




# Interim Assessment Implementation Planning Checklist

Completed	Task/Action	Who will complete or oversee? Add the name of the person in your district/school
	Load new secure browsers for 2017-2018*	Tech support (DC)
	Upload student file to TIDE*	Tech support
	Upload/edit teachers in TIDE (TE and SC roles- called "Users" in TIDE)*	Tech support
	Teachers log in and set up accounts or new password*	Teacher (TE)
	Create Rosters in TIDE*	District or School (DC-SC)
	Teachers complete the TA Certification Course*	Teacher
	Add student settings (supports and accommodations) in TIDE if applicable	School Team (SC)
	Indicate grade levels for Interim off-grade level testing in TIDE if applicable	Teacher/Test Administrator
	Review Interim Assessment support materials (Portal)	Teacher
	Preview assessments in AVA (Assessment Viewing Application)	Teacher
	Discuss / make implementation decisions	District/School Team
	Administer Interim Assessments	Teacher
	Score any items that are not computer scored in THSS (Teacher Hand Scoring System)	Teacher
	Download/make available <i>Item Specifications</i> Documents	District/School
	Teachers subscribe and familiarize themselves with Digital Library	Teacher
	Go to the Online Reporting System to review ISAT data from previous year	Teacher
	Use ORS and Air Ways to review data after giving Interim Assessment(s)	Teacher

\*Required before administration of any assessments


## Load New Secure Browsers for 2017-18

To load the new version of the Secure Browser:


1. Open your web browser and navigate to the ISAT portal (idaho.portal.airast.org).
2. Select the  icon from the lower hand side of the home page.
3. Select the operating system that your computer or device uses and follow installation commands.
  - a. **Note:** Secure Browsers must be downloaded by your school's Technology Coordinator.

## Upload student file to TIDE

To log in to TIDE:

1. Open your web browser and navigate to the ISAT portal (idaho.portal.airast.org).
2. Select the **ELA/Literacy & Math Assessments** card.
3. Select the  icon and log in.
4. Select the "Students" tab and then the **Add** or **Upload** Students task.
5. Follow the directions to Add or Upload students available in the TIDE chapter of the *Idaho Assessment Systems Manual - AIR Systems User Guide* located in the Resources section of the ISAT portal.
  - a. **Note:** Students must be uploaded by a DA and/or DC.

## Upload Teachers to TIDE/ or Edit existing users of all roles

1. Open your web browser and navigate to the ISAT portal (idaho.portal.airast.org).
2. Select the **ELA/Literacy & Math Assessments** card.
3. Select the  icon and log in.
4. Select the "Users" tab and then **Add** or **Upload** Users task.
6. Follow the directions to Add or Upload users which are available in the TIDE chapter of the *Idaho Assessment Systems Manual - AIR Systems User Guide* located in the Resources section of the ISAT portal.


- a. **Note:** TE's must be added by a DA, DC, and/or SC.

## Teacher Logs in to set up account (or changes password for 2017-18 if already existing in TIDE)

Once an account has been set up for a Teacher (TE) in TIDE the TE should receive an email with a temporary password.

1. Open your web browser and navigate to the ISAT portal ([idaho.portal.airast.org](http://idaho.portal.airast.org)).
2. Select the **ELA/Literacy & Math Assessments** card.
3. Log in to any system with a 'lock' icon.
4. New users should log in with the temporary password they received via email and establish a new password.
  - a. If you do not receive an activation email, check your spam folder. Emails are sent from [AIRASTDoNotReply@airast.org](mailto:AIRASTDoNotReply@airast.org), so you may need to add this address to your contact list.
5. Log out of the system and then log back in again with new password.

## Create Rosters in TIDE

1. Open your web browser and navigate to the ISAT portal ([idaho.portal.airast.org](http://idaho.portal.airast.org)).
2. Select the **ELA/Literacy & Math Assessments** card.
3. Select the  icon and log in.
4. Select the "Rosters" tab and then **Add** or **Upload** Rosters task.
5. Follow the directions to Add or Upload students to a roster available in the TIDE chapter of the *Idaho Assessment Systems Manual - AIR Systems User Guide*.
  - a. **Note:** Rosters must be added by a DA, DC, and SC
  - b. **Note:** Teachers are not able to create rosters until students are rostered to them by a school or district level user.
  - c. **Note:** Thoughtfully select a naming convention for roster names, i.e. Teacher, period, class name, year; **AikenPer3EngA15-16**. Rosters should be about the size of a normal class 25-30 student (not too many students or too few students).

## Teachers complete the TA Certification Course

1. Open your web browser and navigate to the ISAT portal ([idaho.portal.airast.org](http://idaho.portal.airast.org)).
2. Select the **ELA/Literacy & Math Assessments** card.



3. Select the icon.
4. Complete the Online Test Administrator (TA) Certification Course; this takes approximately 30 minutes.
  - a. **Note:** all user roles are able to complete the Online TA Certification Course.

## Add Student Settings in TIDE

1. Open your web browser and navigate to the ISAT portal ([idaho.portal.airast.org](http://idaho.portal.airast.org)).
2. Select the **ELA/Literacy & Math Assessments** card.



3. Select the icon.
4. Select the Accessibility and Accommodations sub-folder.
5. Refer to the Usability, Accessibility, and Accommodations Guidelines to make decisions about which supports and accommodations students will require to more adequately access the assessments.

To upload student settings to TIDE:

1. Select the **ELA/Literacy & Math Assessments** card.





2. Select the icon.
3. Select the "Test Settings and Tools" tab and then **Upload Student Settings** task.
4. Follow the directions to upload student settings available in the TIDE chapter of the *Idaho Assessment Systems Manual - AIR Systems User Guide* located in the Resources section of the ISAT portal.
  - a. **Note:** Student Settings must be added by a DA, DC, and/or SC.

## Off-Grade Level Testing for Interim Assessments

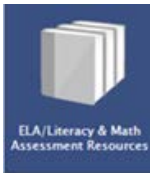
1. Open your web browser and navigate to the ISAT portal ([idaho.portal.airast.org](http://idaho.portal.airast.org)).  
Select the **ELA/Literacy & Math Assessments** card.



2. Select the  icon. Select the “Students” tab and then select **View/Edit /Export Students** task.
3. Select an individual student and click on the  icon to edit.
4. In the area that indicates “Interim Testing Grade,” the default is the student’s current enrolled grade. The system allows you to make any grade level assessment available to students. If you want only certain grade level tests available to certain students, make changes in the drop-down menus and click **Save**.
  - a. **Note:** users are NOT able to set off-grade level testing for interim assessments through student uploads. This needs to be manually set for each student on the “View Student Details” page.

### Review Interim Assessment Support Materials

1. Open your web browser and navigate to the ISAT portal ([idaho.portal.airast.org](http://idaho.portal.airast.org)).
2. Select the **ELA/Literacy & Math Assessments** card.




3. Select the  icon.
4. Select the **Interim Assessments** sub-folder.
5. Review all applicable materials.

### Preview assessments in the Assessment Viewing Application (AVA)

1. Open your web browser and navigate to the ISAT portal ([idaho.portal.airast.org](http://idaho.portal.airast.org)).
2. Select the **ELA/Literacy & Math Assessments** card.



3. Select the  icon.
4. Select the grade level and Interim Assessment to be previewed.

## Discuss and make implementation decisions

1. Refer to the Decision-making chart (Table 1).
2. First decide at which level the decision will be made for each consideration, district, school, or individual teacher.
3. Then decide on the various implementation factors.
4. Record your decisions as part of a district Comprehensive Assessment Plan or create a specific Interim Implementation Guidance document for your district.

## Administer Interim Assessments

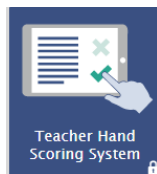
1. Open your web browser and navigate to the ISAT portal ([idaho.portal.airast.org](http://idaho.portal.airast.org)).
2. Select the **ELA/Literacy & Math Assessments** card.



3. Select the icon.
4. For more information refer to the Interim Assessment Quick Guide and/or the Interim Assessment Test Administration Manual (TAM) chapter in the *Idaho Assessment Systems Manual - AIR Systems User Guide* located in the Resources section of the ISAT portal.

## Score any items that will not be computer scored using the Teacher Hand Scoring System (THSS).

1. From the Portal, select the ELA/Literacy and Math Assessments card.



2. Select the THSS (Teacher Hand Scoring System) icon.
3. Use the scoring materials provided to score individual student items that are short answer or essay.
4. To see a list of which blocks / assessments have items to hand score, select the Interim Assessments folder in the Resources section of the Portal, select the document Interim Assessment Item Counts.
5. For more information refer to the Teacher Hand Scoring System chapter in the *Idaho Assessment Systems Manual - AIR Systems User Guide* located in the Resources section of the ISAT portal.

## Download / make available Item Specifications documents.

These are located at:

<http://www.sde.idaho.gov/assessment/isat-cas/isat/ela.html> and <http://www.sde.idaho.gov/assessment/isat-cas/isat/math.html> or <https://www.smarterbalanced.org/assessments/development/> (Zip files)


## Teachers subscribe and set up Digital Library Account, set up an account, and search for activities as needed

1. For more information go to: [www.smarterbalancedlibrary.org](http://www.smarterbalancedlibrary.org).
2. Under “Playlists” select “Connections...” and view activities aligned with Interim Block Assessments

## Go to the Online Reporting System to Review Scoring Data

1. Open your web browser and navigate to the ISAT portal ([idaho.portal.airast.org](http://idaho.portal.airast.org)).
2. Select the **ELA/Literacy & Math Assessments** card.




3. Select the  icon.
4. For more information refer to the Online Reporting System chapter in the *Idaho Assessment Systems Manual - AIR Systems User Guide* located in the Resources section of the ISAT portal.

## Go to the Air Ways Reporting System to Review Interim Assessment Data

1. Open your web browser and navigate to the ISAT portal ([idaho.portal.airast.org](http://idaho.portal.airast.org)).
2. Select the **ELA/Literacy & Math Assessments** card.



3. Select the  icon
4. Navigate to the assessments administered to examine items with greatest and fewest correct responses.
5. Refer to the Air Ways Reporting chapter in the AIR Systems Guide located in the Resources section of the ISAT portal.

**Table 1- Decision-making chart**

Who Decides	Question	Possible	Notes
District School Teacher	Which assessments will be given based on the goals or questions to be answered (and why?)	ICA IAB Both	Which ones?
District School Teacher	Which students will take part in the assessments?	All or Certain Levels	Specific schools, Specific grades in a school?
District School Teacher	Will off grade level assessments be given? When, why?	Business rule	"When student is a level 1 or 2, give previous year block as pretest."
District School Teacher	When will the assessments be given? How will they align with the curriculum and instruction sequence?	Before, after, during instructional units? Mid-year?	Time of year, dates, time of day?
District School Teacher	Who will deliver the assessments? Who will score non-computer scored items and when?	Teacher, TA, School Coordinator	Teachers score during collaboration time?
District School Teacher	Where will assessments be delivered? What technology is needed?	Classroom or lab?	Tablets, laptops, computers?
District School Teacher	How will the data be used, with whom will it be shared? Will it be reviewed, analyzed and discussed during collaboration times?	Compare to other districts? Compare within district? Drive instruction? Share with parents? Set student goals?	How did we do? (Look back) vs. What should we do next? (Look forward)