

Learning Instructions

1. **Getting Started:** The table of contents page serves as your guide to the course content and an indicator of lessons you have reviewed or completed. To start reviewing a page, click the **"Begin"** link next to the page. Once you have accessed a page's content, you can always revisit the content by clicking **"Revisit."**
2. **Navigating the Course:** Upon reading the first page of the course's units, you can access the next page of the content by clicking the **"Next"** button. If you need to re-read a unit's content, you can click the **"Previous"** button to return to the previous page. Or, you can return to the course syllabus to select the unit you wish to re-read. Repeat these steps until you have finished the course.
3. **Taking the Posttest:** At the end of the course, you will be given a posttest. Answer each question and click **"Submit, I'm Done."** You will immediately see your test results and each question's correct answer. To receive credit for a course, you must answer at least 7 of the 10 questions correctly. If you don't pass the first time, review the course content again and re-attempt the posttest. If you start the posttest, but cannot complete it during a session, click **"Save and Return Later"** at the bottom of the page.
4. **Completing the Application & Knowledge Activities:** Each course includes five extended response questions that allow for reflection and help you consider how you will apply this learning to your work. Your administrators can review responses to these questions and provide feedback as well. After you have entered your responses, click **"Submit, I'm Done."** Once you submit your answers, you will no longer be able to edit them. If you wish to save your work, but cannot complete it during a session, click **"Save & Return Later"** at the bottom of the page.
5. **Deciding to Withdraw from a Course:** If you select a course that you decide you do not want to take, click **"Withdraw"** under the **"Action"** column.
6. **Resuming a Course:** If you start taking a course, but do not complete it in your current session, you can continue the course when you return to the portal to access Learn. Simply click on **"Resume Course"** under the **"Action"** column when you return.
7. **Completing a Course:** Once you have completed a course and passed the posttest, the course will appear at the bottom of the screen under **"My Completed Courses."** Click **"Print Certificate"** under the **"Action"** column to receive a personalized document confirming that you have completed this course. If you wish to review the content of a completed course, click **"Review."**
8. **Accessing Your Transcript:** Click **"View Transcript"** link at the top right corner of the screen to review a list of courses you have completed, including the Course Completed Date, Course Name and Course Code.
9. **Ending Your Session:** Be sure to click **"Log Out"** at the bottom of the page when you are finished using the portal.

Learning Description & Objectives

Learning Description

In this course, you will learn how to log in to the EVAAS® system and navigate to various value-added reports. This course includes visual representations of copyrighted EVAAS® Web reporting software from SAS Institute Inc. for instructional purposes.

Learning Objectives

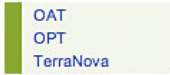
1. Learn how to log in to the system for the first time.
2. List the steps necessary to change user settings and passwords.
3. Locate and understand the various tools on the value-added system home page.
4. Identify available menu options for navigating through value-added reports.
5. Identify a basic strategy for examining value-added reports.

Pretest

Before you begin a course, you must take the pretest. The pretest will help you gauge your current knowledge of the course content and preview what you will learn. Upon completing the pretest, click **"Submit, I'm Done"** at the bottom. Then, you will see your test results and the correct answers for each question. Click **"Next"** to enter the course content. If you start the pretest, but cannot complete it during a session, click **"Save & Return Later"** at the bottom of the page.

Question 1

The following is an example of which type of menu within a School Value-Added Report?



Required

- a. Grades.
- b. Tests.
- c. Subjects.
- d. Projections.

Question 2

Which screen will you immediately be taken to after you log in to the system (not for the first time)? Required

- a. User Information screen.
- b. Help screen.
- c. Admin screen.
- d. Home page.

Question 3

Which of the following is NOT a menu option available on the home page? Required

- a. Contact Us.
- b. Tools.
- c. Search.
- d. Reports.

Question 4

If your name was John Doe, how could you type your login name? Required

- a. John.Doe
- b. Doe.John
- c. john.doe
- d. Both a and c.
- e. Any of the above.

Question 5

What password will you use the first time you log in to the system? Required

- a. A password of your choice.
- b. Your last name.
- c. A cryptic password delivered to you by email.
- d. None of the above.

Question 6

As a general rule, which type of value-added information should you analyze first? Required

- a. School-specific information.
- b. Student projections.
- c. Summary information.
- d. Grade-level information.

Question 7

Which of the following information is contained on the system's "Help" screen? Required

- a. Definitions of terms.
- b. Navigation and interpretation hints.
- c. Graphic displays.
- d. All of the above.
- e. None of the above.

Question 8

If you were viewing a 4th grade math school value-added report and wanted to look at the school value-added report for 4th grade reading, which menu would you use? Required

- a. Reports.
- b. Grades.
- c. Tests.
- d. Subjects.

Question 9

What kind of search does the "Search" feature allow you to perform? Required

- a. School Search.
- b. Student Search.
- c. Subject Search.
- d. Both a and b.
- e. All of the above.

Question 10

Which menu item on a value-added report allows you to see where a student is likely to score on a future test? Required

- a. Reports.
- b. Projections.
- c. Schools.
- d. Grades.

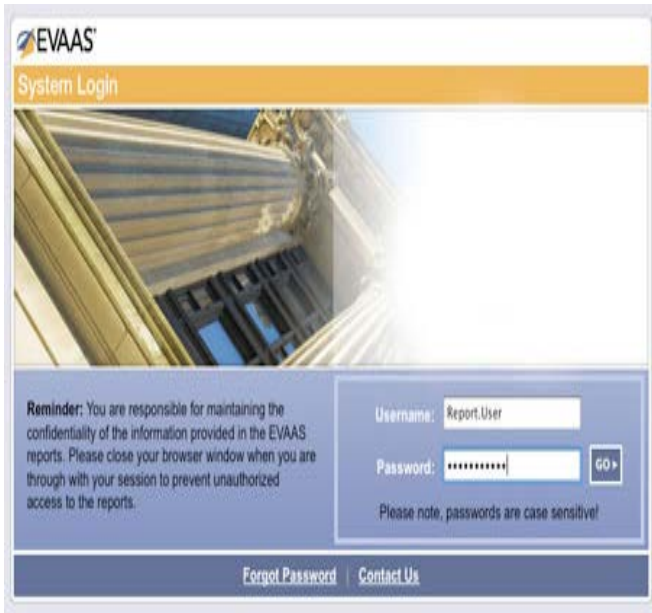
Unit 1: Accessing the System for the First Time

The purpose of this unit is to help you log in to the value-added system for the first time.

Step 1: Go to the Web portal that provides value-added information for your school district.

Step 2: Click on the live link that will take you to your value-added reports. This link takes you to the following “System Login” screen.

Step 3: To enter the system, type your login name, which is your first name, dot, your last name (Ex. Report.User). Your name can either be in capital or lower case letters—it makes no difference.



EVAAS
System Login

Reminder: You are responsible for maintaining the confidentiality of the information provided in the EVAAS reports. Please close your browser window when you are through with your session to prevent unauthorized access to the reports.

Username: Report.User

Password: [masked] **GO**

Please note, passwords are case sensitive!

[Forgot Password](#) | [Contact Us](#)

Step 4: Enter your password. The first time you log in to the site, you will type in the very cryptic password that was delivered to you by email. That password contains upper and lower case letters and numbers. This password must be typed in exactly as you received it, or you will not obtain access to your value-added reports.

Step 5: After you have typed in your login name and password, click the “Go” button.

Unit 2: Changing Your Password

When you log in to the system, you will be taken immediately to the home page that provides you access to your value-added reports.

But, the first time you log in to this site, you'll be taken to the "User Information" screen shown below where you will be asked whether or not you want to change your password.



User Information

Name (First,Last):	Mr. Report	User
Email Address:	support@battelleforkids.org	
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Change Password"/>		

Having trouble using the system? [Contact Us](#)

Unit 2: Changing Your Password

Unless you have an affinity for the cryptic password that was emailed to you, you should change your password to something that you can remember.

To change your password, follow these simple directions:

- Click the “Change Password” button. This button takes you to the window shown below.

A screenshot of a "Change Password" dialog box. The dialog has a title bar with the text "Change Password" and a close button (X) in the top right corner. The main area contains three text input fields: "Old Password:", "New Password:", and "Verify New Password:". Below the input fields are two buttons: "Submit" (a green button with a white arrow pointing right) and "Cancel" (a red button with a white arrow pointing left).

- Type in your original password exactly as it was provided to you. Then, type in your new password.
- Verify the new password by typing it in again. Then, click “Submit.”
- The next time you log in to the site, use the same login name, but use your new password.
- If you decide later that you want to change your password again, click on the “User Settings” menu on the top of the screen.

Unit 3: Understanding the Home Page

The purpose of this unit is to introduce you to the system home page—the first page you see when you log in to view your value-added reports.



To view and print the printable versions of the EVAAS reports, you'll need the free Adobe Acrobat reader.

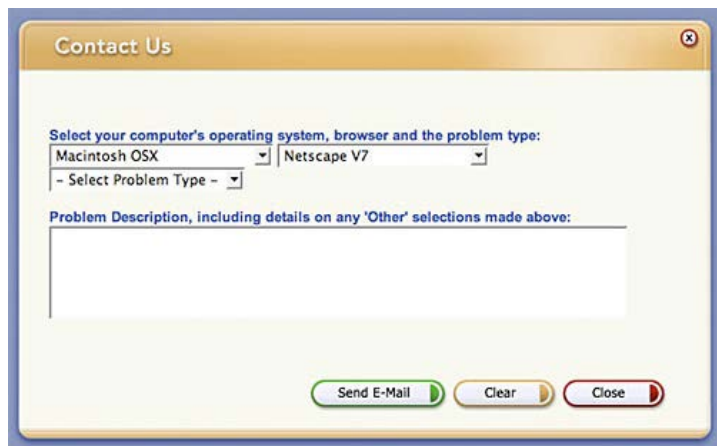


The home page menu offers several options including the following:

- **Home.** Clicking on the “Home” button from any page on this site will take you immediately back to this home page.
- **Search.** The “Search” feature allows you to do two kinds of searches: a School Search and a Student Search. We’ll talk more about these searches in subsequent courses.

Unit 3: Understanding the Home Page

- **Contact Us.** Selecting “Contact Us” will take you to the following screen that allows you to email the SAS Institute, the provider of this Web page. Use this feature to tell SAS about any technical problems you encounter as you use the site. To send a message to SAS, type your problem in the space provided, and click “Send email” to send it to SAS. Close this window by clicking the “Close” button at the bottom of the page.



The image shows a web browser window titled "Contact Us". The window has a yellow header bar with the title and a close button (X). Below the header, there is a section titled "Select your computer's operating system, browser and the problem type:". This section contains three dropdown menus: "Macintosh OSX", "Netscape V7", and "- Select Problem Type -". Below these dropdowns is a text area labeled "Problem Description, including details on any 'Other' selections made above:". At the bottom of the window, there are three buttons: "Send E-Mail" (green), "Clear" (yellow), and "Close" (red).

Unit 3: Understanding the Home Page

- **Help.** A “Help” screen is available for every page of reports that exists on this site. If you click “Help” from any page, you will find definitions of terms, graphic displays, navigation and interpretation hints, and other explanatory information pertinent to the report you are examining. If you choose “Help” from the home page, you will see a short description of all the reports on the site.
- **Admin.** Course OH113, *Providing Access to Value-Added Reports (For School Administrators)*, spends considerable time on the “Admin” option. If you will be assigning access to district users, you will need to take course OH113. The “Admin” hyperlink only appears on the home page of administrators who have the responsibility of assigning system access to others.
- **User Settings.** Some information contained in the “User Settings” option was addressed earlier in this course. To change your password or email address, go to the “User Settings” menu. Simply make your changes and submit your request. The next time you log in to the website, those settings will have been changed.

Unit 3: Understanding the Home Page

- **Logout.** You can log out of the site at any time. When you log out, you are transported back to the “System Login” page.
- **Reports.** The last option you’ll see on the home page is the following pull-down menu that lists all the reports available on this site. These reports include: School Search, Student Search, Custom Student Reports, Value-Added Summary, Diagnostic Summary, Performance Diagnostic Summary, School Value-Added, School Diagnostic, and School Performance Diagnostic. These reports will be discussed separately in subsequent courses.



Unit 4: Basic Navigation Skills

This unit will address the most fundamental of the value-added reports—the **school value-added report**—to take you through other menu options available on many of the value-added reports.

As you move through these menu items and begin to develop your basic navigation skills, this is a good time to mention a basic interpretation “rule of thumb.”

In most cases, as you examine your value-added reports, it is best to begin with the highest level of information, and then move in sequential steps through each set of more granular information. In other words, you should look at the more general information about your district first. Then, look at the more specific information on your school, grade level, and individual students.

Unit 4: Basic Navigation Skills

A typical analysis would start with a summary report that looks across multiple schools, move through the individual school value-added reports, and then through the diagnostic reports in sequence. This method allows you to see the big picture before moving on to the more specific data.

This basic navigation lesson will begin at the home page. If you choose "School Value Added" in the "Reports" drop-down menu, the following guide will appear that allows you to select a particular school in your district.

This illustration uses some sample data. If you click on the on the down arrow on the right side of this menu, you will see a list of schools from our sample district—Schools 0 through 4. Let's begin by looking at value-added information from School 0.

Select "School 0" and click "Okay." You should now see a School Value-Added Report for School 0 in District 0.

Battelle for Kids Home Search Contact Us Help Admin User Settings Logout

Back Print Reports Schools Tests Subjects

2005 Battelle for Kids School Report for School 0 in District 0 OAT Reading

Test	Grade	Year	N	Mean Student Score	Mean Score %tile	Mean Pred Score	Pred. Score %tile	School Effect	Effect Std Err	School vs Testing Pool Avg	Testing Pool
Reading	3	2004	31	415.1	44	415.1	44	0.0	3.01	NDD	TerraNova
		2005	23	408.2	41	408.9	43	<u>-0.5</u>	3.36	NDD	TerraNova
	4	2005	35	418.1	48	412.7	41	<u>4.3</u>	2.65	NDD	TerraNova
		2005	48	421.3	49	413.0	40	<u>7.0</u>	2.25	Above	TerraNova

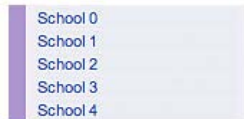
To view detailed reports, click on underlined numbers or words.

Unit 4: Basic Navigation Skills

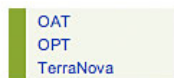
Let's review the different pull-down menus across the top of the page. You can use these pull-down menus to navigate to any of the other value-added reports.

Note: The pull-down menus may differ slightly on some reports. They also may differ for some users. Those differences will be discussed in the courses that deal specifically with those reports.

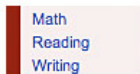
- **Reports.** This menu allows you to move quickly to any of the other types of reports that are available on the website.
- **Schools.** This menu allows you to move back and forth from School 0's value-added reports to value-added reports for other schools within the district. If you only have access to information from one school, this menu may not appear in your reports.



- **Tests.** This menu gives you access to other value-added reports for School 0. The report you just viewed provides value-added information only for the years in which the OAT reading test is administered. If you select "OPT" or "TerraNova" in this menu, you would see school value-added reports associated with the years in which those tests were administered.



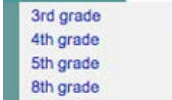
- **Subjects.** This menu allows you to access value-added results from other subject areas. In this case, OAT results are available for math, writing, and reading.



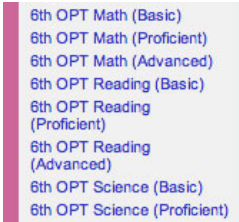
Unit 4: Basic Navigation Skills

You also may see a few other pull-down menus at the top of a report. These tabs will be explained in detail as you see them in subsequent courses. But, for now, the following is a quick explanation.

- **Grades.** This menu allows you to access value-added results from other grade levels. The following menu shows you that test results are available for 3rd, 4th, 5th, and 8th grades.



- **Projections.** In the individual student report, you will see the "Projections" menu. This menu allows you to view a projection of where a student is likely to score on a future test based on that student's past performance and the performance of other students with similar histories. Projections can be provided relative to the cut score of any of your state's proficiency categories. The "Projections" menu will be covered in more detail in course SR121, *Interpreting Individual Student Reports (Part 1)*.



Unit 4: Basic Navigation Skills

As you explore any value-added report, it's important to keep a couple of other issues in mind.

First, the "Help" screen is a great resource to find definitions and other explanatory material that will guide you as you navigate your way through the system.

Help

[Interpreting the SAS EVAAS Value-Added Report for Schools](#) | [SAS EVAAS Methodology](#)

Interpreting the SAS® EVAAS® Value-Added Report for Schools

Click on a column to read its description:

Test	Year	N	Mean Student Score	Mean Score %tile	Mean Pred Score	Pred. Score %tile	School Effect	Effect Std Err	School vs Testing Pool Avg	Testing Pool
Math	2004	156	542.67	57	530.70	47	11.67	4.0	Above	TerraNova

Use this report to evaluate the overall effectiveness of a school on student progress. The Value-Added Report for Schools compares each school to the average school in the participating districts. This comparison is made for each subject tested in the given year and indicates how a school influences student progress in those subjects.

Standard Error	School vs Pool Avg	Testing Pool
4.0	Above	TerraNova

School vs. Pool Average and Testing Pool

The **School vs. Pool Avg** column shows how much progress this school's students have made compared to students in other schools that administer similar tests in the grades where the Ohio Proficiency Test is not administered. You will see the name of the test administered in the **Testing Pool** column. Click on the test name to see what districts are included in the analyses of your school's data in any year. When comparing the current year to previous years, consider how changes in the testing pool may have affected the data.

- **Above** means that students in this school made significantly more progress in this subject than students in the average school in the testing pool.
- **Below** means that students in this school made significantly less progress in this subject than students in the average school in the testing pool.
- **NDD** means that the scores of students in this school were Not Detectably Different from the scores of students in the average school in the testing pool.

As you begin to navigate through your own value-added reports, you may want to spend some time here.

Unit 5: References

The information in this course is also available in the "How to Navigate & Interpret Value-Added Reports" presentation and in the Quick Start Guide contained in Module IV of Battelle for Kids' value-added toolkit.

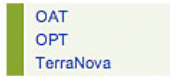
Posttest

The following posttest will help you gauge your understanding of the objectives and content addressed in this course. Please answer each question and click **"Submit, I'm Done."** If you start the posttest, but cannot complete it during a session, click **"Save & Return Later"** at the bottom of the page.

To receive credit for this course, you must answer at least 7 of the 10 questions correctly. Upon submitting your answers, you will immediately see your test results and each question's correct answer. If you don't pass the first time, review the course content and attempt the test again. These questions are randomly selected from a larger pool to increase comprehension when you take the test more than once.

Question 1

The following is an example of which type of menu within a School Value-Added Report?



Required

- a. Grades.
- b. Tests.
- c. Subjects.
- d. Projections.

Question 2

If you were viewing a 4th grade math school value-added report and wanted to look at the school value-added report for 4th grade reading, which menu would you use? Required

- a. Reports.
- b. Grades.
- c. Tests.
- d. Subjects.

Question 3

Which menu option should you choose to find explanatory information pertinent to the report you are examining? Required

- a. Home.
- b. Reports.
- c. User Settings.
- d. Help.

Question 4

If your name was John Doe, how could you type your login name? Required

- a. John.Doe
- b. Doe.John
- c. john.doe
- d. Both a and c.
- e. Any of the above.

Question 5

What kind of search does the "Search" feature allow you to perform? Required

- a. School Search.
- b. Student Search.
- c. Subject Search.
- d. Both a and b.
- e. All of the above.

Question 6

Which menu option would you choose to assign someone Web access to the value-added system? Required

- a. Home.
- b. Admin.
- c. User Settings.
- d. Help.

Question 7

Which menu item on a value-added report allows you to see where a student is likely to score on a future test? Required

- a. Reports.
- b. Projections.
- c. Schools.
- d. Grades.

Question 8

Which of the following is NOT a menu option available on the home page? Required

- a. Contact Us.
- b. Tools.
- c. Search.
- d. Reports.

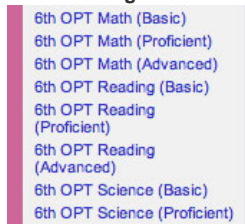
Question 9

If you are looking at a school's value-added report, what can you do if you click on the "Schools" menu? Required

- a. Move to other schools' value-added reports in your district.
- b. See all the tests your school has taken.
- c. Access value-added results from other subject areas.
- d. None of the above.

Question 10

The following is an example of which type of menu within an Individual Student Report?



Required

- a. Projections.
- b. Subjects.
- c. Grades.
- d. Tests.

Application & Knowledge

NOTE: Please read all directions carefully before proceeding to ensure that your responses are properly saved.

The following extended-response questions will allow you to reflect on course content and consider how you will apply this learning to your work.

Type your response into the space provided. Space for responding is unlimited. Please contact your administrator if you are unsure about how long your responses should be. If you want to save your work, but are not yet ready to submit your responses, click "**Save & Return Later.**"

Once ready to submit your final responses, click "**Submit, I'm Done.**" You will no longer be able to edit your answers.

Your administrators may choose to review responses to these questions and provide feedback as part of your learning experience.

Activity 1

Reflect on the following questions relative to this course's content.

Why might it be important to protect value-added information with passwords?

Why might it be important to log off the site when you are finished reviewing your value-added reports? Required

Activity 2

Respond to the following scenario and related question based on knowledge gained from this course.

Principal Thomas of Jones Elementary forgot how to log in to the value-added system. What advice would you provide him to obtain access? Required

Activity 3

What function does the home page offer in the value-added system? Required

Activity 4

Why is it important to explore value-added information in order—from the highest, most broad level of information down to the lowest, most specific information? Required

Activity 5

Outline your plans to receive more training and gather further resources or materials for applying and understanding value-added analysis. Required