



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

**Assessment On-Site Trainings
Spring 2016**

GUIDEBOOK

Boise - February 01, Red Lion Downtown
Coeur D'Alene - February 03, Best Western Inn
Lewiston - February 04, Red Lion Lewiston
Pocatello - February 11, Red Lion Pocatello

How to use this Guidebook

PURPOSE

This Guidebook is to help districts prepare for the Spring 2016 Assessment On-Site Trainings. Determine who should attend from your district and select which sessions to join.

- Plan and prepare for the spring assessments this year.
- Create questions, based on the sessions you've selected, ahead of time with collaboration from your district/school staff.

PRIOR TO THE TRAINING

- Identify which sessions each person will attend.
- Have each individual review the Test Administration Manual prior to the training.
- Identify questions that need to be answered during the training.
- Begin planning how the information will be shared and in-district training will be conducted after participating in the training.
- Your attendees may bring portable electronic devices to follow along in some sessions.
- Print PowerPoint handouts or you may access them electronically (<http://www.sde.idaho.gov/assessment/assessment-info/index.html>).
- Printed copies of the training slides will not be available at the training.

STAFF

SDE Assessment Staff	Role	Email @sde.idaho.gov	Telephone
Dr. Cheryl Finley	Director of Assessment	cfinley	208-332-6976
Ayaka Nukui	Statistician/Research Analyst	anukui	208-332-6926
Beverly Bracewell	Administrative Assistant	bbracewell	208-332-6877
Catherine Salas	Program Specialist, ISAT Science & EOCS	csalas	208-332-6909
Karlynn Laraway	Special Education Statewide Assessment Coord.	klaraway	208-332-6824
Kevin Whitman	NAEP Coordinator	kwhitman	208-332-6957
Melanie Jones	IELA and College & Career Readiness Coordinator	mjones	208-332-6933
Nancy Thomas Price	Comprehensive Assessment Coordinator	nthomasprice	208-332-6988
Stephanie Lee	Program Specialist, IRI and ERI	slee	208-332-6903
ISAT ELA/MATH			
American Institutes for Research (AIR)			
HelpDesk	IDHelpDesk@air.org	1-844-5607365	
Portal	Idaho.portal.airast.org		
ISAT SCIENCE and End of Course Assessments			
Data Recognition Corp. (DRC)			
HelpDesk	idahosupport@datarecognitioncorp.com	1-866- 572-2050	
Portal	https://id.drctdirect.com/default.aspx		



Agenda

(Please see agenda at your location for specific room assignments, available at registration desk)

7:30 a.m. - 8:30 a.m.	Breakfast and Registration	
8:30 a.m. - 9:30 a.m.	General Assembly Introductions Assessment and Accountability Updates	Facilitator: Dr. Cheryl Finley, Director of Assessment
9:30 a.m. - 10:45 a.m.	Breakout Sessions – underlined sessions are repeated AM and PM <ul style="list-style-type: none"> • <u>Test Information Distribution Engine (TIDE) – ELA/Math</u> • <u>ISAT Science/ End of Course Assessments</u> • ISAT Alt- ELA/MATH/ SCI/IRI 	Nancy Thomas Price Sherri Nooyen Karlynn Laraway
10:45 a.m. - 11:00 a.m.	Break	
11:00 a.m. - 12:00 p.m.	Breakout Sessions <ul style="list-style-type: none"> • <u>Accommodations/Supports ELA/Math</u> • <u>Online Reporting System (ORS) ELA/Math</u> • Technical Requirements for Delivering the Assessments 	Karlynn Laraway Nancy Thomas Price AIR
12:15 p.m. - 1:00 p.m.	LUNCH	
1:00 p.m. - 2:15 p.m.	Breakout Sessions <ul style="list-style-type: none"> • Test Delivery System – TDS, ELA/Math, Interim Assessments, and Teacher Hand-Scoring System (THSS) • <u>Test Information Distribution Engine (TIDE) – ELA/Math</u> • <u>ISAT Science/ End of Course Assessments</u> 	Nancy Thomas Price AIR Sherri Nooyen
2:15 p.m. - 2:30 p.m.	Break	
2:30 p.m. - 3:45 p.m.	Breakout Sessions <ul style="list-style-type: none"> • Digital Library for Formative Assessment • <u>Online Reporting System (ORS) ELA/Math</u> • <u>Accommodations/Supports ELA/Math</u> 	Nancy Thomas Price AIR Karlynn Laraway
3:45 p.m. - 4:30 p.m.	General Assembly District Share-out Training Survey	Dr. Cheryl Finley

AUDIENCE KEY: (You serve in one of these roles or support those that have these roles)

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| TA: Test Administrators | (Test Proctors who are not teachers) |
| TE: Teachers | (All teacher roles includes if you are proctoring) |
| SC: School Coordinators | (Principals, Counselors, Learning Specialists) |
| DC: District Test Coordinators | (Test Coordinators, Technology Coordinators, Curriculum Directors) |
| DA: District Administrators. | (Supt, Curriculum, Assessment, Special Education administrators) |



Planning Worksheet – A.M.

A.M. General Sessions

Audience: All attendees

<ul style="list-style-type: none"> • Introductions SDE, DRC and AIR staff • Comprehensive Assessment System • Assessment Monitoring Changes for 2017 • Establishing a Culture for Assessment • Participation • Test Security 	<ul style="list-style-type: none"> • Graduation Requirements • The Test Administration Manual (TAM) • The ISAT Portal Overview • New this year: Anyone proctoring ISAT ELA/Math assessment must complete the TA Certification Course
<p>Test Information Distribution Engine (TIDE) – ELA/Math Audience: TE, SC, DC, DA</p>	<ul style="list-style-type: none"> • Adding/managing students, teachers to TIDE, creating rosters • Test appeals during the assessment window
<p>ISAT Science / EOCS – Audience: Audience: TE, SC, DC, DA</p>	<ul style="list-style-type: none"> • eDirect overview • Adding/managing students, teachers on eDirect portal • Uploading multiple students • Test Set Up • Software downloads • Online Tutorials and Online Tools Training • Accommodated versions
<p>ISAT ALT for ELA, Math, Science and IRI (This session is not repeated) Audience: SC, DC, DA</p>	<ul style="list-style-type: none"> • ISAT Alt ELA and Math Administration Changes • IRI Alt Options • ISAT Alt Science – Deadline review
<p>Technical Considerations- This session does not repeat Audience: DC, DA</p>	<ul style="list-style-type: none"> • Hardware • Secure Browsers, Platforms • Voice Packs, Sound, Headphones
<p>Accommodations and Supports (ELA/Math) Audience: TE, SC, DC, DA</p>	<ul style="list-style-type: none"> • Review the Universal Tools, Designated Supports and Accommodations • Determining what students need • Student Settings in TIDE • Evaluating effectiveness of supports/accommodations
<p>Online Reporting System (ORS) Audience: TE, SC, DC, DA</p>	<ul style="list-style-type: none"> • Different types of reports, ISAT and Interim • Use of reports to inform instruction • Access and Navigation of ORS
<p>Test Delivery System (TDS) for ELA/Math Teacher Interim Assessment, Hand-Scoring System (THSS) This session is not repeated, Audience: TA, TE, SC, DC, DA</p>	<ul style="list-style-type: none"> • Review of the system used to test students • All aspects of Interim Assessments • Teacher scoring system for non-computer scored items (Interim only)
<p>Digital Library for formative assessment- This session is not repeated. Audience: TE, SC, DC, DA</p>	<ul style="list-style-type: none"> • Resources for Formative Assessment • How to add / manage users • The role of the Digital Library
<p>PM General Session Audience: All Attendees</p>	<ul style="list-style-type: none"> • District share out • Training effectiveness survey



Planning Worksheet – A.M.

Time	Title	Who Will Attend	Questions to be answered
8:30	General Session		
9:30	Test Information Distribution Engine (TIDE) – ELA/Math (Repeated at 1:00PM)		
	ISAT Science/ End of Course Assessments (Repeated at 1:00PM)		
	ISAT Alt- ELA/MATH/ SCI/IRI		
11:00	Accommodations/Supports ELA/Math (Accessibility) (Repeated at 2:30)		
	Online Reporting System (ORS) ELA/Math Repeated 2:30 PM		
Thoughts about District Training / Communication:			



Planning Worksheet - P.M.

Time	Title	Who Will Attend	Questions to be answered
1:00	Test Delivery System (TDS) for ELA/Math Teacher Interim Assessment, Hand-Scoring System (THSS)		
	Test Information Distribution Engine (TIDE) – ELA/Math		
	ISAT Science/ End of Course Assessments		
2:30	Digital Library for formative assessment		
	Online Reporting System (ORS) ELA/Math		
	Accommodations/Supports ELA/Math (Accessibility)		
3:45	Closing General Session		
Thoughts about District Training / Communication:			



NOTES