

User's Guide for the Revised Alaska Developmental Profile Web Site

The link to the web site can be found at
<http://www.eed.state.ak.us/tls/assessment/developmental.html>.

Important points about using the Revised Alaska Developmental Profile (RADP) web site to record student ratings:

- Only a complete set of ratings for a student can be saved. The system will not allow an incomplete set of ratings to be saved.
- The site can be visited multiple times.
- However, ratings must be saved twice.
 - Using the green check mark to save ratings for an individual student temporarily caches the ratings on the web page. To save the ratings on the EED database, you must also select the “Save all student ratings” button at the top of the page.
 - **You should save twice each time you enter student ratings—once with the green check mark and then with the “Save all student ratings” button.**
 - **If you close the page or navigate away from the page before selecting the “Save all student ratings” button, you will not save the ratings you have made on that visit to the web site. You will not get a warning before you leave the web page that you have not saved your work on the EED database.**

Saving twice also prevents the session from timing out. Hitting the “Save all student ratings” button lets the server know that the page is actively being used. The session will time out if the server does not detect that the page is actively being used.

Teacher Login

Your User Id is the first letter of your first name and your last name. These will be the names that are recorded with Alaska Teacher Certification. You may check the records for Alaska teachers at <http://www.eed.state.ak.us/TeacherCertification/CertificationsSearch.cfm>.

Your password is your User Id and the last four digits of your social security number. For instance, if your User Id is JDoe, your password is JDoe9999. The password is case sensitive.

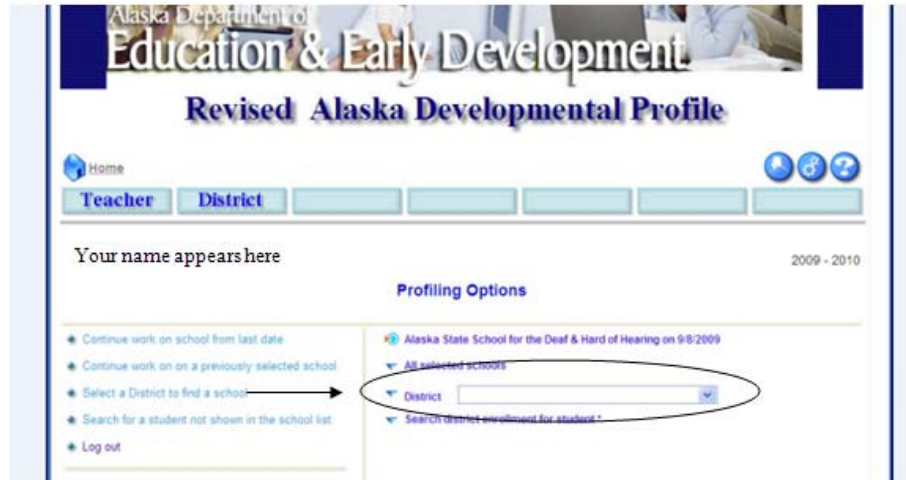
Select the Login button after you enter your User Id and password. Then select the Teacher button on the next page. After selecting the Teacher button, you will be at the Profiling Options page.



The screenshot shows the Alaska Department of Education & Early Development website. The main heading is "Revised Alaska Developmental Profile". Below the heading is a navigation bar with a "Home" link and several icons. The "Teacher" button is highlighted with a mouse cursor. Below the navigation bar, the page displays "North Slope" on the left and "2009 - 2010" on the right. The main content area is titled "Revised Alaska Developmental Profile" and contains a "User documentation" section. This section includes a login form with fields for "User ID" (containing "prof") and "Password" (containing "*****"), a "Login" button, and a "Permission: Teacher" label with a "Logout" link.

Selecting the School(s) You Teach In

You will choose “Select a District to find a school” option on the Profiling Options page.




After you select a school from the pull down list for the selected district, you will be directed to the school page to record student ratings for students enrolled in that school.

On subsequent visits, select the “Continue work on school from last date” button.

If you teach at more than one school, you can select a second school by using the “Select a District to find a school” again. On subsequent visits, selecting the “Continue work on a previously selected school” will show the list of schools you have chosen on previous visits.

Recording Student Ratings

There will be a list of profiling-age students enrolled at the school you have chosen. (If your student is not on the school list, you can do a district-wide search for the student. You can also search outside the birth range selected for the automatically generated list (student was born on or after September 1, 2001). The search feature is covered later in the User's Guide.) Select the  icon for the student you want to record ratings for.



The screenshot shows the Profiler application interface. At the top, there is a warning message: "Important! You must save your work using the Save all student ratings button before you navigate away from this page, refresh your browser, or log out." Below this is a "Save all student ratings" button. A filter status indicates "Filtered to 5 students of profiling age (uncheck to retrieve all) - min DOB: 09-01-2001". A table lists 5 students with columns for AK ID, Name, Gender, and DOB. Below the table is a form for "Attended Preschool" with radio buttons for "No" and "Yes". The main section is titled "Physical Well-Being, Health, and Motor Development" and contains two goal sections. Each goal section has a list of criteria and a "Rating" dropdown menu with options: "Does Not Demonstrate", "Progressing", and "Consistently Demonstrates". A green checkmark icon is visible at the bottom right of the ratings section.

AK ID	Name	Gender	DOB
1		F	11/30/2001
2		F	12/09/2001
3		M	05/13/2002
4		F	06/23/2003
5		F	01/05/2002

AK ID	Name	Gender	DOB	Grade	Attended Preschool
				<input type="radio"/> KG <input type="radio"/> 1st	<input type="radio"/> No <input type="radio"/> Yes

Physical Well-Being, Health, and Motor Development

1. Demonstrates strength and coordination of Large Motor Muscles


- Runs with an even gait and with few falls
- Maintains balance while bending, twisting or stretching
- Moves body into position to catch a ball, then throws the ball in the right direction
- Kicks large ball to a given point with some accuracy
- Able to alternate weight and feet while skipping or using stairs

Rating: Does Not Demonstrate, Progressing, Consistently Demonstrates

2. Demonstrates strength and coordination of Small Motor Muscles

- Cuts, draws, glues with materials provided
- Copies several letters or shapes
- Able to manipulate clothing fasteners (e.g., buttons, snaps, Velcro, zippers)
- Puts together and pulls apart manipulatives (e.g., blocks, beads, cubes) appropriately

Rating: Does Not Demonstrate, Progressing, Consistently Demonstrates


Select the appropriate grade for the student and a No or Yes for whether the student attended preschool. (First grade students are only profiled if they did not attend a public kindergarten.) Proceed down the page to select the correct rating for each goal. After you have entered all ratings for the student, select the green check mark . The ratings for that student will appear at the "cache" at the top of the page. (As stated earlier, saving ratings with the green check mark temporarily saves ratings on the web page. To save ratings on the EED database, you must also select the "Save all student ratings" at the top of the web page.)

PLEASE NOTE: You will probably want to save twice after entering each set of ratings for a student so that no work will be lost.

HELPFUL HINT: The Settings button at the top right hand of the page has a default setting of "Move page line automatically to desired action." Each time you select a student you will be taken to the start of the ratings section. If you don't like this, you can deselect that option.

Continue selecting students from the list and repeating the process for each student. After selecting the “Save all student ratings” button, you can log out of the page and return to the page multiple times to record ratings for your students.

Making Changes to Student Ratings

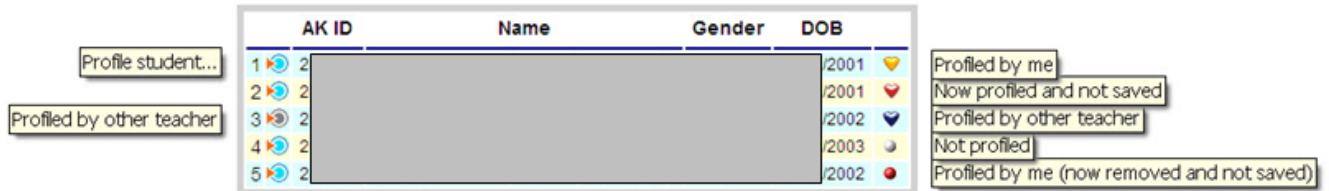
If you want to change ratings for a student, select the pencil icon  next to the student name in the ratings cache at the top of the page. After selecting the pencil icon, you can change ratings for that student.

You can use the x icon  to delete a student record if you need to.

Selecting Students

The list of students will show the last name, middle name, and first name, gender, and date of birth. Please select students carefully. Once a teacher has profiled a student, another teacher cannot profile that student.

Rolling the cursor over the list of students enrolled in a school will cause the following text boxes to appear:



On the left, “Profile student” means that student is available for profiling. “Profiled by other teacher” means another teacher has profiled that student. The teacher’s name will appear in the box. If that teacher has selected the student in error, you can contact that teacher and ask him or her to delete the student from his or her list of profiled students.

On the right, “Profiled by me” means that you have profiled that student and saved the ratings to the EED database. “Now profiled and not saved” means the student ratings have been temporarily cached. “Profiled by me (now removed and not saved)” means you deleted the student ratings for that student.

Search Function

If one of your students is not shown in the school list, you can do a district-wide search for the student. On the Profiling Options page, select the “Search district enrollment” option for that student. The default setting is for students born on or after September 1, 2001, (students who were 8 or younger at the beginning of September).



Once a student is located, click the icon to record ratings for that student.

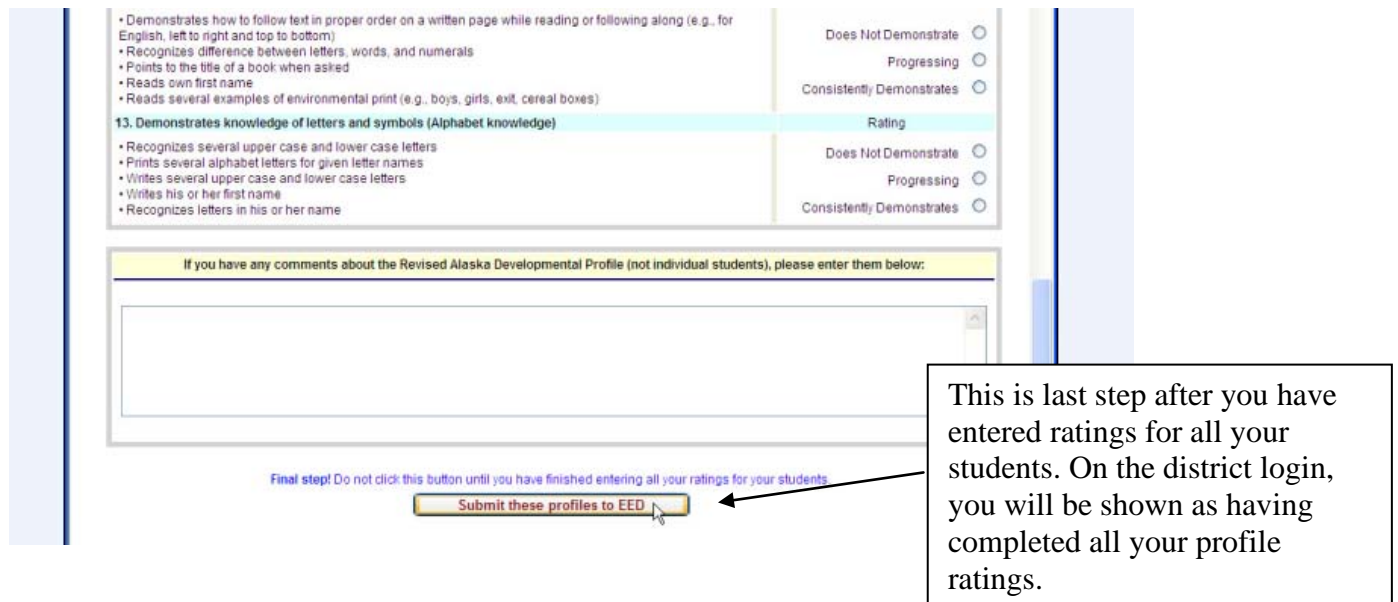
If you cannot find a student, contact the person in the district responsible for entering students into the Alaska Student ID System (ASIS). Students must be entered in ASIS to appear in the district list of enrolled students.

If a student has transferred schools since the start of the school year, he or she will still be shown as being enrolled in the original school. The original school a student enrolled in cannot be changed.

Final Step

Once you have entered all the ratings for your students, select the “Submit all these profiles to EED” button at the bottom of the page. This will allow district staff to monitor which teachers have completed profiles for their students. Districts are responsible for telling EED when all teachers have submitted their profiles.

The “Submit all these profiles to EED” button must be submitted for each school for which you have profiled students.



The screenshot displays a web interface for entering student ratings. It features a table with columns for student information and a 'Rating' column. The 'Rating' column has three radio button options: 'Does Not Demonstrate', 'Progressing', and 'Consistently Demonstrates'. Below the table is a text area for comments with the prompt: 'If you have any comments about the Revised Alaska Developmental Profile (not individual students), please enter them below:'. At the bottom, there is a blue text warning: 'Final step! Do not click this button until you have finished entering all your ratings for your students.' and a yellow button labeled 'Submit these profiles to EED'. A callout box with a black border and white background points to the button, containing the text: 'This is last step after you have entered ratings for all your students. On the district login, you will be shown as having completed all your profile ratings.'

If you wish to make any comments about the RADP and not individual students, you can enter comments in the comment box. The comments must be made at the same time you are saving a set of ratings for a student; otherwise the comments will not be saved.