



User Guide – Pilot 2015

For teachers and administrators

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Change Log

Version	Author	Published	Notes
1.0	Elaine Carriere	August 14, 2015	Initial version

Welcome

The Student Learning Assessment (SLA) Application is an online tool that provides access to the Teacher Dashboard, which enables you to register students for the SLA, choose which assessment to administer, monitor student progress, and view associated individual student and class reports after the administration ends. The SLA Homepage also provides access to the student portal, practice questions and released questions from prior administrations.

Get started. Set up your Alberta Education Account and request access to the SLA Teacher Dashboard. If you administered the Grade 3 SLA (SLA3) during the 2014 Pilot then you can skip this step. Go to the [SLA User Guide to the Extranet](http://www.education.gov.ab.ca/departement/ipr/slas/resources-teachers-admins/) (<http://www.education.gov.ab.ca/departement/ipr/slas/resources-teachers-admins/>).

Access the application.

1. Go to the [SLA Homepage](https://public.education.alberta.ca/assessment) (<https://public.education.alberta.ca/assessment>).
2. Click on the  button in the top right hand corner of the SLA Homepage.
3. Use your Alberta Education Account email and password to sign in.
4. If you have not been granted permission to the SLA Teacher Dashboard, choose the option to set up your Extranet Profile.
5. Complete all the required steps to request access to the SLA Teacher Dashboard.

Note: The principal at your school is the approving officer for that request. He or she will have to approve any pending requests for access to the SLA Teacher Dashboard through their Alberta Education Account.

Once your request has been approved, you will receive an email notification to the email address you associated with your Alberta Education Account. You now have access to the SLA Teacher Dashboard.

Refer back to step 1 to sign in to the SLA Teacher Dashboard.

SLA Homepage at a Glance

SLA Student Learning Assessment Home

Teacher Access English ▾

Assessments

SLA Grade 3
Fall 2015

Not Available

Practice Questions

Released Questions

Released SLA questions contain approximately 50% of the total number of test questions from previously administered SLA. The purpose of released questions is to familiarize teachers and students with examples of content, questions types and digital interactivity on the SLA.

Grade 3 ▾

2014

Literacy	Littérature Immersion	Littérature Francophone	Numeracy	Numératie
Digital Assessment 24 Questions	Digital Assessment 20 Questions	Digital Assessment 20 Questions	Digital Assessment 20 Questions	Digital Assessment 20 Questions
Performance Task	Performance Task	Performance Task	Performance Task	Performance Task
Supporting Documents - The Empty Space	Supporting Documents - L'ours Polaire (Immersion)	Supporting Documents - L'ours Polaire (Francophone)	Supporting Documents - Pet Store	Supporting Documents - L'animalerie

1. **Teacher Access** – Access the SLA Teacher Dashboard
2. **Language Selection** – Switch the application language between English and French.
3. **SLA Student Access** – Student sign in for the SLA Student Portal.
4. **Practice Questions** – Students can access practice questions before taking the SLA.
5. **Released Questions** – A selection of released questions from the 2014 SLA3 Pilot.

SLA Teacher Dashboard at a Glance

The screenshot shows the SLA Teacher Dashboard interface. At the top, there is a blue header with the text 'Student Learning Assessment' and a language dropdown set to 'English'. A user profile 'Davis' is visible in the top right. Below the header, there is a dropdown menu for the assessment term, currently set to 'SLA3 Pilot Fall 2014', and a 'Feedback' button. On the left side, there is a navigation menu with options: Home, Students, Class Lists, Assessment Preview, and Help and FAQs. The main content area displays a 'Home' message and a 'Register for an assessment by creating a Class List' button. The footer contains the copyright notice: 'Copyright © 2013 - 2015 Government of Alberta'. Numbered callouts (6-10) are placed over the navigation menu, assessment term dropdown, language dropdown, feedback button, and account settings area respectively.

6. **Navigation menu** – Access other pages in the SLA Teacher Dashboard. See Menu Navigation for more details.
7. **Assessment term selection** – Change the assessment term.
8. **Language selection** – Switch the application language between English and French.
9. **Feedback** – Send feedback to Alberta Education about the SLA Teacher Dashboard. Please provide as much detail as possible regarding the specific item you are leaving feedback for. If you would like to provide Alberta Education with the ability to contact you as a follow up or for more clarification, please check off the box.
For immediate support please call the Client Services Help Desk:
Telephone: 780-427-5318
Toll-free within Alberta: 310-0000
Press option #9 for SLA support (Sept – Nov 2015)
Email: cshelpdesk@gov.ab.ca
Office hours: Monday through Friday 8:15 A.M. to 4:30 P.M.
The office is open during the lunch hour.
10. **Account Settings** – View your Alberta Education account details, sign out, sign in as another user, and more.

Menu Navigation

 Home
 Students
 Class Lists 
 Assessment Preview
 Help and FAQs
 Reports 

Home: Home page of the application

Students: View all students registered at your school

Class Lists: Access the Class Lists you created from this

Assessment Preview: Teacher preview to the assessment

Help and FAQs: View instructional videos for additional help

Reports: View your class and individual student reports. Reports will be available by November 16, 2015. This menu item may not be available until that time.

SLA Administration Overview

Administration Period for the 2015 Pilot

Digital Assessment: September 14 to October 9, 2015

Performance Task: September 14 to November 1, 2015

Individual Student and Class Reports will be available by November 16, 2015

Administration at a Glance

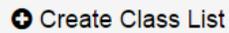
There are three steps required to administer the SLA3 to your students.

1. **Create a class list.** This list will contain all the students you will be administering the assessment to. Go to [Creating a Class List](#).
2. **Choose an assessment:** Choose which assessments you'll be administering to the students in your class list. Go to [Choosing assessments](#).
3. **Choosing assessments.**
4. **Start the assessment:** When the Pilot administration period begins on September 14, 2015, you will be able to start the assessment for your students. Throughout the administration you can monitor the progress of your students from within the SLA Teacher Dashboard. Go to [Administering "Part 1: Digital Assessment"](#).

Creating a Class List

The first step in preparing to administer the SLA is to create a class list. This list should include all the students to whom you will be administering the assessment. You may create as many class lists as you wish.

1. Click “+ Create Class List” on the homepage, or from under the “Class Lists” menu dropdown.

 + Create Class List

2. Enter your “Class Name”.

Class Lists

Create a class list to register students

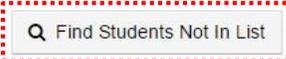
 New

Class Name

3. Add students from the “Available Students” list by clicking  for each student. The SLA

Teacher Dashboard has provided you with a predefined list of all students currently enrolled in your school.

Available Students



Last Name	First Name	ASN	Grade	
<input type="text"/>	<input type="text"/>	<input type="text"/>	03	
Allen	Ahmed	302-952-451	03	
Almed	Ugbad	302-755-144	03	
Almed	Elizabeth	302-918-036	03	
Anderson	Cashin	302-949-454	03	
Armstrong	Dayla	302-918-644	03	
Ash	Alize	302-959-495	03	
Avon	Audam	302-918-651	03	
Beyn	Fatima	304-585-529	03	
Bonay Bonay	Angel Sophia	304-755-716	03	
Burke	Dominik	302-918-680	03	

« 1 2 3 4 5 6 » 10 25 50 100

Note: If you can't find a student in the “Available Students” list, then click “Find Students Not In List” and search for them using their ASN. This will be necessary if you are trying to add students who are not yet assigned to your school code.

Helpful Tip: You can filter students to Grade 3 using the dropdown selection in the “Grade” column. You can also use the other search boxes for Last Name, First Name, or ASN to find students.

Students that you added from the “**Available Students**” list will be moved to “**Added Students**” list on the right side of the screen.

Added Students

i Students will need their 9-digit ASN (000-000-000) to login.

Last Name	First Name	ASN	Grade	
Aden	Ahmed	303-952-4511	03	
Ahmed	Ugbad	303-755-1448	03	
Ahmed	Elizabeth	302-918-6395	03	

Total Students: 3

4. Click on the button to remove students from the “**Added Students**” list, if necessary.
5. Click “**Save**” once you’ve added all your students to your class list.

Note: Following successful completion of the SLA Administration, a report will be provided to you for each student in the class list(s) you created. Additionally, a class report will be provided for each class list(s) you created.

Your Class List

Your “**Class List**” page is the control center for administering the SLA. In this example, the class list is named “**Mr. Smith 2B**”. From this page you can edit or delete your class list, choose which assessments to administer, and change the statuses of the students in this class list.

Mr. Smith 2B

Edit Delete

Students

Students will need their 9-digit ASN (000-000-000) to login.

	Last Name	First Name	Grade	ASN	Status
+	Aden	Ahmed	03	000-000-000	
+	Ahmed	Ugbad	03	000-000-000	
+	Alhass	Elizabeth	03	000-000-000	
+	Anderson	Cashin	03	000-000-000	
+	Armstrong	Dayla	03	000-000-000	

« 1 2 » 5 10 25 50 100

SLA: Grade 3

+ Choose assessments

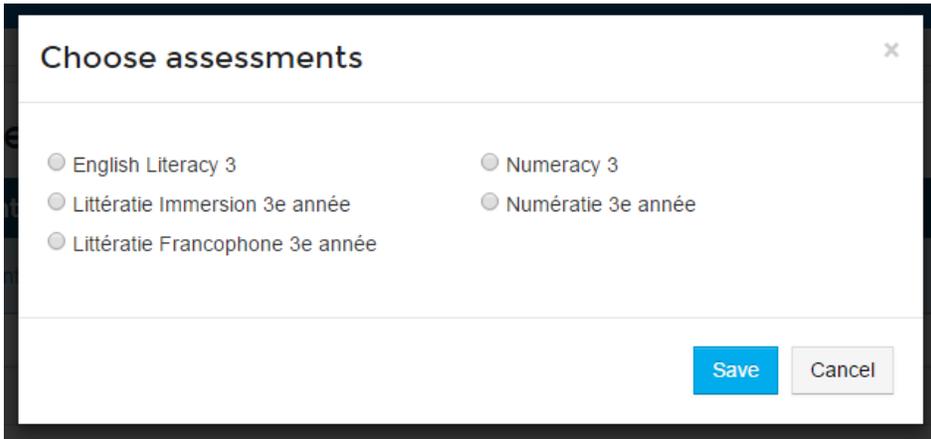
Choosing assessments

1. Click the “+ **Choose assessments**” box.

SLA: Grade 3

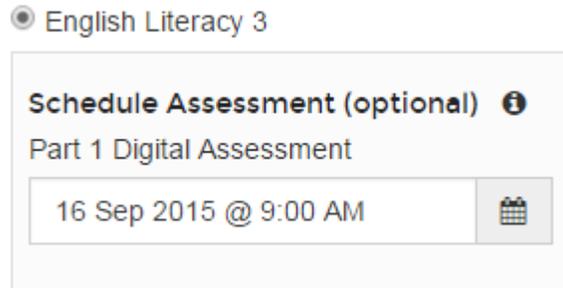
+ Choose assessments

2. Choose the assessments you will administer from the pop up window.



3. Schedule a date and time you will administer each assessment (optional)

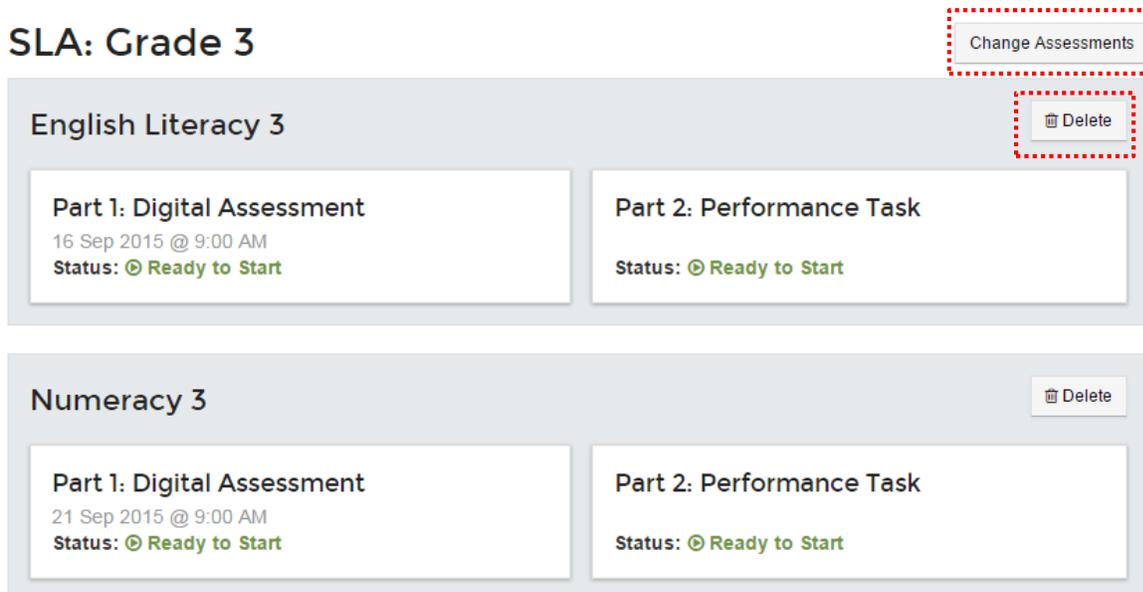
Note: This is an optional step. This information will assist with ensuring an optimal experience. *Estimated dates and times are sufficient. Information provided here will NOT prevent you from administering on a different day and time.*



4. Click "Save"

You should now see the selected assessments in your class list. To change which assessments you will administer, delete them or click "Change Assessments".

SLA: Grade 3



Assessment	Part 1: Digital Assessment	Part 2: Performance Task
English Literacy 3	16 Sep 2015 @ 9:00 AM Status: ● Ready to Start	Status: ● Ready to Start
Numeracy 3	21 Sep 2015 @ 9:00 AM Status: ● Ready to Start	Status: ● Ready to Start

Student Statuses

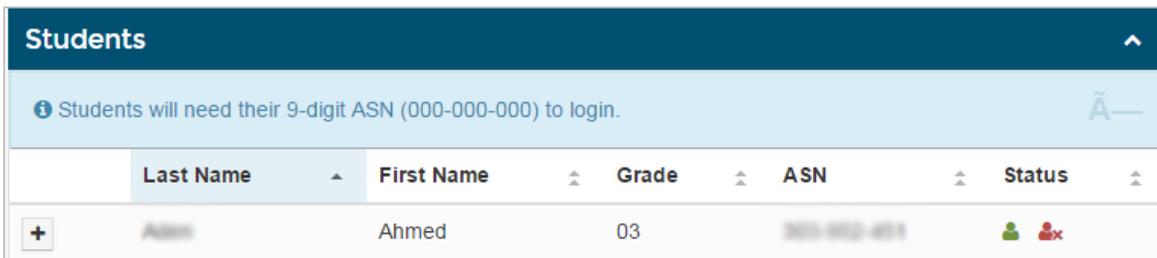
By default, all students in a class list that have an associated assessment are given a status of “Scheduled”. During the administration period, you may have students that have transferred schools, are sick, or are unable to participate in the SLA. You can indicate individual student status in the SLA Teacher Dashboard if they are unable to complete all or part of the SLA. Students that are marked as Absent, Excused or Transferred will not be able to sign into the SLA.

 Scheduled	Student is scheduled for this assessment
 Absent	Student is unavailable to participate in the SLA.
 Excused	Student is not capable of responding to the assessment or participation would be harmful to the student.
 Transferred	Student transferred to another school.

For more information on student statuses, refer to the [General Information Bulletin](http://www.education.gov.ab.ca/departments/ipr/slas/resources-teachers-admins/) (<http://www.education.gov.ab.ca/departments/ipr/slas/resources-teachers-admins/>).

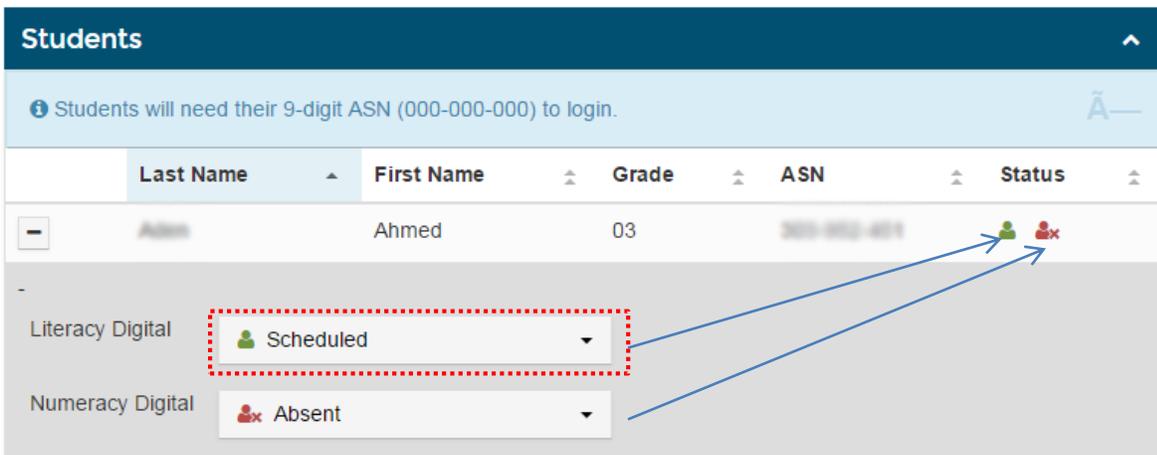
How to Change Student Statuses

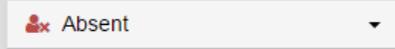
1. Click on the  to expand the table row.



	Last Name	First Name	Grade	ASN	Status
	Ahmed	Ahmed	03	200-992-451	 

2. Use the dropdown menu to change the status for the appropriate assessment(s).
Note: The Performance Tasks do not require a student status.



	Last Name	First Name	Grade	ASN	Status
	Ahmed	Ahmed	03	200-992-451	 
-	Literacy Digital				
-	Numeracy Digital				

Administering “Part 1: Digital Assessment”

As the Pilot administration period begins on September 14, 2015, you can begin the assessment for your class list. The “**Part 1: Digital Assessment**” must be completed by October 9, 2015.

Digital Assessment Statuses

The status of each assessment will change depending on the administration period and your class list’s progression. See the full list of status definitions below.

Part 1: Digital Assessment
 17 Sep 2015 @ 11:00 AM
 Status: 🟢 Ready to Start

Administration Period Not Open	The assessment is not yet available for administration. The administration period has not begun.
Ready to Start	The assessment is available for the teacher to administer.
In Progress	The assessment has been started by the teacher for the registered class list.
Paused	The assessment has been paused for the registered class list. Students cannot sign in to the assessment while Paused.
Complete	All students in the registered class list have finished all the sections of the assessment, or have been marked as “Absent”, “Excused” or “Transferred” by the teacher.
Administration Period Closed	The assessment is no longer available for administration. The administration period has ended.

Starting Part 1: Digital Assessment

1. Click on the “**Part 1: Digital Assessment**” for Literacy or Numeracy.

SLA: Grade 3 Change Assessments

English Literacy 3 Delete

Part 1: Digital Assessment
 16 Sep 2015 @ 9:00 AM
 Status: 🟢 Ready to Start

Part 2: Performance Task
 Status: 🟢 Ready to Start

English Literacy 3
Part 1: Digital Assessment
 Status: ● Ready to Start

[▶ Start Assessment](#)

Administration Period
 Begins: 06 Aug 2015
 Ends: 31 Oct 2015

Scheduled Date
 15 Sep 2015 @ 9:00 AM

Students taking this assessment (10)

Not Started
 In Progress
 Complete
 Requires Attention
 Locked

Status	Student	How Plants Grow	Hockey Homework	Red-tailed Hawk	The Riddle Game	Questions Answered
	Aden, Ahmed Abdrhman (352-952-451)		🔒	🔒	🔒	0/45
	Ahmed, Lighted Akshar (352-755-144)	Absent				0/45
	Affenz, Elizabeth Ester (352-919-636)		🔒	🔒	🔒	0/45

2. If the status is “Ready to Start”, then click [▶ Start Assessment](#) to start the assessment.

Note: Students won’t be able to sign in until you start the assessment. See Student Access to the Digital Assessment for information on how students sign in.

Monitoring Student Progress

While the students are taking the digital assessment, you can monitor their progress through the SLA Teacher Dashboard.

Not Started
 In Progress
 Complete
 Requires Attention
 Locked

Status	Student	How Plants Grow	Hockey Homework	Red-tailed Hawk	The Riddle Game
	Bradley, Matthew (352-952-454)		🔒	🔒	🔒

Student Progress Status

Students are given access to one section of questions at a time. After they complete the first section, the next section will be unlocked and the previous section will be locked. To see the detailed progress for a student, click on the assessment section in line with their name.

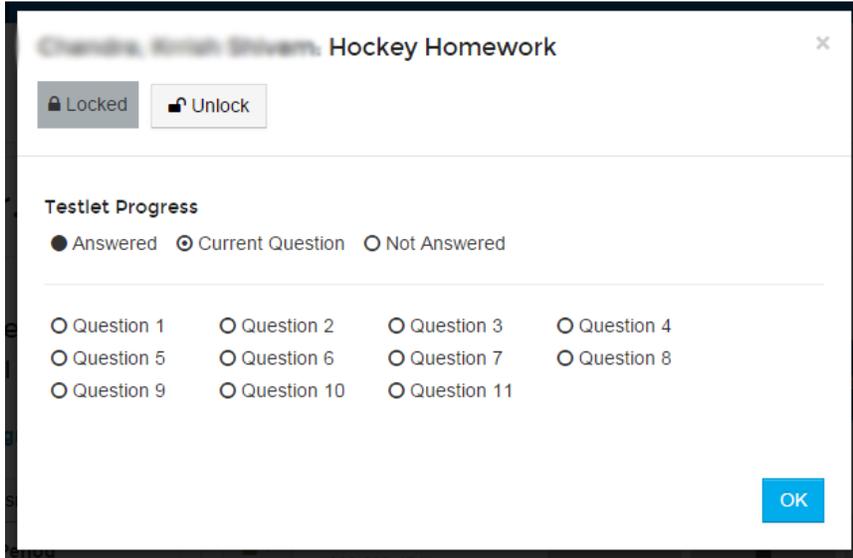
Not Started	Assessment section has not been started by the student.
In Progress	The student is currently working on this section.
Complete	The student has submitted all their responses for this section.
Requires Attention	During the sign in process an issue was identified with the student’s computer. See Student Technical Issues for more information.
Locked	Assessment section is locked for the student.

New for 2015, the “Submit” button for students and teachers has been removed as student work is automatically saved as they progress through the digital questions.

Unlock a Section

Sections will lock after the student proceeds to the next section. You can unlock a section if the student needs to review their work.

1. Click on the section you want to unlock for that student.
2. Click the  **Unlock** button in the pop up window.



Student Access to the Digital Assessment

Students can sign in to the SLA Student Portal by going to <https://public.education.alberta.ca/assessment>. From this page, they can do practice questions or begin the digital assessment comprised of digital interactive questions. See SLA Homepage at a Glance for more information.

Students will:

1. Click on **"Start Assessment"** for the **"SLA Grade 3"** assessment.
2. Enter their 9-digit ASN number. (ASNs can be found in your class list for each student.)
Note: If you haven't started the assessment in the application, then students won't be able to continue past this step.
3. Confirm their identity associated to the ASN.
4. Test the audio and video on the computer. Students will play the video animation and confirm they can hear and see the video. If the student does not confirm they can see and/or hear the video, you will be alerted on the teacher dashboard.
Note: Students should not proceed until the audio and video issues have been resolved. If the student does proceed, it could impact their ability to complete the assessment.
5. Choose the first available assessment.
6. Finish all assessments before the administration period closes.

Student Technical Issues

Alberta Education has outlined technical requirements to ensure an optimal assessment experience. If a student's computer does not meet one or more of these technical requirements, a warning message will be presented to the student and the teacher. For a full outline of the technical requirements refer to the [Ministry Application and Web Standards and SLA Technical Requirements](http://www.education.gov.ab.ca/department/ipr/slas/resources-teachers-admins/) (<http://www.education.gov.ab.ca/department/ipr/slas/resources-teachers-admins/>).

Practice Questions

Students can familiarize themselves with the interactive questions using the “**Practice Questions**” before they begin the SLA. This will provide students and teachers with the opportunity to familiarize them with and practice each different interactive question type in advance of the SLA administration. Practice questions do not reflect SLA question difficulty or complexity.

Skipped Questions

If a student does not provide a response to a question, a message will appear to remind them that they did not provide an answer.

At the end of each set of questions, students will be provided an opportunity to review the questions they did not answer within that section of the assessment.

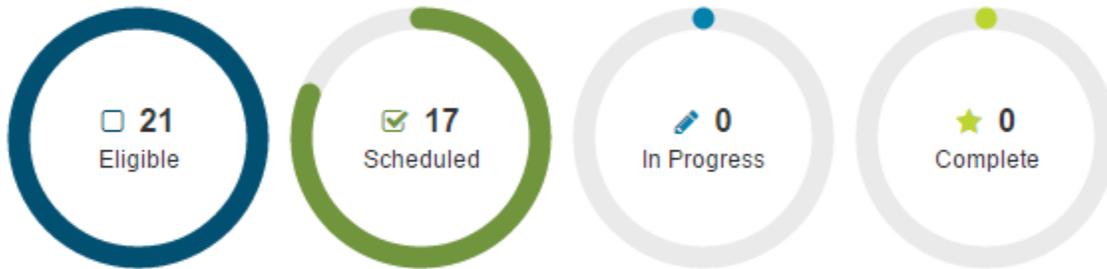


You can monitor the total number of skipped questions for a student by clicking on the assessment section for that student on the Digital Assessment dashboard. See [Monitoring Student Progress](#).

Monitoring Assessment Progress

The SLA Teacher Dashboard has a “home” page that provides a series of progress indicators to assist teachers with overall monitoring for the Digital part of the assessment. These indicators may help teachers and principals monitor the progress of the SLA.

Assessment Progress



Absent: 2 Excused: 1 Transferred: 1

Eligible	Principal: Number of students enrolled in grade 3 in current school year Teacher: Number of students added to class list(s)
Scheduled	Number of students Scheduled for the assessment
Absent	Number of students Absent for the assessment
Excused	Number of students Excused for the assessment
Transferred	Number of students Transferred for the assessment
In Progress	Number of students who have started the assessment
Complete	Number of students who have completed the SLA
Partially Complete*	Number of students who did not complete one or more of the assessments
Did Not Complete*	Number of students who did not complete the assessment

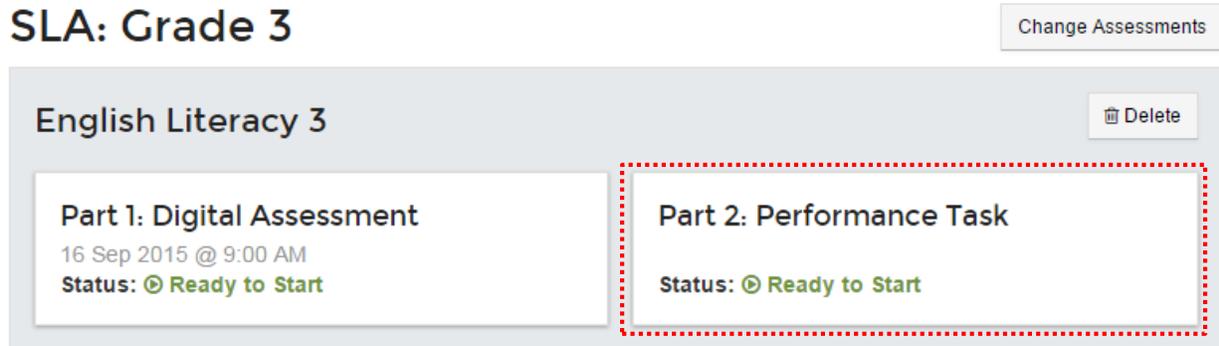
*These indicators will only show after the administration period has ended.

Administering Part 2: Performance Tasks

The Performance Task page provides resource documents for both teachers and students. Refer to the “**Teacher Resources**” document available within the Performance Task page on the SLA Teacher Dashboard for detailed information on administering the performance tasks for your specific assessment. The “**Student Resources**” documents are writing templates for students to use while doing the performance task activities.

1. Click on the “**Part 2: Performance Task**” for Literacy or Numeracy.

SLA: Grade 3



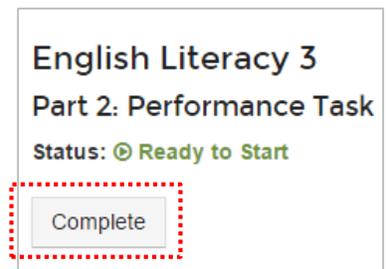
The screenshot shows the SLA: Grade 3 dashboard. At the top right is a button labeled "Change Assessments". Below it is a section titled "English Literacy 3" with a "Delete" button. Two assessment cards are visible: "Part 1: Digital Assessment" (dated 16 Sep 2015 @ 9:00 AM, status: Ready to Start) and "Part 2: Performance Task" (status: Ready to Start). The "Part 2: Performance Task" card is highlighted with a red dashed border.

2. Review all the Performance Task resource documents.
3. Click on “**Show Performance Task Slides**”. These slides should be projected on your SmartBoard or projector for the entire class.



The screenshot shows a slide titled "Performance Task: The Empty Space". A button labeled "Show Performance Task Slides" is highlighted with a red dashed border.

4. Go through all the slides with the class and have students complete the activities.
5. Click “**Complete**” on the teacher dashboard when you are finished administering and marking the Performance Task.



The screenshot shows the teacher dashboard for "English Literacy 3 Part 2: Performance Task" with a status of "Ready to Start". A button labeled "Complete" is highlighted with a red dashed border.

Marking the Performance Tasks

Teachers will locally mark students’ responses to the Performance Tasks using the assessment materials provided through the Teacher Dashboard so that they are better able to apply the provincial standards. Schools **do not** report the performance task results back to Alberta Education for the 2015 Pilot. Student results for the Performance Tasks are to be reported at the local level which should follow shortly after the administration of the SLA3. As such, schools and authorities can locally determine their own method for local reporting.

Viewing the Digital Assessment Reports

Following successful completion of the Fall 2015 SLA3 Pilot administration, a digital interactive report will be provided to teachers for each student in the class list(s) they created. Additionally, a digital interactive class report will be provided for each class list(s) teachers created. The SLA digital assessment reports will be made available by November 16, 2015 through the SLA Teacher Dashboard. New for 2015, a print function has been built into the SLA Teacher Dashboard to allow teachers and administrators to print individual student and class reports. Schools are expected to share students' SLA3 individual results with students' parent(s) or guardian(s).