

Revised Coffee District Rollout Agenda and Notes

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Agenda Items / Help Links	Notes
<p><u>Basic Navigation/Help Menu</u></p> <ul style="list-style-type: none"> ● Dashboard and Widgets <ul style="list-style-type: none"> ➢ Bulletin, Illuminate Announcements, District Fav ● Control Panel/Help Menu ● Student Demographics and Profile Page 	
<p>Capabilities of Illuminate</p> <ul style="list-style-type: none"> ● What Illuminate looks like after time and <ul style="list-style-type: none"> ➢ Custom Reports ➢ Summary Assessments 	<p>This could be left off as it is more advanced. Let's hit this very briefly with summary assessments, we will be doing SLOs in May so talking about this for a few minutes will be useful.</p>
<p><u>Prebuilt Reports</u></p> <ul style="list-style-type: none"> ● Access the Reports List <ul style="list-style-type: none"> ➢ Which are most important for teachers(two)? ● Assessment Overview Page ● Student Feedback Reports: Student and Parent Letters, Student Small Slips 	<p>We will not have assessment data, so this should be quick</p> <p>This is the reports that teachers after giving assessments...response frequency, item analysis, etc.</p> <p>As well as for administrators- school to school comparison and teacher to teacher comparison</p>
<p><u>Addressing Various Components of a Balanced District Assessment Plan</u></p> <ul style="list-style-type: none"> ● Quick Checks/Exit Ticket ● Unit Common Assessments ● Formative Assessments ● District Benchmarks/Interims? ● Online Format of Assessments 	<p>This could be left off as it is a discussion. I have started this discussion with principals. we need to devote some time to this section. Middle school is doing this in May with cumulative assessment in SS This may be best for after lunch when we have our planning discussions.</p> <p>Here is the document that I usually use to go over the balanced local assessment- https://docs.google.com/document/d/1mRgkZO-8H6ije1ECfcpv3Fn4JF_YnYQmDAbU8mbGJf0/edit?usp=sharing</p>
<p><u>Creating Assessments: On The Fly</u></p> <ul style="list-style-type: none"> ● On The Fly Assessments: quick and easy formatives ● Preview Teacher mode/Student mode ● Unexpected blanks and/or multiples ● Laminating and other cool things to do with answer sheets ● Troubleshooting with Gradecam <ul style="list-style-type: none"> ➢ Gradecam plugin: mass install or individual 	<p>Usually I demonstrate scanning and then have participants fill out a bubble sheet and practice scanning. Will I need to leave this part off?</p> <p>Leave off Trouble shooting and let IT department worry about that?</p>

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<p>computer install?</p> <ul style="list-style-type: none">➤ Who will be the site Gradecam experts? How will they be trained? How will teachers be supported?➤ Backup scanning stations?➤ Doc cameras purchased for all teachers? Webcams available on laptops?➤ Are existing doc cams compatible?➤ Google Chrome issue	<p>IT can worry about the trouble shooting however the first 4 bullets can be touched on. I can bring a camera and sample bubble sheet if we want to demonstrate. I found that our camera setup works but only if you fine tune the camera settings.</p>
<p>Creating Assessments: Manual Setup</p> <ul style="list-style-type: none">● Manual Setup Assessments: existing or publisher tests<ul style="list-style-type: none">➤ Will teachers need to learn this?● Hybrid Assessments - upload a pdf for online viewing and administration● First step: Information page<ul style="list-style-type: none">➤ Additional scopes or subject areas?➤ Default District Performance Band?● Setup options: Questions (required), Versions, Standards, Question Groups, Performance Bands, Share<ul style="list-style-type: none">➤ Publisher assessments can be imported	<p>This is very important for people creating SLOS, however not as important for teachers. Teachers need to know how to grade the CR and I can show this here. That will work. They will want to see the CR grading.</p> <p>I do not know how in depth I will be able to go with manual assessments. I will see due to time.</p> <p>I am even considering maybe doing an overview in the morning and then splitting into smaller groups after lunch?? With a mixture of admin and teachers, it is tricky, because those two audiences really have different needs when it comes to Illuminate. I can see that. The teachers and admins will be interested in all of this though because of the GMAS and Benchmarks. This doesn't really relate to GMAS or Benchmarks unless you are using a test that you already have a paper copy of we are using our current SLOs but are interested in taking full advantage of the item bank. We have one AC that is finding standards that are not addressed in the item bank and wondering how to fill the void. Also some subject areas are not going to be in the item bank so we will need to do some of this across the district.</p> <p>Exactly. The itembank is great for Math, ELA, Science and SS (most grade levels) but hybrids are used for other subjects. Do you want me to explain it all to the everyone or try to split them up and show them the part that applies .</p> <p>Explain to all these teachers are going to serve as representatives at their school so they will need to understand.</p>
<p>Creating Assessments: Itembank</p>	<p>This can look different for different subjects.</p>

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- Itembank Assessments: pick and choose content-based questions to give online
- [Quick Assessments](#)
- [Create an Itembank account](#)
- Itembank Assessment tabs: Details (find and link standards), Add Items (look for questions), Review, Overview, Booklet, and Publish (send to Illuminate site)
 - Naming conventions for assessments
- [Create an Itembank Item](#)
 - Will teachers need to learn this? Helpful for non-math and non-ELA teachers

How should i handle that? Math, Science, and SS are similar, ELA is different.

Does not apply to CTAE teachers

I would like to open up some discussion here so folks know what to expect with the item bank and how teachers can use this in collaborative groups.

Will all subject areas be represented or is it just Math and ELA? There will be a mix

Will enrichment and ctAE teachers be there?we will have a couple of CTAE, one at middle school and possibly the CTAE Director

Online Testing

- Administer an Itembank assessment online by Adding a Roster
- Select Administration and/or Tool Settings (optional)
 - Enable [Locked Browser](#) tool (installed individually on each computer)?
 - Locked Browser on a [Chrome device](#)?
- Proctor students as they are testing
- Student Portal Site: coffee.illuminatehc.com

Should I show how to assign online at this point?

Talk about it just so we can tell them about the locked browser on a chrome device.

If you are only using chromebooks, we do not need to have the locked browser available. It does not work on chromebooks. You configure chromebooks to work in Kiosk mode using the Chrome management application.I was reading about that this morning. I sent David the specs from the illuminate manual on page 132.

Need to understand student portal.

I will show that in the student profile so that they can see a student portal account.

Will proctoring be ready? The developers said august.

Proctoring is already available, those are just enhancements that will come out in August.

Oh got it. I would like to see the current proctoring as this takes the place of clicker systems.

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<p><u>Summary Assessment</u></p> <ul style="list-style-type: none">• Overall scores, text, dates, etc.	<p>Probably will not have time for this May talk about grading CR and who needs to be involved</p>
<p><u>Custom Reporting</u></p> <ul style="list-style-type: none">• useful for administration, instructional coaches, intervention staff• Training needs?	<p>Advanced feature. Can cover later. If it can fit into afternoon discussion then we could talk about what we would want in a custom report, maybe setting up the performance bands crossed with behavior, RTI or Lexiles.</p> <p>Is the whole group gonna be there all day or a smaller group after lunch? Trust me, if you bring up RTI or even 504, then you will get many questions and opinions from many I thought we should mention as elementary spends alot of time on this currently, but not let the conversation run away with us. We could offer to set up a focus group for this feature and then redeliver at another time.</p>
<p>TRAINING AND SUPPORT PLAN</p> <ul style="list-style-type: none">• Teacher training (date:?)<ul style="list-style-type: none">➢ What are our expectations for teachers who are going to be using Illuminate?➢ Identify immediate wins for teachers➢ What is the timeline for these expectations, and how will they be measured?➢ How will leadership communicate best practices for using Illuminate? Reports, assessment practices, collaborative team protocols, etc..➢ How will the training be structured? What additional trainings will happen throughout the school year?• Support Plan<ul style="list-style-type: none">➢ Who will be coaching and supporting teachers with Illuminate?➢ Where will teachers go when they need additional help? How will this be communicated?➢ District Illuminate leads should meet at least once a month to discuss training needs, check in on progress of implementation, and collaborate.	<p>This is the discussion that needs to happen before we do the whole district training this summer. This is a big set of topics.</p> <p>Yes, this is usually discussed with the district support team after lunch in a typical District Roll out training. I think that from the audience you have coming tomorrow, I will need to formulate this more like a train the trainer scenario than our DRO.</p> <p>In a DRO, district stakeholders are given overviews of everything on this list, then we decide what we want to focus on for teachers and the teacher training. We like to have those topics answered before teacher training so that we are sure all areas are covered. We need these ideas set, even if teachers are involved, however if we need to send them out at some point and then discuss that would be fine by me. We should make the effort to get this information set while we have so many stakeholders in one place. It is challenging to get them all together.</p>

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