

Organizing Your Training Session

Prior to Training Date:

- ❑ Secure a computer lab where each user has a computer or, at maximum, two users per computer.
- ❑ Check with the site for needed computer login and password information.
- ❑ Confirm instructor computer and projector are available.
- ❑ Confirm the lab has the Internet browsers currently compatible with the D3A2 data warehouse.
 - ✿ Internet Explorer 6 (IE6) and above
 - ✿ Mozilla Firefox (Recommended for Mac users)
- ❑ Confirm that each user to be trained has a username and password prior to training and confirm each user's level of access.

Example: John Smith, smxx1123, Teacher – grade 4 only
- ❑ Ask the district to give you an explanation of the EMIS class list codes found in Current Students and Item Analysis – Advanced. These codes are listed under the Classroom Label prompt in the Dashboard and are used in the selection process.
- ❑ Copy handouts: *D3A2 Data Tool 2.0 Quick Guide, D3A2 Quick Reference Card, Navigator Series, Pre-Assessment, Post-Assessment*
- ❑ As you practice before the session, try out Page Options as a convenient way to reset selections back to the default when conducting searches. When logged in to an actual account, participants can save pages and set a default view that appears when logging in to D3A2. Remember that default settings will not be saved when you are using the training accounts, as these are shared accounts.

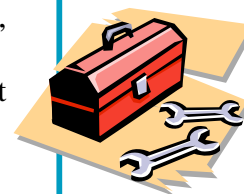


Presenter Tips

- Be sure to read the *D3A2 Data Tool 2.0 Quick Guide* and work through the *D3A2 2.0 User Manual* before the session.
- Do a trial run through *Navigator Series 1, 2 and 3*.

Supplies

- ✗ Computer lab
- ✗ Projector
- ✗ Screen
- ✗ Pens/pencils
- ✗ Post-it notes
- ✗ Copies of the *D3A2 Data Tool 2.0 Quick Guide* and *D3A2 Quick Reference Card*
- ✗ Copies of the Pre- and Post-Assessments



Day of Training:

- ❏ Arrive at least 30 minutes before training to set up.
- ❏ Set out the handouts and pens/pencils.
- ❏ Acquaint yourself with the location of restroom facilities location and provisions for refreshments.
- ❏ Greet users as they arrive and confirm they have a username and password to login. Direct them to <http://dw.d3a2.org> to check their login.
- ❏ Have demo accounts ready for the *Navigator Series* activities.
- ❏ Prepare and post a wall chart to serve as a Parking Lot during the work session.



Handy Tips:

- ✿ Have FUN! Try to keep a sense of humor while problem-solving.
- ✿ Laughter and a sense of enjoyment can boost collegiality and morale.
- ✿ Ask participants to share new learnings that emerge with their peers to build a sense of community.

During Training:

- ❏ Remember to stay calm when participants are having difficulty with their data. There are two types of errors that can occur. One is a problem with the district's data loading and scrubbing process. The other is a user error. This could be technical or as a result of a misunderstanding about the data. Ask the participant to retrace his/her steps with you and explain his/her thinking for each of the steps taken.
- ❏ OGT - Currently, ODE does not make data available at the classroom level in the item analysis files that are provided to districts by the test vendor. The result is that the Benchmark level data is not accessible when teachers are viewing their students' results from the OGT, nor can reports be generated using the Item Analysis - Advanced tab.
- ❏ OAT- Item Analysis - Advanced results only appear for classes with more than 10 students **and** (beginning with Spring 2008 results) for items that were actually released.