# Alaska Developmental Profile (ADP) Website User's Guide

#### Logging in

- **1.** To login, go to <u>Teacher Login Page</u>
  - a. Follow the posted login directions
  - b. Your login name is your first initial and full last name in lower case letters.
     For instance, "John Doe" would be jdoe
  - c. **An Alaska teaching certificate is required to log in.** Type in your first initial and last name exactly as it appears on your teaching certificate. This includes any hyphens, dots, spaces or other punctuation.
    - *i.* To confirm your teaching certificate information, please go to <u>Teacher Certification Status Page</u>.
      - Your password is your ATI. This number is located on the back of your teaching certificate or <u>Link to look up ATI</u>
- 2. Once logged in, you will choose your school district and school

#### **Picking Students**

On the school page, there are TWO tables. The one at the top starts empty. Scroll down to see table with the list of **Available Students**.

	(54	Available St croll up to see list of	udent List		
The list of ava Student ID Sy not show up i September 2,	lable students was gen vstem (ASIS). If student n the DP web site. The I 2003. Use the manual li	erated from the inf is have changed so st of available stud pokup to search fo	ormation district staff hools after being ente lents shows all studen r students who do no	entered in to red into ASIS, its who turned t show up in t	the Alaska , this change will d 5 on or after he school list.
Available Stu	dents				
AK ID	Last Name 🔺	Middle	First Name	M/F	DOB
27 28 27 28 26 24					04 04 04 05 004 04

- a. Starting in 2019, District Test Coordinators (DTC) are responsible for uploading ADP student lists. If no students are available, please contact your DTC.
- b. Double click on the name of your student in the **Available Student** List. This will move the student's name to **Selected Students** List at the top.

Log Out ifoy		D	evelopmen	tal Profile							
Change School Pick Students Profile Students Student Summary	Double click to move student from Available list to Selected list. This will make the student unavailable to any other teacher to profile. (Please note: Some browsers will require the page to be <u>refreshed</u> to show movement from Available student list to Selected student list.) To remove a student from the Selected list, double click on the student name.										
	After selecting your students, click the 'Profile Students' button directly below your Assigned Students to continue.										
		Selected Distric Selected School	t: Juneau Boro d: <u>Gastineau E</u>	ugh Schools Jementary <u>Change</u>	School						
	Gastineau Elementary Selected Students (Scroll down to see list of available students)										
	Selected Stu	-									
	AK ID	Last Name 🔺	Middle	First Name	M/F	DOB					
	0 27 23 24 17 24 78					03 03 03 03 03 04 04 003					
1		14 4	1/1 2 20	53 M 7 Row(s)							

#### **Profiling Students**

- 4. Select Profile Students
  - a. If you accidentally click on a student that is NOT in your class, double click their name to take them off a list.
- 5. To record ratings on a specific student, click **once** on the student name.

og Out Ifoy	Update Record									
Change School Pick Students	AK ID Last Name Niddle First Name Gender DOB Grade							Attended Preschool		
Profile Students Student Summary	0_1025	mouse		mickey	м	9/2/2002	@ 01 O	KG	O Yes @ No	
	Physical Well-Being, Health, and Motor Developme L 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 • Ricks large ball to a given point with some accuracy • Able to alternate weight and feet while skipping or using stairs					evelopment	0:00	Rating Does Not Demonstrate Insgressing Consistently Demonstrates		
	2. Demonstrates strength and coordination of Small Motor Pluscles						Rating			
	Cool, craws, gues with materials provides     Copies several letters or shapes     Able to manipulate clothing fasteners (e.g., buttons, shaps, Velcro, ziopers)     Puts together and pulls anert manipulatives (e.g., blocks, beads, cubes) appropriately					O Progressing				
						Consistently Demonstrates				

**6.** After entering the grade, preschool attendance, and all ratings, select Save Record at the bottom.

11. Demonstrates phonological awareness	Rating
<ul> <li>Participates in and/or creates songs, rhymes, and games that play with sounds of language (e.g., claps out sounds or rhythms of language)</li> </ul>	O Does Not Demonstrate
+ Identifies initial sound of words, with assistance (e.g., book begins with the /b/ sound)	O Progressing
· Finds objects in a picture with the same beginning sound, with assistance	Consistently Demonstrates
Differentiates between similar-sounding words in pronunciation and listening skills (e.g., three and tree)	C
12. Demonstrates awareness of print concepts	Rating
<ul> <li>Demonstrates how to follow text in proper order on a written page while reading or following along (e.g., for English, left to right and top to bottom)</li> </ul>	O Does Not Demonstrate
Recognizes difference between letters, words, and numerals	O Propressing
Points to the title of a book when asked	A
Reads own first name	Consistently Demonstrate
Reads several examples of environmental print (e.g., boys, girls, exit, cereal boxes)	
13. Demonstrates knowledge of letters and symbols (Alphabet knowledge)	Rating
Recognizes several upper case and lower case letters	O Does Not Demonstrate
Writes several upper case and lower case letters	O Progressing
Writes his or her first name	Consistently Demonstrates

7. The Student Summary page shows which students have been profiled.

in a state		42.00 M (1997)					-
Log Out Ifoy		Develop	mental Pro	file Available	e Student	S	
Change School Pick Students	Click Student to Update/Review Profile						
Student Summary	Selected District: Juneau Borough Schools Selected School: Gastineau Elementary						
		Gast	ineau Elemen	ary Profilable St	udents		
	Available St	udents					*
	AK ID	Last Name 🔺	Middle	First Name	M/F	DOB DO	ONE
	0_1025 mo	use .	mic	key	M 9/2/	2002 Yes	s) (4
	27					Yes	
	22					No	
	25					No	
	1					No	
	24					Ye	
	73					Yes	s -

## Manually Adding

a. If a student is not on the available list, you can do a search on the Pick Students page.

Manual Lookup/Add Unlisted Student			
Perform manual lookup of student/cre	iate new s	tudent if no r	match found. (* required)
First Name:	Donald		•
Middle Initial:			
Last name:	Duck		
Date of Birth:	8/1/2005		
Gender:	Male: 💿	Female: O	
		Search	h
Availabl (Scroll up to see	e Stud	lent List	t ats)
The list of available students was generated from Student ID System (ASIS). If students have chan	the inform ged scho	nation distri ols after bei	ict staff entered in to the Alaska ng entered into ASIS, this change will

 b. If the search does not find a student, you can add the student to the list of selected students. Please note: You will need to know the correct first name, last name, birthdate, and AKSID to manually add the student.

No student record fou choosing "Create Stud	nd. Add student to class list by ent Record" button.
Fields	
First Name: Middle Name: Last Name: Suffix: AKSID: Date of Birth: Gender: Memo: Create Stud	e: Male: Female: Male: Female: Aent Record

### Contacts

For questions or help, please email

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