



District Assessment Database

User Guide (v2.0 – November 2007)

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Database located at:

<http://www.sd6.bc.ca/assessment>

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1. Basic introduction.

The District Assessment Database is a Web-based database application designed to store and graph student assessment data. In plain English this means it's a database system you access using your Web browser.

Each school has been assigned a space in the database and access details have been provided. Schools can add and edit their own data but can not change any other school's data.

There are three, hopefully straightforward, steps to entering data into the database. The first step deals with entering new students and editing students already in the database. The second step is simply selecting which assessment area would you like to work with. Step 3 allows you to enter and edit performance. Results are available in the Review Data section.

You also have the option to change your password and contact name using the Profile page. It is suggested that you do this as soon as possible to protect your data.

Access details

Address: <http://www.sd6.bc.ca/assessment>

School: Select your school from the dropdown menu.

Password: Has been emailed to your school.

Summary

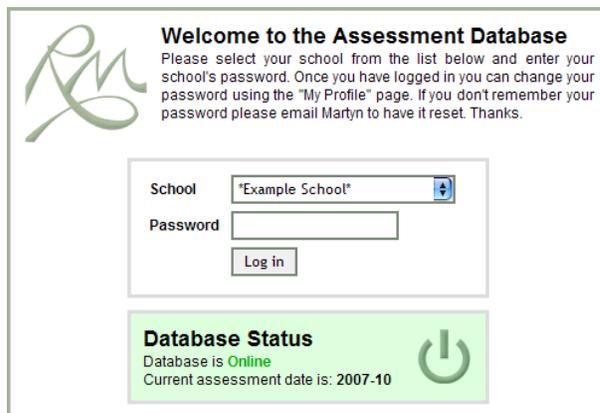
- Password protected Web-based database.
- Access using your browser.
- Three steps.
- Creates tables and graphs.

2. Logging in

1) Open your favourite Web browser, it doesn't matter if it's Internet Explorer, Firefox or any other browser.

2) Go to <http://www.sd6.bc.ca/assessment> or go to the Database page on the SD6 Website.

3) If the database is online you can select your school from the drop down menu. If the database is offline you will not be able to log in. Make a note of the current input period; make sure you are entering data for the correct date.



Welcome to the Assessment Database
Please select your school from the list below and enter your school's password. Once you have logged in you can change your password using the "My Profile" page. If you don't remember your password please email Martyn to have it reset. Thanks.

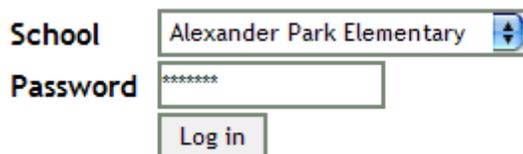
School: *Example School*

Password: []

Log in

Database Status
Database is **Online**
Current assessment date is: 2007-10

4) Enter your password.



School: Alexander Park Elementary

Password: [*****]

Log in

5) Click on **Log in**. If you are successful you will be taken to the Welcome page. If not you will receive a red error message. If you can't remember your password you can ask for it to be reset - instructions are on the page.

3. Welcome Page

The Welcome page is a starting point allowing you to access the rest of the system

User Guide

Access this guide at any time using this link.

Title

Shows your school name and basic information.

Menu

Use the menu to access the main pages within the system.

Enter Data

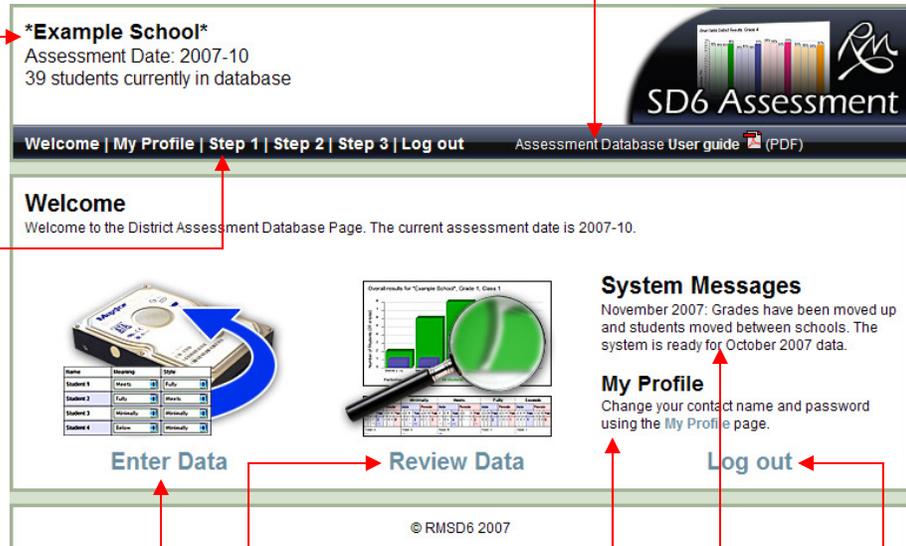
Enter data into the system and edit data for the current assessment date.

Review Data

Browse through the data you've entered into the system using tables and charts.

My Profile

Change your password and contact name.



System Messages

It's a good idea to check this paragraph from time to time for messages regarding the system's operation, new features and any planned downtime.

Log Out

Finish using the system, end your session and log out.

4. Profile Page

This is just a simple page which allows you to enter a contact name and change your school's password. If you don't enter a contact name the system will prompt for one. If your passwords don't match then the system will tell you so. If you don't want to change your password just leave the password boxes empty.

Contact name:

Password:

Confirm password:

5. Enter Data page

Steps

The three entry steps are shown here.

Help

Help for each step can be accessed by clicking on these links.

Example School
Assessment Date: 2007-10
39 students currently in database

SD6 Assessment

Welcome | My Profile | **Step 1** | Step 2 | Step 3 | Log out | Assessment Database User guide (PDF)

Enter Data

The entry system has been split into the steps below. Start at Step 1 and work your way through each step.

- 1**
Students
Enter or edit your students.
[Help with this step](#)
- 2**
Assessment Area
Select assessment area.
[Help with this step](#)
- 3**
Results
Enter or edit results.
[Help with this step](#)

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6. Step 1 – Students

Sometimes “Grade n” isn’t specific enough for a certain set of students. For instance there could be 50 students in a school who are in “Grade 3”. Since 50 is a large number they have been split into two groups with a teacher and classroom for each group. In this case the system uses the word “Class” to refer to each group – Grade 3, Class 1 and Grade 3, Class 2. If you only have, say, 20 students who are Grade 3 then just select Grade 3 and Class 1.

1) Select the Grade and Class you wish to enter or edit. If you don’t need to split into classes just select Class 1.

2) Enter your students using the add student form. All fields are required; if you miss the first or last name the system will let you know.

3) After you have successfully entered a student they will appear in the Student Table at the bottom of the page. From there it is possible to edit or remove each student using the links at the end of each row.

4) If you are satisfied that all student information is correct you can proceed to Step 2.

Select Grade and Class

Select a grade and see if any students are listed in the Student Table. If not you will need to enter them. If students are listed you can check their details and edit if required. You can also add new students and remove students no longer at the school. **Note:** Outgoing grades are moved to their next school, you do not need to remove them.

Grade 1

If you have more than one group/class/grade of students of the same age use “Class” to separate them. If you only have one class for this age group just select Class 1.

Class 1

Add Student Form

Let's start by entering basic student details (name/grade/gender etc). Once entered, students will be listed below for verification.

First name:

Last name:

Gender: Male Female

Type:

Student IEPs: Writing IEP? Numeracy IEP?

Student name	Grade	Class	Gender	M/F	Type	Reg/Ab/ESL	IEP	Edit	Remove
Test 1	1	1	M		R			Edit	Remove
Test 2	1	1	M		R			Edit	Remove
Test 3	1	1	M		R			Edit	Remove

7. Step 2 – Assessment Area

Note: You cannot proceed to Step 2 without first selecting a Grade and Class in Step 1.

The system has been designed to be flexible. Therefore it is possible to add different assessment areas as and when required by management. There are currently three assessment areas: Writing, Numeracy and Reading. Simply click on the corresponding link to work with your chosen assessment area.

Assessment

Areas

Select an area by clicking on its link.

Step 1 link

Return to Step 1

The screenshot displays the SD6 Assessment system interface. At the top, it shows the school name '*Example School*', the assessment date '2007-10', and the number of students '39 students currently in database'. The 'SD6 Assessment' logo is in the top right. A navigation bar includes links for 'Welcome', 'My Profile', 'Step 1', 'Step 2', 'Step 3', and 'Log out', along with a link to the 'Assessment Database User guide (PDF)'. The main content area is titled '2 Assessment Area' and instructs users to 'Select an assessment area, assessment areas are colour coded. Currently working with *Example School* > Grade 1 > Class 1'. Two buttons are visible: 'Writing' (blue) and 'Numeracy' (red). Below these buttons is a link that says 'I want to edit students, take me back to Step 1.' The footer contains the copyright notice '© RMSD6 2007'.

8. Step 3 – Assessment Results

All of your students are listed in the Input Table. Only the top row of the table has a **Save** button, you have to enter the results **one row at a time**.

1) Go along the top row and select the student's performance for each column using the drop down menus. At the end of the row click save.

Students from Grade 1, Class 1 for the period 2007-05 awaiting input.

Please make your changes one row at a time, saving your changes at the end of each row.

Name	Tasks	Multiple Choice	Basic Skills	Basic Facts	Overall	Save
Student 7	Below	Below	Below	Below	Below	Save
Student 8	Below	Below	Below	Below	Below	
Student 9	Below	Below	Below	Below	Below	

2) Once saved the top row will be moved down to the Edit Table and the next student will move to the top of the input table. You can then input that student. Repeat this until all rows have moved down to the edit table. At this point the Input Table is empty and therefore no longer displayed.

3) Check your results in the Edit Table. You can make changes if required; remember to save your changes at the end of the row.

Grade 1, Class 1 results for the period 2007-05.

These results have been saved in the database. Please make your changes one row at a time, saving your changes at the **end of each row**.

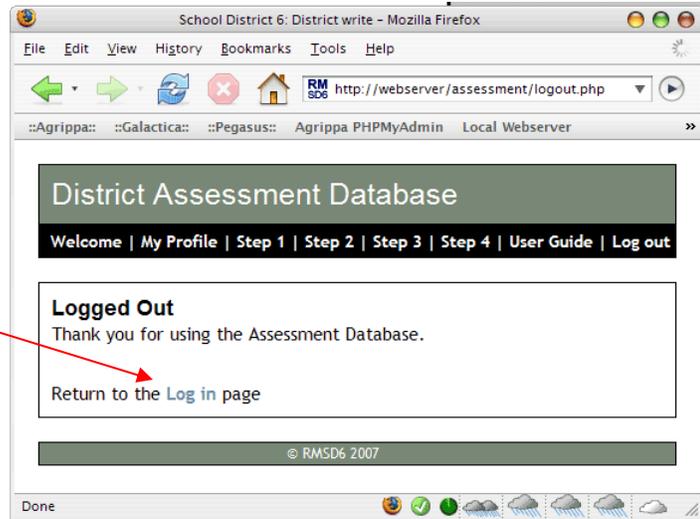
Name	Tasks	Multiple Choice	Basic Skills	Basic Facts	Overall	Save
Student 1	Meets	Minimally	Meets	Minimally	Meets	Save
Student 2	Fully	Meets	Fully	Fully	Fully	Save
Student 3	Minimally	Minimally	Below	Minimally	Minimally	Save
Student 4	Fully	Exceeds	Fully	Fully	Fully	Save
Student 5	Exceeds	Exceeds	Fully	Exceeds	Exceeds	Save
Student 6	Minimally	Meets	Meets	Meets	Meets	Save

10. Logging out

Once you have finished using the system click on the Log out menu item to end your session and leave the system.

Log back in

Use this link to return to the Log in page.



11. Hints and Tips

Once you have selected a grade, a class and an assessment area you can go back and forth through the links in the menu without losing your selections. You can even change your selections and jump back to Step 4 if need be (for instance if you wanted to change to Numeracy and view those results).

Each September the system will increment the grades so the current Grade 2 will become Grade 3. Once all students have been entered you will only have to enter subsequent incoming grades and make minor changes to existing grades, if required. Outgoing grades are archived.