**Fitzgerald Public Schools PowerSchool Assessment and Analytics**

**2017-2018 Implementation Guide**

**Implementation Timeline:**

* August, 2017
  + Overview of new PSAA program changes coming this year.
  + For the 2017-2018 school year, Data Director will still have the “lights on.” Staff can use Data Director, Google Forms, Socrative, etc for formative assessments. Existing common unit assessments by course should all use the same program for assessment purposes.
    - Administration Expectations:
      * Organize all staff meetings, department meetings, grade level meetings, and PLC meeting time so that it will used efficiently and effectively allowing for as much time as possible for teacher teams to work towards creating S1 final exams in PSAA.
      * Organize and support a team of teacher PSAA experts staff can go to for assistance in between PD opportunities.
      * Create weekly tips, tricks, video tutorials, and suggestions for Unified Classroom, PSAA, PowerTeacher Pro in staff weekly bulletin.
    - Staff Expectations:
      * All staff will administer at least one First Semester Final Exam in PSAA to their students.
      * Staff will work in teacher teams to divide and conquer in the process of inputting common assessment questions into PSAA throughout the semester.
      * Staff will utilize all time provided effectively and efficiently to accomplish the goal administering S1 final exams in PSAA.
  + ½ Day training on PowerTeacher Pro gradebook.
  + ½ Day training on PSAA
    - Logging in
    - Searching item banks
    - Creating questions
    - Creating an online assessment
* September, 2017
  + Sustained commitment to providing staff meeting time dedicated to department collaboration towards PSAA item creation.
  + Student account creation rolled out in all English classes.
  + Parent account creation letters mailed home with directions.
* October, 2017
  + Follow up staff training of PSAA program including:
    - Creating an online assessment.
    - Administering an online assessment.
    - Review of item creation process.
  + Sustained commitment to providing staff meeting time dedicated to department collaboration towards PSAA item creation.
* November, 2017
  + Staff In House Professional Development
    - Increasing rigor of assessment questions for both formative and summative assessments.
    - Increasing rigor of verbal questioning skills to enhance student discussion in the classroom.
    - Developing dynamic classroom projects with the four non-negotiables of project based learning.
  + Expectation that all staff will administer a practice assessment of some sort will be given in all classes before January 12, 2018.
  + Continued staff development time related to PSAA item bank creation and practice assessment creation.
* December, 2017
  + Follow up staff training of PSAA program including:
    - Creating and administering a paper/pencil scantron based assessment.
    - Duplicating assessments, items, and modifying assessments for special education students.
* January, 2018
  + Follow up staff training of PSAA program including:
    - Creating and administering a key assessment.
    - Viewability and accessibility of PSAA assessments for students.
    - Locking and unlocking student assessments.
    - Grading essays, project based assessments, and other components of final exams.
  + Sustained commitment to providing staff meeting time dedicated to department collaboration towards PSAA item creation.
  + January 25-26, 2018: Final Exams
    - MISD Support Team & District Support Team available
    - Common immediate support needed Google Doc sheet for all staff
    - After school support / assistance for staff members to get help if needed
* Second Semester:
  + Review, evaluate, and revise S1 PSAA assessments.
  + Work together as a teacher team to create another final exam for a different course in PSAA for S2 administration.