Iowa Alternate Assessment Webinar-#5 Transcript Adding and Removing Students from Teacher Rosters in the IAA Online System

Slide 1: Welcome to IAA process for this current school year. This webinar, the 5th in a series of 8, entitled, "Iowa Alternate Assessment Adding, Removing students from Teacher Rosters in the IAA Online System". The intended audience for this webcast includes teachers, administrators, and AEA personnel.

Slide 2: For specific direction on how to manually add or remove students in teachers Iowa Alternate Assessment Online System please view the Adding and Removing Students tutorial located on the Iowa Alternate Assessment Online System Homepage.

Slide 3: There are five general reasons why a teacher would need to add or remove their students from the Iowa Alternate Assessment Online system.

These include when a student:, Moves within the State, Moves out of State , Becomes Deceased during the school year, Moves to the Iowa Assessments, Moves to the Iowa Alternate Assessment.

Slide 4: Students who move within the state generally fit these categories: Students who move from: , Classrooms within a Building , Building within a District, District to another District.

Slide 5: For Students Who Move to a Different Class in the Same Building

Sending Teacher: Remove student from roster in the IAA online system and Ensures data is entered for the previous reporting period prior to the classroom change

Slide 6: The Receiving teacher: Updates the profile for the student. Teaches the student and gathers data for the next reporting period after the classroom change.

Slide 7: Both Teachers: Meet to exchange materials/data to continue rating performance throughout the remaining reporting periods. Ensure all reporting periods are covered.

Slide 8: Full Academic School Year

When a student transfers within the same building student will count for participation and proficiency at the building and district levels (FAY district and building).

Slide 9: When Students Who Move to a Different Building within the Same District

The Sending Teacher: Removes student from roster in the IAA online system. Ensures data is entered for the previous reporting period prior to the classroom change.

Slide 10: The Receiving teacher: Updates the profile for the student. Teaches the student and gathers data for the next reporting period after the classroom change.

Slide 11: District Administration works with each teacher to determine how to transfer IAA materials/data.

Slide 12: Full Academic School Year

When a student transfers to different building in the same district student will count for participation at the building and district level. Proficiency at the district level (FAY district only).

Slide 13: Students Who Move District to District

The Sending Teacher: Removes the student from roster in the IAA online system. There is no expectation to add any new data for the next reporting period accountability. As a professional courtesy, may want to forward on IAA materials/data.

Slide 14: The Receiving Teacher updates the student profile in the IAA on line system. If there is less than a month remaining before the next reporting period (moves in after Nov 1, Jan 1, or Mar 1), continue to teach and assess. There are no data expected for the reporting period that directly follows the transfer. We would expect to see data in the second reporting period following the move or the student is an exclusion for participation.

Slide 15: If a student moves on or after March 1st, the receiving district is not expected to enter rating scale data on March 30th. The January 30th rating scale data will count as the summative assessment score. The assessment for that student will count for participation for the district where the student attended on January 30th.

Slide 16: If a student moves twice during the school year and misses 2 of the 3 data reporting periods the Department will handle these situations on a case by case basis.

Slide 17: Full Academic Year

When a student transfers to another district before March 1st . Student will count for participation at the building and district levels, but not for proficiency. Not FAY district or building. When a student transfers to another district on or after March 1st the student counts for participation and proficiency at the sending the district and building,

Slide 18: Students who Move into the Iowa Alternate Assessment

Down Load Hard copies of Rating Scale Items from the DE IAA webpage and begin the Iowa Alternate Assessment Process. Wait until the new Web IEP is approved/ implemented before you add student from IAA Online Teacher Roster.

Slide 19: Teachers will need to wait until the new Web IEP is approved/implemented until you remove student from IAA Online Teacher Roster.

Slide 20: When glitches do occur, please do the following:

Contact the Tritek Group,

Explain the problem very specifically,

Be sure to include information about:

Operating system and web browser (include version)

Screen where problem occurred

Copy and paste the URL (address) of the screen where the problem occurred and any error message into your email. The URL is located in the browser address bar.

What you did

What happened

Tritek Group will get back to you within 48 hours!

Slide 19: Thank you for viewing the Iowa Alternate Assessment Adding, Removing students from Teacher Rosters in the IAA Online System webinar"

Slide 20: Please contact the Tritek Group Technical Support Team for assistance if you experience difficulties with the system. The Department appreciates all you do for your students. Thank you!