 72.

- **School:** Click the "Select a school" field and select a school from the drop-down list. After you select a school, click the add button (⊕) to add the school to a list immediately below the field. If additional schools need to be assigned to the teacher, repeat the process. To remove a school from the list, click the remove button (⊖) to the right of the school name.

Note: SLCs will only have access to add the school to which they are assigned

Teacher Editor			
Role:	Teacher ⌄	User ID:	010221kefoster
First Name:	Kenzi	Last Name:	Foster
Password:	••••••••••	Confirm Password:	••••••••••
	Select a district ⌄ ⊕		Select a school ⌄ ⊕
District:	[01] Alachua ⊖	School:	[01] Alachua – [0221] A. L. Mebane Middle School ⊖
Cancel	Save		

Click the "Save" button (Save) to add the new teacher or click the "Cancel" button (Cancel) to cancel the action. The teacher will be added to the end of the *Teachers* list. If the *Teachers* list spans multiple pages, click the last page button (⊯) to view the added teacher.

Note: You must communicate the default login credentials to the user after the account has been created.

FERPA requires that access to individual student information be restricted to the student, the student's parents/guardians, and authorized school personnel. AACs are responsible for maintaining the privacy and security of all student records. In accordance with this federal regulation, authorized school personnel shall have access to the records of students to whom they are providing services when such access is required in the performance of their official duties. AACs are responsible for granting secure data access only to those specific employees who have the right to view confidential student information. Please disseminate secure system credentials in accordance with your district's security policy and guidelines.

Importing a Teachers List
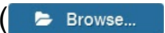
If the *Teachers* list is empty, or if you want to update the existing list with a new list, click the "Import" button (⬆ Import) to import a list of teachers in CSV format.

Refer to *Appendix B* for a template and information about creating the CSV file.

The *Import Teachers* dialog box will display.
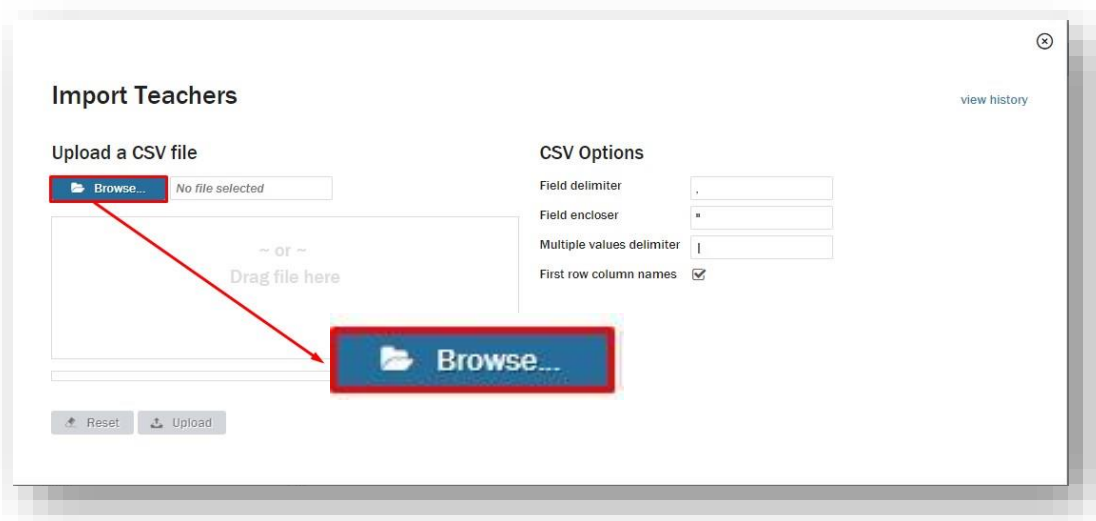
To specify the CSV file to upload, click the "Browse…" button (📂 Browse…). Alternatively, you can locate the CSV file on your system and drag it to the "Drag file here" field.

After you have specified the CSV file to upload, the file name appears in the box on the left.
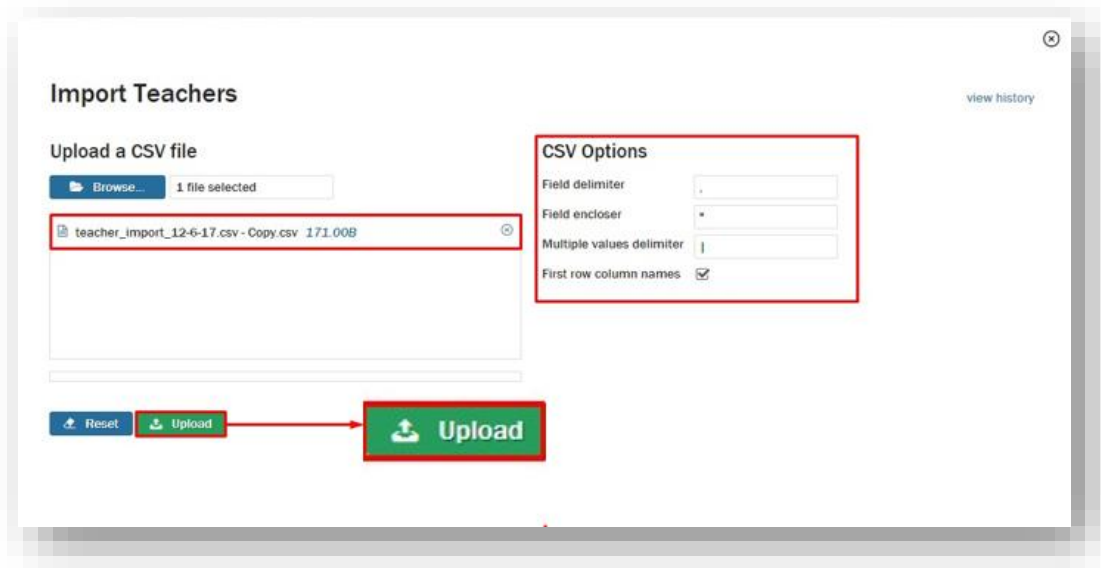
Note: There is a size limitation of 2 MB for the CSV file. If the file size is >2 MB, the operation will time out.

CSV files must be uploaded one at a time. Please continue to upload additional CSV files until all teachers are uploaded. Refer to *Viewing the History and Status of Imported Files* on page 62.

Verify that the CSV options for your file(s) are correct. You can specify a field delimiter, field encloser, and multiple values delimiter, and whether the first row in the CSV contains column names. In most cases, make no changes to the fields.
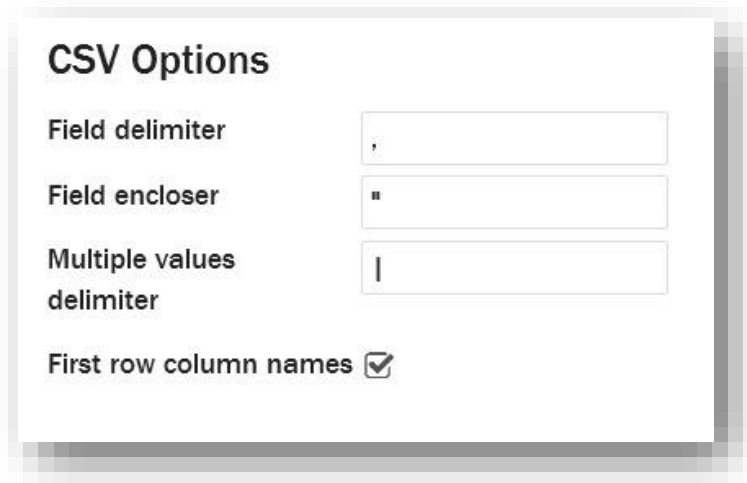
To clear <u>all</u> values in the *Import Teachers* dialog box, click the "Reset" button (⬆ Reset). If it is necessary to remove the file from the upload box, click the remove button (⊗) to the right of the file name. When the file has been added to the *Import Teachers* dialog box, click the "Upload" button (⬆ Upload). The uploading icon (⬆) blinks to the right of the file name while the file uploads.
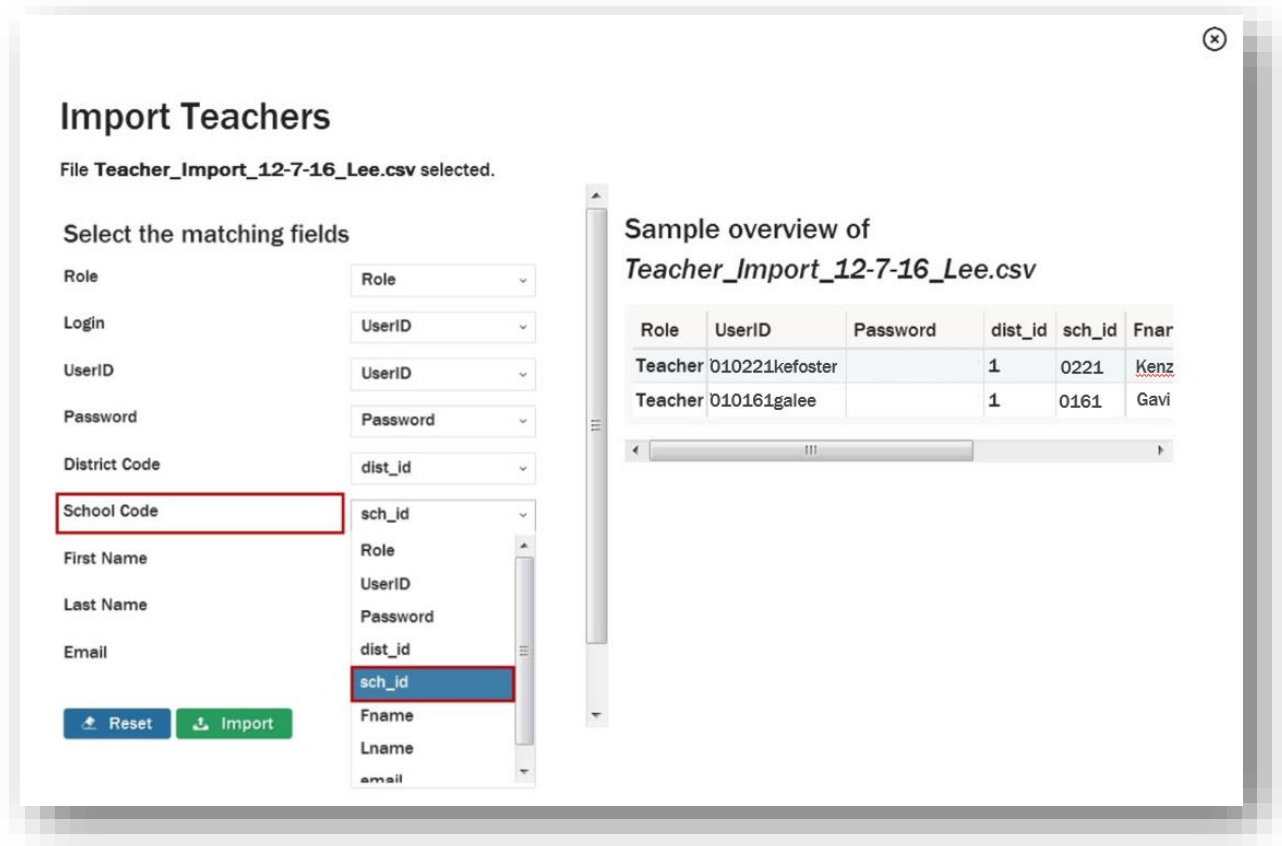
To exit the *Import Teachers* dialog box without importing a file, click the close button (⊗) in the top right corner.

Once the file has finished uploading, a screen will display that allows you to match the ART column headers to your CSV file column headers.
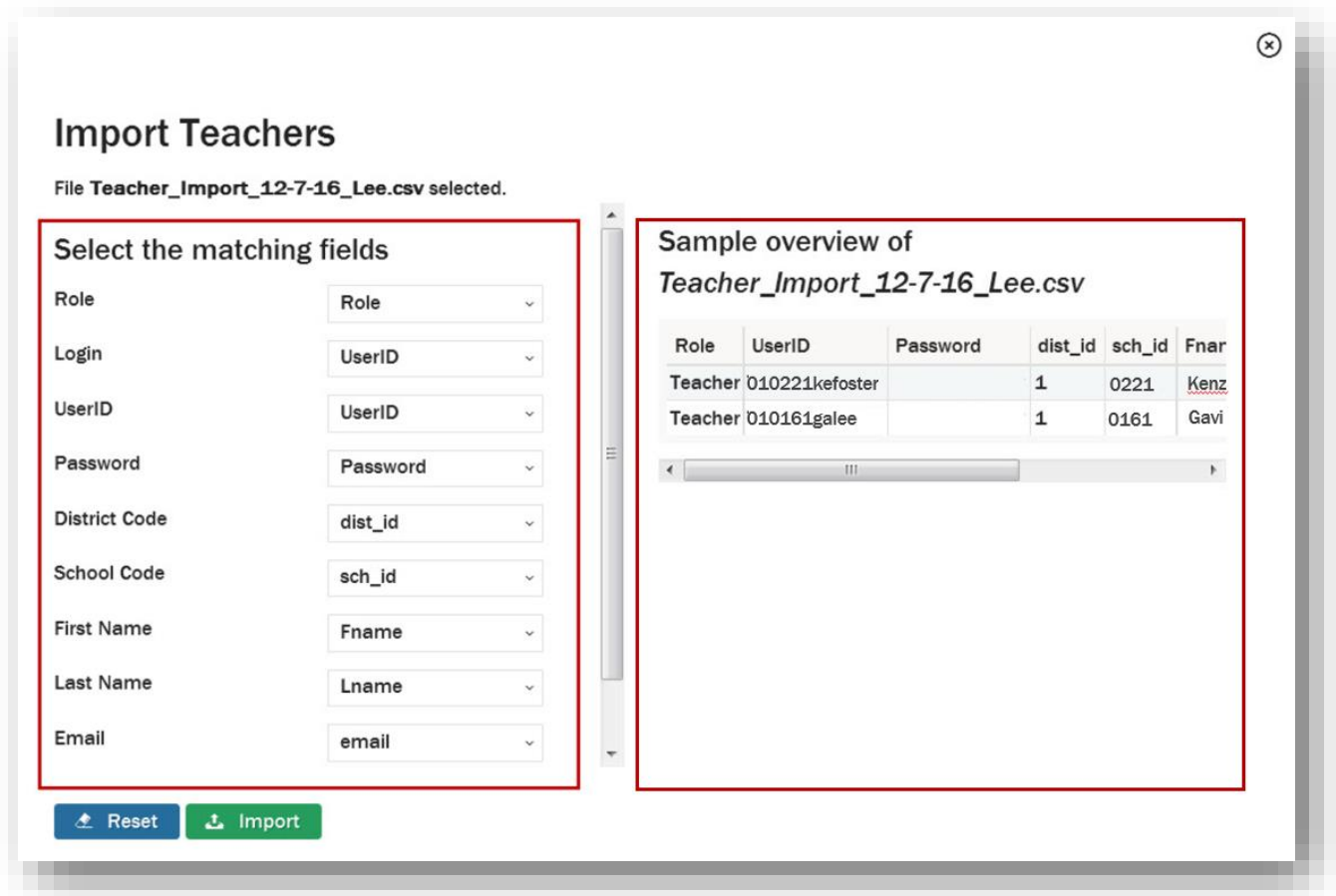
The *Select the matching fields* area on the left allows you to associate each ART column header (e.g., "School Code") to a column header in the CSV file (e.g., "sch_id"). In most cases, the default associations (shown above) are suitable. The *Sample overview* area on the right side of the *Import Teachers* dialog box provides a sample overview of the data in the CSV file that you are importing. If a scroll bar appears at the bottom, there is additional data to be viewed.

To change an association, click the expand button (˅) to the right of the field you want to redefine and select a new value from the drop-down list.

In this example, we are associating the CSV file column header "sch_id" with the ART column header "School Code."

To return all values in the *Import Teachers* dialog box to their defaults, click the "Reset" button (⬆ Reset).

To exit the *Import Teachers* dialog box without importing a file, click the close button (⊗) in the top right corner.

When you are ready to complete the CSV file import, click the "Import" button (⬆ Import).

The import process will begin, and a system message will be displayed to communicate that the import is in progress.

Viewing the History and Status of Imported Files

To view the history and status of imported CSV files, click the "view history" link.

All of the teacher import files that have been submitted to the system will be entered into a task queue for processing. The task listing displays the list of tasks (CSV files) submitted.

In the table, you will see the following columns:

- **Task Name:** The name of the CSV file when uploaded into the task queue
- **Created:** The date that the CSV file was uploaded and the import task was created
- **Status:** The status of the CSV file import task

  - **In progress:** The file has been added to the task queue and will complete the import process as soon as possible.

- Completed—Error: The file was added to the task queue and the import process completed with one or more errors.

> **Note:** If the status is returned with **Completed—Error**, please open the import report and identify the error.

- **Completed:** All records in the CSV file imported correctly and are accessible.

- **Actions:** The actions that can be performed on the file: remove or view report

View History Report

To view the detailed report for an individual CSV file import task, click the view report button (📄).

A detailed report of the success or failure to import each record submitted in the CSV upload will present.

> **Note:** If a record failed to import, please check the identified row in the original CSV file to determine the error that prevented the user(s) from importing. Corrected record(s) will have to be submitted via a new CSV import file for the identified records or by using the *Add User* function.

Sorting Teachers

1. The *Teachers* list may consist of more than one page. The current page number is indicated at the bottom center of the page. You can move to the next page (⏩) or the previous page (⏪) by clicking the respective button. You can move to the last page (⏭) or the first page (⏮) by clicking those respective buttons.

2. For each teacher in the list, the following information is visible:
   - ID Number
   - First Name
   - Last Name

3. By default, the *Teachers* list is sorted by ID number in ascending order. You can also sort the list by first name or last name, in ascending or descending order.

   For example, to sort the list by last name, click the list sort button (↕) to the right in the "Last Name" column. The list is now sorted by last name in ascending order (A–Z). To change to descending order (Z–A), click the list sort button (↕) again.

Filtering the Teachers List

By school

By default, the *Teachers* list displays all teachers in all schools in an assigned district.
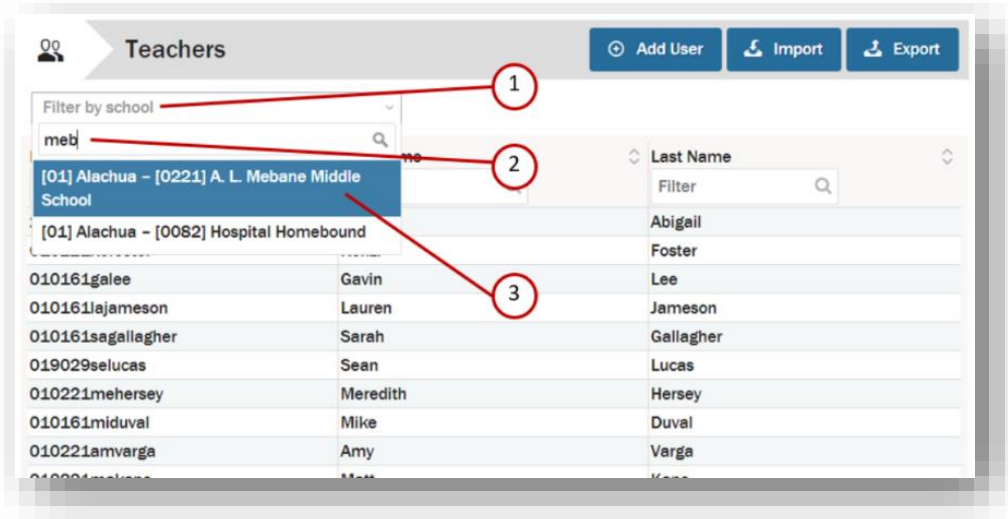
You can filter the *Teachers* list to display an individual school. To do this:

1. Click the "Filter by school" field.

2. Enter three or more characters for the desired school.

3. Select the school name from the drop-down list.

After the *Teachers* list has been filtered by school, the school name appears above the list.
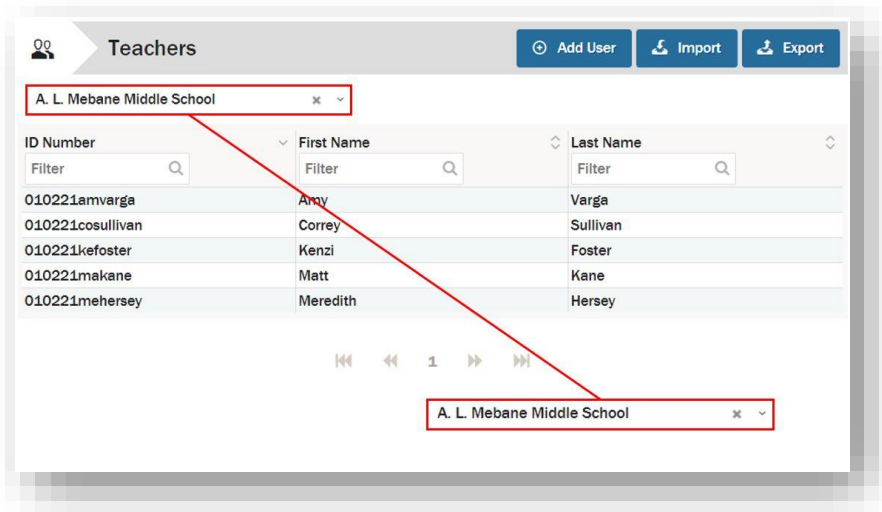
To remove the school filter and return to the complete *Teachers* list, click the delete button (✕) to the right of the school name. To select another school, click the expand button (⌄) and select another school from the drop-down list.

By other criteria

You can also filter the *Teachers* list to make it easier to work with or to locate a single teacher or subset of teachers.

For example, to see all teachers with a last name of "Lee," type "Lee" (not case sensitive) in the "Filter" field and click the filter button (🔍).
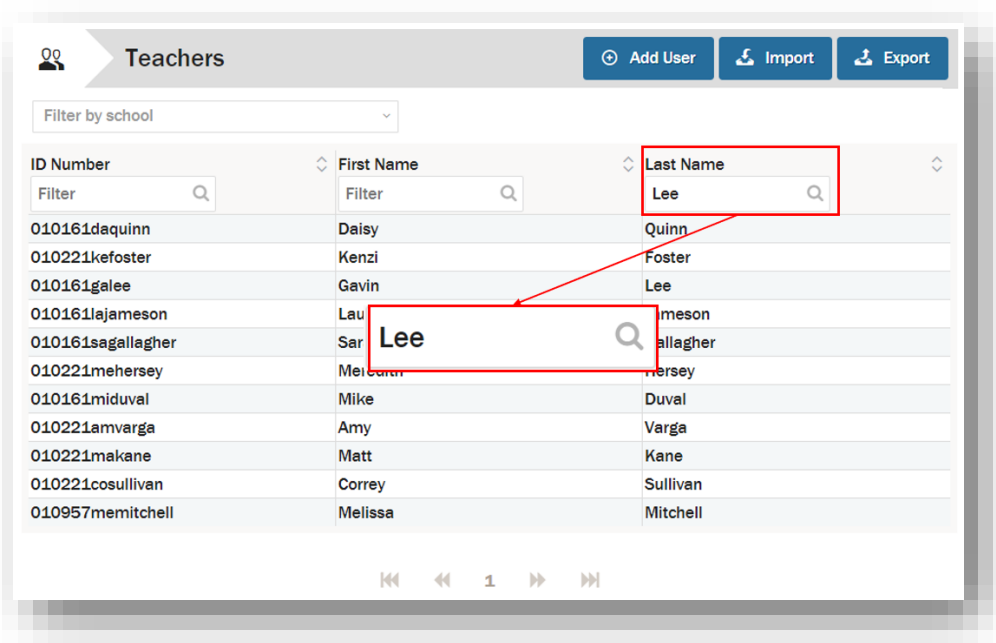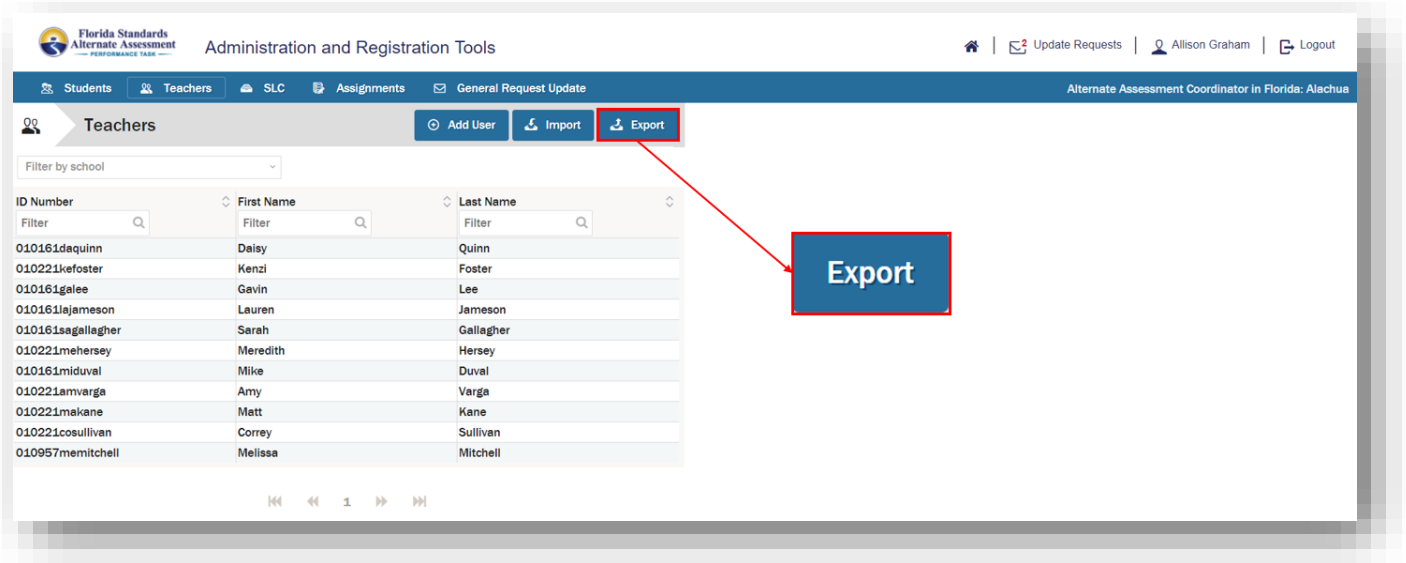
The list is filtered and displays the matching criteria.
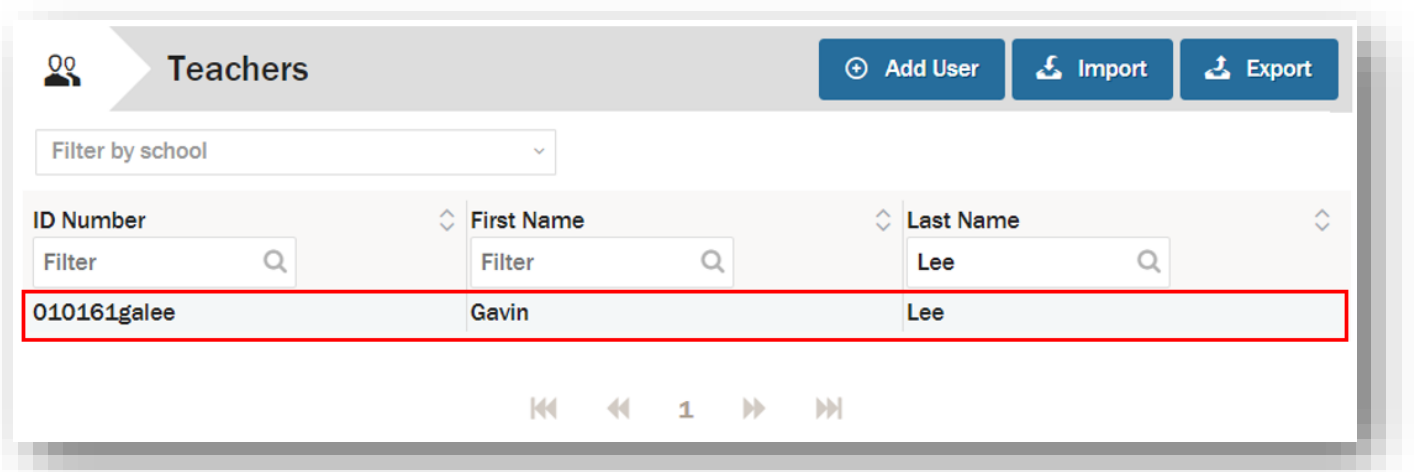
To return to the unfiltered *Teachers* list, delete any text from the "Filter" field and click the filter button (🔍) again. You can filter the "ID Number" and "First Name" columns in a similar manner. The filter fields are not case sensitive.

Exporting Teacher Data
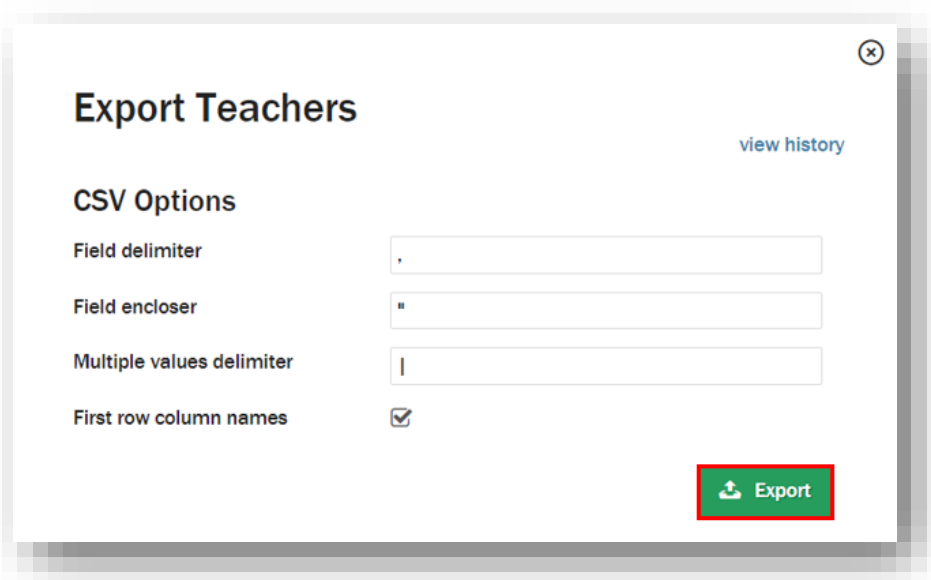
If you want to export the existing teacher data, click the "Export" button (Export).

The *Export Teachers* dialog box will display.

Click the "Export" button (Export) to export the information into a CSV file. The export process will begin, and a system message will be displayed to communicate that the export is in progress.

Viewing the History and Status of Exported Files

To view the history and status of exported CSV files, click the "view history" link.

All of the teacher files that have been exported will be entered into a task queue for processing and will be displayed in the task listing.

In the table, you will see the following columns:

- **Task Name:** The name of the CSV file exported into the task queue
- **Created:** The date that the CSV file was exported and the export task was created
- **Status:** The status of the CSV file export task
    - **In progress:** The file has been added to the task queue and will complete the export process as soon as possible.
    - **Completed:** All records in the CSV file exported correctly and are accessible.
- **Actions:** The actions that can be performed on the file: remove, view report, or download

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Downloading the Export File

Once the export process has completed, click the download button (⬇) to open or save the file.

The downloading process will vary depending on your browser and system specifications.

CSV files are best viewed using a spreadsheet program, such as Microsoft Excel or Notepad.

The file will display all of the teachers assigned to the district. (SLC reports will display teachers in the assigned school.) You will see the role, user ID, password, district code, school code, first name, last name, and email address if present in the system.

Editing Individual Teacher Data

To edit the data for a single teacher, click the row in the *Teachers* list for that individual. The account information for that teacher will display to the right of the *Teachers* list.

You can edit the information provided, reset the teacher's password, process update requests for the teacher, and request an update for any other necessary changes.
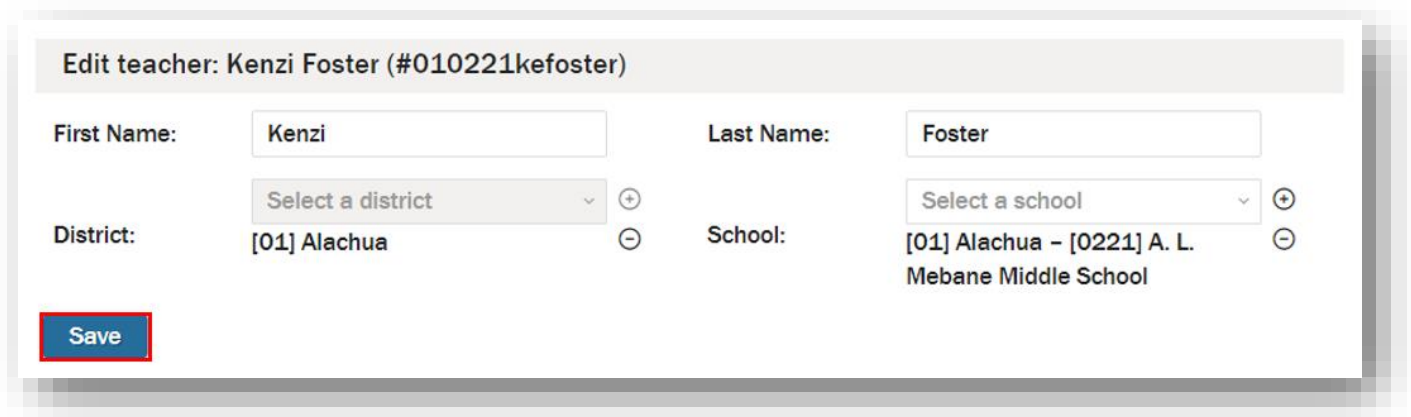
Editing Teacher Data

In the *Edit teacher* area, you can edit information in the following fields:

- **First Name**
- **Last Name**
- **District:** See note.
- **School:** The school(s) to which the teacher is assigned is shown. To add a school, click the "Select a school" field and select a school from the drop-down list. After you select a school, click the add button (⊕) to add the school to a list immediately below the field. If you want to add additional schools, repeat the process. To remove a school from the list, click the remove button (⊖).

> **Note:** The district(s) to which the teacher is assigned is shown. For assistance changing the district assignment or adding additional districts, request an update. See *Requesting an Update for the Teacher* on page 72.

When you are done editing the teacher information, click the "Save" button (Save) to save your changes.
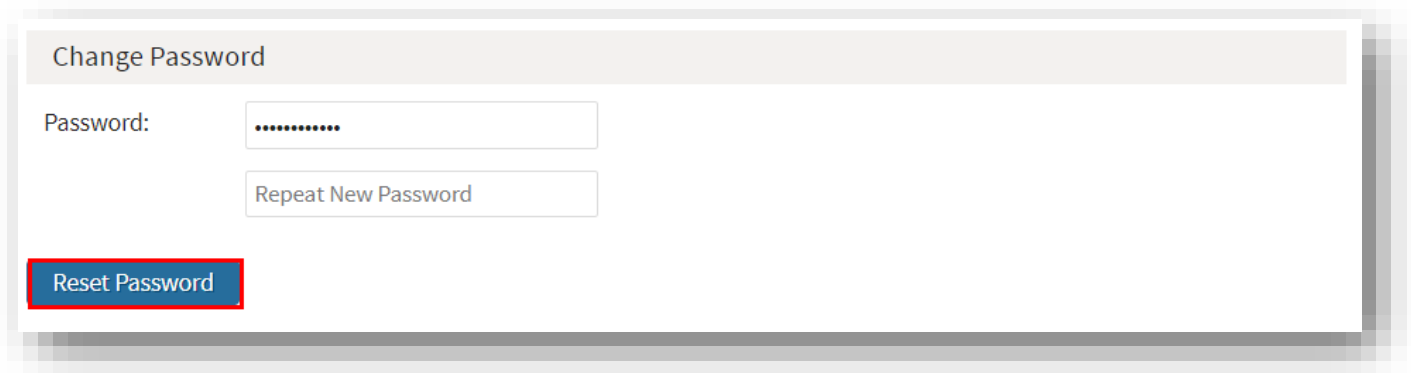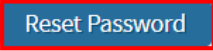
Changing the Teacher Password

In the *Change Password* area, you can change the teacher's password.

Password: The new password must meet the following requirements:

- 10 or more characters long
- at least one uppercase letter
- at least one lowercase letter
- at least one special character (colon, period, comma, asterisk, etc.)
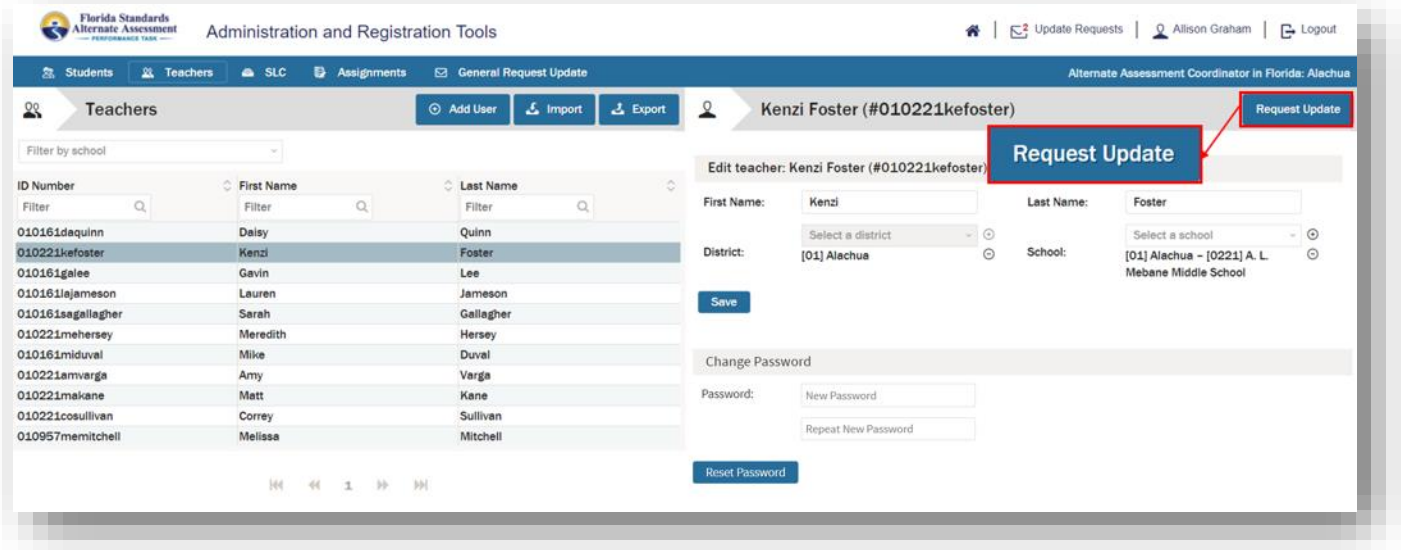
Retype the password in the "Repeat New Password" field. When you are done, click the "Reset Password" button (Reset Password) to reset the teacher's password.

Note: Changing the password will not provide the user with a notification about the change. Please be sure to communicate the new password to the user.

Note: If a teacher leaves your district or is no longer responsible for managing students in the ART, you should change the password immediately. This will restrict the user from accessing the system.
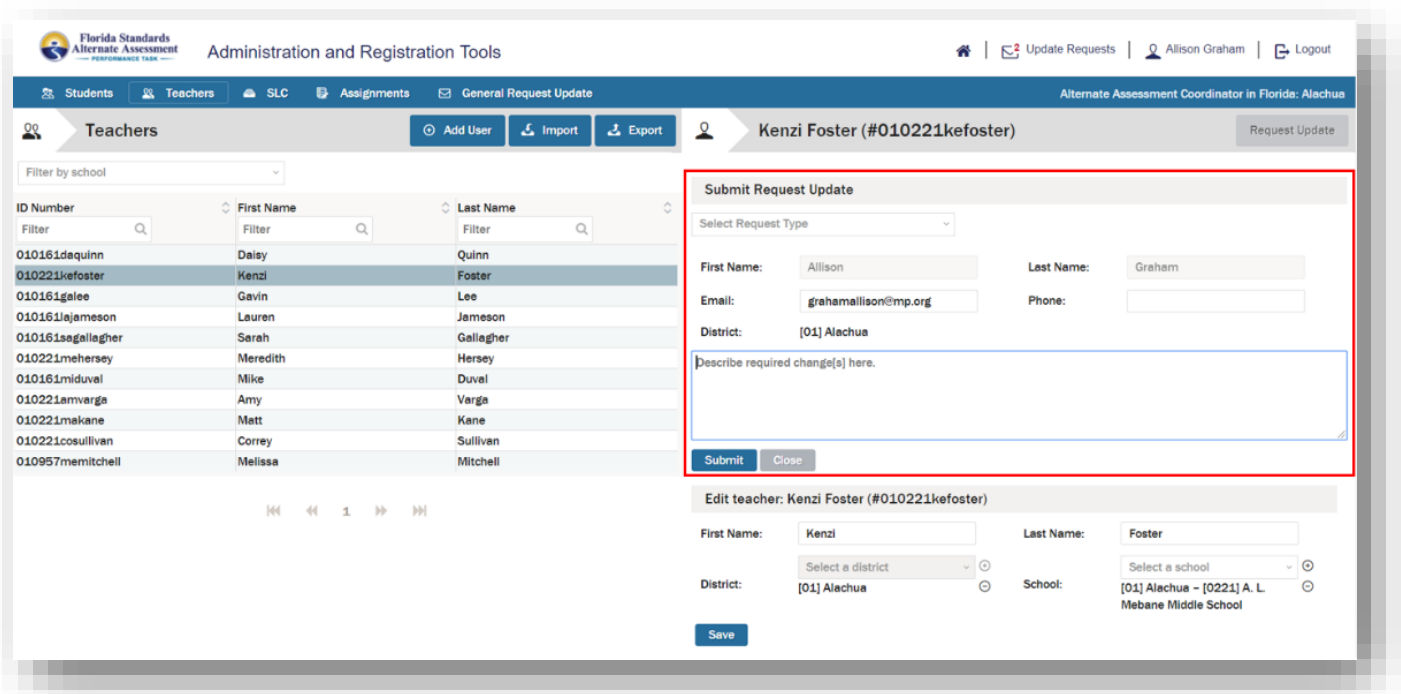
Requesting an Update for the Teacher

For other changes to the teacher information, click the "Request Update" button (Request Update).

The teacher account information pane to the right refreshes to include a *Submit Request Update* area above the teacher information.

In the *Submit Request Update* area, the following information is displayed:

1. The name and ID number of the teacher for whom you are submitting the request

2. Information about the AAC or SLC submitting the request populated from the *My Account Information* page:

    a. **First Name:** Not editable

    b. **Last Name:** Not editable

    c. **Email:** Editable

    d. **Phone:** Editable

    e. **District:** Not editable

    f. **School:** Not editable (only applicable to SLCs)

3. Fields specific to the *Submit Request Update* area:

   a. "Select Request Type"

   b. "Describe required change[s] here"

The "Select Request Type" and "Describe required change[s] here" fields are mandatory.

1. Click the "Select Request Type" field and select a request type from the drop-down list.

2. Click the "Describe required change[s] here" field and type a description of the required change(s).

3. Click the "Submit" button (Submit) to submit the request. A system message will be displayed to communicate that the request was successfully sent. Once submitted, SLC requests are routed to the AAC, and AAC requests are routed to the FSAA Service Center for support and resolution.

Students Page—Browse and Manage Students

> **Note:** In January 2021, you were provided with student data files for each school for the students who were identified during the cleanup window with Piedra Data Services in December 2020. If there are students who should be in the system but are not shown, you can add them.

To access the *Students* page, click the "Students" link (🔳 Students) in the navigation ribbon or click the "Open" button (▶ Open) on the landing page.
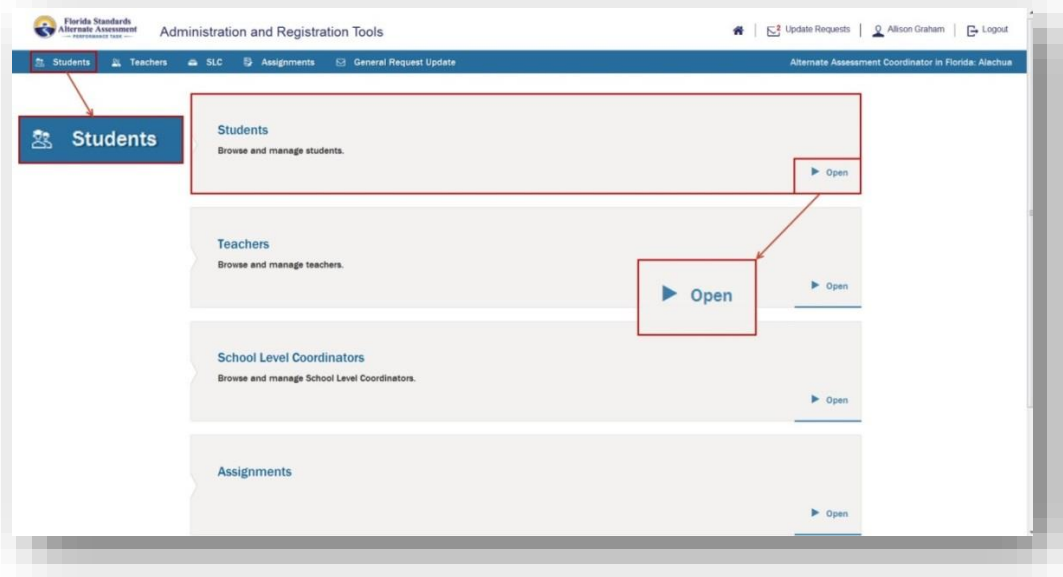
The *Students* page will display.
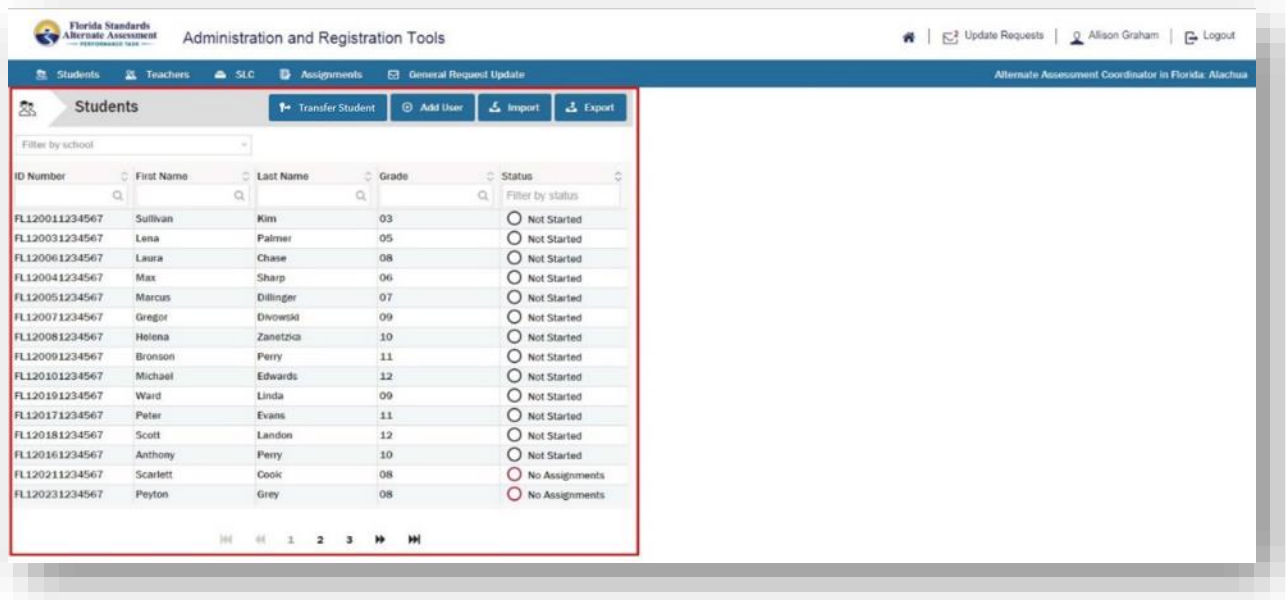
The *Students* page shows a list of students for all schools in the assigned district. (SLCs will see a list of students in the assigned school.)

Adding Students

There are two methods for adding a student:

1. Use the *Add User* function to add individual users one at a time.

2. Import a CSV file of students when multiple users are being added.

Adding a Single Student

Click the "Add User" button (⊕ Add User) on the *Students* page to add students one at a time to the system.
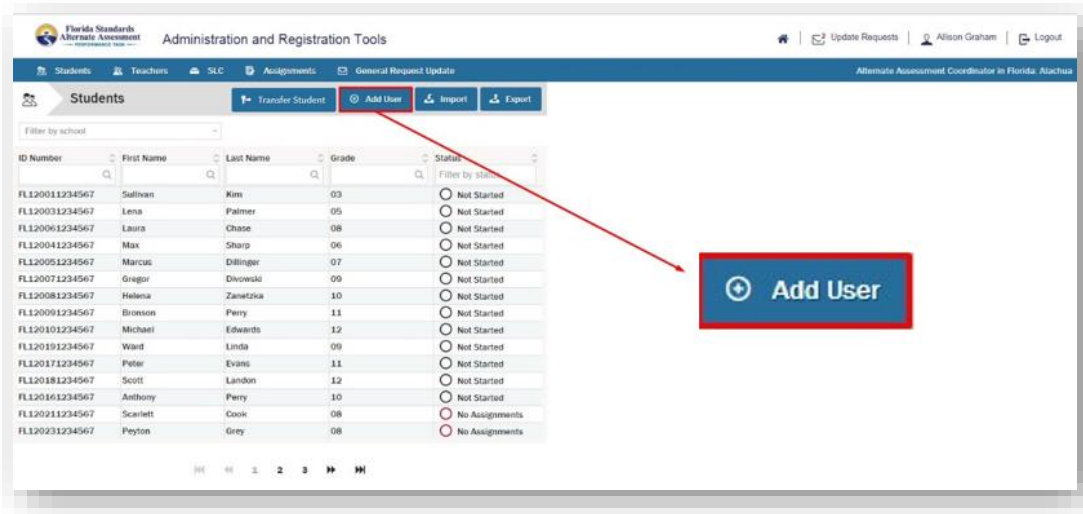
The *Students* page will display the *Add User* pane to the right.
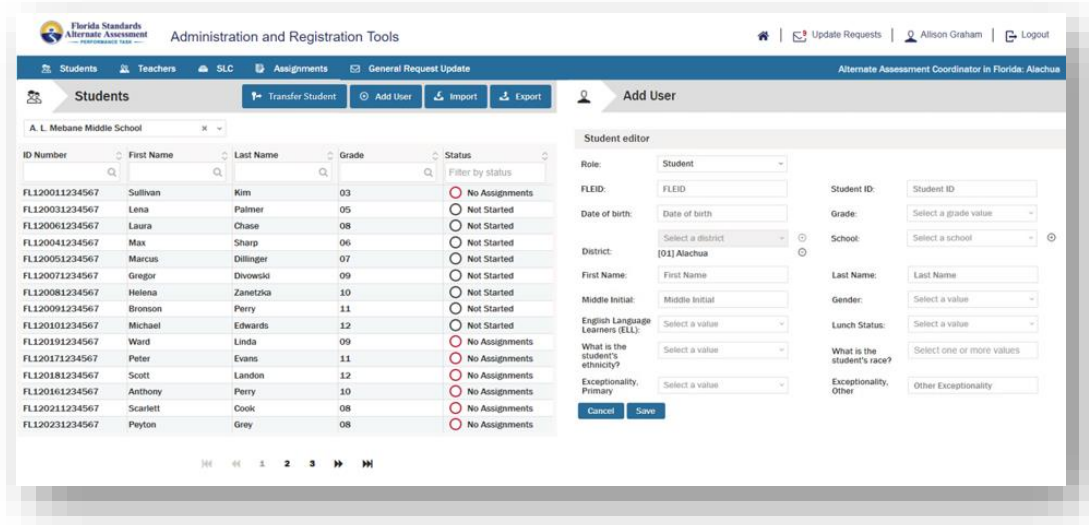
In the *Student editor* area, enter information in the following fields:

- **Role:** Student is selected by default.

- **FLEID:** Enter the student's FLEID.

- **Student ID:** This field will automatically populate with the last 10 digits of the student's FLEID.

- **Date of birth:** Enter the student's date of birth. To activate the calendar, click the "Date of birth" field.

  o Choose the month and year.

  o Then select the day.

- **Grade:** Click the "Select a grade value" field and select a grade level from the drop-down list.

- **District:** The district will default to the district of the System Administrator creating the account. For assistance adding additional districts, request an update. See *Requesting an Update for a Student* on page 112.

- **School:** Click the "Select a school" field and select a school from the drop-down list. After you select a school, click the add button (⊕) to add it to a list immediately below the field. You may only select a single school. To remove a school, click the remove button (⊖) to the right of the school name.

- **First Name:** Enter the student's first name.

- **Last Name:** Enter the student's last name.

- **Middle Initial:** Enter the student's middle initial.

- **Gender:** Click the "Select a value" field and select the student's gender from the drop-down list.

- **English Language Learners (ELL):** Click the expand button (⌄) to select the student's grade-appropriate ELL code, if applicable.
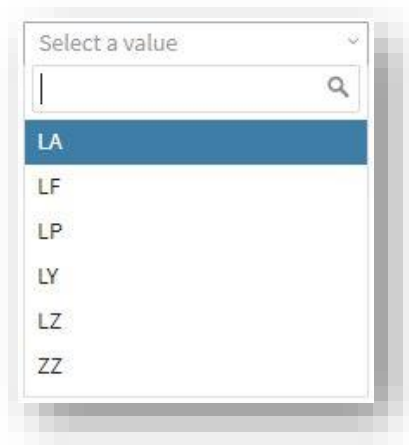
- **Lunch Status:** Click the expand button (⌄) to select the student's grade-appropriate lunch code, if applicable.
    - Allowable codes are: 0, 1, 3, 4, C, D, E, F, N, R, Z, blank.
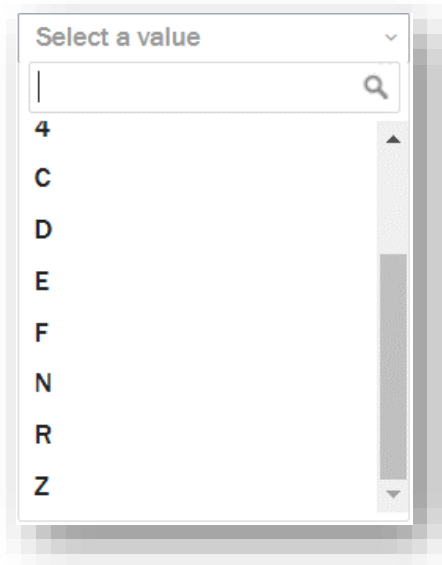
- **What is the student's ethnicity?** Click the expand button (⌄) to select the student's appropriate ethnicity designation.
    - Hispanic or Latino
    - Not Hispanic or Latino
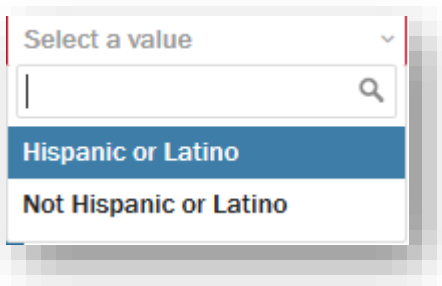
- **What is the student's race?** Click the expand button (⌄) to select one or more applicable race designations.
    - Asian
    - American Indian or Alaska Native
    - Black or African American
    - Native Hawaiian or Other Pacific Islander
    - White

- **Exceptionality, Primary (optional):** Choose the appropriate code.
- **Exceptionality, Other (optional):** Enter the appropriate code.

Click the "Save" button (Save) to add the new student or click the "Cancel" button (Cancel) to cancel the action. The student will be added to the end of the *Students* list. If the *Students* list spans multiple pages, click the last page button (⊮) to view the added student.

Importing a Students List

If the *Students* list is empty, or if you want to update the existing list with a new list, click the "Import" button (<kbd>⬆ Import</kbd>) to import a list of students in CSV format.

Refer to *Appendix B* for a template and information about creating the CSV file.

The *Import Students* dialog box will display.

To specify the CSV file to upload, click the "Browse…" button (<kbd>📂 Browse…</kbd>). Alternatively, you can locate the CSV file on your system and drag it to the "Drag file here" field.

After you have specified the CSV file to upload, the file name appears in the box on the left.

> **Note:** There is a size limitation of 2 MB for the CSV file. If the file size is >2 MB, the operation will time out.

CSV files must be uploaded one at a time. Please continue to upload additional CSV files until all students are uploaded. Refer to *Viewing the History and Status of Imported Files* on page 86.

Verify that the CSV options for your file(s) are correct. You can specify a field delimiter, field encloser, and multiple values delimiter, and whether the first row in the CSV contains column names. In most cases, make no changes to the fields.

To clear all values in the *Import Students* dialog box, click the "Reset" button (⬆ Reset). If it is necessary to remove the file from the upload box, click the remove button (⊗) to the right of the file name. When the file has been added to the *Import Students* dialog box, click the "Upload" button (⬆ Upload). The uploading icon (⬇) blinks to the right of the file name while the file uploads.

To exit the *Import Students* dialog box without importing a file, click the close button (⊗) in the top right corner.

Once the file has finished uploading, a screen will display that allows you to match the ART column headers to your CSV file column headers.

The *Select the matching fields* area on the left allows you to associate each ART column header (e.g., "FLEID") to a column header in the CSV file (e.g., "fleid"). In most cases, the default associations (shown above) are suitable. The *Sample overview* area on the right side of the *Import Students* dialog box provides a sample overview of the data in the CSV file that you are importing. If a scroll bar appears at the bottom, there is additional data to be viewed.

To change an association, click the expand button (⌄) to the right of the field you want to redefine and select a new value from the drop-down list.

In this example, we are associating the CSV file column header "grade" with the ART column header "Grade Level."

To return all values in the *Import Students* dialog box to their defaults, click the "Reset" button (⬆ Reset).

To exit the *Import Students* dialog box without importing a file, click the close button (⊗) in the top right corner.

When you are ready to complete the CSV file import, click the "Import" button (![Import]).

The import process will begin, and a system message will be displayed to communicate that the import is in progress.
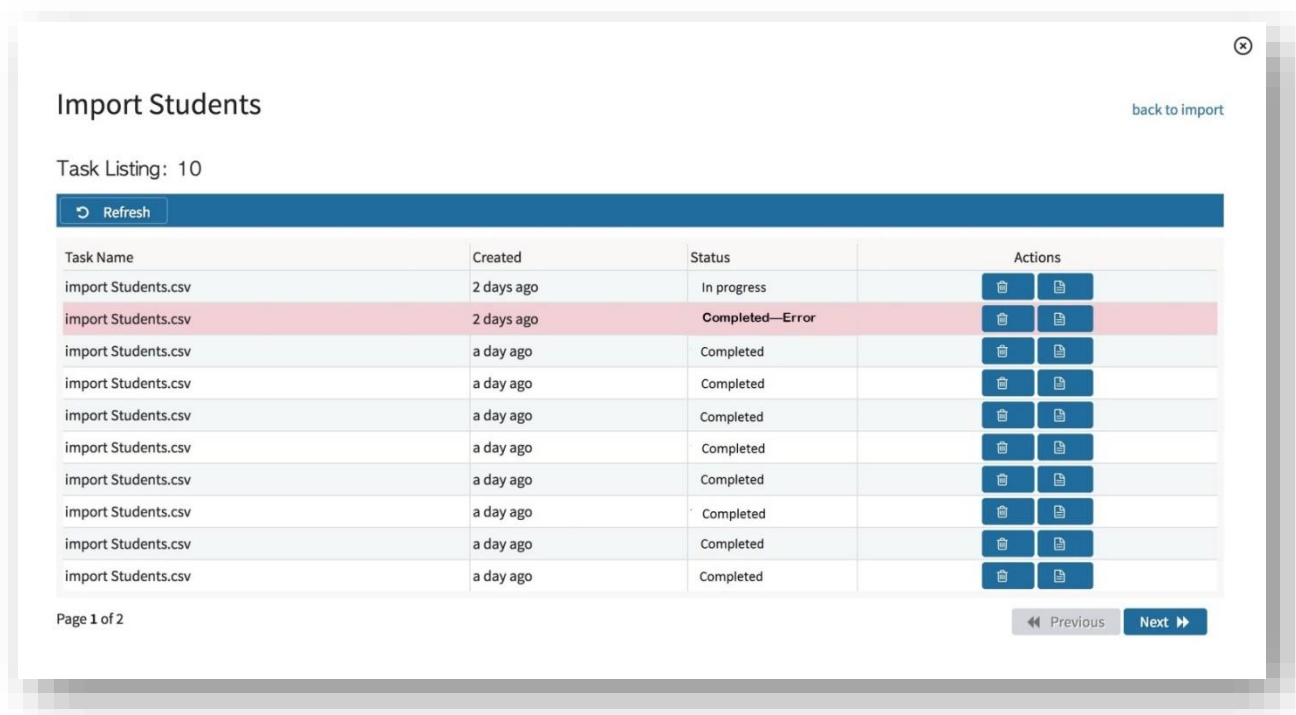
Viewing the History and Status of Imported Files

To view the history and status of imported CSV files, click the "view history" link.

All of the student import files that have been submitted to the system will be entered into a task queue for processing. The task listing displays the list of tasks (CSV files) submitted.

In the table, you will see the following columns:

- **Task Name:** The name of the CSV file when uploaded into the task queue

- **Created:** The date that the CSV file was uploaded and the import task was created

- **Status:** The status of the CSV file import task

  - **In progress:** The file has been added to the task queue and will complete the import process as soon as possible.

  - **Completed—Error:** The file was added to the task queue and the import process completed with one or more errors.

    > **Note:** If the status is returned with **Completed—Error**, please open the import report and identify the error.

  - **Completed:** All records in the CSV file imported correctly and are accessible.

- **Actions:** The actions that can be performed on the file: remove or view report

View History Report

To view the detailed report for an individual CSV file import task, click the view report button (📄).

A detailed report of the success or failure to import each record submitted in the CSV upload will present.

Note: If a record failed to import, please check the identified row in the original CSV file to determine the error that prevented the user(s) from importing. Corrected record(s) will have to be submitted via a new CSV import file for the identified records or by using the *Add User* function.

Sorting Students

1. The *Students* list may consist of more than one page. The current page number is indicated at the bottom center of the page. You can move to the next page (▶▶) or the previous page (◀◀) by clicking the respective button. You can move to the last page (▶▶|) or the first page (|◀◀) by clicking those respective buttons.

2. For each student in the list, the following information is visible:

   - ID Number
   - First Name
   - Last Name
   - Grade
   - Status

3. Status: The status of the student's assignment. See *Student Assessment Progress Status* on page 99. One of four possible status icons will be displayed according to the status of the student's assignments:

- No Assignments
- Not Started
- In Progress
- Completed

4. By default, the *Students* list is sorted by ID number in ascending order. You can also sort the list by first name, last name, grade, or status, in ascending or descending order.

For example, to sort the list by last name, click the list sort button (⬍) to the right in the "Last Name" column. The list is now sorted by last name in ascending order (A–Z). To change to descending order (Z–A), click the list sort button (⬍) again.

Filtering Students

By school

By default, the *Students* list displays all students in all schools in an assigned district. (SLCs will see all students in the assigned school.)

You can filter the *Students* list to display an individual school. To do this:

1. Click the "Filter by school" field.
2. Enter three or more characters for the desired school.
3. Select the school name from the drop-down list.

After the *Students* list has been filtered by school, the school name appears above the list.

To remove the school filter and return to the complete *Students* list, click the delete button (✖) to the right of the school name. To select another school, click the expand button (⌄) and select another school from the drop-down list.

By other criteria

You can also filter the *Students* list to make it easier to work with or to locate a single student or subset of students.

For example, to see all students in grade 3, type "3" in the "Filter" field and click the filter button (🔍).

To return to the unfiltered *Students* list, delete any text from the "Filter" field and click the filter button (🔍) again.

You can filter the "ID Number," "First Name," "Last Name," and "Status" columns in a similar manner. The filter fields are not case sensitive.

Exporting Student Data

If you want to export the existing student data, click the "Export" button (⬆ Export).

The *Export Students* dialog box will display.

Click the "Export" button (⬆ Export) to export the information into a CSV file. The export process will begin, and a system message will be displayed to communicate that the export is in progress.

Viewing the History and Status of Exported Files

To view the history and status of exported CSV files, click the "view history" link.

All of the student files that have been exported will be entered into a task queue for processing and will be displayed in the task listing.

In the table, you will see the following columns:

- **Task Name:** The name of the CSV file exported into the task queue

- **Created:** The date that the CSV file was exported and the export task was created

- **Status:** The status of the CSV file export task

  - **In progress:** The file has been added to the task queue and will complete the export process as soon as possible.
  - **Completed:** All records in the CSV file exported correctly and are accessible.

- **Actions:** The actions that can be performed on the file: remove, view report, or download

Downloading the Export File

Once the export process has completed, click the download button ( ) to open or save the file. The downloading process will vary depending on your browser and system specifications.

CSV files are best viewed using a spreadsheet program, such as Microsoft Excel or Notepad.

The file will display all of the students assigned to the district. (SLC reports will display students in the assigned school.)

Viewing and Editing Individual Student Data

To view or edit the data for a single student, click the row in the *Students* list for that individual. The account for that student will display to the right of the *Students* list.

You can move the student to another school (AAC only), activate/deactivate the student account, or request an update for any other necessary changes.
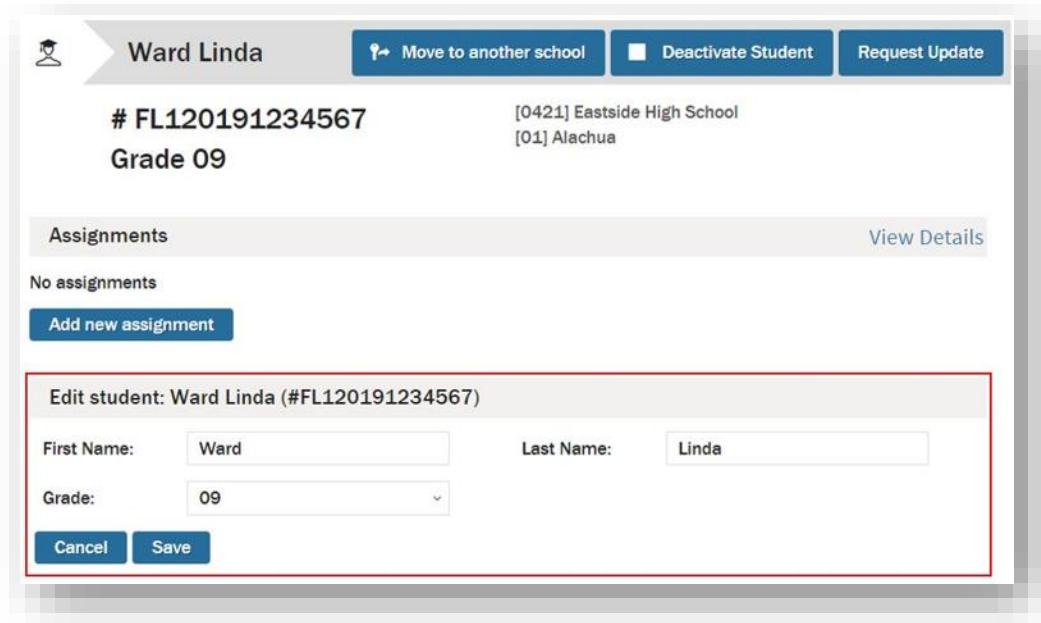
A list of course assessments assigned to the student is shown, with buttons for editing, removing, validating/invalidating (AAC only), resetting (AAC only for in-progress assessments), and adding new course assignments. There are also areas where student information can be edited and existing update requests can be processed.

Editing Student Data

In the *Edit student* area, you can edit information in the following fields:

- **First Name**

- **Last Name**

- **Grade:** Click the expand button (˅) to select the student's grade level from a drop-down list.

> **Note:** A grade-level change will remove assignments to any current course assessments that have not yet been started. You will need to make new assignments to the correct grade-level course assessments. If you need assistance re-assigning assessments, request an update.

When you are done editing the student information, click the "Save" button (Save) to save your changes.

> **Note:** Any changes made in the ART to a student's first name, last name, or grade will not update state databases. Please follow your district policy and procedures for updating student information with the Florida Department of Education (FDOE).

Student Assessment Progress Status

There are two ways to track assessment progress in the ART:

1. Overall Status

2. Individual Assessment Status

Overall Status

A testing progress status is visible for each student shown in the *Students* list.

The status displayed refers to the overall state of a student's testing progress among all assigned assessments.

Status	Description
○ No Assignments	The student does not have any course assessments assigned. Students with the status of No Assignments are not visible to teachers.
○ Not Started	The student has been assigned to one or more course assessments. No assessments have been started. All assignments are editable.
◑ In Progress	The student has been assigned to one course assessment AND that course assessment has been launched; OR The student has been assigned multiple course assessments AND at least one of the course assessments has been launched, submitted, invalidated, or a *Reason Not Assessed* was provided. Assignments that have not been started are editable. Assignments that have not been submitted may be reset.
⊘ Completed	**ALL** assessments assigned to the student have either been submitted, invalidated, or a *Reason Not Assessed* was provided. Submitted course assessments are disabled and are not editable.

Note: It is possible for a student to have an overall status of "In Progress" even if an individual course assessment has been completed. For example, a student may have one course assessment assigned that has been completed and a second that has not yet been launched.

You can filter the *Students* list by status to make it easier to work with or to locate a single student or subset of students.

To do this:
1. Click the "Filter by status" field.
2. Select the status name from the drop-down list.

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After the *Students* list has been filtered by status, the status selections appear above the list. You can filter by one or more statuses.

To return to the unfiltered *Students* list, delete the selections from the "Filter by status" field by clicking the delete button (✖).

Individual Assessment Status

To view the status of a student's individual assessments in the ART, click the row in the *Students* list for that individual.
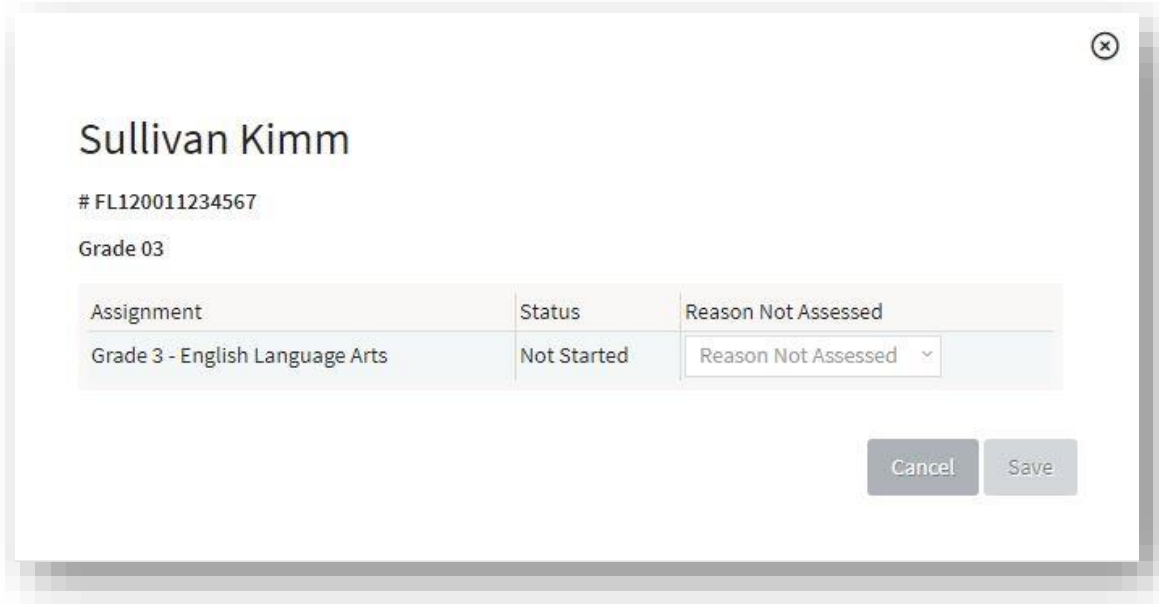
In the *Assignments* area, click the "View Details" link.

The *Assignment* dialog box will open.

The *Assignment* dialog box displays each course assigned to the student, the status of each course, and, if applicable, a *Reason Not Assessed.*
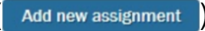
Click the "Save" button (Save) to close the dialog box.
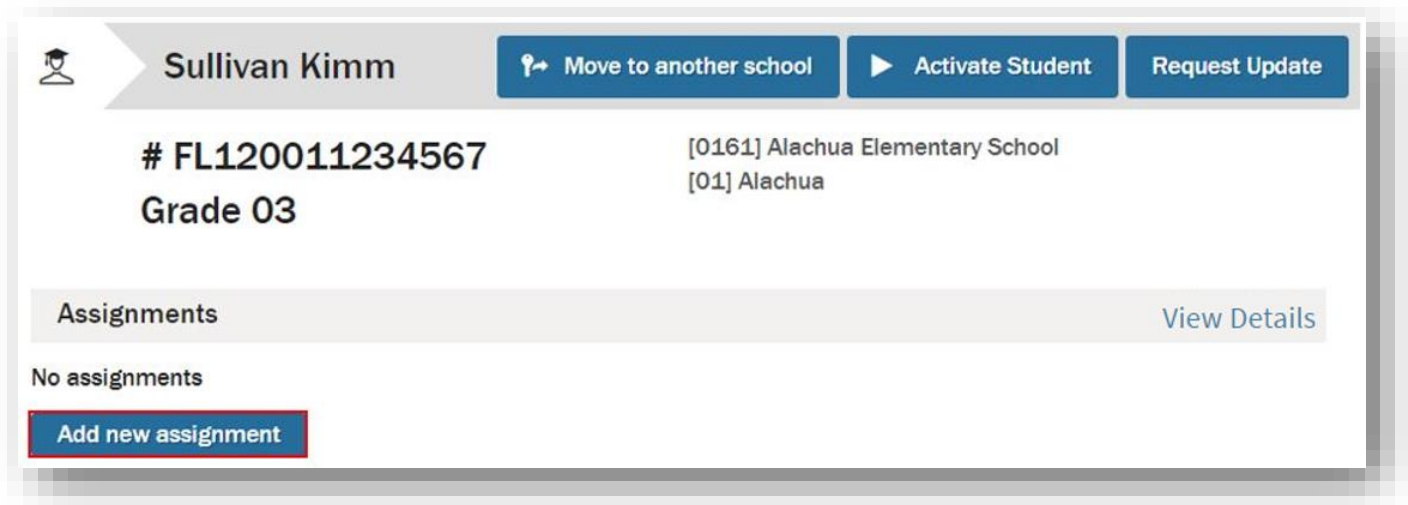
In addition to viewing individual assessment status in the ART for a specific student, an *Assignments* export is available. The *Assignments* export provides data for the current student course assessment assignments for all students in the district (or school for SLCs). For information regarding exporting student assessment data, see *Assignments—Exporting Student/Course Assessment Data* on page 134.

Editing Course Assessment Assignments

To view or edit course assessment assignments for a student, click the row in the *Students* list for that individual. The course assessments assigned to that student display to the right of the *Students* list above the student data.

Assigning a Course Assessment
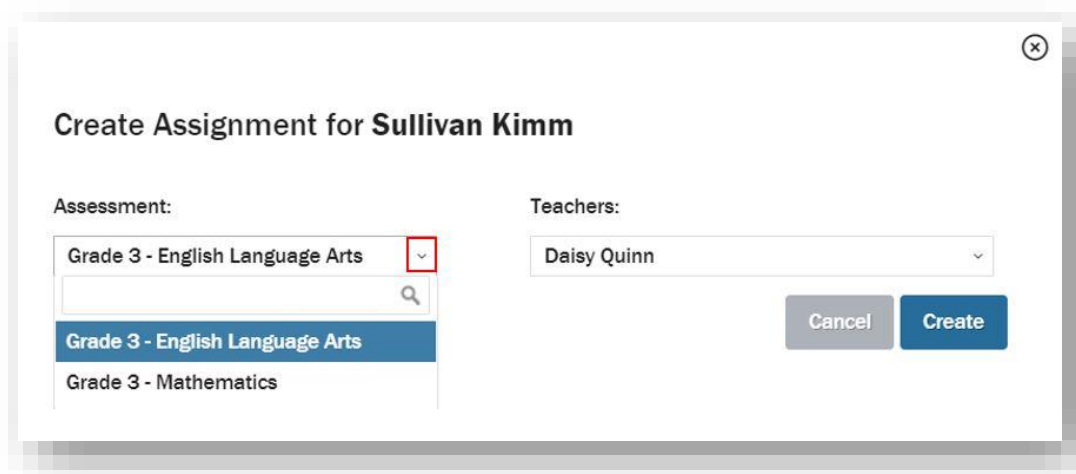
If there are no course assessments assigned to a student, or if you want to add a new course assessment to the existing list, click the "Add new assignment" button (Add new assignment).

In the *Create Assignment* dialog box, you can specify the course assessment type and assign a single teacher to the course assessment being assigned.

In the "Assessment" field, click the expand button (˅) to the right of the course assessment type and select a new course assessment type from the drop-down list. Alternatively, type the first few letters of the course assessment type in the search field, click the filter button (🔍), and select the new course assessment type.

In the "Teachers" field, click the expand button (˅) to the right of the teacher's name and select a teacher from the drop-down list. Alternatively, type the first few letters of the teacher's name in the search field, click the filter button (🔍), and select the teacher.
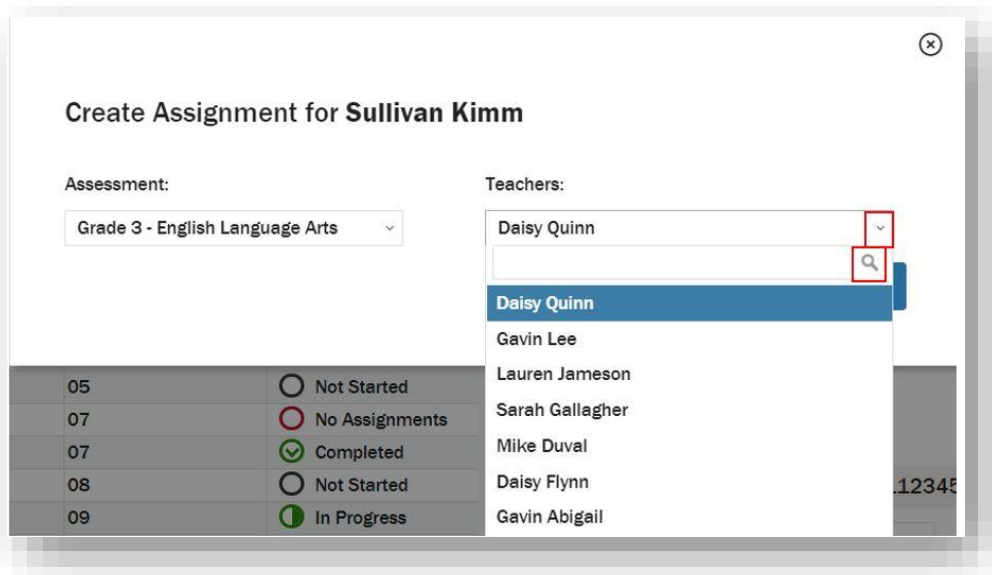
After the course assessment type and teacher have been selected, click the "Create" button (Create) to create the assignment. The new assignment now appears in the *Assignments* area.

To exit the *Create Assignment* dialog box without assigning a course assessment, click the "Cancel" button (Cancel) or the close button (⊗) in the top right corner.
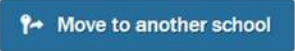
Editing Teachers for Existing Assignments

To add or change an existing teacher assignment for a course assessment, click the "Edit" button (Edit) to the right of the listed course assessment.
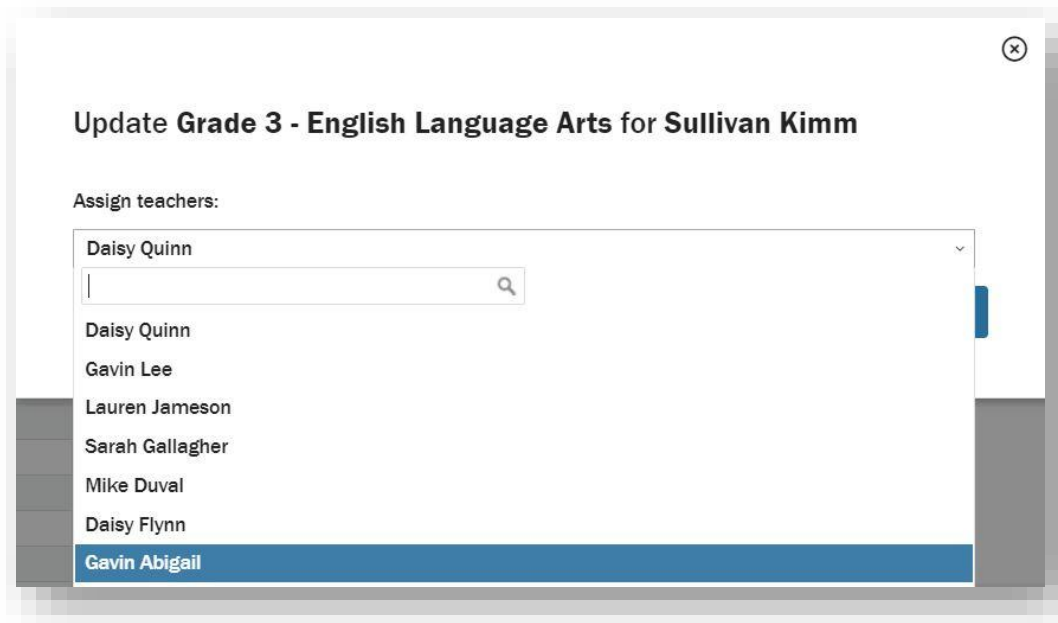
In the *Update Course Assignment* dialog box, click the expand button (˅) to the right of the teacher's name and select a teacher from the drop-down list. Alternatively, type the first few letters of the teacher's name in the search field, click the filter button (🔍), and select the teacher.

After the new teacher has been selected, click the "Save" button (Save) to save the new teacher assignment.
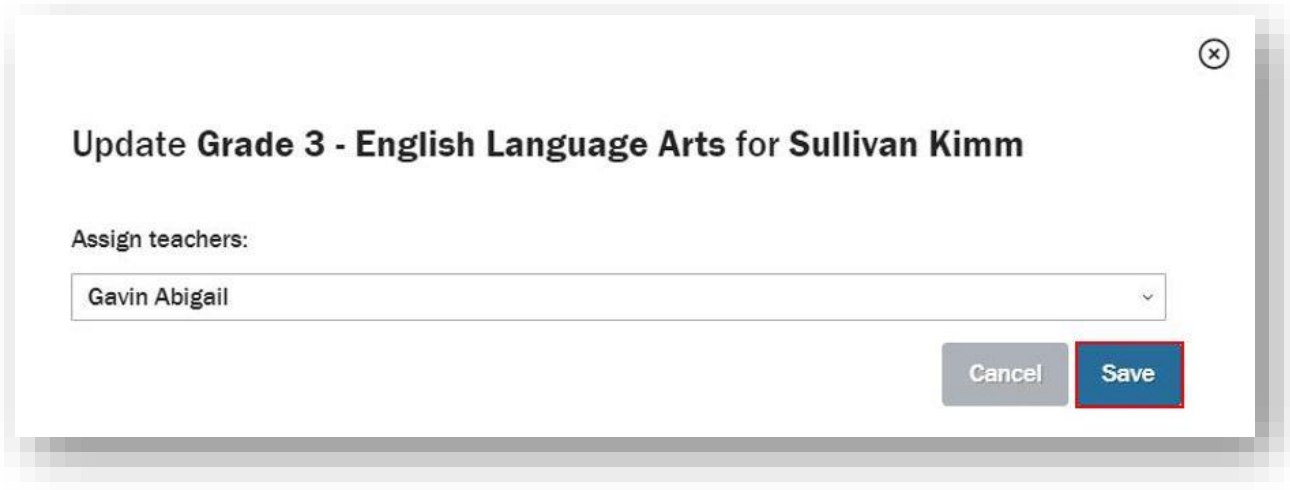
To exit the *Update Course Assignment* dialog box without assigning a new teacher, click the "Cancel" button (Cancel) or the close button (⊗) in the top right corner.

The *Assignments* area now shows the teacher assigned to the course assessment. The student will now be visible to the teacher who is assigned.
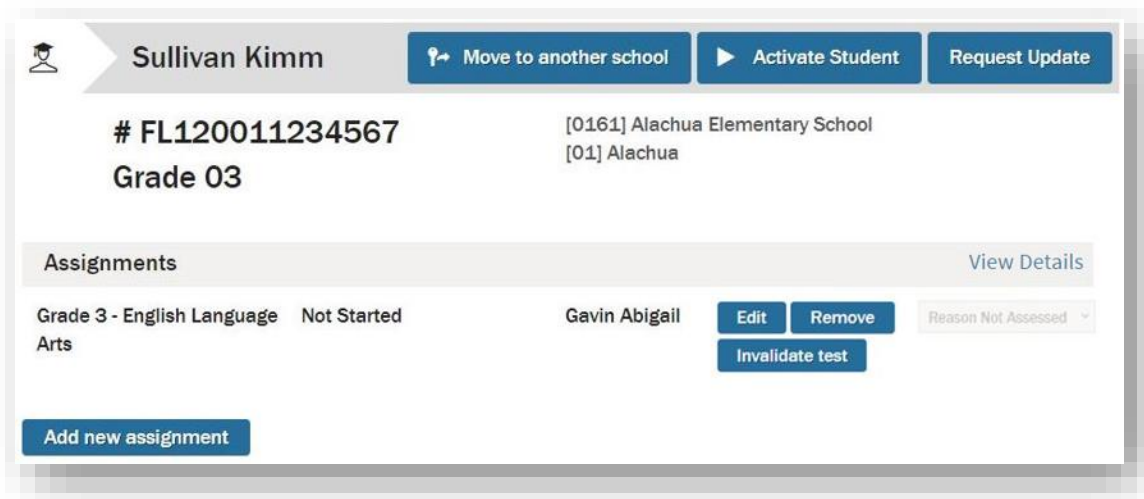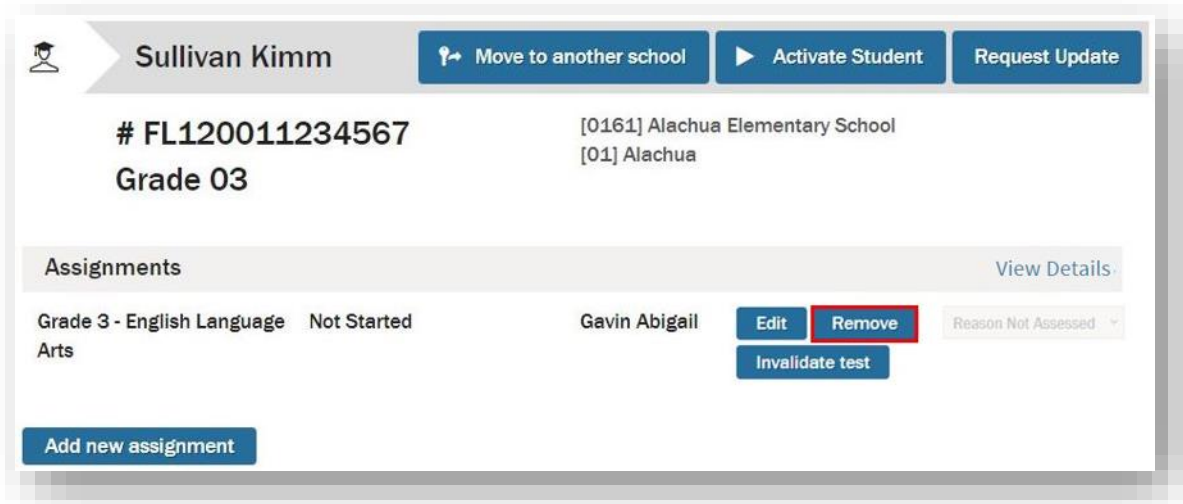
Repeat this process until all course assessment assignments are created.
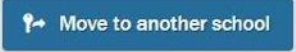
Deleting an Existing Assignment

Viewing, Editing, Assigning, or Removing Reason(s) Not Assessed: Alternate Assessment Coordinators can view the *Reason(s) Not Assessed* selected by a teacher. If needed, an Alternate Assessment Coordinator can edit, assign, or remove the *Reason Not Assessed* for students.

See page 171, Step 1: Identify Students Not Assessing (*Reason Not Assessed*) for assistance with assigning or editing the *Reason(s) Not Assessed*.
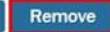
To delete an assignment, click the "Remove" button (Remove) to the right of the listed course assessment.
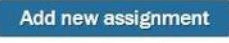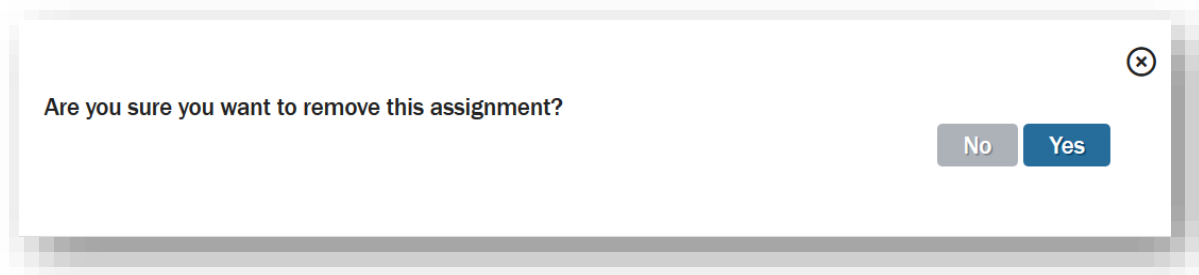
In the confirmation dialog box, click the "Yes" button (Yes) to remove the course assessment assignment. Click the "No" button (No) or the close button (⊗) to exit the confirmation dialog box without making any changes.

After the assignment is removed, it is no longer visible in the *Assignments* list. If a course assessment is inadvertently removed, it can be reassigned to the student. See *Assigning a Course Assessment* on page 103.

Invalidating and Validating a Course Assessment (AACs only)

As an AAC, if you identify a reason to invalidate a student's course assessment, click the "Invalidate test" button (Invalidate test).

The course assessment is invalidated, and the "Invalidate test" button (Invalidate test) is changed to the "Validate test" button (Validate test). When the teacher views the student record, the course assessment will be visible but disabled.

To validate a course assessment that has been invalidated, click the "Validate test" button (Validate test). The course assessment is validated, and the "Validate test" button (Validate test) is changed back to the "Invalidate test" button (Invalidate test). When the teacher views the student record, the course assessment will be accessible and can be launched.

Processing a Request Update from the Student Page

When you select an individual student from the *Students* list, if an update request has been submitted for the student, the request is displayed with the student account information as well as on the *Request Updates* page.

Each student request will provide the following supporting information:

- **Subject:** The FLEID and name of the student

- **Type:** The type of request

  - Student request types include Update Student Data, Testing Violation, Course Assessment Support, Course Assessment Reset, Activate/Deactivate Student, Import/Export Data Files, and Other.

- **Assessment:** If the request type is Testing Violation, Course Assessment Support, or Course Assessment Reset, this field shows the relevant assessment. Otherwise, it shows "Not applicable."

- **Operation log:** The date and time of the most recent operation for this request. The operation log is ordered by newest operation at the top.

    o **Sent by:** The user who submitted the request

    o **Role:** The role of the user who submitted the request (AAC, SLC, Teacher)

    o **Email:** The email address of the user who submitted the request

    o **Phone:** The phone number of the user who submitted the request

    o **Comment:** Additional comments by the user who submitted the request
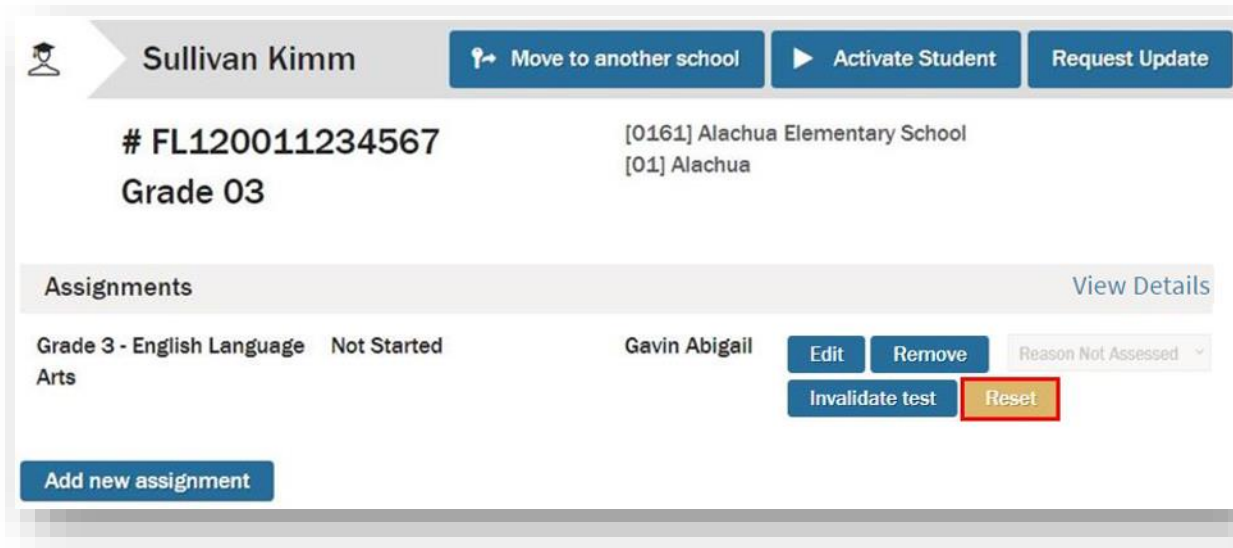
To process the request, you can:

- **Advance the request:** Click the "Advance Request" button (Advance Request) to forward the request. See *Advancing a Request* on page 126 for more information.
- **Return the request:** Click the "Return Request" button (Return Request) to return the request. See *Returning a Request* on page 127 for more information.
- **Mark the request as resolved:** Click the "Mark request as Resolved" button (Mark request as Resolved) to resolve the request. A system message will be displayed to communicate that the request was successfully resolved.
- See *Resolving a Request* on page 129 for more information.

Resetting an "In Progress" Course Assessment

If a teacher requests that a student's test with the status of "In Progress" be reset, an AAC can reset the assessment back to its default setting. This feature resets the assessment back to the "Not Started" status and deletes all responses that have been entered by the teacher. Once the assessment has been reset, the teacher can assign a new form, launch the assessment, and enter student responses.

To reset the student's course assessment, click the "Reset" button (Reset).
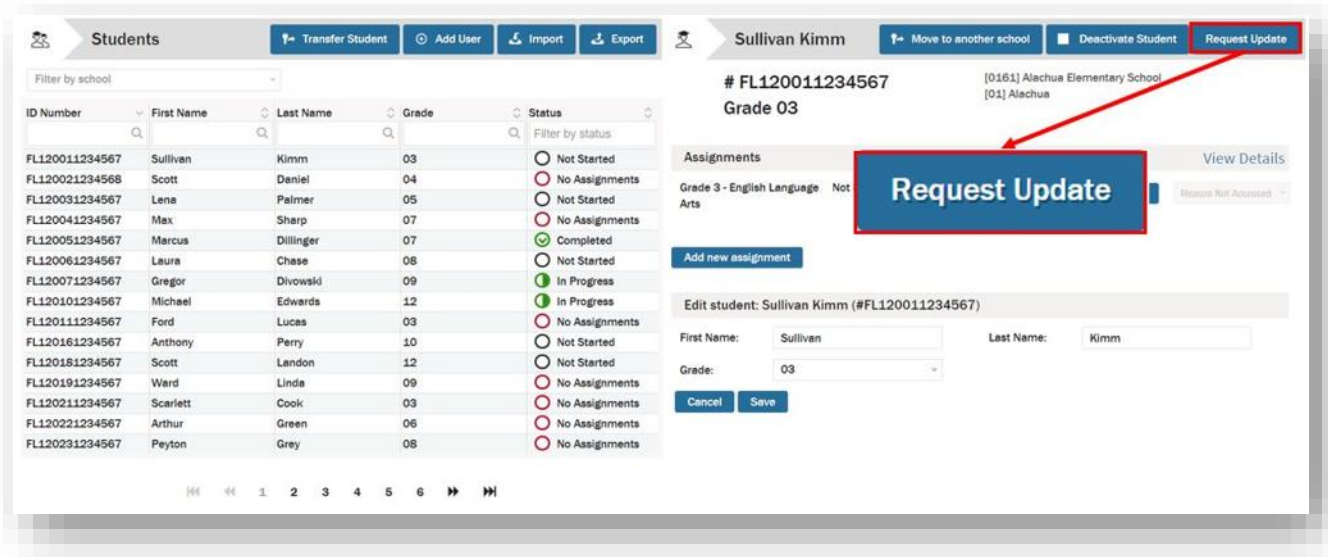
Requesting an Update for a Student

For other changes to the student information, click the "Request Update" button (Request Update).

The student account information pane to the right refreshes to include a *Submit Request Update* area below the student information.

In the *Submit Request Update* area, the following information is displayed:

1. The name, FLEID, grade, district, and school of the student for whom you are submitting the request

2. Information about the AAC or SLC submitting the request populated from the *My Account Information* page:

    a. **First Name:** Not editable
    b. **Last Name:** Not editable
    c. **Email:** Editable
    d. **Phone:** Editable
    e. **District:** Not editable
    f. **School:** Not editable (only applicable to SLCs)

3. Fields specific to the *Submit Request Update* area:
    a. "Select Request Type"
    b. "Describe required change[s] here"

The "Select Request Type" and "Describe required change[s] here" fields are mandatory.

1. Click the "Select Request Type" field and select a request type from the drop-down list.

> **Note:** When submitting a request type of Testing Violation, Course Assessment Support, or Course Assessment Reset, you will also be required to select which linked course assessment the request is for.

2. Click the "Describe required change[s] here" field and type a description of the required change(s).

3. Click the "Submit" button (Submit) to submit the request. A system message will be displayed to communicate that the request was successfully sent. Once submitted, SLC requests are routed to the AAC, and AAC requests are routed to the FSAA Service Center for support and resolution.

Student Transfers—Move Student to Another School

The System Administrator assigns students to teachers for each course assessment. Once an assignment is made, the student is visible to the assigned teacher. If a student transfers or moves to a new school after the initial teacher assignment is made, the student's account must be updated.

Student Transfer Within a District

If a student moves from School 1 to School 2 within a district, the AAC will update the student's school assignment. Once the school is updated, a System Administrator (AAC or SLC) <u>must</u> update the teacher assignment.

- **Responses Submitted (Status: Complete)**

  If the response submission process was completed in the FSAA—Performance Task Online System and submitted at School 1, the system will remove the assigned teacher from School 1. Because the course assessment has been completed and submitted, the System Administrator does not need to assign this course assessment to a new teacher in School 2.

- **Submission Process in Progress (Status: In Progress)**

  If the course assessment is in progress at School 1:

  1. School 1 will send the paper assessment to School 2 if the course assessment has been partially or fully administered to the student but responses have not been entered online.

     It is the responsibility of School 1 to communicate to School 2 if any part of the course assessment has already been administered to the student.

  2. When the student reassignment to the new school has been completed, the online system removes the existing teacher assignment. A System Administrator must then make new assignments to the appropriate teacher in School 2. Once the System Administrator assigns a new teacher to the course assessment, any launched or "In Progress" assessments will be visible to the new teacher, and assessments may be resumed.

  3. The newly assigned teacher in School 2 will then be responsible for administering any incomplete course assessment sessions and entering all student responses.

To assign the student to another school, click the "Move to another school" button ([→ Move to another school]).
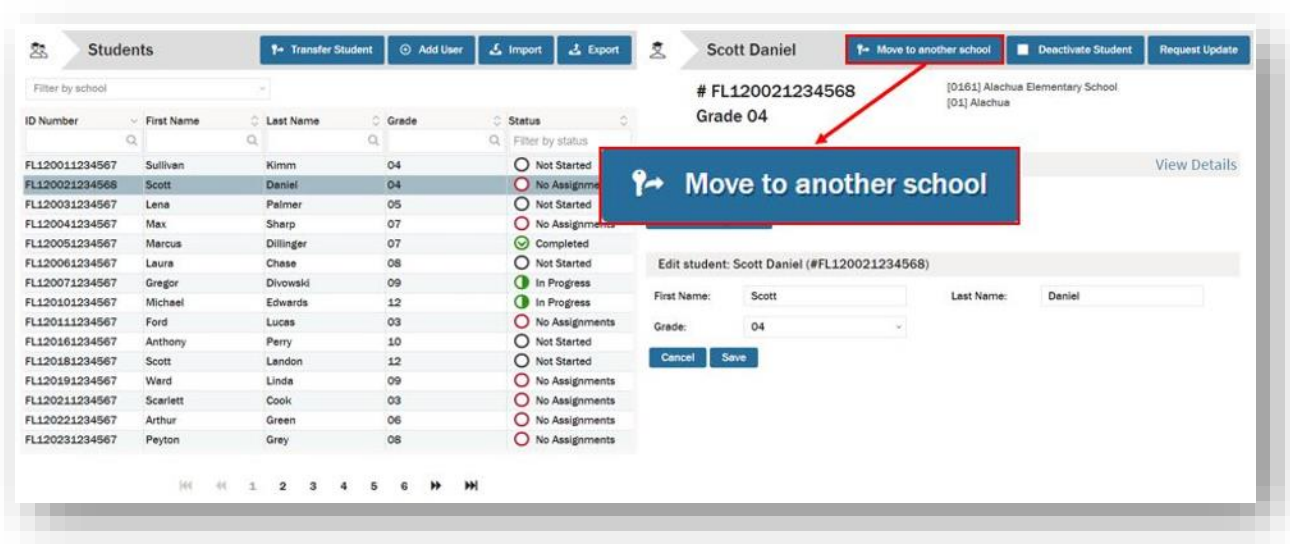
In the *Move to Another School* dialog box, click the expand button (⌄) to the right of the "Select target school" field.
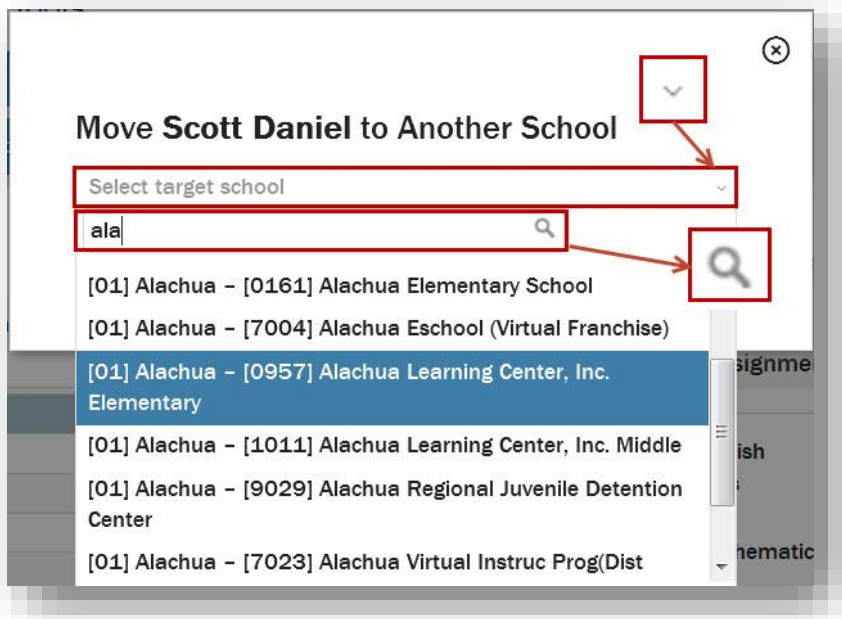
Select a new school from the drop-down list.

Alternatively, type the first few letters of the school name in the search field, click the filter button (🔍), and select the new school.
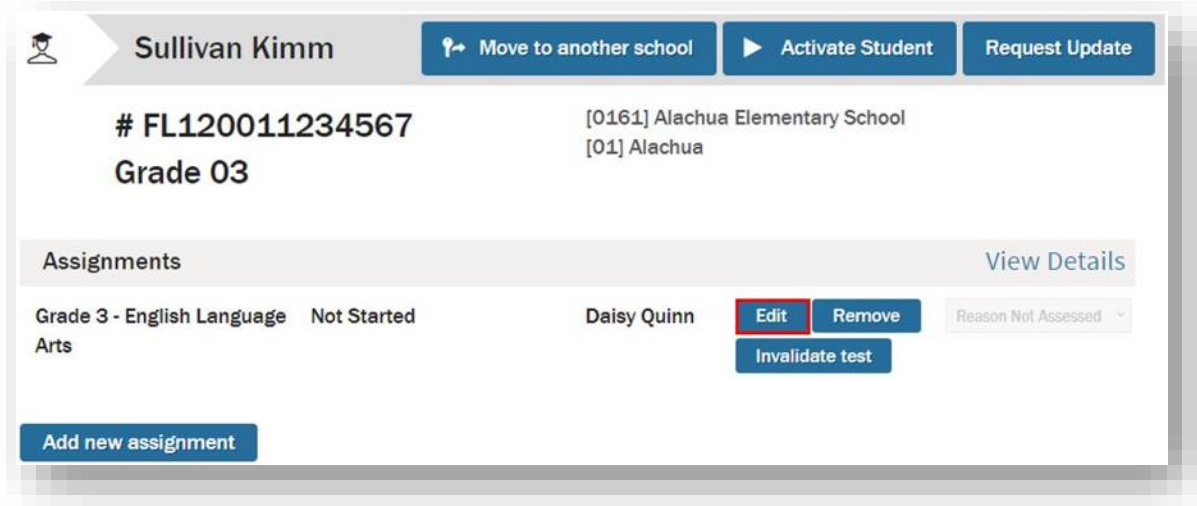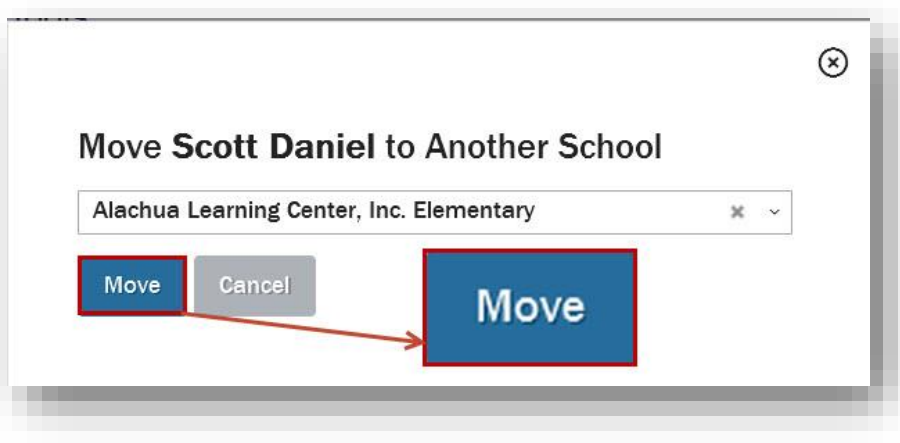
After the new school is selected, click the "Move" button (Move) to assign the student to the new school.

To exit without transferring the student, click the "Cancel" button (Cancel) or the close button (⊗) in the top right corner.

Student Transfer Between Districts

If a student moves from District 1 to District 2, the System Administrator will add the student to the online system. If the student already exists in the system, then the AAC from District 2 must request that the student account be released from District 1 within the system. SLCs cannot transfer students.

To search the system database for your student, click the "Transfer Student" button (Transfer Student).

The system will present the *Transfer Student* dialog box with the following message: "To locate a student that has transferred between districts, please enter the student ID, student first name, and student last name in the fields below. If the system can locate an exact match, it will return a valid result."

Enter the transfer student's FLEID, first name, last name, and the school being transferred to in the fields provided. The "Search Data" button (Search Data) will be disabled until all fields are complete.

To search the ART system database for the student account, click the "Search Data" button (Search Data).

To exit without requesting the student account transfer, click the "Cancel" button (Cancel) or the close button
(⊗) in the top right corner.

- **Negative Match:** The ART will display an error message when a match is not found.

To return to the *Transfer Student* dialog box and confirm whether the values entered are correct, click
the "Cancel" button (Cancel). To end the search, click the close button (⊗) in the top right corner.

If you are sure the information entered is correct, click the "Ok" button (Ok) to advance the request to
the FSAA Service Center for support. If the student does not exist in the system database, an FSAA
Service Center representative will notify you that a new student account must be created.

- **Positive Match:** If all three data elements (FLEID, first name, last name) are an exact match to a data record, the system will present a *Transfer Release Request* dialog box with the student's first name, last name, FLEID, and current system-assigned district and school. To better prepare the receiving district of a transfer student during the assessment window, the status of each of the student's assigned assessments will also display.

  Below the resulting match, there will be a *Comments* area for the user to request that the current assigned district release the student in the system.

The information about the AAC submitting the transfer request is pulled by the system from the account profile. Enter your email or phone number if the fields are blank. Any additional information that needs to be communicated may be entered into the "Enter comments here" field.

Click the "Submit Transfer Release Request" button (Submit Transfer Release Request) to submit the release request to the AAC of the district currently assigned to the student. If the request has successfully been sent, a system message will display*.*
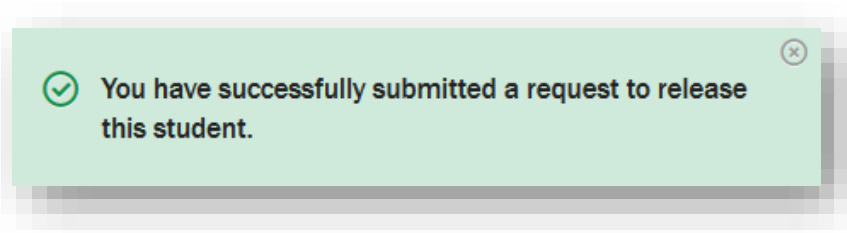
The District 1 AAC will have an opportunity to accept or reject the request to release the student to District 2.

- **Accepted Request:**
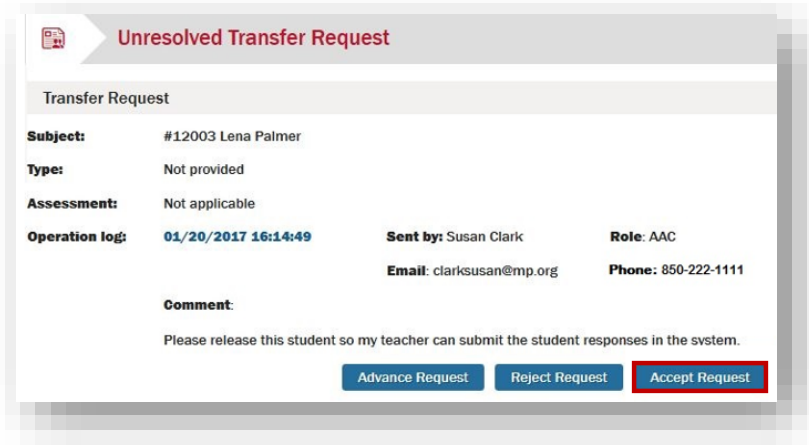
  If the request is accepted, the request is immediately returned to District 2 and is accessible on the *Request Updates* page. The data table displays the status as "Accepted" and the student is available on the AAC's *Students* list. Once a school is assigned, a System Administrator can make teacher assignments.

- **Rejected Request:**
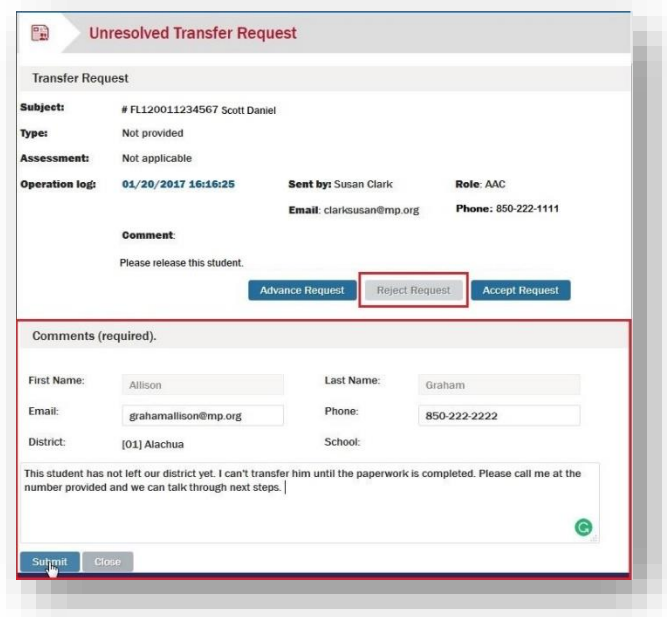
  If the request is rejected, the request is returned to District 2 in the *Request Updates* page. The data table displays the status as "Rejected." The AAC may advance the request to the FSAA Service Center for additional support.
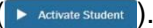
Deactivating a Student Account

To make a student unavailable to the teacher, the student account can be deactivated. When a student is deactivated, the teacher cannot make any changes or input any data for the student. Teachers are not able to launch course assessments for students who have been deactivated in the system. The teacher will see the student account and information but will not be able to submit any information for the student.

To deactivate the student account from the *Students* page, choose the student from the list and then click the "Deactivate Student" button (■ Deactivate Student)
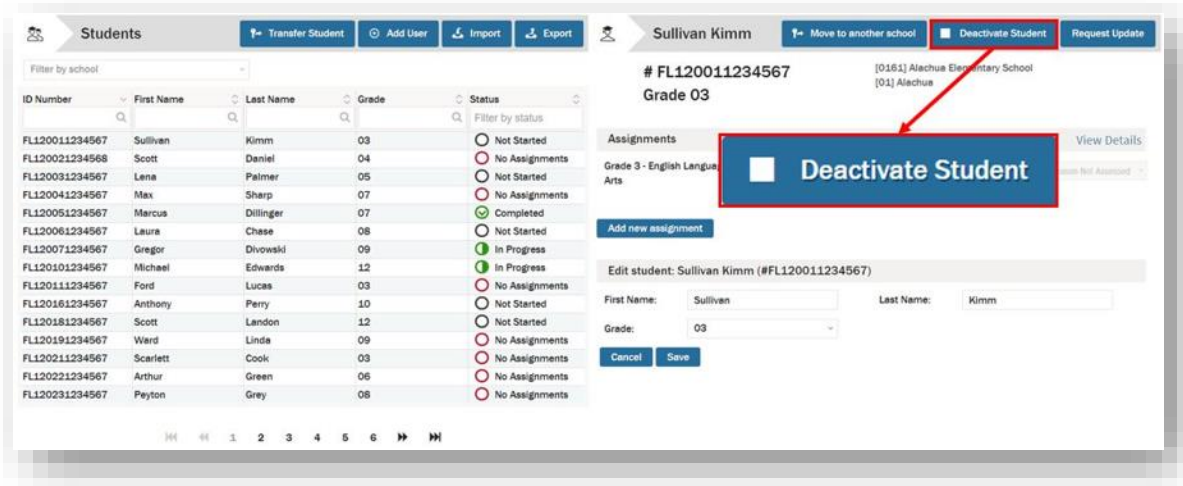
Activating a Student Account

After the student account is deactivated in the system, the "Deactivate Student" button (■ Deactivate Student) changes to the "Activate Student" button (▶ Activate Student). To activate the student account, click the "Activate Student" button (▶ Activate Student).
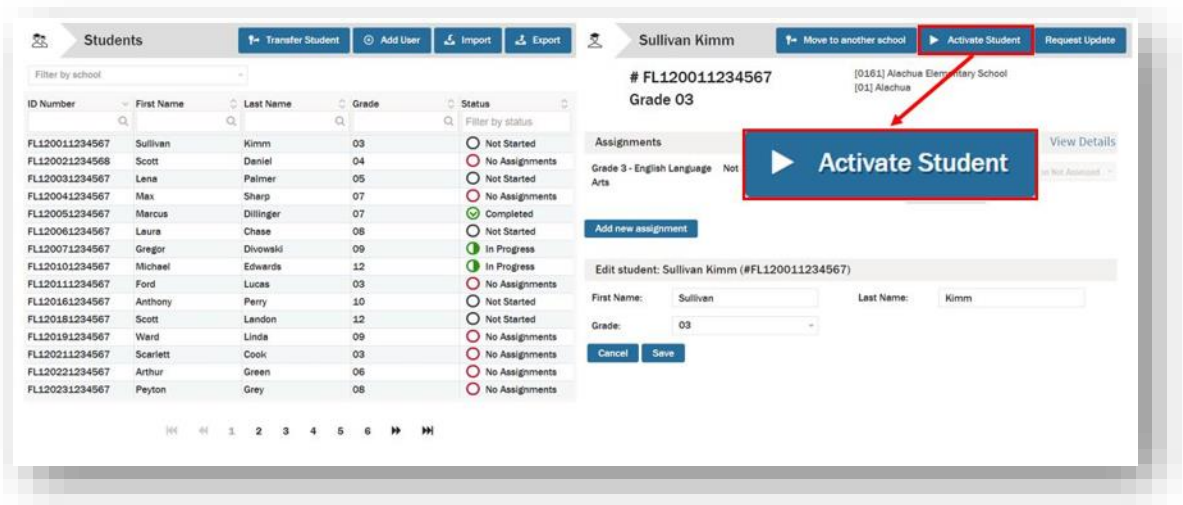
After you activate a student account, the information can be accessed by the teacher.

Browse and Manage Update Requests

Accessing the Request Updates Page
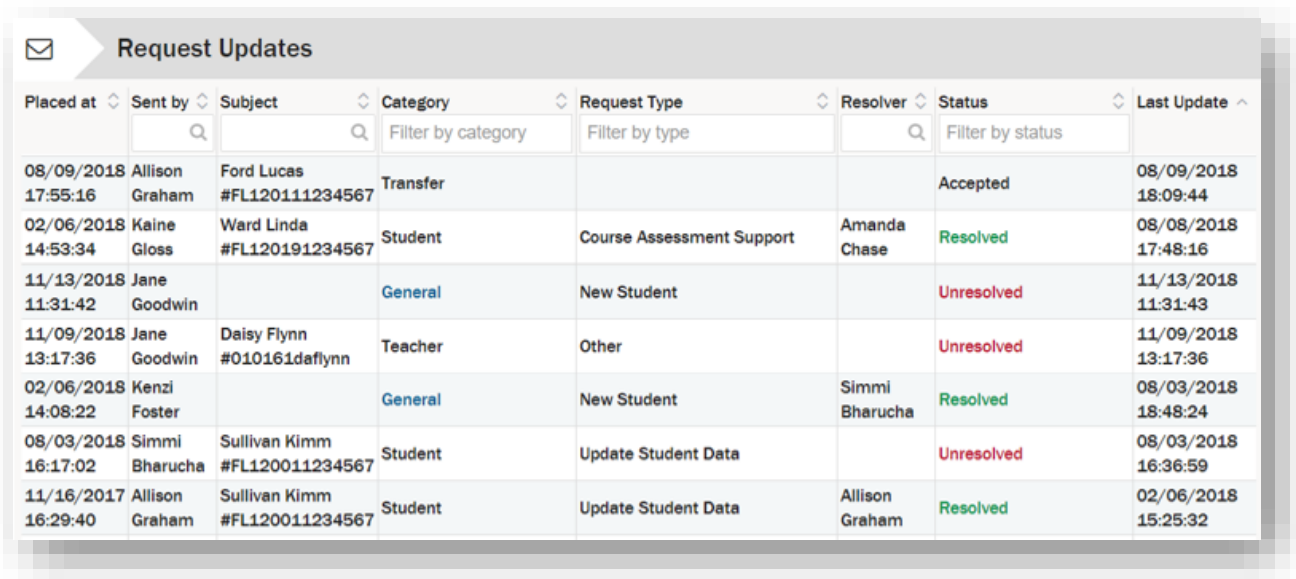
From any page, the System Administrator will see the "Update Requests" link (✉ Update Requests) in the upper right. If the link displays a red number, then the System Administrator has unresolved requests to view and process.

To access the *Request Updates* page, click the "Update Requests" link (✉ Update Requests).
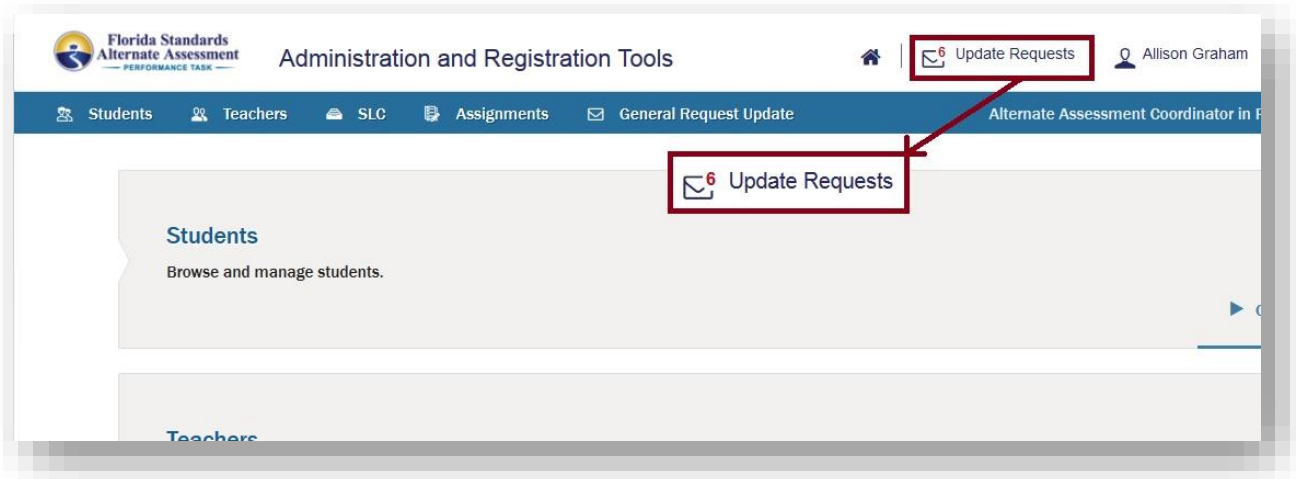
Request Updates Page

The *Request Updates* page displays requests for updates that were submitted in the current user's district.

The following information is displayed for each request:

- **Placed at:** The date and time the request was placed

- **Sent by:** The user who submitted the request

- **Subject:** The user or student the request concerns

- **Category:** The request category—SLC, Teacher, Student, General, Transfer

- **Request Type:** See *Viewing Individual Request Updates* on page 124 for request types.

- **Resolver:** The user who resolved the request (if applicable)

- **Status:** The status of the request

    o Action Required: The request is unresolved and requires processing; action buttons are visible.

    o Unresolved: The request is unresolved and currently assigned to another user; no action buttons are visible.

    o Resolved: The request has been resolved.

    o Accepted: The request to release a transfer student in the ART is accepted. See *Student Transfer Between Districts* on page 117.

    o Rejected: The request to release a transfer student in the ART is rejected. See *Student Transfer Between Districts* on page 117.

- **Last Update:** The date and time the last change was made to the request including when it was created, returned, rejected, accepted, resolved, or advanced

Sorting the Request Updates List

By default, requests are sorted by newest request first. You can also sort the list by "Sent by," "Subject," "Category," "Request Type," "Resolver," "Status," and "Last Update."

For example, to sort the list by category, click the list sort button (↕) to the right in the "Category" column. The list is now sorted by category in ascending order (A–Z). To change to descending order (Z–A), click the list sort button (↕) again.

Filtering the Request Updates List
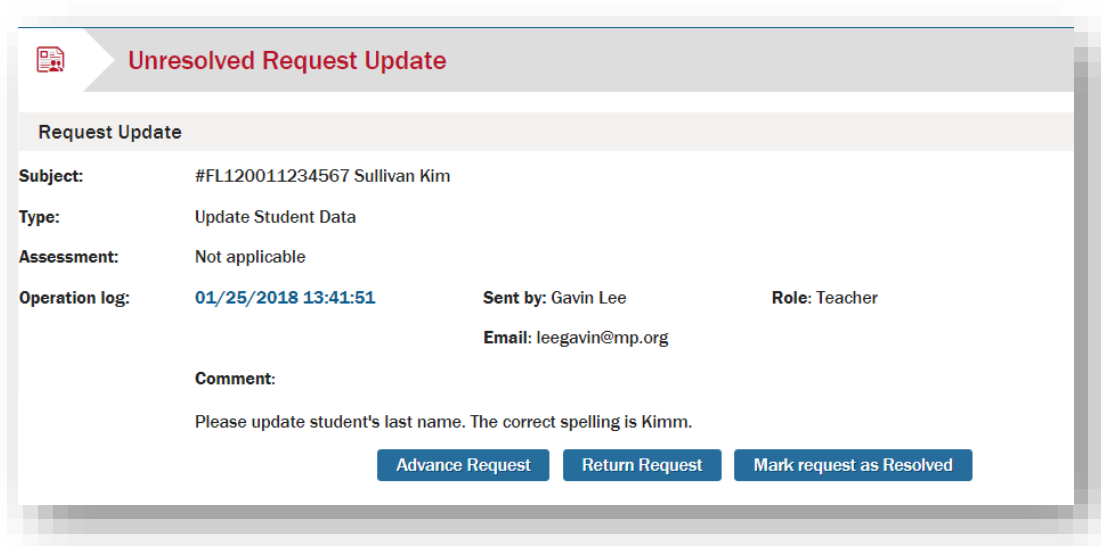
You can also filter the *Request Updates* list to make it easier to work with or to locate a specific user or student.

For example, to see all requests pertaining to the student Sullivan Kim, type "Kim" (not case sensitive) in the "Filter by Subject" field and click the filter button (🔍). You can filter the "Sent by" and "Resolver" columns in a similar manner.

To filter by "Category," "Request Type," or "Status," click the "Filter" field select from the drop-down list.

Viewing Individual Request Updates

To view an individual request, click the row in the *Request Updates* list. The information for the request will display to the right of the list.

In the *Request Update* area, the request can be advanced, returned, or resolved. If the request category is Student, Teacher, or SLC, you can edit information concerning the user who is the subject of the request.

The following information is provided to the user processing the request:

- **Subject:** The ID number or FLEID and name of the user or student the request concerns

- **Type:** The type of request

  - Student request types include: Update Student Data, Testing Violation, Course Assessment Support, Course Assessment Reset, Activate/Deactivate Student, Import/Export Data Files, and Other.

  - Teacher request types include: Update Teacher Data, Import/Export Data Files, and Other.

  - SLC types include: Update SLC Data, Import/Export Data Files, and Other.

  - General request types include: New Student, Import/Export Data Files, and Other.

- **Assessment:** If the request type is Testing Violation, Course Assessment Support, or Course Assessment Reset, this field displays the relevant assessment. Otherwise, "Not applicable" is shown.

- **Operation log:** The date and time of the most recent operation for this request. The operation log is ordered by newest operation at the top.

  - **Sent by:** The user who submitted the request

  - **Role:** The role of the user who submitted the request (AAC, SLC, Teacher)

  - **Email:** The email address of the user who submitted the request

  - **Phone:** The phone number of the user who submitted the request

  - **Comment:** Additional comments by the user who submitted the request

Unresolved student, teacher, SLC, or general requests currently assigned to a user for processing will display the following action buttons:

- The "Advance Request" button (Advance Request)
- The "Return Request" button (Return Request)
- The "Mark request as Resolved" button (Mark request as Resolved)

For unresolved transfer requests in the AAC queue, the "Advance Request" button (Advance Request), "Accept Request" button (Accept Request), and "Reject Request" button (Reject Request) will be displayed. See *Student Transfer Between Districts* on page 117.

Unresolved requests that have been advanced or returned to another user will not display any action buttons.

Advancing a Request

If a teacher submits a request to an SLC, the SLC can advance the request to the AAC for support or processing. If no SLC is assigned to the school, requests will route to the AAC. If the AAC requires support to process a request, the request can be advanced to the FSAA Service Center.

Teacher ➡ School Level Coordinator ➡ Alternate Assessment Coordinator ➡ FSAA Service Center

FSAA—Performance Task Online System Update Request Routing

To advance a request that is unresolved, click the request in the *Request Updates* list to view the details on the right.

Click the "Advance Request" button (Advance Request) to forward the request. The area refreshes to include a *Comments* area.

The information shown in the *Comments* area is pulled by the system from your account profile and presented to you each time you request an update.

The following information about the user advancing the request is displayed:

- **First Name:** Not editable
- **Last Name:** Not editable
- **Email:** Editable
- **Phone:** Editable
- **District:** Not editable
- **School:** Not editable

Any additional information or questions that need to be communicated may be entered into the "Enter comments here" field.

When you are ready to advance the request, click the "Submit" button (Submit). A system message will display: "You have successfully advanced this request." To exit without advancing the request, click the "Close" button (Close).

Returning a Request

If a System Administrator requires more information or has a question, the request can be returned to the sender.

To return a request that is unresolved, click the request in the *Request Updates* list to view the details on the right.

Click the "Return Request" button (Return Request) to return the request. The area refreshes to include a *Comments* area.

The information shown in the *Comments* area is pulled by the system from your account profile and presented to you each time you request an update.

The following information about the user advancing the request is displayed:

- **First Name:** Not editable
- **Last Name:** Not editable
- **Email:** Editable
- **Phone:** Editable
- **District:** Not editable
- **School:** Not editable

Any additional information or questions that need to be communicated may be entered into the "Enter comments here" field.

When you are ready to return the request, click the "Submit" button (Submit). A system message will display: "You have successfully returned this request." To exit without returning the request, click the "Close" button (Close).

Note: Continue to return and advance the requests until the issue is resolved.

Resolving a Request

Unresolved requests that require processing will have the status "Action Required" in the *Request Updates* list. To process a request that is unresolved, click the request in the *Request Updates* list to view the details on the right.

Editing User Account Information

Student, Teacher, and SLC requests types can be edited directly from the *Request Updates* page. For these types of requests, an *Edit user* area is available below the request details.

The following information about the SLC or teacher to be edited is displayed in the *Edit user* area:

- First Name: Editable
- Last Name: Editable
- **District:** Not editable
- **School:** Editable

> **Note:** To edit the user's password, refer to *Changing the SLC Password* on page 49 or *Changing the Teacher Password* on page 71.

The following information about the student to be edited is displayed in the *Edit user* area:

- First Name: Editable
- Last Name: Editable
- **Grade:** Editable

> **Note:** To edit the student's school association, refer to *Student Transfers—Move Student to Another School* on page 115.

Once the user information has been edited, click the "Save" button (Save) to save the user data. A system message will display to confirm the data was successfully updated.

Mark Request as Resolved
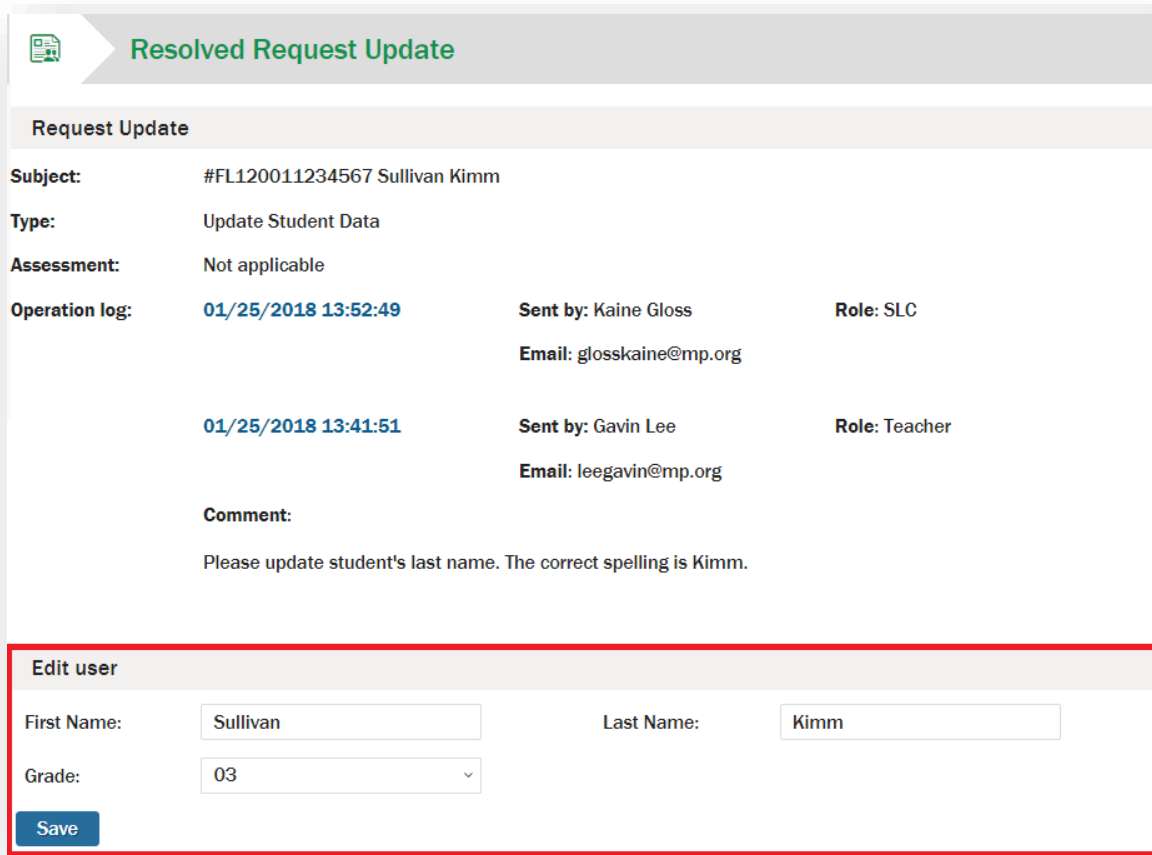
Click the "Mark request as Resolved" button (Mark request as Resolved) to resolve the request. A system message will display indicating that the Request Update was successfully resolved.
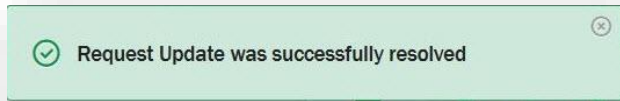
The request now appears as resolved in the *Request Updates* list.

Resolved Requests

To view or edit a request that has been resolved, click the request in the *Request Updates* list to view the details on the right.

You can edit user account information from the *Request Updates* page if the request category is Student, Teacher, or SLC even if the request has been resolved. See *Editing User Account Information* on the previous page.

Submitting a General Request Update

To submit a general request, click the "General Request Update" link ( ) in the navigation ribbon.

The *General Request* dialog box will display.

In the "Select Request Type" field, click the expand button (⌄) and select a request type from the drop-down list.

Information about the user submitting the request is populated from the *My Account Information* page.

The following information about the user submitting the request is displayed:

- **First Name:** Not editable
- **Last Name:** Not editable
- **Email:** Editable
- **Phone:** Editable
- **District:** Not editable
- **School:** Not editable

Click the "Describe required change[s] here" field and type a description of the required change(s).

Click the "Submit" button (Submit) to submit the request. A system message will display to confirm the General Request Update submittal.

Once submitted, the request is routed to the FSAA Service Center (or AAC if you are an SLC). Click the close button (⊗) to close the message.

If you decide to cancel the request, click the "Close" button (Close). A confirmation dialog box will display.
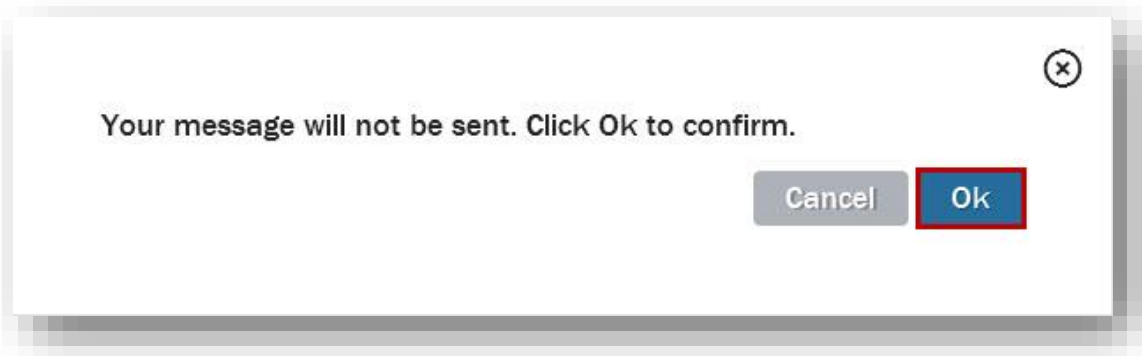
Click the "Ok" button (Ok) to confirm the cancellation.

Assignments—Exporting Student/Course Assessment Data

To export and save a file of the current student course assessment assignments, click the "Assignments" link (Assignments) in the navigation ribbon or click the "Open" button (▶ Open) on the landing page.

You will be routed to the *Assignments* page.

Click the "User Assignments Export" button (User Assignments Export) to start the export process.

The *Export Assignments* dialog box will display.

Click the "Export" button ( ) to export the information into a CSV file. A system message will be displayed to communicate that the export is in progress.

Viewing the History and Status of Exported Files

To view the history and status of exported CSV files, click the "view history" link.

All of the student assignment files that have been exported will be entered into a task queue for processing and will be displayed in the task listing.

In the table, you will see the following columns:

- **Task Name:** The name of the CSV file exported into the task queue

- **Created:** The date that the CSV file was exported and the export task was created

- **Status:** The status of the CSV file export task

  - **In progress:** The file has been added to the task queue and will complete the export process as soon as possible.

  - **Completed:** All records in the CSV file exported correctly and are accessible.

- **Actions:** The actions that can be performed on the file: remove, view report, or download

Downloading the Export File

Once the export process has completed, click the download button (⬇) to open or save the file. The downloading process will vary depending on your browser and system specifications.

CSV files are best viewed using a spreadsheet program, such as Microsoft Excel or Notepad.

The file will display all of the assignments for the students in the district (or school for SLCs). The export will contain one course assessment record per student per assignment. The following data are presented:

1. Student FLEID
2. Student ID
3. Student First Name
4. Student Last Name
5. Student Grade
6. Teacher ID[1]
7. Teacher First Name[1]
8. Teacher Last Name[1]
9. School Code
10. School Name
11. District Code
12. Course Assessment Name[2]
13. Status (Not Started, In Progress, Invalidated, Complete)[2]
14. Reason Not Assessed[3]

1. If there is no teacher assigned to the student course assessment, the report will display NA.
2. If the student is not currently assigned to a course assessment, the report will display NA.
3. If the assessment has not been assigned a *Reason Not Assessed*, the report will display NA.

FLEID	Student II	Student First	Student Last I	Grade	Teacher ID	Teacher First	Teacher Last	School Co	School Name	District	Course Assessment Name	Status	Reason Not Assessed
FL1200112	12001	Sullivan	Kimm	3	010161gaabigail	Gavin	Abigail	161	Alachua Elementary	1	Grade 3 - English Language Arts	Not Started	NA
FL1200112	12001	Sullivan	Kimm	3	010161daquinn	Daisy	Quinn	161	Alachua Elementary	1	Grade 3 - Mathematics	Not Started	NA
FL1200312	12003	Lena	Palmer	5	010161sagallagher	Sarah	Gallagher	161	Alachua Elementary	1	Grade 5 - English Language Arts	Not Started	NA
FL1200312	12003	Lena	Palmer	5	010161sagallagher	Sarah	Gallagher	161	Alachua Elementary	1	Grade 5 - Mathematics	Not Started	NA
FL1200312	12003	Lena	Palmer	5	010161miduval	Mike	Duval	161	Alachua Elementary	1	Grade 5 - Science	Not Started	NA
FL1200412	12004	Max	Sharp	7	010221kefoster	Kenzi	Foster	221	A. L. Mebane Middl(	1	Grade 7 - English Language Arts	Not Started	NA
FL1200412	12004	Max	Sharp	7	010221kefoster	Kenzi	Foster	221	A. L. Mebane Middl(	1	Grade 7 - Mathematics	Not Started	NA
FL1200412	12004	Max	Sharp	7	010221kefoster	Kenzi	Foster	221	A. L. Mebane Middl(	1	Civics End of Course	Not Started	NA

For example, a grade 3 student who is assigned to complete the English language arts (ELA) and mathematics course assessments will be listed in the report twice.

Sullivan Kimm's ID is FL120011234567. In the *Students* page, Sullivan has been assigned Grade 3 - English Language Arts and Grade 3 - Mathematics.
The Student information pane. Below the student name, the FLEID is highlighted in red. The subheader reads Assignments. The line below displays the assessment, teacher, Edit button, Remove button, and Invalidate test button. Two assignments are listed and the assignment name and teacher are outlined in red.

The export shows two records for Sullivan:

FLEID	Student II	Student First	Student Last I	Grade	Teacher ID	Teacher First	Teacher Last	School Co	School Name	District	Course Assessment Name	Status	Reason Not Assessed
FL1200112	12001	Sullivan	Kimm	3	010161gaabigail	Gavin	Abigail	161	Alachua Elementary	1	Grade 3 - English Language Arts	Not Started	NA
FL1200112	12001	Sullivan	Kimm	3	010161daquinn	Daisy	Quinn	161	Alachua Elementary	1	Grade 3 - Mathematics	Not Started	NA

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PART 3: FSAA—PERFORMANCE TASK ONLINE SYSTEM FOR TEACHERS

Note: The screenshots or system images presented in this guide may vary based on the browser you are using. The images may be presented in vertical alignment rather than horizontal. Directions that point to the left may be on the top. Directions that reference the right may be on the bottom of the screen.

Best Practices

- Teachers must follow the steps found throughout this guide to manage and complete the submission of course assessments.

- Teachers should pay attention to important dates to ensure that assessments are conducted and submitted on time. Refer to *FSAA—Performance Task Important Assessment Dates for 2021* on page 10.

- Teachers must request assistance from System Administrators, the FSAA Service Center, or the Florida Department of Education (FDOE) when needed. Refer to *Appendix A* for contact information.

System Release and Teacher Tasks

On February 16, 2021, the FSAA—Performance Task Online System will be released to System Administrators who will add teachers and students to the system and make required connections. Teachers will be required to

- log in to the system and reset the default password to a secure password,
- verify students, and
- request updates.
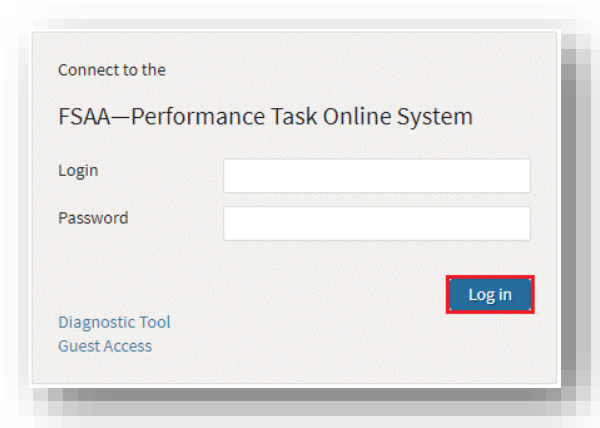
On March 1, 2021, the FSAA—Performance Task Online System will release content for submitting responses. Teachers will be required to

- assign course assessment forms,
- launch course assessments, and
- begin submitting responses.

Login

To log in to the FSAA—Performance Task Online System, open a supported web browser and go to https://florida.taocloud.org. See *Appendix C* for a list of supported browsers.

The *Login* dialog box will display.

Default Login

Your System Administrator will generate your ART account. AACs and SLCs are encouraged to use the following format when creating a teacher's login:
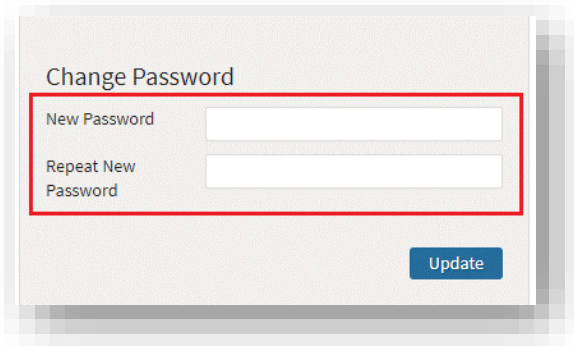
- **Login:** district code + school code + first two letters first name + last name

After the account has been created, your System Administrator will communicate your login credentials. The first time that you log in to the ART, use these provided credentials.

The credentials are case sensitive. Be sure to enter the credentials exactly as they are given to you. Contact your SLC (or AAC if your school has not been assigned an SLC) if you are trying to access the system and cannot log in.

Changing Your Password

The first time that you log in using the provided credentials, you must change your password. The *Change Password* dialog box will automatically open.
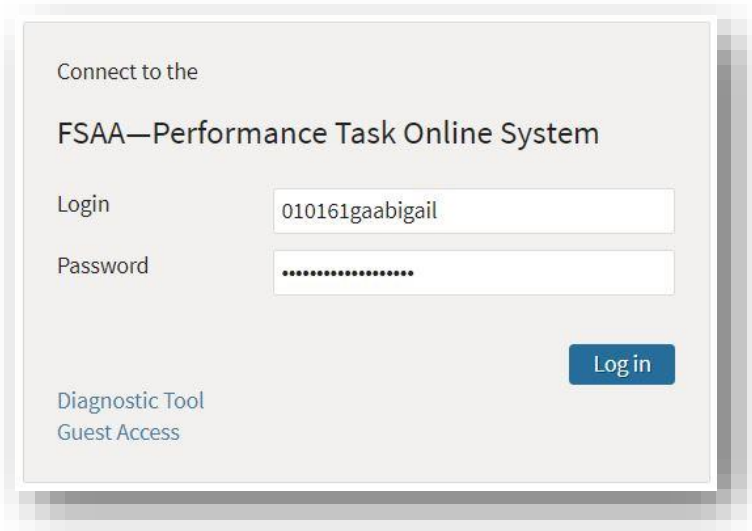
Enter a new password and retype it in the appropriate fields. The new password must meet the following requirements:

- 10 or more characters long
- at least one uppercase letter
- at least one lowercase letter
- at least one special character (colon, period, comma, asterisk, etc.)

Click the "Update" button (Update) to complete your login.

Each time you return to the FSAA—Performance Task Online System, you will log in with the new password you created.

If you experience difficulty with logging in or if you need to reset your password, please contact your System Administrator.

Logout

To log out from the system, click the "Logout" link (⮕ Logout) in the upper-right corner of any page.
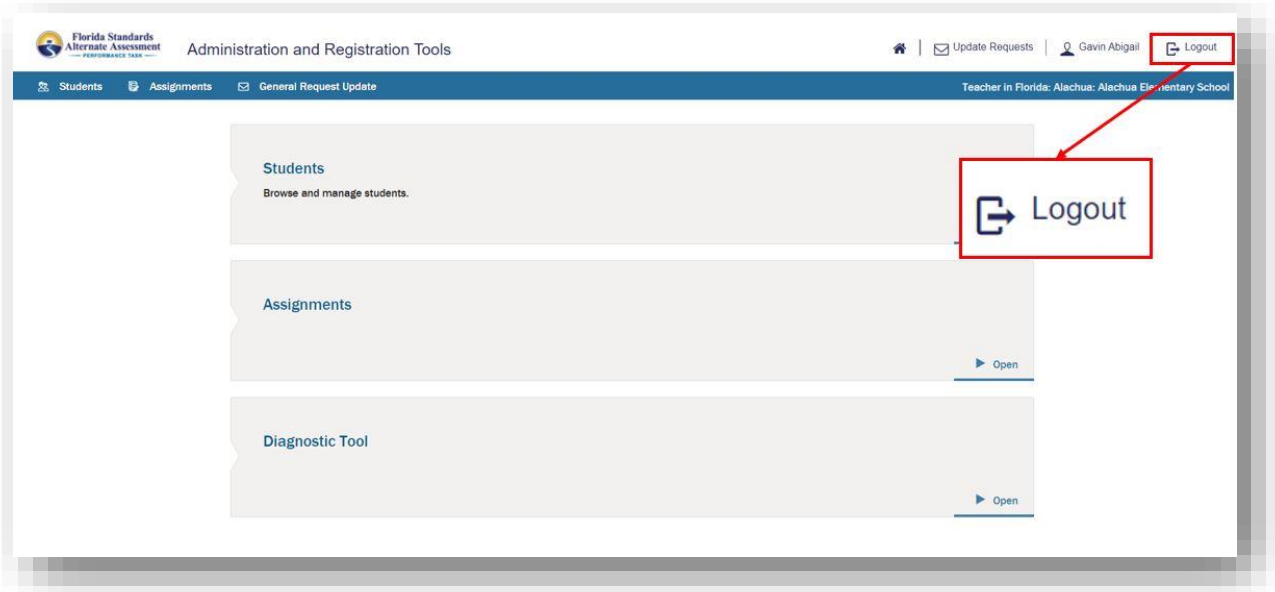
Auto Logout (Timing Out)

After 30 minutes of inactivity, you will be automatically logged out of the system. The following message will be displayed:
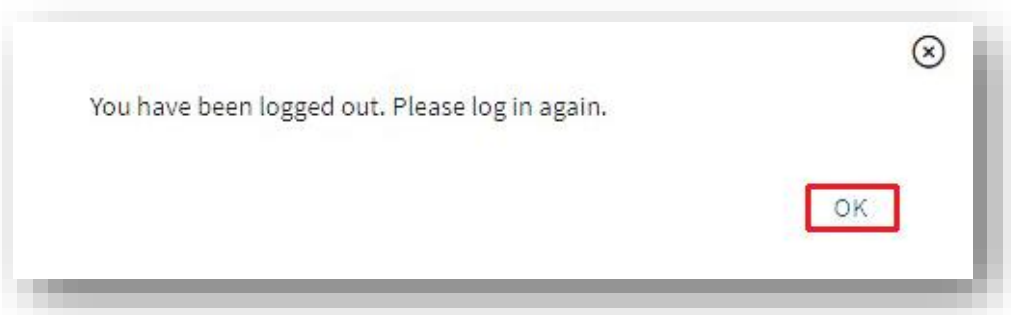
Click the "Ok" button (OK) and a *Login* screen will display.

In the *Login* dialog box, reenter your login and password and click the "Log in" button (Log in) to reenter the system.

Teacher Landing Page

After you log in as a teacher, the landing page appears.
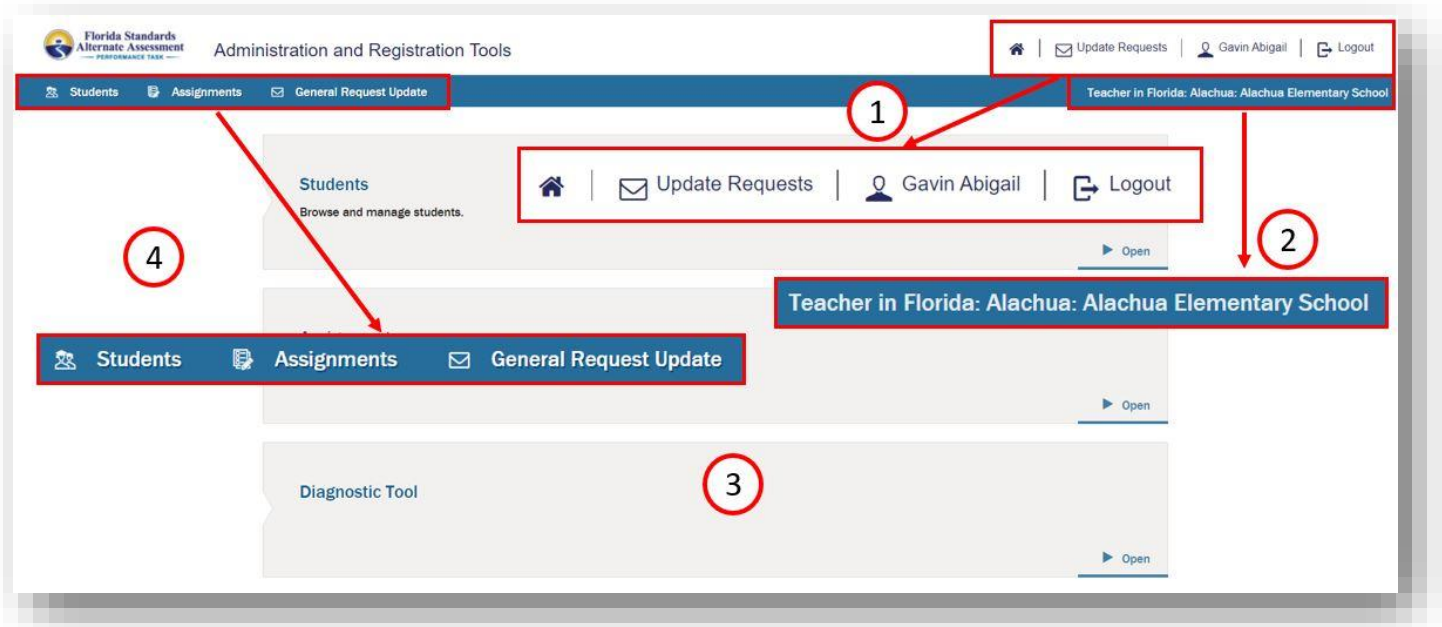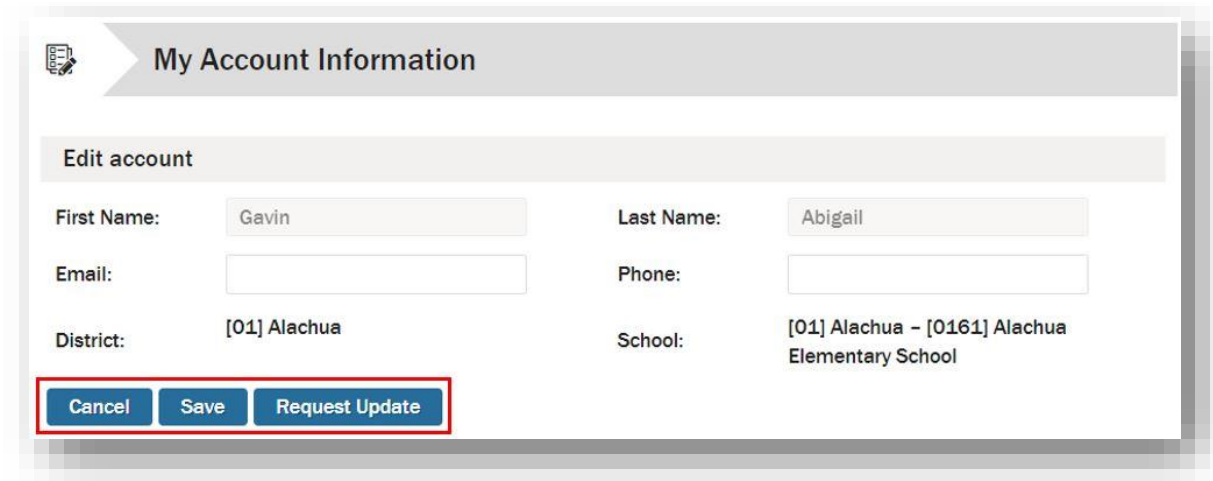
The landing page displays the following:

1. Basic information and capabilities: home, update requests, user profile, logout

   a. To return to the landing page from anywhere in the system, click the home link (⌂).
   b. To address pending requests, click the "Update Requests" link (✉ Update Requests). Refer to *Browse and Respond to Update Requests* on page 167 for details.
   c. To view or edit your account information, click the user profile link (e.g., ○ Gavin Abigail). Refer to *My Account Information* on page 145 for details.
   d. To log out, click the "Logout" link (⤷ Logout).

2. The user role, state, district, and school (e.g., Teacher in Florida: Alachua: Alachua Elementary School)
3. Page navigation

   a. **Students:** Browse and manage students.
   b. **Assignments:** Export student test assignment data.
   c. **Diagnostic Tool:** Run the *Diagnostic Tool*.

4. Navigation ribbon

   From anywhere in the system, to navigate to another section of the ART, click the "Students" link (⚎ Students), the "Assignments" link (⬚ Assignments), or the "General Request Update" link (✉ General Request Update) in the blue navigation ribbon.

My Account Information

To edit your profile, click the user profile link (e.g., ⚲ Gavin Abigail).

Update your email address and phone number. Click the "Save" button (Save) to save the changes. Your first name, last name, district association, and school association are visible but cannot be changed. If any of these are incorrect, click the "Request Update" button (Request Update). The page refreshes to include a *Submit Request Update* area where you can request changes to these fields.

To request an update:

- Edit your email address and phone number if necessary.
- Describe other necessary changes in the "Describe required change[s] here" field.
- Click the "Submit" button (Submit) to submit the request.

The information shown in the *Submit Request Update* area is pulled by the system from your account profile and presented to you each time you request an update. Once submitted, the request is routed to your SLC (or AAC if your school has not been assigned an SLC).

Students Page—Browse and Manage Students

To access the *Students* page, click the "Students" link (🔒 Students) in the navigation ribbon or click the "Open" button (▶ Open) on the landing page.
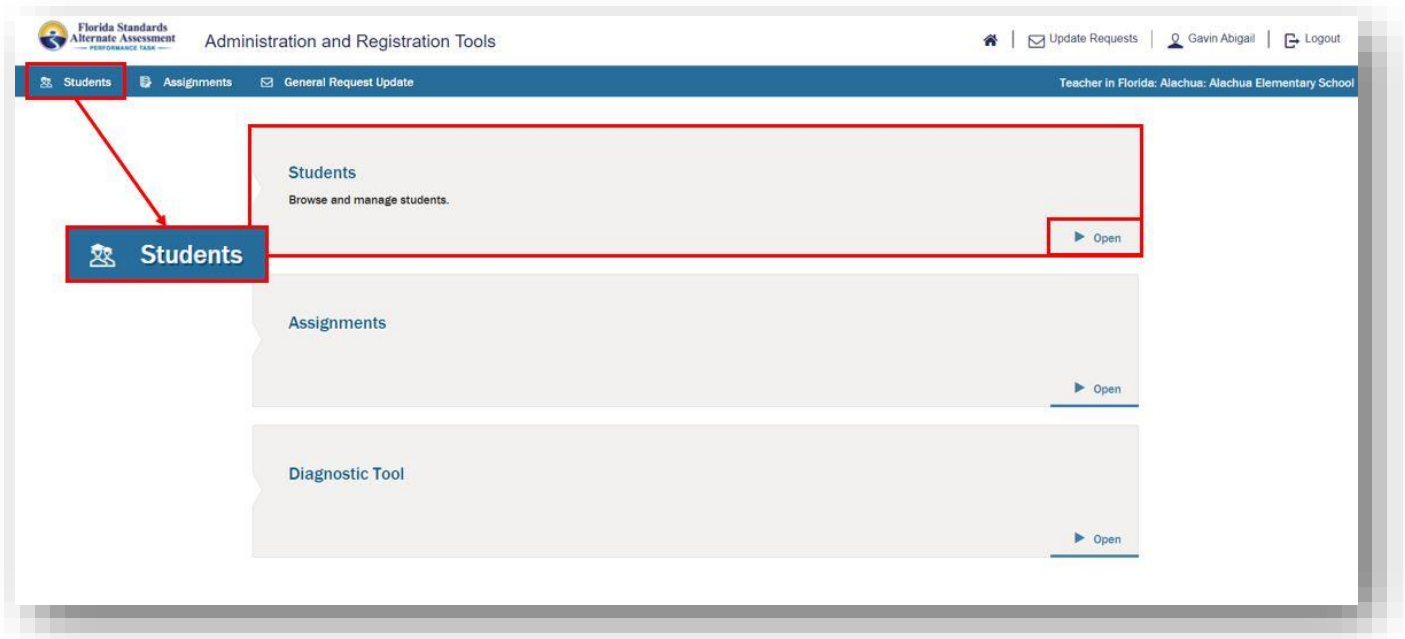
The *Students* page will display.
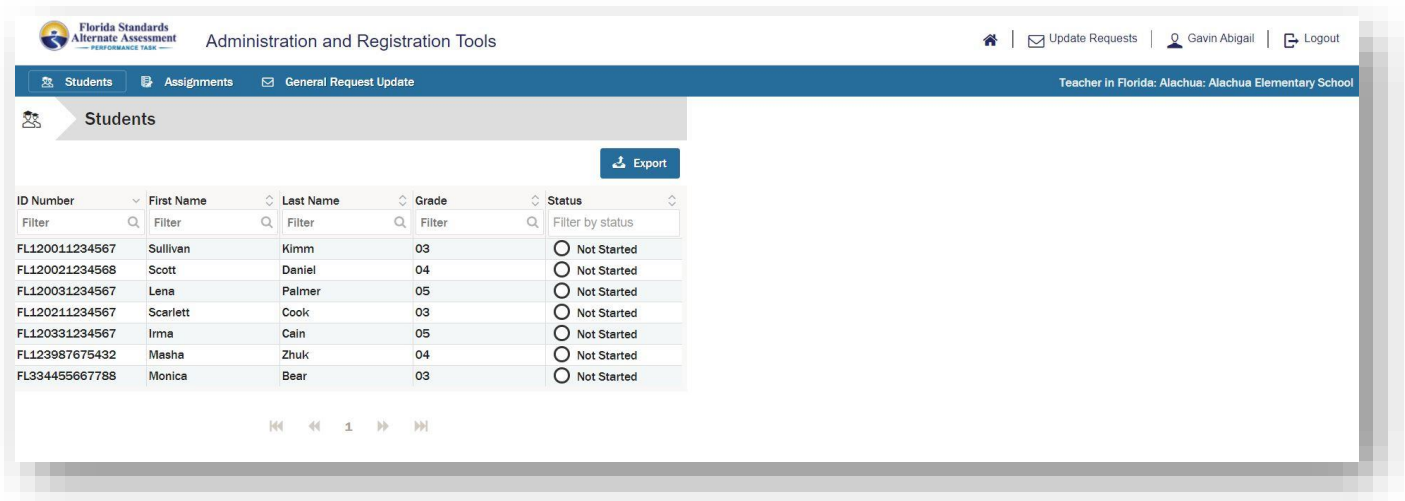
The *Students* page shows a list of students assigned to you for course assessment.

Verifying the Students List

You must verify the following information in your *Students* list:

- All of your students are visible.
- Only your students are visible.
- The ID number, first name, last name, grade, and status for each of your students are correct. If not, see *Requesting an Update for a Student* on page 161.

Sorting Students

1. The *Students* list may consist of more than one page. The current page number is indicated at the bottom center of the page. You can move to the next page (⏭) or the previous page (⏮) by clicking the respective button. You can move to the last page (⏭) or the first page (⏮) by clicking those respective buttons.

2. For each student in the list, the following values are shown:

    - ID Number

    - First Name

    - Last Name

    - Grade

    - Status

3. Status: The status of the student's assignments. See *Student Assessment Progress Status* on page 99. One of three possible status icons will be displayed according to the status of the student's assignments:

    - Not Started

    - In Progress

    - Completed

4. By default, the *Students* list is sorted by ID number in ascending order. You can also sort the list by first name, last name, grade, or status, in ascending or descending order.

    For example, to sort the list by status, click the list sort button (◊) to the right in the "Status" column. The list is now sorted by status in ascending order (A–Z). To change to descending order (Z–A), click the list sort button (◊) again.

Filtering Students

You can filter the *Students* list to make it easier to work with or to locate a single student or subset of students. For example, to see all students in grade 3, type "3" in the "Filter" field and click the filter button (🔍).
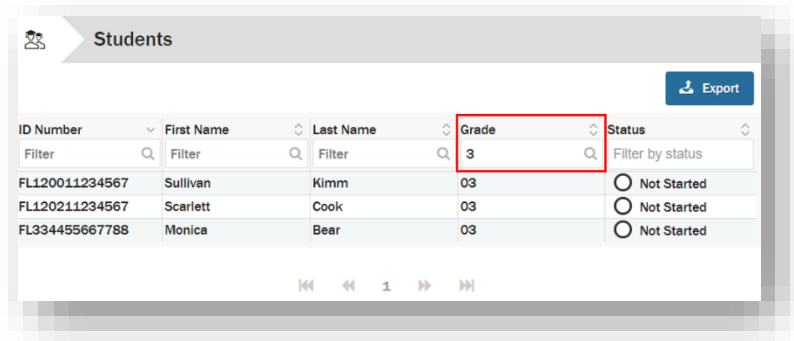
To return to the unfiltered *Students* list, delete any text from the "Filter" field and click the filter button (🔍) again.

You can filter the "ID Number," "First Name," "Last Name," and "Status" columns in a similar manner. The filter fields are not case sensitive.

Student Assessment Progress Status

There are two ways to track assessment progress in the ART:

1. Overall Status

2. Individual Assessment Status

Overall Status

A testing progress status is visible for each student shown in the *Students* list.

The status displayed refers to the overall state of a student's testing progress among all assigned assessments.

Status	Description
◯ Not Started	The student has been assigned to one or more course assessments. No assessments have been started. All assignments are editable.
◑ In Progress	The student has been assigned to one course assessment AND that course assessment has been launched; OR The student has been assigned multiple course assessments AND at least one of the course assessments has been launched, submitted, invalidated, or a *Reason Not Assessed* was provided. Assignments that have not been started are editable. Assignments that have not been submitted may be reset.
⊘ Completed	**ALL** assessments assigned to the student have either been submitted, invalidated, or a *Reason Not Assessed* was provided. Submitted course assessments are disabled and are not editable.

Note: It is possible for a student to have an overall status of "In Progress" even if an individual course assessment has been completed. For example, a student may have one course assessment assigned that has been completed and a second that has not yet been launched.

You can filter the *Students* list by status to make it easier to work with or to locate a single student or subset of students.

To do this:
1. Click the "Filter by status" field.
2. Select the status name from the drop-down list.

After the *Students* list has been filtered by status, the status selections appear above the list. You can filter by one or more statuses.

To return to the unfiltered *Students* list, delete the selections from the "Filter by status" field by clicking the delete button (✖).

Individual Assessment Status

An *Assignments* export is available to track individual assessment status. The *Assignments* export provides data for the current student course assessment assignments for all students assigned to you. For information regarding exporting student assessment data, see *Assignments—Exporting Student/Course Assessment Data* on page 134.

Exporting Student Data

If you want to export the existing student data, click the "Export" button (⬆ Export).

The *Export Students* dialog box will display.

Click the "Export" button () to export the information into a CSV file. A system message will be displayed to communicate that the export is in progress.

Viewing the History and Status of Exported Files

To view the history and status of exported CSV files, click the "view history" link.

All of the student files that have been exported will be entered into a task queue for processing and will be displayed in the task listing.

In the table, you will see the following columns:

- **Task Name:** The name of the CSV file exported into the task queue

- **Created:** The date that the CSV file was exported and the export task was created

- **Status:** The status of the CSV file export task

  - o **In progress:** The file has been added to the task queue and will complete the export process as soon as possible.

  - o **Completed:** All records in the CSV file exported correctly and are accessible.

- **Actions:** The actions that can be performed on the file: remove, view report, or download

Downloading the Export File

Once the export process has completed, click the download button (⬇) to open or save the file. The downloading process will vary depending on your browser and system specifications.

CSV files are best viewed using a spreadsheet program, such as Microsoft Excel or Notepad. The file will display all of the students assigned to the teacher.

fleid	sid	dist_id	sch_id	lname	fname	minit	gender	ell	grade	dob	lunch	ethnicity	amerindia	asian	black	hawpacil	white	pexcep	oexcep
FL1200112	12001	1	161	Kimm	Sullivan		F	LP	3	12082000	Z	Y	Y	N	N	Y	Y	C	Other Exc
FL1200312	12003	1	161	Palmer	Lena	A	F	LP	5	8092001	Z	Y	Y	N	N	Y	Y	C	Other Exc
FL1202112	12021	1	161	Cook	Scarlett		M	LP	3	8092001	Z	Y	Y	N	N	Y	Y	C	Other Exc
FL1203312	12033	1	161	Cain	Irma		F	LP	5	12082004	Z	Y	Y	N	N	Y	Y	C	Other Exc
FL3344556	67788	1	161	Bear	Monica		F		3	5052004	0	Y		Y					
FL1239876	75432	1	161	Zhuk	Masha		F		4	1102003	0	Y		Y					
FL1200212	34568	1	161	Daniel	Scott		M		4	12202010		N			Y				

Individual Student Data

To view the data for a single student, click the row in the *Students* list for that individual. The account for that student will display to the right of the *Students* list.

For the selected student, first name, last name, FLEID, and grade are displayed. To the right, the primary exceptionality for the student is shown. A button is provided to request an update of the student's information. A list of course assessments assigned to the student is shown below the student information.
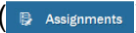
Verifying Individual Student Data

You should verify that the correct students are assigned to you and the student information is correct for each student. Verify the first name, last name, FLEID, and grade for each of your students, and that tests assigned to the student are correct, based on grade and enrollment.

To request a change to a student account, click the "Request Update" button (Request Update). See *Requesting an Update for a Student* on page 161.

Assignments—Exporting Student/Course Assessment Data

To export and save a file of the current student course assessment assignments, click the "Assignments" link
(🖹 Assignments) in the navigation ribbon or click the "Open" button (▶ Open) on the landing page.

You will be routed to the *Assignments* page.

Click the "User Assignments Export" button (User Assignments Export) to start the export process.

The *Export Assignments* dialog box will display.

Click the "Export" button () to export the information into a CSV file. A system message will be displayed to communicate that the export is in progress.

Viewing the History and Status of Exported Files

To view the history and status of exported CSV files, click the "view history" link.

All of the student assignment files that have been exported will be entered into a task queue for processing and will be displayed in the task listing.

In the table, you will see the following columns:

- **Task Name:** The name of the CSV file exported into the task queue

- **Created:** The date that the CSV file was exported and the export task was created

- **Status:** The status of the CSV file export task

    o **In progress:** The file has been added to the task queue and will complete the export process as soon as possible.

    o **Completed:** All records in the CSV file exported correctly and are accessible.

- **Actions:** The actions that can be performed on the file: remove, view report, or download

Downloading the Export File

Once the export process has completed, click the download button (⬇) to open or save the file. The downloading process will vary depending on your browser and system specifications.

Export Assignments

CSV files are best viewed using a spreadsheet program, such as Microsoft Excel or Notepad.

The file will display <u>all</u> of the assignments for the students assigned to the teacher.

For example, a grade 10 student is assigned to complete the Grade 10 - ELA 2 and Geometry End-of-Course assessments will be listed in the report twice.

FLEID	Student ID	Student First	Student Last	Grade	Teacher ID	Teacher First	Teacher Last	School Co	School Name	District Co	Course Assessment Name	Status	Reason Not Assessed
FL1209812	34567	Helena	Zanetzka	10	010421galee	Gavin	Lee	421	Eastside High S	1	Grade 10 - ELA 2	Not Started	NA
FL1209812	34567	Helena	Zanetzka	10	010421galee	Gavin	Lee	421	Eastside High S	1	Geometry End of Course	Not Started	NA

The export will contain one course assessment record per student per assignment. The following data are presented:

15. Student FLEID
16. Student ID
17. Student First Name
18. Student Last Name
19. Student Grade

20. Teacher ID[1]
21. Teacher First Name[1]
22. Teacher Last Name[1]
23. School Code
24. School Name

25. District Code
26. Course Assessment Name[2]
27. Status (Not Started, In Progress, Invalidated, Complete)[2]
28. Reason Not Assessed[3]

1. If there is no teacher assigned to the student course assessment, the report will display NA.

2. If the student is not currently assigned to a course assessment, the report will display NA.

3. If the assessment has not been assigned a *Reason Not Assessed*, the report will display NA.

Primary Exceptionality

> **Note:** Primary exceptionality information is not required and should be disregarded. Choosing a primary exceptionality will not result in any action by the system.

Requesting an Update for a Student
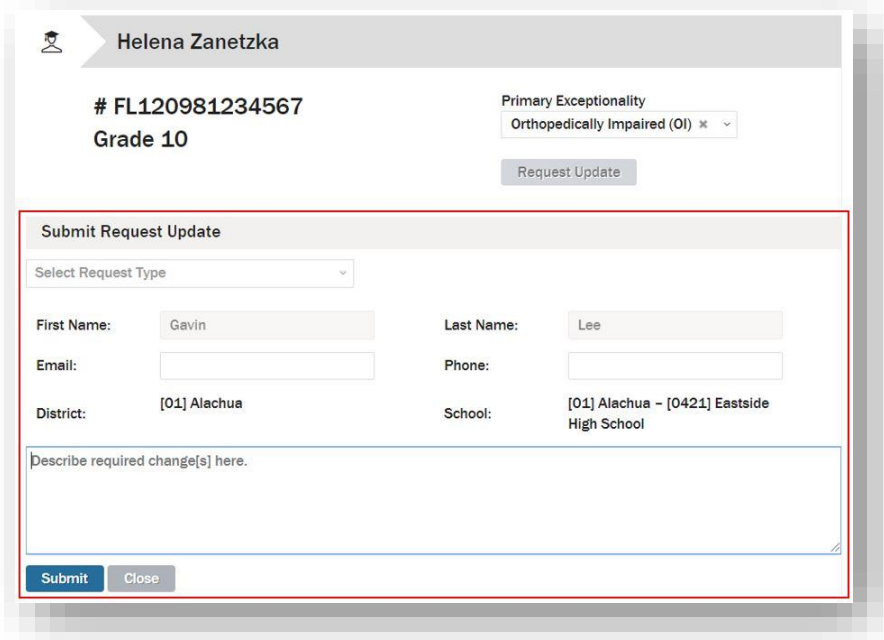
To request an update to a student's last name, first name, grade, or other information, you must submit a message to the System Administrator through the online system.

To do this, click the "Request Update" button (Request Update).

The student account information pane to the right refreshes to include a *Submit Request Update* area below the student information.

In the *Submit Request Update* area, the following information is displayed:

1. The name, FLEID, grade, and primary exceptionality of the student for whom you are submitting the request

2. The following information about the teacher submitting the request populated from the *My Account Information* page:

    a. **First Name:** Not editable

    b. **Last Name:** Not editable

    c. **Email:** Editable

    d. **Phone:** Editable

    e. **District:** Not editable

    f. **School:** Not editable

3. Fields specific to the *Submit Request Update* area:

    a. "Select Request Type"

    b. "Describe required change[s] here"

The "Select Request Type" and "Describe required change[s] here" fields are mandatory:

1. Click the "Select Request Type" field and select a request type from the drop-down list.

   Note: When submitting a request type of Testing Violation, Course Assessment Support, or Course Assessment Reset, you will also be required to select which linked course assessment the request is for.

2. Click the "Describe required change[s] here" field and type a description of the required change(s).

3. Click the "Submit" button (Submit) to submit the request. A system message will be displayed to communicate that the request was successfully sent. Once submitted, the request is routed to your SLC (or AAC if your school has not been assigned an SLC).

Submitting a General Request Update

You can send a message to the SLC (or AAC if no SLC has been assigned to your school) within the system for a general request. For example, if you are assessing a student and the student is not visible in the *Students* list, you may submit a request to have the student added.

To submit a general request, click the "General Request Update" link (✉ General Request Update) in the navigation ribbon.

The *General Request* dialog box will display.

In the "Select Request Type" field, click the expand button (⌄) and select a request type from the drop-down list.

Information about the teacher submitting the request is populated from the *My Account Information* page.

The following information about the teacher submitting the request is displayed:

- **First Name:** Not editable
- **Last Name:** Not editable
- **Email:** Editable
- **Phone:** Editable
- **District:** Not editable
- **School:** Not editable

Click the "Describe required change[s] here" field and type a description of the required change(s).

Click the "Submit" button (Submit) to submit the request. A system message will display to confirm the General Request Update submittal.

Once submitted, the request is routed to the SLC (or AAC if no SLC has been assigned to your school).

If you decide to cancel the request, click the "Close" button (Close). A confirmation dialog box will display.
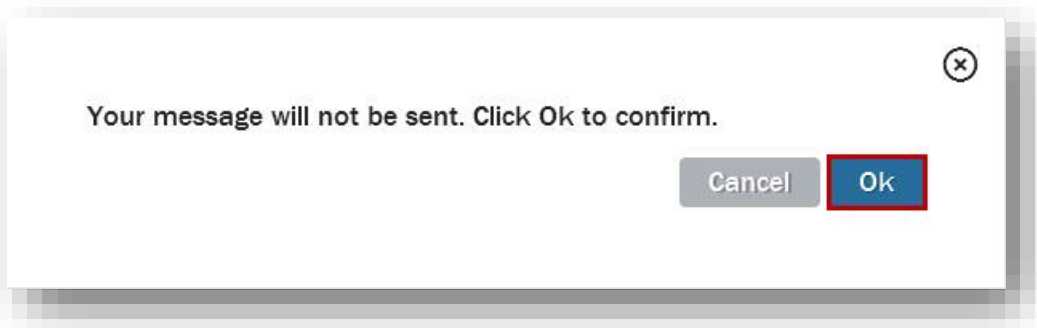
Click the "Ok" button (Ok) to confirm the cancellation.

Browse and Respond to Update Requests

Accessing the Request Updates Page
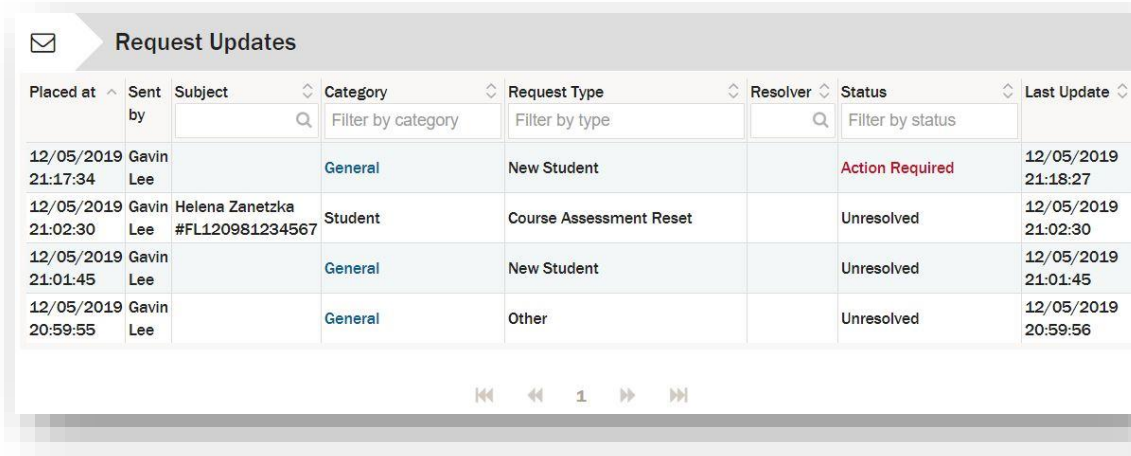
From any page, you will see the "Update Requests" link (✉ Update Requests) on the upper-right side. If the link displays a red number, then one or more of your submitted requests have been returned to you for clarification.

To access the *Request Updates* page, click the "Update Requests" link (✉ Update Requests).
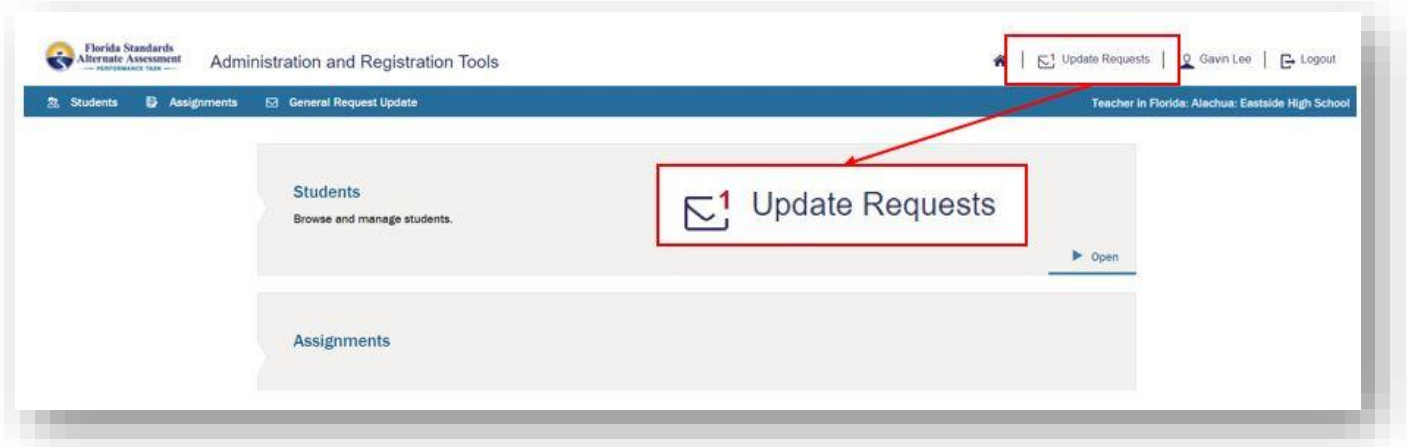
Request Updates Page

The *Request Updates* page displays requests that you submitted to your System Administrator.

The following information is displayed for each update request:

- **Placed at:** The date and time the request was placed

- **Sent by:** Your name as the originator of the request

- **Subject:** The student the request concerns

- **Category:** The request category—Student or General

- **Request Type:** See *Viewing Individual Request Updates* below for request types.

- **Resolver:** The user who resolved the request (if applicable)

- **Status:** The status of the request

    o Action Required: The request is unresolved and requires processing; action buttons are visible.

    o Unresolved: The request is unresolved and currently assigned to another user; no action buttons are visible.

    o Resolved: The request has been resolved.

- **Last Update:** The date and time the last change was made to the request including when it was created, returned, rejected, accepted, resolved, or advanced

By default, requests are sorted by newest request first.

Viewing Individual Request Updates

To view an individual request, click the request in the *Request Updates* list. The information for the request will display to the right of the list.

Each request will provide the following supporting information:

- **Subject:** The FLEID and name of the student
- **Type:** The type of request
    o Student request types include Update Student Data, Testing Violation, Course Assessment Support, Course Assessment Reset, Activate/Deactivate Student, Import/Export Data Files, and Other.

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- **Assessment:** If the request type is Testing Violation, Course Assessment Support, or Course Assessment Reset, this field shows the relevant assessment. Otherwise, "Not applicable" is shown.

- **Operation log:** The date and time of the most recent activity for this request. The operation log is ordered by newest activity at the top.

  - **Sent by:** The user who submitted the request

  - **Role:** The role of the user who submitted the request (AAC, SLC, Teacher)

  - **Email:** The email address of the user who submitted the request

  - **Phone:** The phone number of the user who submitted the request

  - **Comment:** Additional comments by the user who submitted the request

Responding to a Returned Request

To respond to a returned request from your System Administrator, click the request in the *Request Updates* list to view the details on the right. Click the "Advance Request" button (Advance Request) to return the response to your System Administrator.

The area refreshes to include a *Comments* area.

The information shown in the *Comments* area is pulled by the system from your account profile and presented to you each time you request an update.

The following information about the user advancing the request is displayed:

- **First Name:** Not editable
- **Last Name:** Not editable
- **Email:** Editable
- **Phone:** Editable
- **District:** Not editable
- **School:** Not editable

Any additional information or questions that need to be communicated may be entered into the "Enter comments here" field.

When you are ready to advance the request, click the "Submit" button (Submit). A system message will display: "You have successfully advanced this request." To exit without advancing the request, click the "Close" button (Close).

Course Assessments

The course assessments assigned to the student are shown below the student's name:

Step 1: Identify Students Not Assessing (*Reason Not Assessed*)

For each course assessment, you can select a reason why the student was not assessed or you can enter a reason why the student will not be assessed. Click the expand button (⌄) to the right of the "Reason Not Assessed" field, and select a reason from the drop-down list. Use the scroll bar on the right to view any part of the list that is hidden.

The *Reason Not Assessed* list includes the following options:

- McKay Scholarship Recipient

- Participating in Datafolio: Student is enrolled in the FSAA—Datafolio assessment for the current year.

- Student not in Tested Grade

- Student Deceased

- Participating in FSA ELA/MATH/SCI/SOC.STUD.

- EOC Deferred: Student is enrolled in an EOC but will not assess in the current year.**

- Student Absent – Unable to Assess

- Homeschool

- Extraordinary Exemption

- Medical Complexity

- Student Hospitalized – Unable to Assess

- Student Withdrew

- LY<1 yr-ELA ONLY (only visible for ELA assessments)

> ****Note:** If you choose "EOC Deferred" as the student's *Reason Not Assessed*, request an update for the student to communicate that selection. The System Administrator will report it to the District Accountability Office.

After a reason for not assessing is selected, the "Launch" button (Launch >) or "Assign form" button (> Assign form) to the immediate left is disabled and the test will not launch.

To remove an existing *Reason Not Assessed*, click the delete button (✖).

Step 2: Assign a Form Within the ART

Before you can begin entering the student's responses, you must first assign a form to the course assessment. To assign a form, click the "Assign form" button (>Assign form) to the right of the course assessment name. Choose the form that was used during the paper test administration (e.g., Form A, Form B). The form will be clearly labeled on the cover of the paper test booklet.
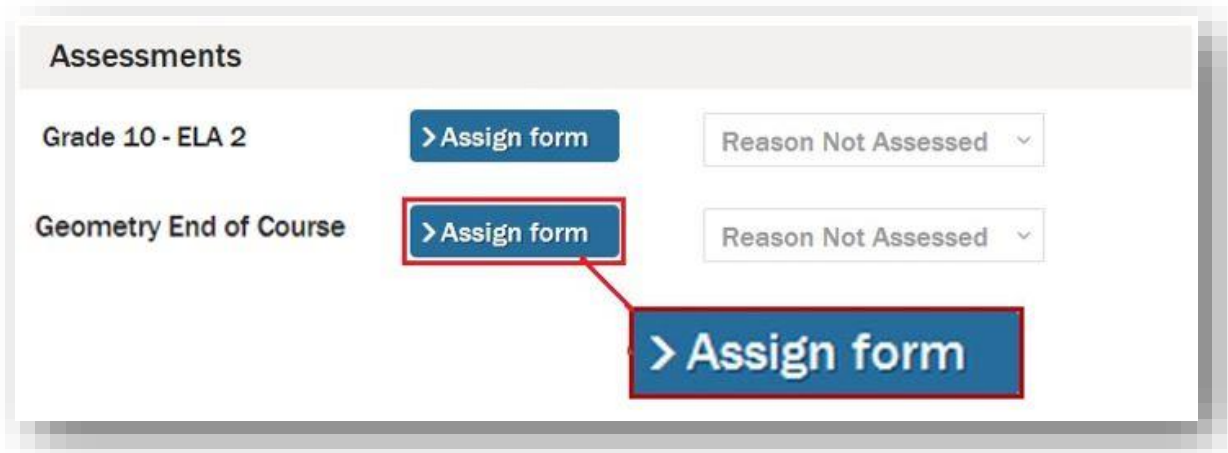
If the "Assign form" button (>Assign form) is disabled (>Assign form), the course assessment has been assigned a *Reason Not Assessed*. See *Step 1: Identify Students Not Assessing (Reason Not Assessed)* on page 171.

After you click the "Assign form" button (>Assign form) to the right of the course assessment name, the *Assign form* dialog box will display.
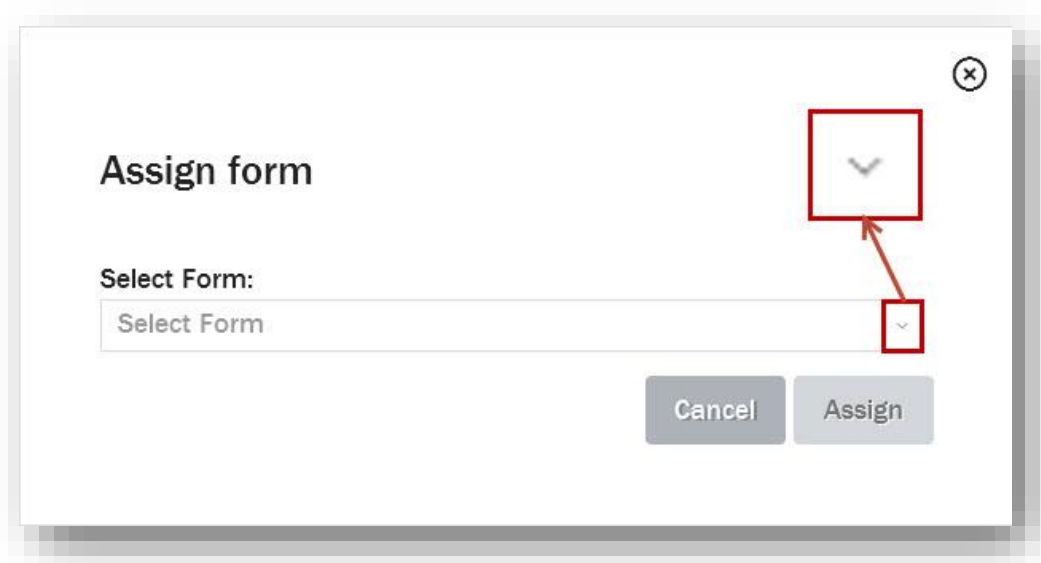
To view the list of course assessment forms available for selection, click the expand button (˅) in the "Select Form" field and select a form from the drop-down list. Alternatively, type the first few letters of the form name in the search field, and click the filter button (🔍).
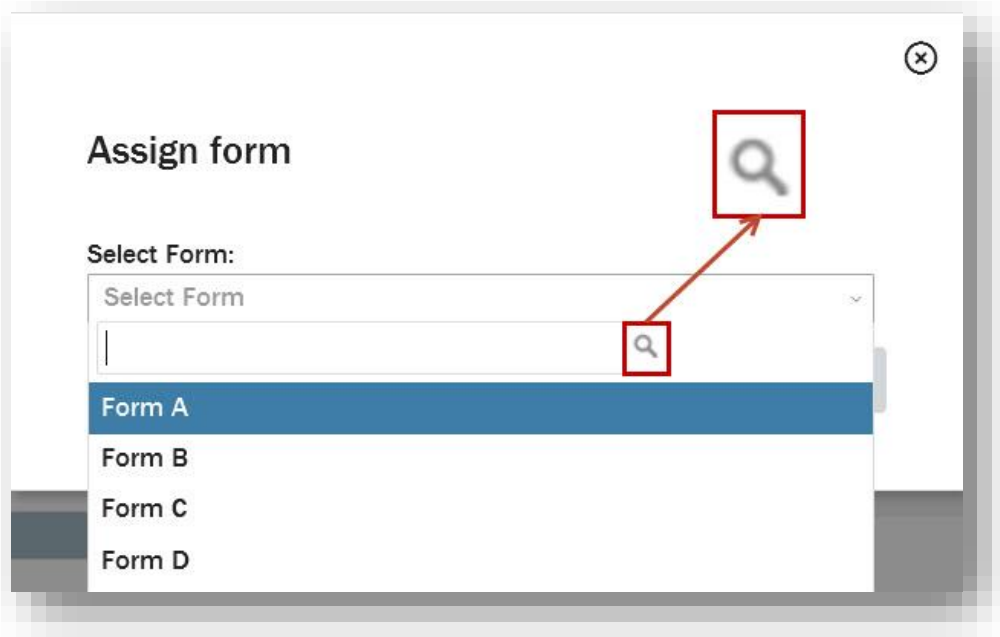
Verify that the correct form has been selected. Click the "Assign" button (Assign) to proceed with the form assignment.
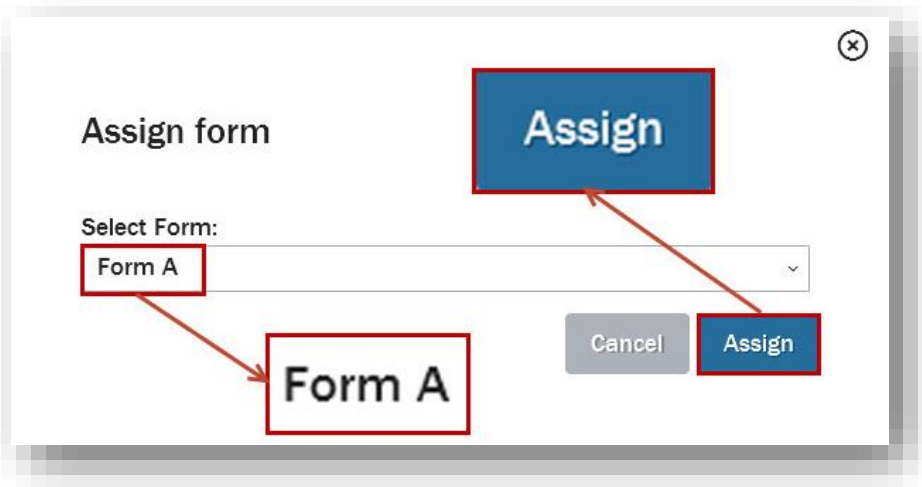
After a form is assigned to the student, the button in the *Assessments* area changes from the "Assign form" button (>Assign form) to the "Launch" button (Launch >).
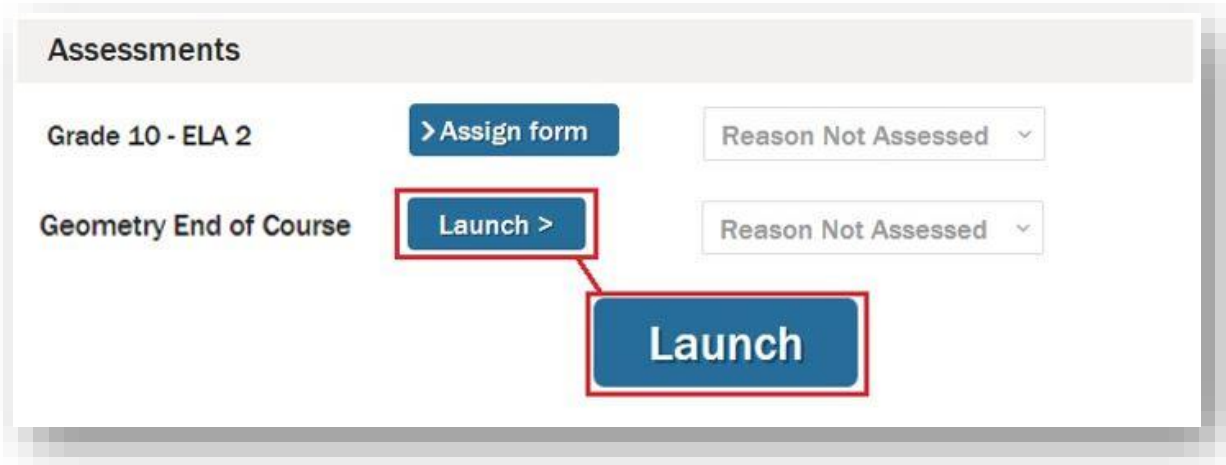
Note: The "Launch" button (Launch >) will be disabled until the assessment platform is available for entering student responses.

Step 3: Launching the Form-Based Test

To launch a course assessment, click the "Launch" button (Launch >) to the right of the course assessment name. If the "Launch" button (Launch >) is disabled and it is within the open testing period, the course assessment has been assigned a *Reason Not Assessed.*

The *Launch Assessment* dialog box will display.
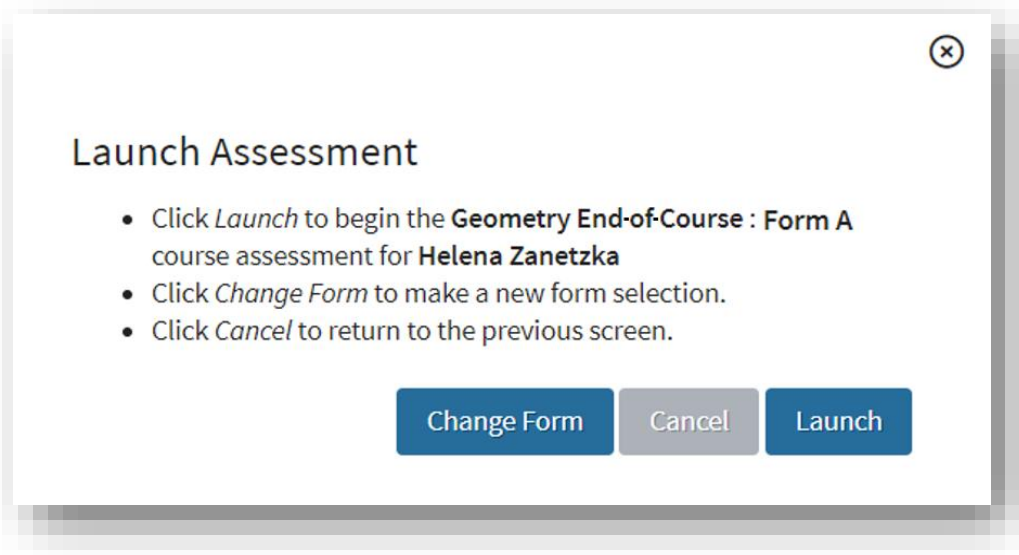
- Click the "Change Form" button (Change Form) to update the form selection before launching the assessment.
- Click the "Cancel" button (Cancel) to cancel the assessment launch and return to the previous screen.
- Click the "Launch" button (Launch) to begin the course assessment for the student using the specified form.

To exit the test at any point, click the home link (⌂). Your progress will be saved.

Step 4: Submitting Responses

Once you launch the test, you will start submitting responses to the items. The online system will present the item sets in the same order as they are presented in the test booklet.

> **Note:** The testing platform will not display the stimulus information as presented in the paper-based materials. Only the question presented to the student and the response options will display in the system.

The test header displays the test grade level (for most tests), subject, associated form, session number, item number, and task number.

Grade 3 - Reading - Form A - Session 1 - Item 1 - Task 1

Selecting Responses

Responses entered in the testing platform should match the student responses exactly as they were recorded during administration.

> **Response Selected:** If the student indicated a response when taking the paper-based course assessment, select the student's choice.

Which shape is a circle?
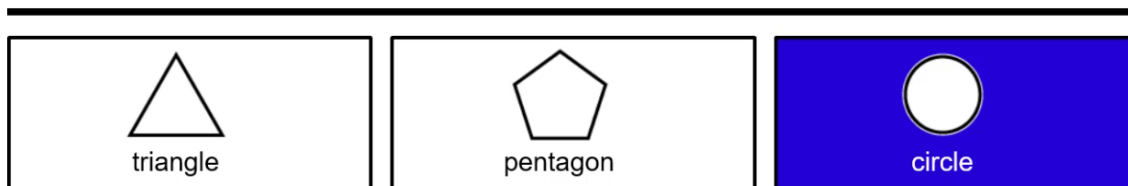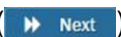
The choice will be highlighted.

Click the "Next" button (▶ Next) to submit the selected response.

> **Note:** If you double-click the choice, the second click will remove the selection. Select the student's choice again and verify that it is highlighted before you click the "Next" button (▶ Next).

No Response Selected: If the student did not indicate a response (*No Response* bubbled in "Student Response" column) during the paper-based assessment, click the "Next" button (▶ Next) without selecting a choice online.

Which shape is a circle?

| △ triangle | ⬠ pentagon | ○ circle |
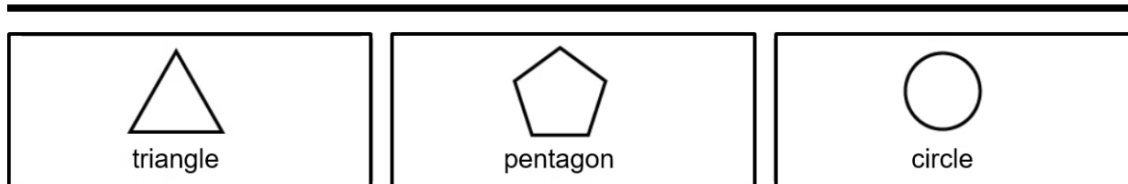
Correcting Previously Submitted Response: To change the previously submitted response, click the "Previous" button (◀ Previous) to return to the task. Then click the "Clear Response" button (Clear Response) to reset the task to its default setting.

> **Note:** If you navigate to the previous item and it is a task that requires multiple selections, you will not clear the response(s) to reset the item. Simply uncheck the incorrect response(s) and choose the correct response(s).

Scaffolding at Task 1

Scaffolding is the process of reducing the response options for a student who is unable to respond accurately at the Task 1 level in both Sessions 1 and 2. The FSAA—Performance Task Online System will automatically scaffold at the Task 1 level if the student's response is incorrect.

Initial Response: Record the student's initial response.

Which shape is a circle?

| △ triangle | ⬠ pentagon | ○ circle |

If the student did not indicate a response, click the "Next" button (▶ Next) without selecting a choice. The online system will automatically scaffold the task by removing the first incorrect option.

Scaffolded Task: If the initial response was incorrect, it will be removed from the task response options.

Which shape is a circle?
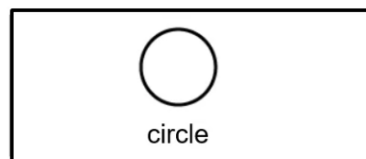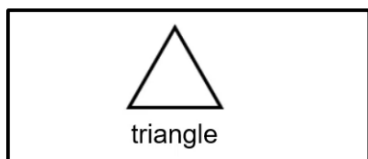
Final Response: Record the student's final response.

Which shape is a circle?
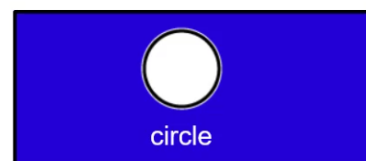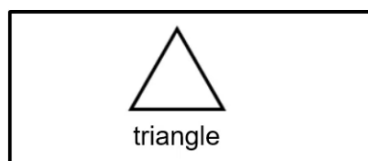
Note: It is imperative that both the first response and the second response be entered into the system.

Click the "Next" button (▶ Next) to submit the selected response.

The online system mirrors the administration procedures for scaffolding and will advance accordingly:

- **Session 1:** The system advances to the next item set.
- **Session 2:** The system advances to the next task.

Open-Response Submission Guidelines: Writing Prompt 2

The design of the FSAA—Performance Task includes open-response writing prompts in grades 4–10 of the English language arts (ELA) content area. Teachers will need to submit Writing Prompt 2 responses into the FSAA—Performance Task Online System using one of the processes outlined in this document.

The teacher may enter the student's response by choosing one of the two options below.

1. Upload evidence by submitting a digital copy of the student's written response.

2. Submit a response by typing the response directly into the text box provided in the online system.

Option 1—Upload of Student Responses

The upload must include the completed student response template.

Examples of a Student Response Template at Grades 4–8

Example of a Student Response Template at Grades 9 (ELA 1) and 10 (ELA 2)

Note: BEFORE uploading the student response template for grades 9 (ELA 1) and 10 (ELA 2), the teacher must label each section in order to inform scorers of the student's intent. For example, the teacher should clearly label the student's conclusion with "5" to inform the scorer that the sentence was composed as a conclusion. The teacher should record the corresponding section number at the beginning of each section of the student response. The section numbers are indicated in the following chart and also correspond with the numbering.

Section of Student Response	Teacher will record the section number directly onto the student response template
Title or Greeting	1
Introduction	2
First Supporting Detail or Reason	3
Second Supporting Detail or Reason	4
Conclusion	5
Omitted Response	leave blank

Below is an example of a labeled student response template. The teacher has clearly labeled each section of the student's product with the corresponding section number.
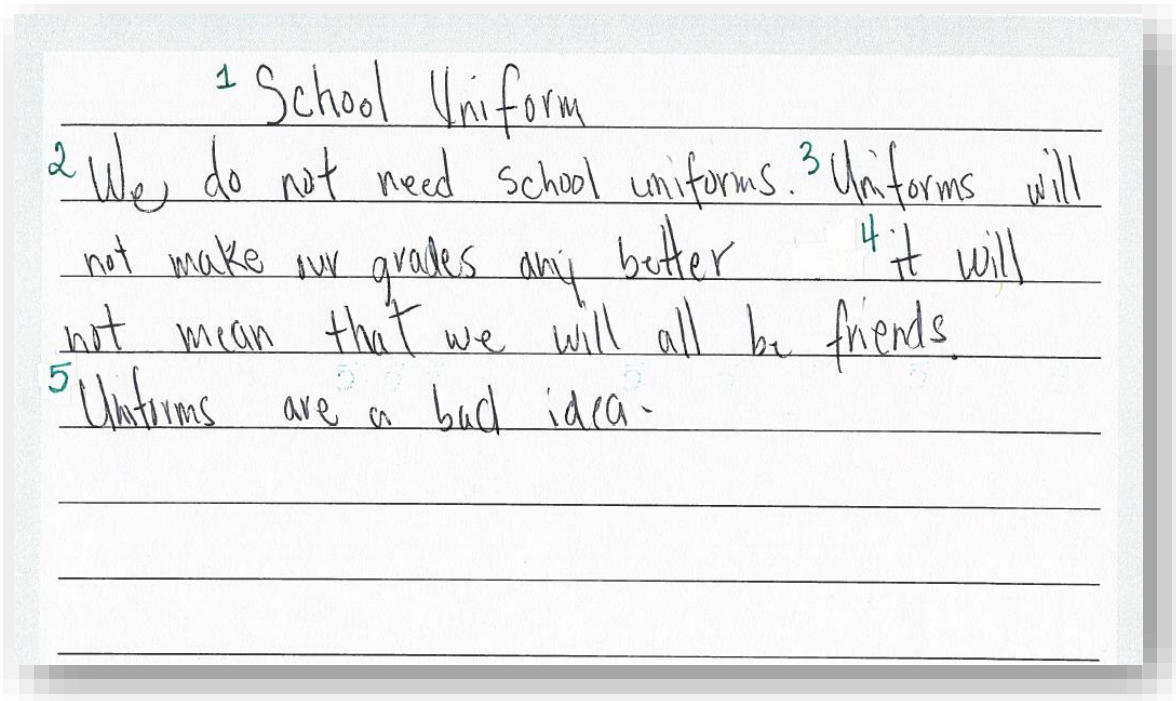
If the student did not complete a section of the response, do not include the label associated with that section on the student response template. In this example, the student omitted the second reason supporting the claim; therefore, the teacher labeled only sections 1, 2, 3, and 5.
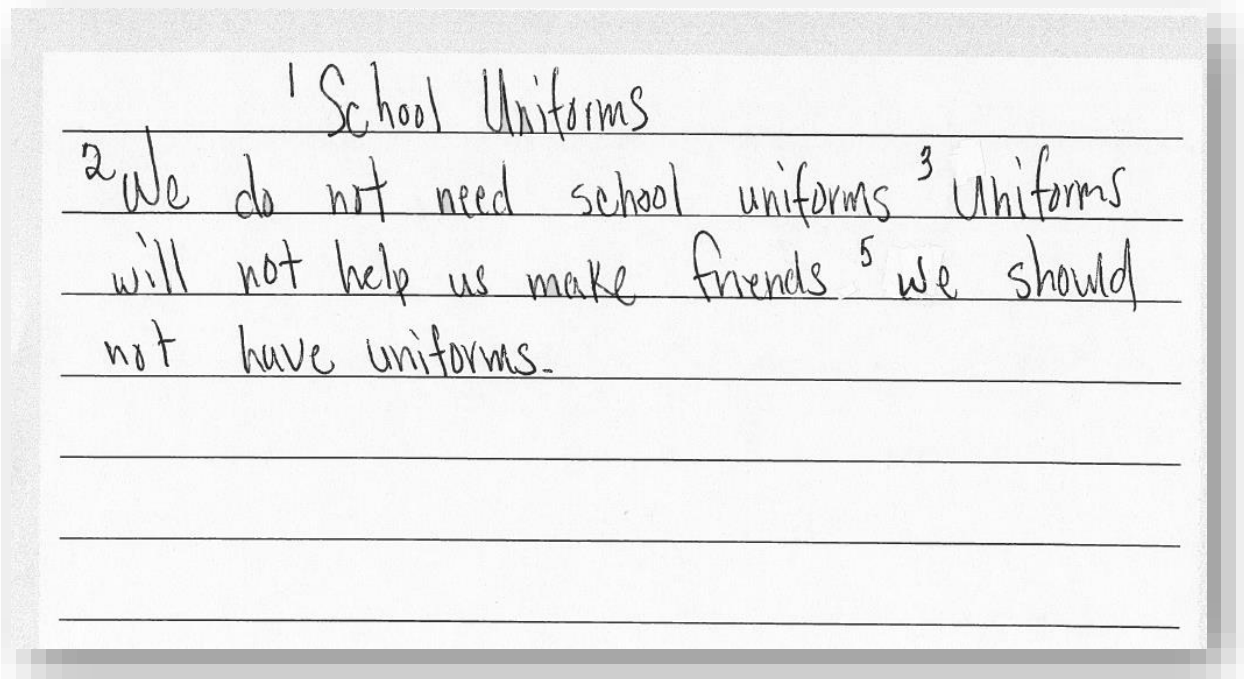
To upload a digital copy of the student's response online, the teacher must use a secure method to create the digital copy.

> **Note: Only district-provided devices may be used to generate digital files of student work.**
>
> **Note:** If the evidence captured contains identifying student information, please ensure that the data are handled in a way that complies with state (or other) security policies pertaining to student information. Confidential information must be handled in compliance with FERPA and other federal and state regulations, as well as existing FSAA policy.

Acceptable File Formats

- JPEG
- PDF

Create a Digital File for Upload

- **Electronic Template Format**

  - Create an electronic format for the student's response following the directions in the *Test Administration Manual* (TAM; page 54).

  - Save the file. (The teacher saves the electronic student response.)

    - When saving to a district-provided computer that is privately used, save the document to a secure location on the computer until it can be submitted into the FSAA—Performance Task Online System.

    - When saving to a district-provided computer that is publicly accessed, save the digital file on a USB thumb drive. Move the digital file from the USB thumb drive to a privately accessed, district-provided computer, or store the USB thumb drive securely until the file can be submitted into the FSAA—Performance Task Online System.

  - Upload the file to the FSAA—Performance Task Online System.

- **Webcam**

  - Identify either a district-provided, standalone web camera device or pre-installed web camera device that is in a district-provided laptop computer.

  - Follow the directions provided in the webcam user manual or by district support staff to take a picture of the document.

  - Save the file.

    - When saving to a district-provided computer that is privately used, save the document to a secure location on the computer until it can be submitted into the FSAA—Performance Task Online System.

    - When saving to a district-provided computer that is publicly accessed, save the digital file on a USB thumb drive. Move the digital file from the USB thumb drive to a privately accessed, district-provided computer, or store the USB thumb drive securely until the file can be submitted into the FSAA—Performance Task Online System.

  - Upload the file to the FSAA—Performance Task Online System.

- **Direct scanner-to-computer connection**

  - Locate a district-provided scanner device that has a direct hardwired connection cable to connect to a computer. Generally, all tabletop scanners will connect to the computer via a USB cable (which should have been included when the scanner was purchased). It will also usually need to be plugged into a power source. Don't forget to plug it in. The software installation will usually be very straightforward. Follow the directions provided in the user manual or by the installation disk to connect the scanner to a district-provided computer.

  - Use the scanner to scan the student's response.

- o Save the file.

  - ▪ When saving to a district-provided computer that is privately used, save the document to a secure location on the computer until it can be submitted into the FSAA—Performance Task Online System.

  - ▪ When saving to a district-provided computer that is publicly accessed, save the digital file on a USB thumb drive. Move the digital file from the USB thumb drive to a privately accessed, district-provided computer, or store the USB thumb drive securely until the file can be submitted into the FSAA—Performance Task Online System.

  - o Upload the file to the FSAA—Performance Task Online System.

- **Scanner/Copier with USB port**

  - o Locate a district-provided scanner/copy device that has a USB port that will allow teachers to plug in a USB thumb drive. Follow the directions provided in the user manual or by district support staff.

  - o Plug in the USB thumb drive.

  - o Use the scanner to scan the document.

  - o Save the digital file to the USB thumb drive.

  - o Move the digital file from the USB thumb drive to a privately accessed, district-provided computer, or store the USB thumb drive securely until the file can be submitted into the FSAA—Performance Task Online System.

- **Digital camera**

  - o A district-provided digital camera may be able to provide an image in the appropriate file type that can be uploaded into the FSAA—Performance Task Online System.

  - o Take a photograph of the student's response.

  - o Obtain the image from the camera.

    - ▪ Connect the camera to the computer. Generally all digital cameras will connect to the computer via a USB cable (which should have been included when the camera was purchased). The software installation will usually be very straightforward. Follow the directions provided in the user manual or by the installation disk to connect the digital camera to a district-provided computer.

    - ▪ If the computer has a memory card port, remove the memory card from the camera and insert the card into the computer. Move the digital file from the memory card to a privately accessed, district-provided computer, or store the memory card securely until the file can be submitted into the FSAA—Performance Task Online System.

Upload the Digital File to the FSAA—Performance Task Online System

When presented with the *Writing Prompt 2* submission page, there will be a blue bar message box that displays: "Browse your computer and select the appropriate file."

- Click the "Browse…" button (Browse...).
- Locate and select the file for upload.
- Select "Open" to upload the PDF or JPEG file.

Once a supported file type has been uploaded, the system will provide a preview of the uploaded file and a message box indicating that the file is ready to be sent.

Click the "Next" button (⏩ Next) to submit the student's response.

Option 2—Direct Entry of Student Responses (Typed Response)

To submit the student's response using the typed response option, the teacher must type the information and response exactly as it is noted on the student response template. Examples are outlined below.

Elementary School Example: *Student Completes Own Writing*

Any annotated notes must be included directly in the teacher's typed entry of the student's response in the testing platform. Annotations should be enclosed in parentheses to differentiate the typed text from the student's response.

To ensure that the student's writing product is provided a score, complete the following steps to submit a response via typed entry:

- Verify that the student response to be entered matches the intended student.
- Enter the student's response exactly as composed by the student.
- Include annotations as needed to ensure that the student's response can be interpreted by a novel reader.

Note: Spelling is not scored on the open-response prompt.

Click the "Next" button (Next) to submit the student's response.

New! Writing Prompt 2—No Student Response

A confirmation dialog box will appear when the "Next" button (**▶ Next**) is clicked if the system detects that no text has been entered in at least one of the writing prompt text entry fields AND no file has been uploaded for that test item.

> You have not uploaded or entered a response. Click Ok to proceed without uploading or entering a response or click Cancel to return to the writing prompt. ⊗
>
> Cancel   Ok
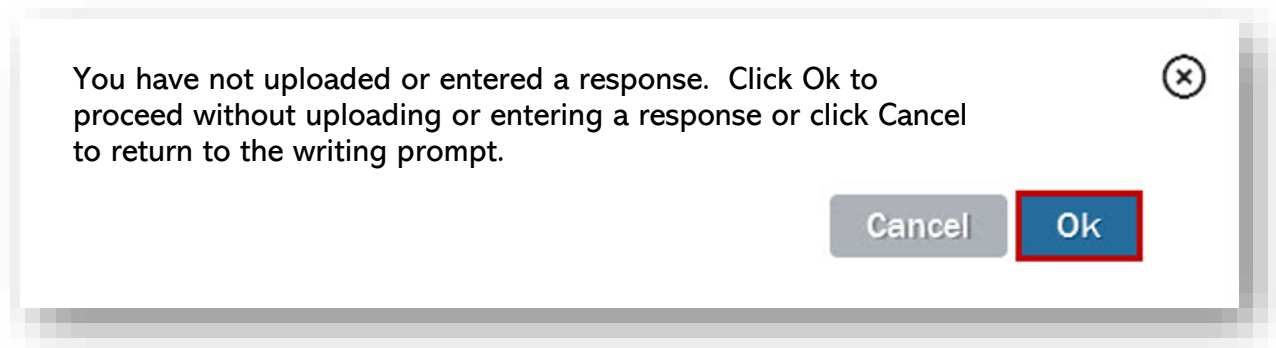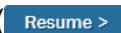
Click the "OK" button (**Ok**) to advance to the end of the test if there is no student response to submit. To return to the *Writing Prompt 2* submission page and submit a student response, click the "Cancel" button (**Cancel**).

Archiving and Purging Responses

> **Note:** Follow the district and state policies for securely saving the hard copy and purging the digital copy of the student's writing response.

Pause/Resume the Course Assessment Online Test

If you start entering the student's responses but cannot complete the session, close the browser or click the home link (🏠). Your progress will be saved and the student's "Launch" button (**Launch >**) will change from launch to resume. When you are ready to continue submitting the student's responses, click the "Resume" button (**Resume >**).

The test will resume at the first incomplete task.

Step 5: Course Assessment Review

After you have completed entering the student's responses, you can review the responses submitted and update the responses if necessary.

> **Note:** Once an assessment is submitted, the assessment cannot be accessed by the teacher. If corrections are needed, the teacher will have to request a test reset and reenter all responses. It is strongly recommended that teachers review all responses before submitting a test. This will ensure that all responses entered are complete and accurate, and that the student's writing response is legible and comprehensible to novel readers.

Test Completion Screen

At the end of a course assessment online test, you will be presented with the *Test Complete* page describing the three actions that can be performed at this stage:

- **Review** the completed test from the beginning.
- Go to the **Previous** screen in the test.
- **Submit** and finalize the test.
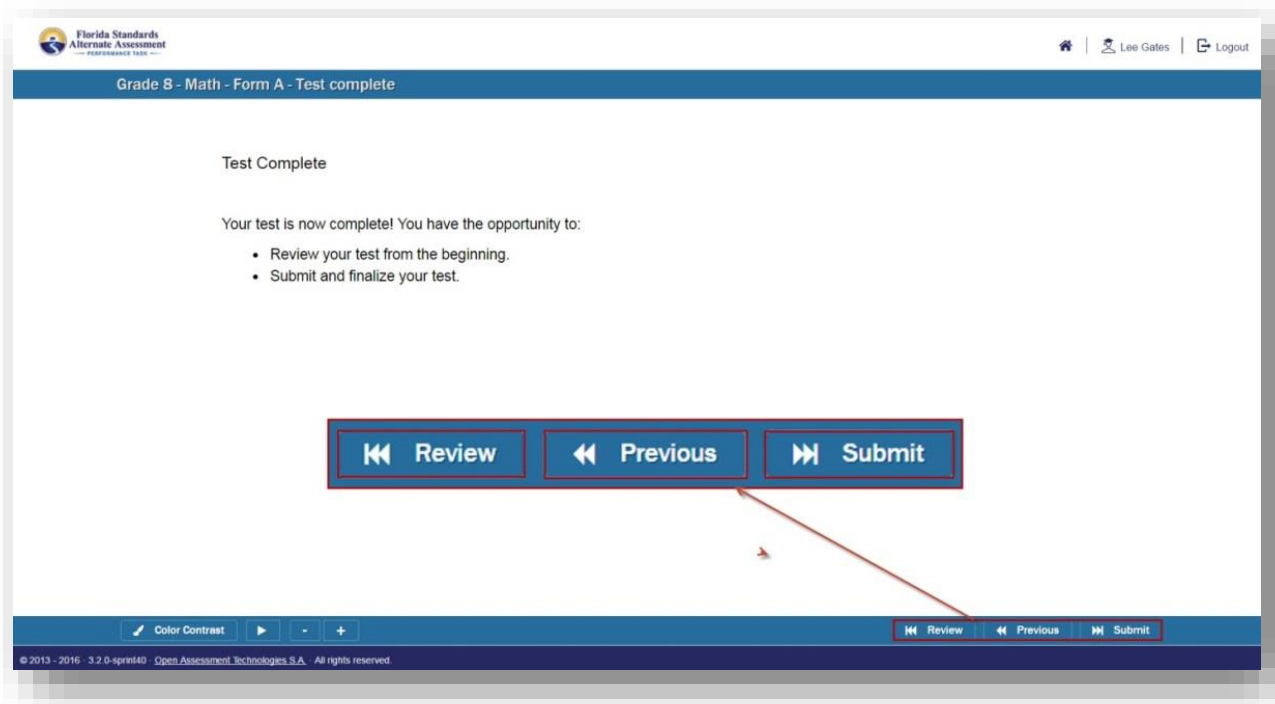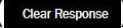
Test Review

By clicking the "Review" button ([◄◄ Review]) on the *Test Complete* page, you are led back to the very first item of the test, which will be presented in "Test Review" mode. The item is presented in the state in which you left it, with the response that was selected shown, if any. In the case of a scaffolding item, the first response selected will have a dotted border while the second response selected will have a solid blue fill.

For example, if "shoes" was selected as the first response and "beads" as the second response, shoes will present with a dotted border while beads will present with a solid blue fill.
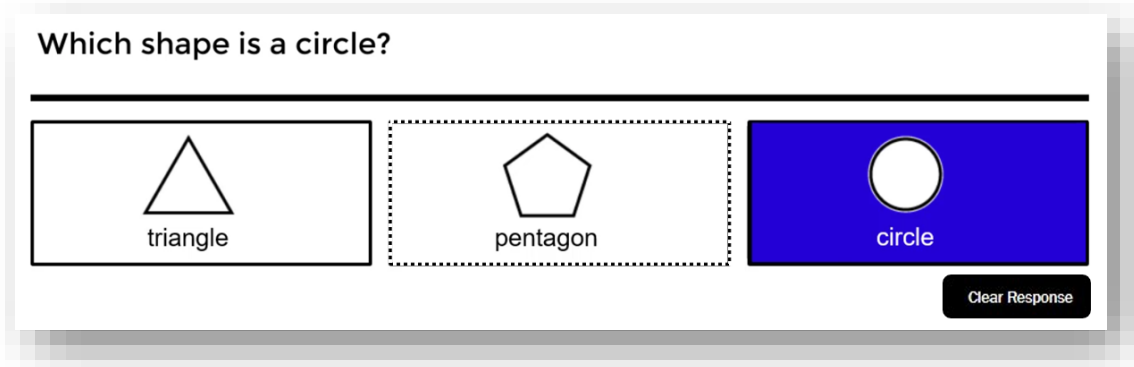
While reviewing the test, you may reset the task and clear the submitted responses by clicking the "Clear Response" button ([Clear Response]). The task will be reset to its default view, and you can record the student's responses. See *Scaffolding at Task 1* on page 177.

If the new response choice to an item task affects the adaptive flow of tasks that compose the item set, you will see a warning message that says, "The response of the current item may affect the flow of items comprising the test. New items following the current one have to be taken to complete the new item flow."
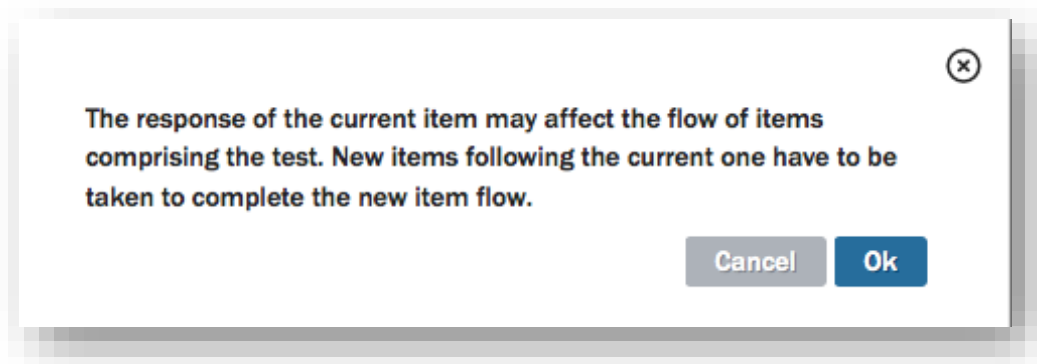
Note: Because the adaptive nature of the online test has been impacted, all tasks within the current item set must be reviewed and, if applicable, resubmitted.

Step 6: Test Submission

After the review process is completed, finalize the test by clicking the "Submit" button (Submit) on the *Test Complete* page. Clicking the "Submit" button (Submit) will prompt the system to open a confirmation dialog box.
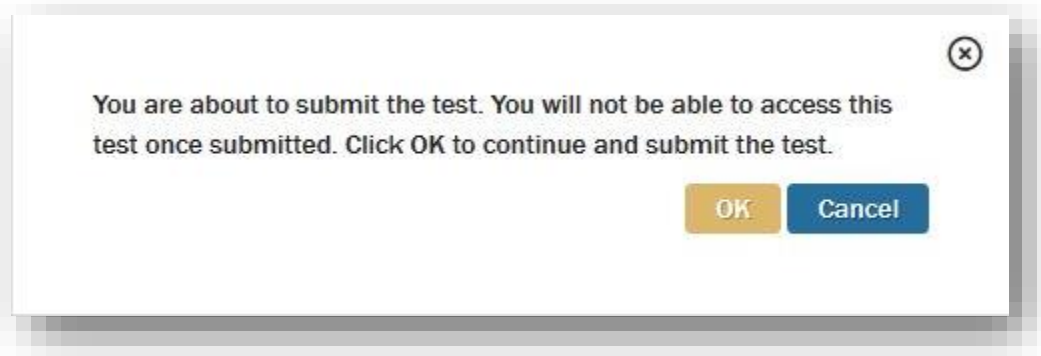
Click the "Cancel" button (Cancel) to close this window without submitting and return to the *Test Complete* page. Click the "OK" button (OK) to submit the test as final.

Once you click the "OK" button (OK), the test is submitted and closed. You will no longer be able to access the tasks within this test.

Note: You will not be able to access this test once submitted. Please be sure you have accurately completed entering responses before submitting the test.

The system will return you to the ART upon test submission. The inactive "Finished" button (Finished) will display in the student's *Assessments* list for the completed assessment.
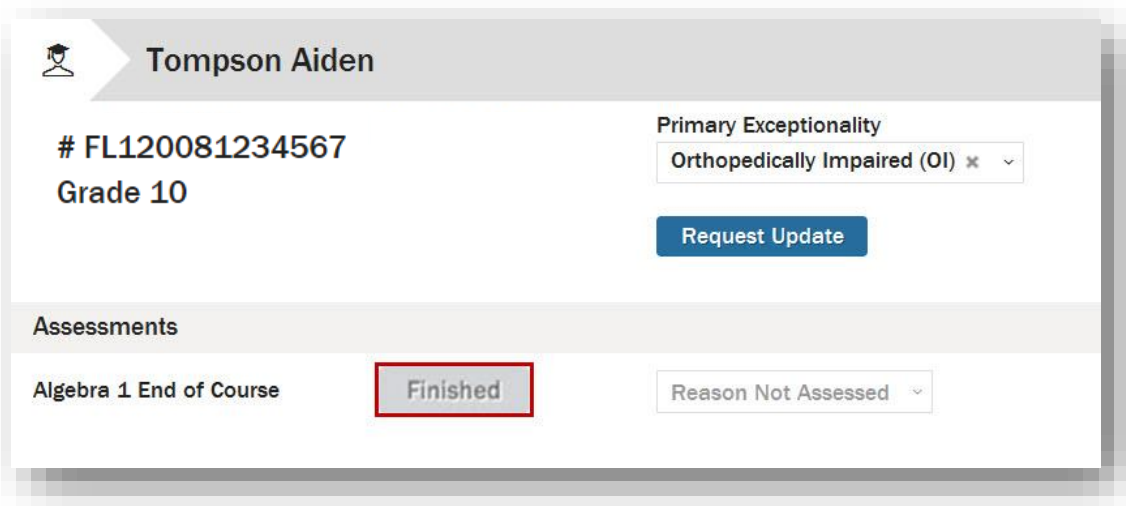
THIS PAGE IS INTENTIONALLY BLANK.

APPENDIX A: Contact Information

FSAA Service Center

Cognia has set up a toll-free customer service number and an email system to resolve questions regarding all aspects of the FSAA program, including (but not limited to) questions about training, administration, scoring, course assessment materials, the online system, and reporting issues.

Trained staff will be available to answer calls regarding the FSAA program from 8:00 a.m. to 5:00 p.m. eastern time (ET) each school day, excluding state and federal holidays. If necessary, callers can leave messages, and their calls will be returned in a timely manner—generally within one hour or less but always within one business day.

> *Standard Hours:*
>
> > *Monday–Friday from 8:00 a.m. to 5:00 p.m. (ET)*
>
> *Extended Hours:*
>
> > *Monday–Friday from 7:00 a.m. to 8:30 p.m. (ET)*
> >
> > *February 16–May 7, 2021*
>
> > **Phone:** 866-239-2149
> >
> > **Email:** FSAAServiceCenter@Cognia.org
> >
> > **Fax:** 866-283-2197

Florida Department of Education Contacts

> *Standard Hours:*
>
> > *Monday–Friday from 8:00 a.m. to 5:00 p.m. (ET)*

Angela Nathaniel	**Laura Bailey**
Phone: 850-245-0972	**Phone:** 850-245-0722
Email: Angela.Nathaniel@fldoe.org	**Email:** Laura.Bailey@fldoe.org
Fax: 850-245-0771	**Fax:** 850-245-0771

APPENDIX B: Layouts for Importing Teachers and Students

CSV Files

In order to import students or teachers into the system, the information must be contained in a CSV file. A CSV file is a comma-separated values file, which allows data to be saved in a table-structured format. CSVs look like a typical spreadsheet but with a .csv extension at the end of the file name. Traditionally, they take the form of a text file containing information separated by commas (hence the name).

This section explains how to create a CSV file and provides the layouts to use for student and teacher CSVs.

Create CSV Files Using a Template and Microsoft Excel

Some users will find it easiest to use the SLC, teacher, and student templates provided. The templates can be downloaded from the FSAA Portal here: https://fsaa-training.onlinehelp.cognia.org/performance-task-aac-district-trainer-resources/.

1. Download and open one of the templates.

    - Row 1 contains header information that corresponds to the field names listed in the leftmost column in the layouts provided in this section.

    > **Note:** The field names for the student CSV layout are different from the SLC and teacher layouts.

2. Enter your user data beginning in row 2.

3. Be sure that you format the file as text if any of the data contain a leading zero.

4. Save the file as a CSV as described on the next page.

Create Files Without a Template

The following is a sample SLC CSV file and the rules for creating it:

	A	B
1	**Role;UserID;Password;dist_id;sch_id;Fname;Lname;email**	
2	SLC;010221kagloss;;01;0221;Kaine;Gloss;kgloss@mp.org	
3	SLC;010161jagoodwin;;01;0161;Jane;Goodwin;jgoodwin@mp.org	
4	SLC;019029sabrooks;;01;9029;Sam;Brooks;sbrooks@mp.org	
5		

- You can create the CSV using Microsoft Excel or any similar spreadsheet program.

- All of the header information and user data is entered in Column A. Do not enter data in any other column.

- Row 1 contains header information that corresponds to the field names listed in the leftmost column in the layouts provided in this section. Row 1 is mandatory.

> **Note:** The field names for the student CSV layout are different from the SLC and teacher layouts.

- Rows 2 onward are for SLC, teacher, or student data. Each row represents one account. The data are entered in the same order as the field names in Row 1.

	A
1	Role;UserID;Password;dist_id;sch_id;Fname;Lname;email
2	SLC;010221kagloss;;01;0221;Kaine;Gloss;kgloss@mp.org

- The field names in the sample above are separated by semicolons—you can also use commas. Note that there are no spaces after the semicolon.
- No password should be included. Leave this field blank. The system will default to the user ID when creating a password. Blank fields still require a delimiter (e.g., semicolon or comma).

  For example, the "Password" field would look like this:

	A
1	Role;UserID;Password;dist_id;sch_id;Fname;Lname;email
2	SLC;010221kagloss;;01;0221;Kaine;Gloss;kgloss@mp.org

Saving CSV Files

> **Note:** The process for saving the file will vary depending on the program used and your system settings.

After all data have been entered, the file should be saved as a CSV and not a spreadsheet.

For example, in Excel, click "File"→"Save As" to open the "Save As" window. Select CSV (Comma delimited) from the "Save as type" field and click the "Save" button.
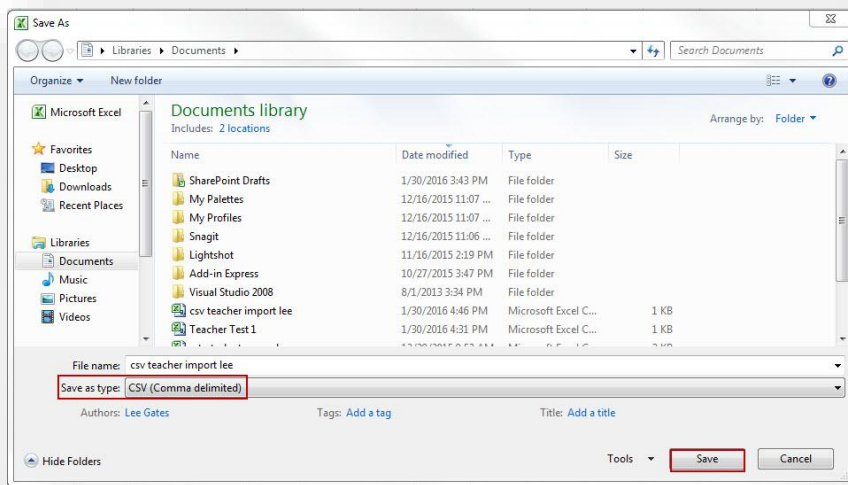
You will most likely see a warning message concerning potential compatibility issues.
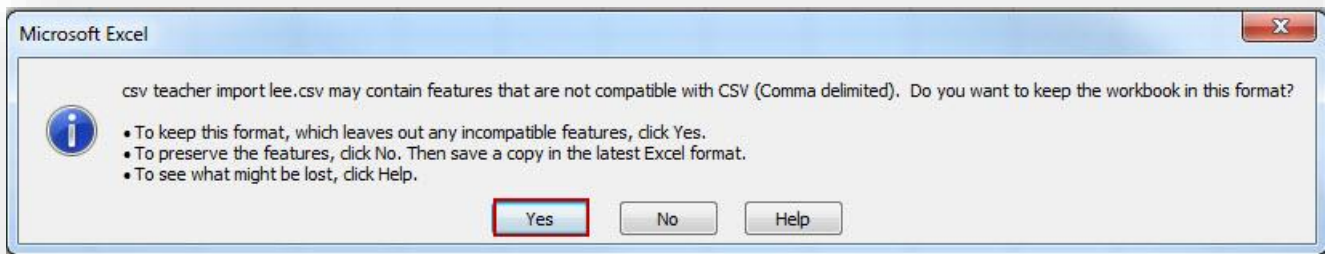
Click the "Yes" button to continue. The output will be a file with the extension .csv. Your CSV file is now ready for import into the system.

> **Note:** Opening the file once it has been saved in the CSV format will result in loss of formatting.

Student Layout for CSV

Below is the layout for a student CSV. The columns are defined as:

- **Field Name:** The name for each field in the CSV. These fields are entered in Row 1, Column A of the CSV.
- **Field Length:** The maximum number of characters that can be entered for that field
- **Description:** A description of the field
- **Type:** The type of characters that can be entered in the field
- **Data Values:** The acceptable range of values for the field

---

Field Name	Field Length	Description	Type	Data Values
sid	10	Last 10 digits of the FLEID	Numeric	numeric
fleid	14	Student FLEID	AlphaNumeric	alphanumeric
dist_id	2	District Number, Current Enrollment (i.e., 01–69, 71–76, 78, 79, 99)	Numeric	01–69, 71–76, 78, 79, 98
sch_id	4	School Number, Current Enrollment (i.e., 0001–9999)	AlphaNumeric	0001–9999
lname	17	Student Name Legal: Last Name	Alphabetic	alpha, ascii characters, spaces
fname	12	Student Name Legal: First Name	Alphabetic	alpha, ascii characters, spaces
minit	1	Student Name Legal: Middle Initial	Alphabetic	alpha, blank
gender	1	Gender	Alphabetic	M, F, blank
ell	2	English Language Learners, 03–12 (i.e., LF, LP, etc.)	Alphabetic	LA, LF, LP, LY, LZ, ZZ, blank
grade	2	Grade Level (i.e., 03–12)	AlphaNumeric	03–12
dob	8	Date of Birth (mmddyyyy)	Numeric	mmddyyy
lunch	1	Lunch Status (i.e., 0, 1, 3, 4, C, D, E, F, N, R, Z)	AlphaNumeric	0, 1, 3, 4, C, D, E, F, N, R, Z, blank
ethnicity	1	Ethnicity (i.e., Hispanic or Latino = Y; Non-Hispanic or Not Latino = N)	Alphabetic	Y = Yes, N = No, blank
amerindian	1	Race: American Indian or Alaskan Native (Y or N)	Alphabetic	Y = Yes, N = No, blank
asian	1	Race: Asian (Y or N)	Alphabetic	Y = Yes, N = No, blank
black	1	Race: Black or African American (Y or N)	Alphabetic	Y = Yes, N = No, blank

Field Name	Field Length	Description	Type	Data Values
hawpacil	1	Race: Hawaiian or other Pacific Islander (Y or N)	Alphabetic	Y = Yes, N = No, blank
white	1	Race: White (Y or N)	Alphabetic	Y = Yes, N = No, blank
pexcep	1	Exceptionality, Primary (i.e., C, F, G, H, I through W)	Alphabetic	C = Orthopedically Impaired (OI), D = Occupationally Therapy, E = Physical Therapy, F = Speech Impaired (SI), G = Language Impaired (LI), H = Deaf or Hard of Hearing (DHH), I = Visually Impaired (VI), J = Emotional/Behavioral Disability (EBD), K = Specific Learning Disabled (SLD), M = Hospital/Homebound (H/H), O = Dual Sensory Impaired (DSI), P = Autism Spectrum Disorder (ASD), S = Traumatic Brain Injured (TBI), T = Developmentally Delayed, U = Established Conditions, V= Other Health Impaired (OHI), W= Intellectual Disability (InD), Z = Not Applicable, blank = Not Provided
oexcep	9	Exceptionality, Other	Alphabetic	alphanumeric, blank, spaces, ascii characters

SLC or Teacher Layout for CSV

The SLC and teacher layouts are identical. The columns are defined as:

- **Field Name:** The name for each field in the CSV. These fields are entered in Row 1.
- **Field Length:** The maximum number of characters that can be entered for that field
- **Description:** A description of the field
- **Data Values:** The acceptable type and range of values for the field

> **Note:** Leave the "Password" field blank. The system will automatically generate the user password as a duplicate of the User ID.

SLCs and teachers must be uploaded separately. When creating your upload files, make sure that the correct role has been assigned.

Field Name	Field Length	Description	Data Values
Role	10	SLC – School Level Coordinator or Teacher	SLC, Teacher
UserID	50	Unique User ID discode+schoolcode+first2lettersfirstname+lname	alphanumeric (lowercase, no special characters)
Password	30	Initial Password (system defaults to User ID; user will be prompted to update their password upon their initial log in)	**BLANK** (this field must be left blank)
dist_id	2	District Number of the district the user is associated with (i.e., 01–69,71–76,78,79,98)	01–69,71–76,78,79,98
sch_id	4	School number of the school the user is associated with (i.e., 0001–9999); must be a valid school number within the provided district	0001–N999
Fname	17	User First Name	alphanumeric, space
Lname	12	User Last Name	alphanumeric, space
email	200	User Email Address	alphanumeric, ascii characters, blank

APPENDIX C: Technical Requirements

The following tables detail operating systems and browser compatibility for the ART system:

Devices

- Samsung Galaxy
- Nexus 4
- Nexus 9
- iPhone
- iPad
- iPad Air 2

You can deliver tests using a wide range of iOS and Android devices. For optimal experience, we recommend using a seven-inch screen at the minimum.

Operating Systems
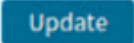
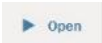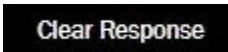| Device:	Version:
Windows Computer	Windows 7, 8, 8.1, and 10 Windows Server 2003, XP SP3
Mac (Apple OS X) Computer	10.7 (Lion) 10.9 (Mavericks) 10.10 (Yosemite) 10.11 (El Capitan) 10.12 (Sierra) 10.13 (High Sierra)
Linux	Ubuntu 10.04.3 LTS, 13.10, 14.04 LTS, and 14.04.2 LTS
iPad	iOS 7, 8, 9, 10
Chromebook	Chrome OS 75
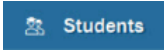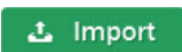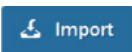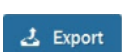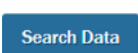
Browsers
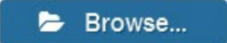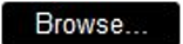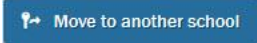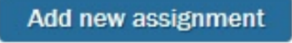
Browser:	Version:
Chrome	34 and above
Firefox	27 and above
Safari	7 and above
Internet Explorer	IE 11
Edge	17 and above
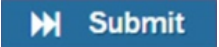
APPENDIX D: System Icons
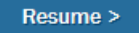
The key below outlines the symbols, buttons, and folders used throughout the ART.

SYMBOL	FUNCTIONALITY
🏠	In the ART, the home link navigates to the landing page. From the testing platform, the home link navigates to the *Students* page.
⊙ Gavin Abigail	The user profile link displays the name of the user who is logged in to the system.
Log in	The "Log in" button appears in the *Login* dialog box and allows you to log in after you have specified a login name and password.
⤷ Logout	The "Logout" link allows you to log out of the system.
Guest Access	The "Guest Access" link is not an active link.
Diagnostic Tool	The "Diagnostic Tool" link enables you to test the operating system, web browser, bandwidth, and overall suitability of your system to run the ART platform.
Begin Diagnostics	The "Begin Diagnostics" button runs the Diagnostic Tool.
Show Details	The "Show Details" button displays details from the Diagnostic Tool.
Update	The "Update" button updates the password in the *Change Password* dialog box.
▶ Open	The "Open" button navigates to the *School Level Coordinators* page when clicked in the *School Level Coordinators* area of the landing page for AAC users. The "Open" button navigates to the *Teachers* page when clicked in the *Teachers* area of the landing page for System Administrators. The "Open" button navigates to the *Students* page when clicked in the *Students* area of the landing page for all users.
🔍	The filter button allows you to filter the lists of SLCs, teachers, or students.
⌄	The list sort button is used to sort a column of items in ascending (A–Z) or descending (Z–A) order.
⏮ ⏪ ⏩ ⏭	School Level Coordinator (SLC), teacher, and student lists display 25 users per page. The first page, previous page, next page, and last page buttons, located at the bottom of each list page, allow a user to navigate between pages. If there is only one page, these buttons are inactive.

◀◀ Previous	The "Previous" button allows you to return to the previous item in the test.
▶▶ Next	The "Next" button saves the response to the current task in the test and then advances to the next item of the test.
Clear Response	The "Clear Response" button clears any selections that have been made and allows new selections to be made. This does not apply to multiselect items when moving backward in an assessment.
Save	The "Save" button saves any changes that have been made.
Cancel or **Cancel**	The "Cancel" button cancels any changes that have been made or exits a dialog box.
Ok	The "Ok" button confirms acceptance of an action in the system.
⊕	The add button adds an item you have selected to a list.
⊖	The remove button removes an item you have selected from a list.
⚏ Students	The "Students" link navigates to the *Students* page, where you can import, browse, and manage students, configure available accommodations, and launch course assessments.
⚏ Teachers	The "Teachers" link navigates to the *Teachers* page, where you can import, browse, and manage teachers. This link is not visible to teachers.
⚏ SLC	The "SLC" link navigates to the *School Level Coordinators* page, where you can import, browse, and manage SLCs. This link is only visible to AACs.
⊕ Add User	The "Add User" button enables you to add an SLC, teacher, or student to an existing list.
⬆ Import	The *green* "Import" button, visible after clicking the blue "Import" button, initiates the import of an SLC, student, or teacher CSV file.
⬆ Import	The *blue* "Import" button opens the *Import* dialog box, which allows you to import a list in CSV format.
⬆ Export	The *blue* "Export" button opens the *Export School Level Coordinator, Export Teachers, or Export Students* dialog box, which allows you to export a list in CSV format.
↦ Transfer Student	The "Transfer Student" button opens the *Transfer Student* dialog box. This button is only visible to AACs.
Search Data	The "Search Data" button in the *Transfer Student* dialog box searches the ART student database for a matching student based on the information provided. The "Search Data" button is disabled until all required fields are completed in the *Transfer Request* dialog box.

User Assignments Export	The "User Assignments Export" button opens the *Export Assignments* dialog box, which allows you to export a list of course assignments in CSV format.
Browse… (blue) / **Browse…** (black)	The blue "Browse…" button allows a System Administrator to specify an SLC, teacher, or student CSV file to upload. The black "Browse…" button allows a teacher to specify a student response file to upload for Writing Prompt 2.
Upload	The "Upload" button uploads the specified SLC, teacher, or student CSV file.
Reset (blue) / **Reset** (gold)	The blue "Reset" button clears all values in the *Import* dialog box. The gold "Reset" button resets a student's course assessment back to the default setting or "Not started."
Reset Password	The "Reset Password" button resets a user's password to the specified value.
Move to another school	The "Move to another school" button enables the AAC to transfer a student to a different school (not visible to SLCs or teachers).
Move	The "Move" button completes the student's move to another school from the *Move to Another School* dialog box.
Deactivate Student	The "Deactivate Student" button enables the System Administrator to deactivate the course assessments/teachers assigned to the student.
Activate Student	The "Activate Student" button enables the System Administrator to reactivate the course assessments/teachers assigned to the student.
Add new assignment	The "Add new assignment" button enables the System Administrator to add a new course assessment to the student's *Assignments* list.
Create	The "Create" button in the *Create Assignment* dialog box finalizes the assignment of a course assessment.
Edit	The "Edit" button enables the System Administrator to update the teacher assignment for a student course assessment.
Remove	The "Remove" button enables the System Administrator to delete a student course assessment.
Invalidate test	The "Invalidate test" button enables the AAC to invalidate a course assessment (not visible to SLCs or teachers).
Validate test	The "Validate test" button enables the AAC to validate a course assessment (not visible to SLCs or teachers).
Mark request as Resolved	The "Mark request as Resolved" button marks a request from a user as resolved.

Advance Request	The "Advance Request" button advances a request to the next user level.
Return Request	The "Return Request" button returns a request back to the user who submitted it.
Request Update	The "Request Update" button enables a System Administrator or teacher to request an update to a user or student information.
Submit / **Submit**	The "Submit" button in the ART *Request Update* dialog box sends the student update request to the next-highest user level. The "Submit" button in the testing platform prompts the *Test Submission* dialog box where you confirm and submit the test as final.
Update Requests	The "Update Requests" link enables users to view and manage update requests.
Resolved	The resolved status indicates that a request has been resolved.
Unresolved	The unresolved status indicates that a request has not been resolved.
General Request Update	The "General Request Update" link allows a user to make a request about a general topic or about users who are not loaded in the ART.
Assign form	The "Assign form" button opens the *Assign form* dialog box enabling a teacher to assign a form to a student assessment.
Assign	The "Assign" button completes the form assignment in the *Assign form* dialog box.
Launch > / **Launch**	The "Launch>" button opens the *Launch Assessment* dialog box. If a *Reason Not Assessed* has been assigned, this button is disabled. The "Launch" button launches the assessment from the *Launch Assessment* dialog box.
Change Form	The "Change Form" button allows the teacher to update the form selection from the *Launch Assessment* dialog box before launching the assessment.
OK	The *gold* "OK" button confirms that the assessment is complete and is ready to be finalized. Once this button is clicked, the assessment will no longer be accessible.
Review	The "Review" button opens the *Test Review* process.
⊗	The *blue* remove button removes a file from the *Import* dialog box.
Export	The *green* "Export" button, visible after clicking the blue "Export" button, initiates the export of an SLC, student, or teacher CSV file.
⊗	The close button closes a dialog box.
✕	The delete button removes an entry.

	The uploading icon indicates that a file is in the process of uploading.
	The expand button reveals information included in a drop-down list.
	The view report button navigates the user to the detailed file import task list.
	The download button enables a user to download exported reports.
Yes No	In a confirmation dialog box, click the "Yes" button (Yes) to proceed. Click the "No" button (No) or the close button (⊗) to exit the confirmation dialog box without making any changes.
Submit Transfer Release Request	The "Submit Transfer Release Request" button sends a request to a student's previous district AAC to release the student to the new district.
Resume >	The "Resume" button resumes a paused test.

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Richard Corcoran
Commissioner of Education