

# **DRA Data Collection using STA**

## **Frequently Asked Questions**

**Question: What is my username and password?**

Answer: For entering your DRA data at <https://tweb.lkdsb.net/sta> your username and password is the same used when writing report cards using TwebEA. When printing the DRA report at <http://reports.lkdsb.net/> your user name is the first six letters of your last name and the first two letters of your first name (i.e., hazzarbe) and your password is your staff id number.

**Question: A student just moved into my classroom from another school. They have completed a DRA previously, who enters the DRA results?**

Answer: The homeroom teacher for the student as of the DRA Administration Deadline date (i.e. October 30th) enters the DRA results. If the student has a DRA result from the current DRA Administration period, it should be forwarded from the originating school with the OSR to the student's current school and the current teacher enters the DRA results. DRA results from previous DRA Administration periods will not appear in the data entry screens, however will be visible when the DRA class report is printed.

**Question: The school resource teacher completed a DRA for a student. Who enters the DRA results?**

Answer: The homeroom teacher for the student always enters the DRA results.

**Question: I am not the homeroom teacher, however I have administered the DRA to a group of students or class. Who enters the DRA results?**

Answer: The homeroom teacher for the student always enters the DRA results.

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**Question: The website doesn't seem to be working properly.**

Answer: Ensure that you are using Internet Explorer and that the pop up blockers have been disabled. Additional technical questions can be sent to the Help Desk.

**Question: I'm having trouble printing my DRA results at the <http://reports.lkdsb.net> site. What do I do?**

Answer: When you first visits the reporting website (<http://reports.lkdsb.net>), you will be prompted to install a component into the browser.

For Internet Explorer 7 users:

The instructions for the client install will be displayed on the screen. Follow the instructions to install the component. After the component installation is complete, you will be asked to provide your username and password.

For Internet Explorer 6 users:

You will be asked to install the component. Please click "Yes". The component will be installed and you will be asked to provide your username and password.

The component installation can take up to 3 minutes. Please do not close the browser during this period of time.

This component only needs to be installed once per machine. If the component has already been installed on your machine, you will not be prompted.