

Quick Reference Card Review

Audience: 3 - 12 Teachers, Principals

Time: 10 minutes

PROCEDURES

- 1) Guide participants to look at the front of the *Quick Reference Card*.
- 2) Point out the *D3A2 URL* and invite participants to record their *User ID* on the line provided.
- 3) Preview the sections on *Report Options* by asking participants to note the three choices and how they differ.
- 4) Note the *Resource Exchange: Bookbag* section. Point out the unique capabilities of the *E-mail Bookbag* feature and how it can be used to support collaboration within the school and district.
- 5) Indicate that the *Implementation Schedule of Ohio Statewide Assessments* is helpful for understanding what assessment data are available for their students from previous years.
- 6) Guide participants to examine the back of the *Quick Reference Card*. Point out the *Assessment Terminology* section and remind participants that these terms were reviewed in the *Pre-Assessment* activity. They are on the card as a quick reference when reading and analyzing the data within D3A2.
- 7) Acquaint participants with the sections on the right-hand side of the card. These sections will help participants understand codes found in D3A2.
 - *Standard Name Codes*
 - *Item Type Codes*
 - *Item Response Codes*
- 8) Point out the *Operating Procedures* section as a helpful resource when they encounter a problem.

COMMENTS TO FACILITATOR

Suggest that participants keep the *Quick Reference Card* near the computer station for handy reference during their D3A2 exploration.

LEARNING OBJECTIVE

Participants will review D3A2 features, terminology and operating procedures to assist in reading and analyzing item analysis data.

DESCRIPTION

In this activity, participants preview important information they will need to successfully navigate within D3A2. The *Quick Reference Card* provides troubleshooting tips, testing terminology, special codes and other options.

MATERIALS AND RESOURCES

- Laminated copies of the *Quick Reference Card*, one per participant
- Optional: Poster-size version of the *Quick Reference Card*
- Optional: Computer, projector, screen, and .pdf version of the *Quick Reference Card*
- Optional: Document Camera

VARIATIONS & EXTENSIONS

Print a poster-size *Quick Reference Card* (Front and Back) to refer to during the Activity. The poster can remain on the lab room wall for future reference.

Project the *Quick Reference Card* using the .pdf version, computer, projector and screen.

Display the *Quick Reference Card* using a document camera.

NOTES