

Trillium Student Assessments - DRA

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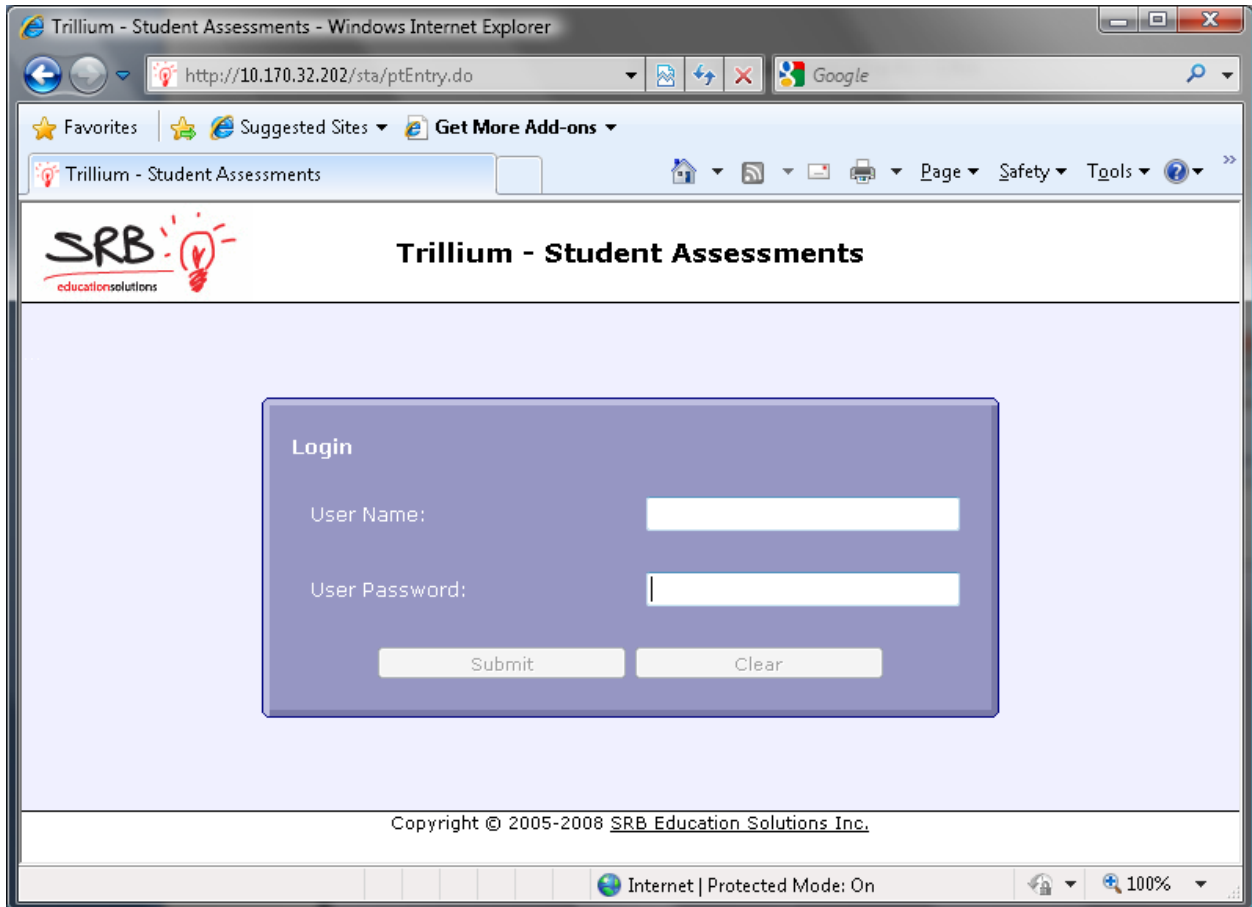
Quick Start Guide:

- 1) **Complete** DRA Assessment with students.
- 2) **Enter** your DRA results in STA at <https://tweb.lkdsb.net/sta/>.
- 3) **Print** a Report of the Data using Trillium Reports at <http://reports.lkdsb.net/>.
- 4) **Check** your class report to ensure accuracy. Make any changes that are necessary in STA at <https://tweb.lkdsb.net/sta/>.
- 5) **Submit** paper copy of DRA Report to School Principal.

Listed below are the steps required for logging into the Trillium Student Assessments website and entering DRA results.

Logging In

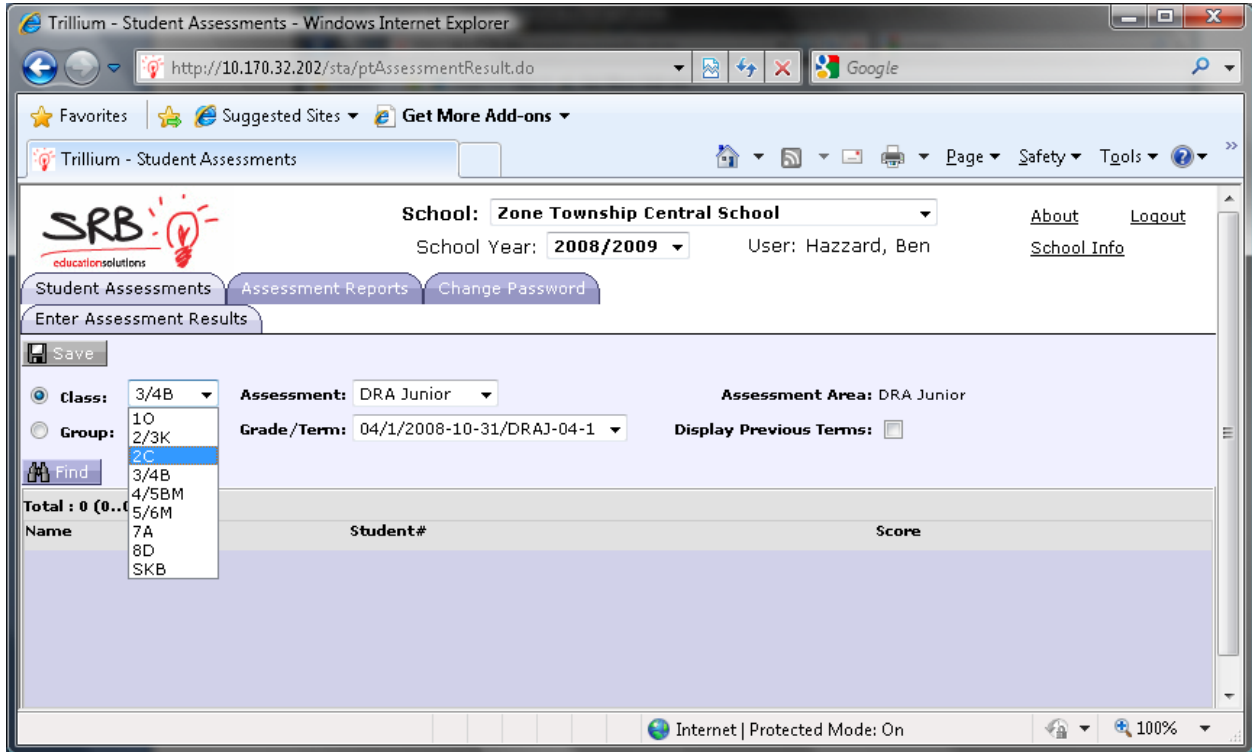
Open Internet Explorer and type in the following URL: <https://tweb.lkdsb.net/sta>. Enter your username and password into the corresponding fields and click the <Submit> button.



Select Assessment

Once logged in, make sure the school code and school year are set correctly. To bring up a class list:

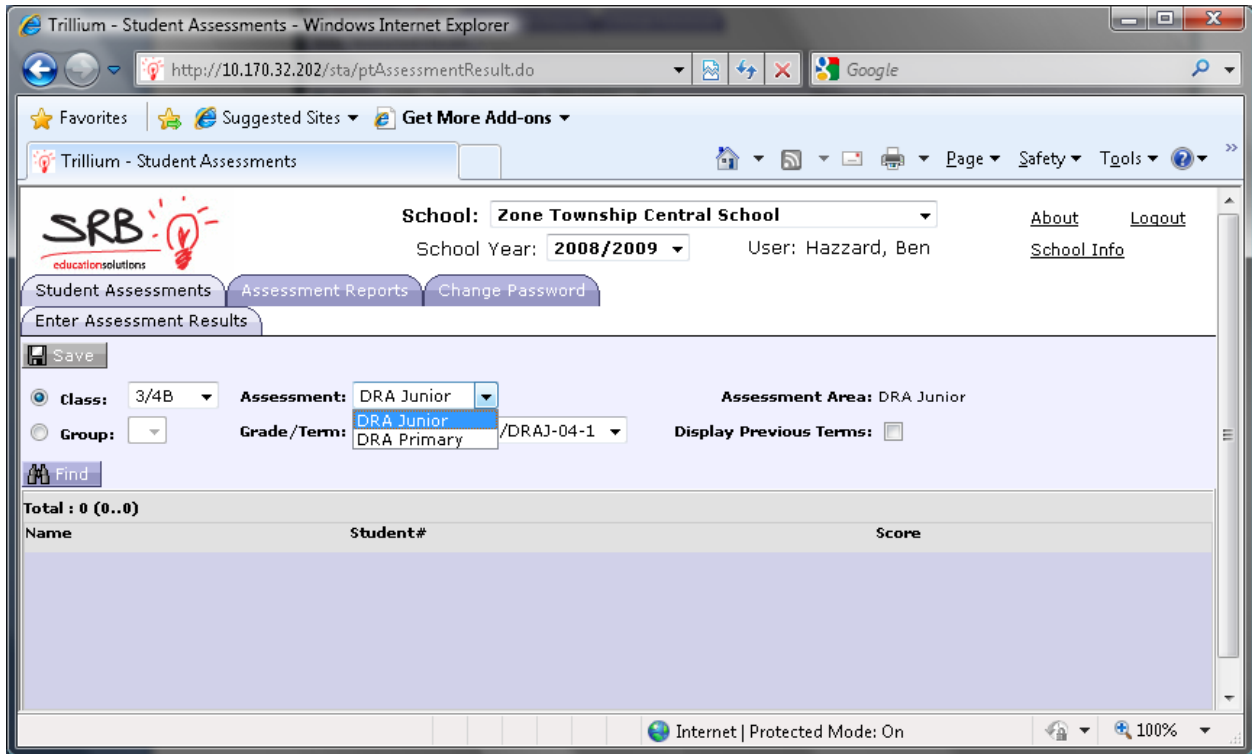
1. Select a class from the Class drop down box. You must be set as the default teacher of a class for it to appear in the drop down box.



2. Select an assessment. For grades SK-3, DRA Primary will be the only available assessment. Likewise, for grades 4-8 DRA Junior will be the only available selection.

Note: In the case of a grade 3/4 split class, both assessments will be available. The grade 4 students will be listed under the DRA Junior assessment and the grade 3's will be listed under the DRA Primary assessment.

Note: The DRA Junior assessment has been configured to accept primary level scores.



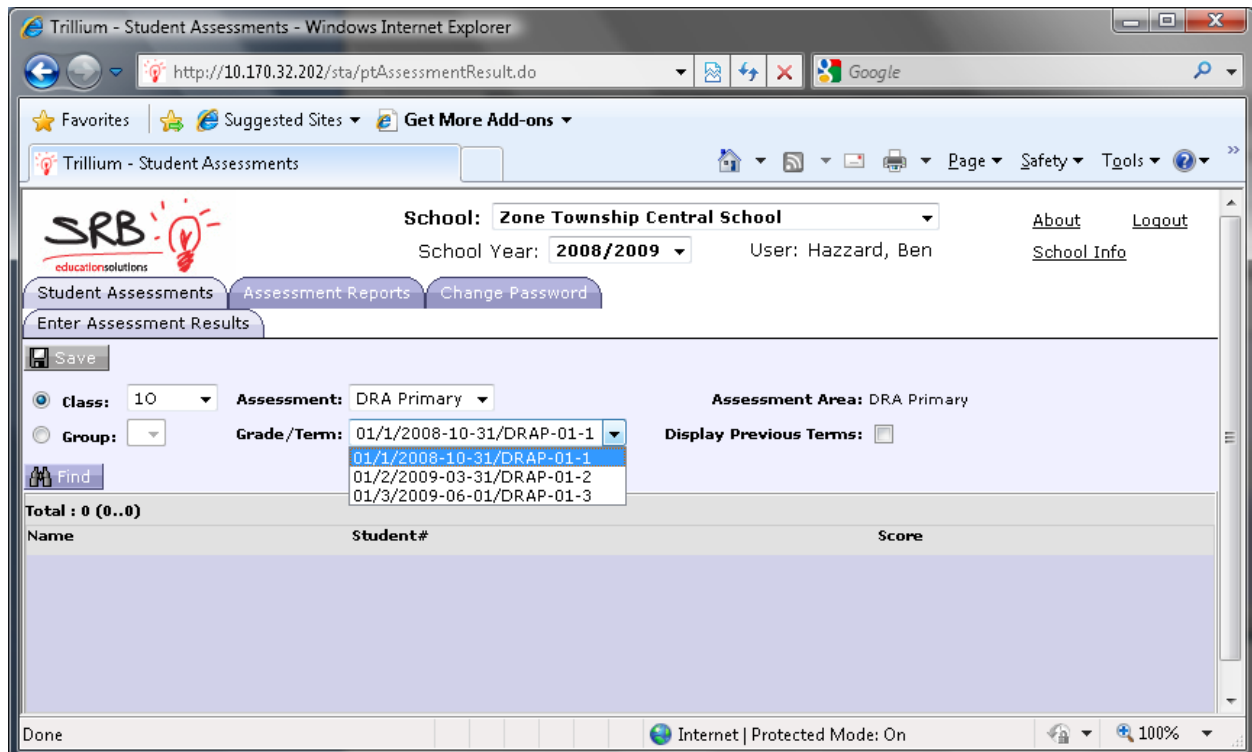
3. Select a Grade/Term. The Grade/Term field is listed using the following format: **Grade/Term/Assessment Date/Assessment**. In the attached screenshot the highlighted field indicates:

- Grade: 1
- Term: 1
- Assessment Date: 2008-10-31
- Assessment: DRAP-01-1

The assessment is broken down as follows: **Assessment Type-Grade-Term**. In the attached screenshot the highlighted field indicates:

- Assessment Type: DRAP
- Grade: 01
- Term: 1

Note: In this example, DRAP stands for DRA Primary. The code for DRA Junior is DRAJ.



- Click the Find button to display a list of students. Student names are displayed with drop down boxes to the right to enter DRA assessment results. A legend is displayed at the bottom of the screen that describes the column headings.

Trillium - Student Assessments - Windows Internet Explorer

http://10.170.32.202/sta/ptAssessmentResult.do

Trillium - Student Assessments

SCHOOL: zone township central school

School Year: 2008/2009

User: Hazzard, Ben

Student Assessments | Assessment Reports | Change Password

Enter Assessment Results

Save

Class: 10 | Assessment: DRA Primary | Assessment Area: DRA Primary

Group: | Grade/Term: 01/1/2008-10-31/DRAP-01-1 | Display Previous Terms:

Find

Total : 15 (1..15)

| Name | Student# | Score | |
|------------|------------|------------|------------|
| | | DIP | DCP |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |

Legend: DCP=DRA Comprehension Primary, DIP=DRA Instructional Level Primary

Done | Internet | Protected Mode: On | 100%

Enter DRA Results

Using the drop down boxes, enter the assessment results for each student in a class. Once completed, click the Save button.

Trillium - Student Assessments - Windows Internet Explorer
http://10.170.32.202/sta/ptAssessmentResult.do

SRB education solutions
School: Zone Township Central School
School Year: 2008/2009
User: Hazzard, Ben

Student Assessments | Assessment Reports | Change Password
Enter Assessment Results

Save

Class: 10 | Assessment: DRA Primary | Assessment Area: DRA Primary
Group: | Grade/Term: 01/1/2008-10-31/DRAP-01-1 | Display Previous Terms:

Find

Total : 15 (1..15)

| Name | Student# | Score | |
|------------|------------|------------|--|
| | | DIP | DCP |
| [Redacted] | [Redacted] | 1 | [Dropdown: NA, 16, 17, 18, 19, 20, 21, 22, 23, 24] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |
| [Redacted] | [Redacted] | [Dropdown] | [Dropdown] |

Legend: DCP=DRA Comprehension Primary, DIP=DRA Instructional Level Primary

Done | Internet | Protected Mode: On | 100%

Note: Before entering DRA data from a spreadsheet, it is best to review the list of students on the screen and compare it to the list of students on the spreadsheet. If a student is not enrolled on the assessment date, he/she will not appear on the listing; however, an entry for the student may still exist on the spreadsheet. This comparison will identify these students and help eliminate data entry errors.

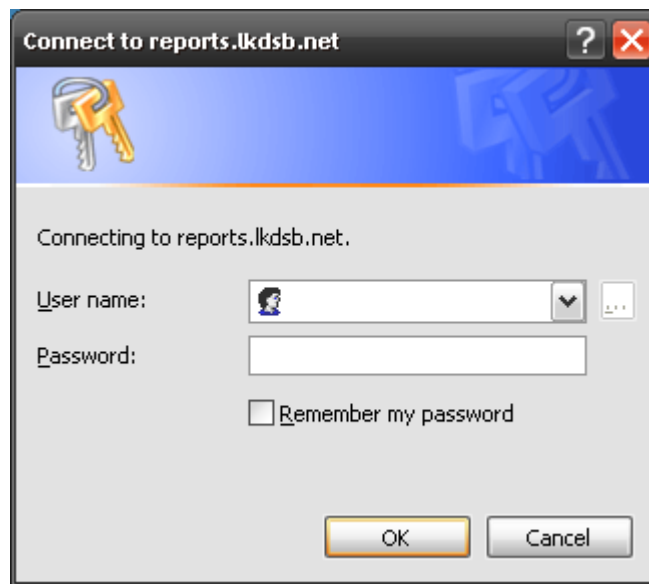
Printing a DRA Report: LKDSB REPORTING SERVICES

LOGGING IN

To log into the Reporting Services website, open a browser window (Internet Explorer, Firefox) and type the following URL:

<http://reports.lkdsb.net>

You will be prompted with the following window:



Connect to reports.lkdsb.net

Connecting to reports.lkdsb.net.

User name:

Password:

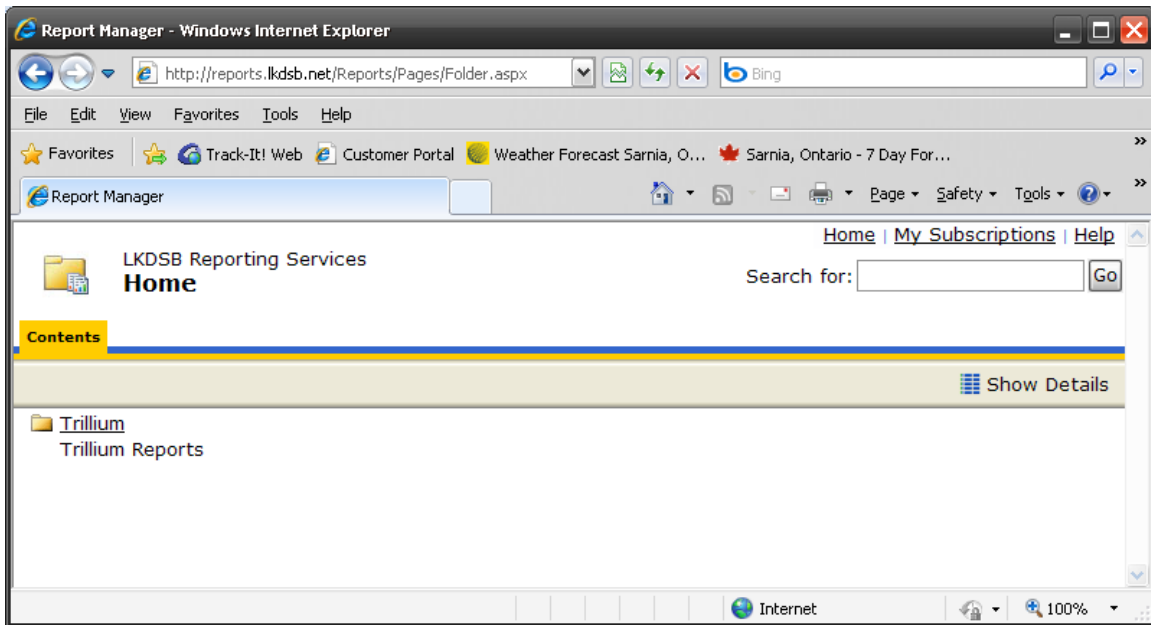
Remember my password

OK Cancel

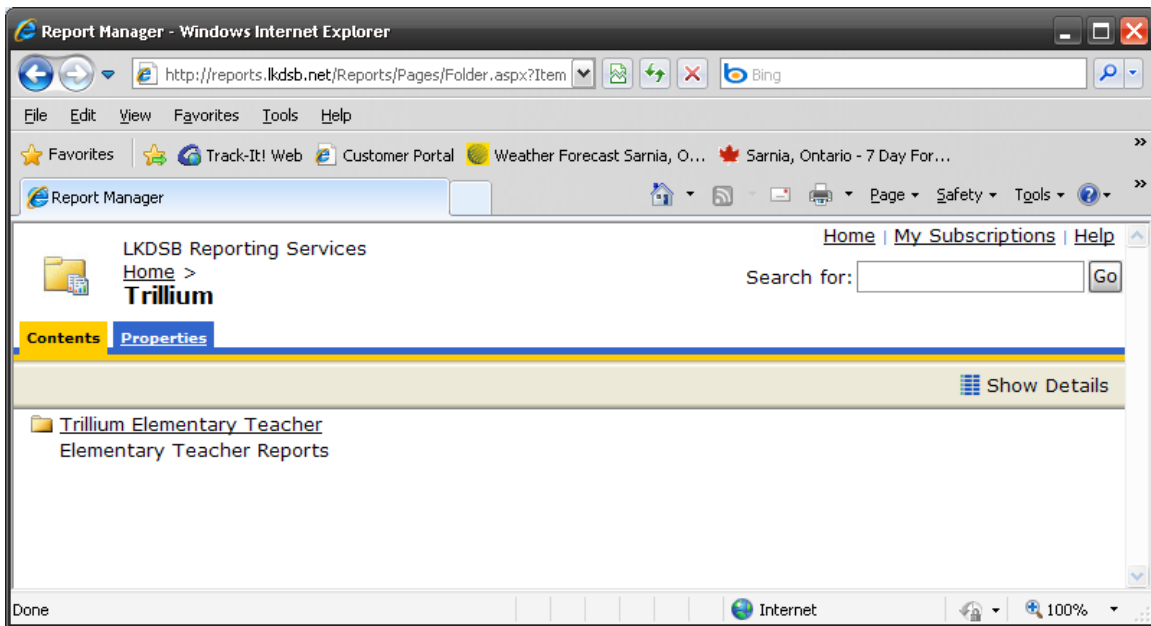
Your user name will be the portion of your email address before the “@” symbol. This is the same user name that you use to log in to your computer. Your password will be your staff id. This number can be found on your pay stub. When you click the **OK** button, your credentials will be verified. If they are correct, you will be granted access to the website.

NAVIGATION

Once logged in you will be presented with the following screen:

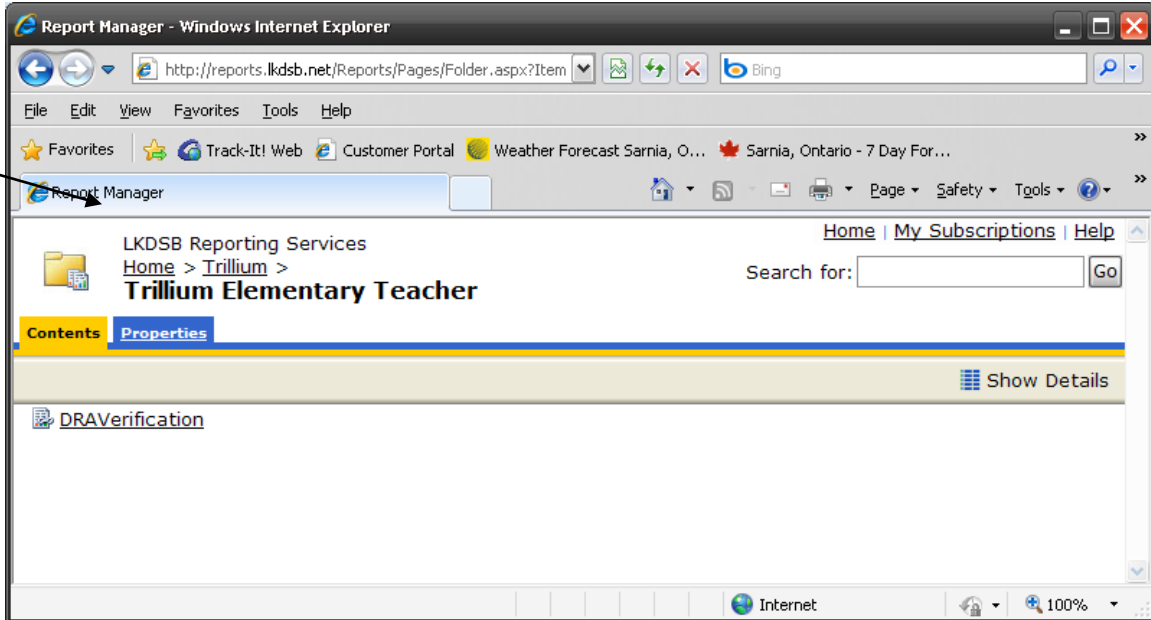


Click the [Trillium](#) link.



Click the [Trillium Elementary Teacher](#) link

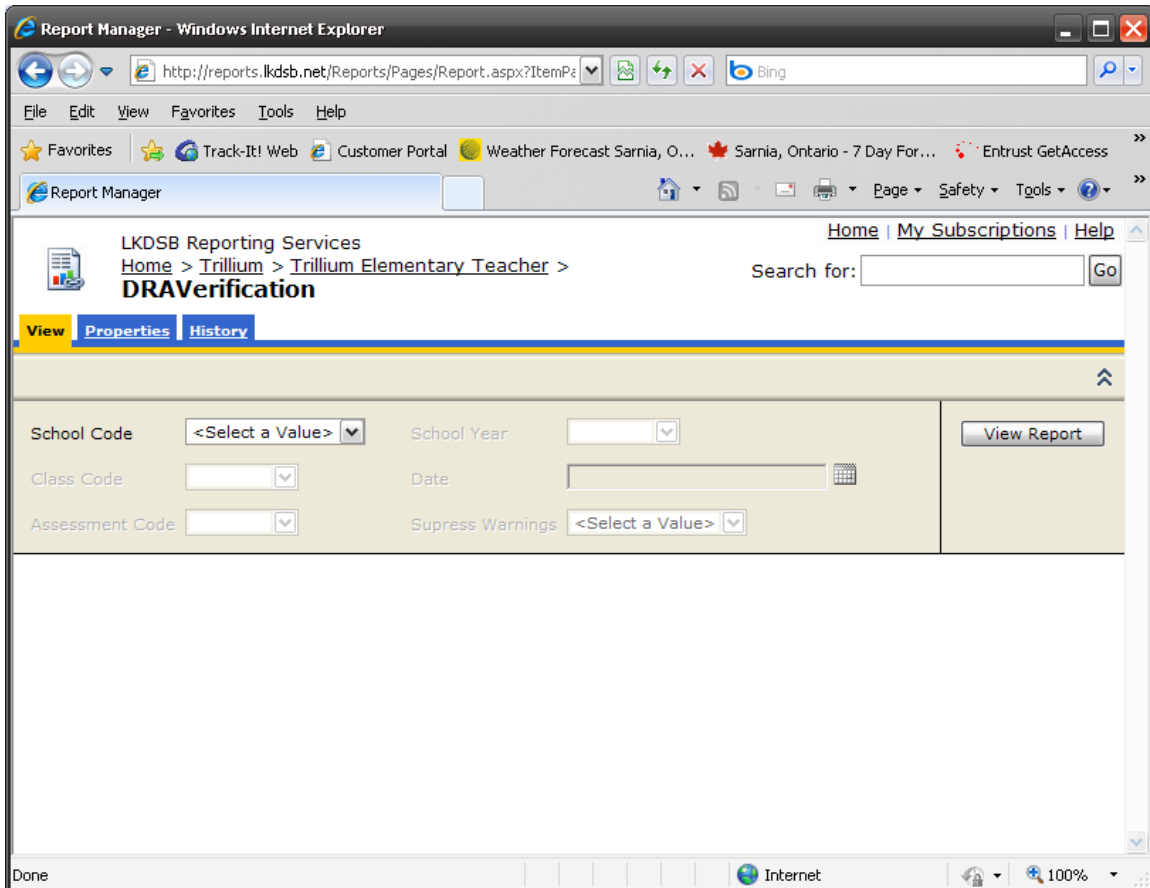
A list of available reports will be displayed.



Notice that the upper portion of the screen has changed and is now indicating which folder you are working within. You may use the links on this upper portion of the screen for navigation. Likewise, you may use the **Back** and **Forward** buttons that are built-in to your browser.

RUNNING A REPORT

To run a report, click on the name of the report and you will be forwarded to a screen where you must enter the report parameters. In this example, a user has clicked on the **DRAVerification** report.



Fill in the parameters by using the drop down boxes. Some parameters are dependant upon others so they will initially be grayed out. Here is an example of the same report with all of the parameters filled out:

| | | | | |
|-----------------|------|------------------|----------|-------------|
| School Code | CNFC | School Year | 20082009 | View Report |
| Class Code | 3/4D | Date | 9/8/2009 | |
| Assessment Code | DRAP | Supress Warnings | No | |

DRA VERIFICATION PARAMETERS

School Code

The School Code parameter will allow the user to access the 4-letter school code of the schools they are assigned within Trillium.

School Year


The School Year parameter will allow a user to access the current school year or previous school years.

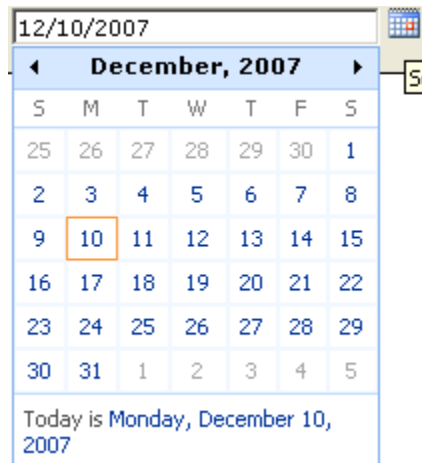
Class Code

The Class Code parameter will let a user select any class they have access to within Trillium. To have access to a class, you must be set as the default teacher within Trillium.

Date

The Date parameter is used to determine the students printed on the class list. If a student is enrolled in a classroom on the provided date, their name will be printed on the report.

Note: By default, all Date parameters will be assigned the current date. To change this date, click on the Calendar Icon () located to the right of the Date parameter field. A calendar control will pop up and allow you to select a different Date.




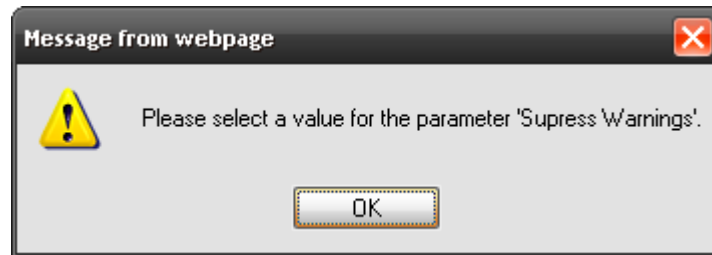
Assessment Code

The Assessment Code parameter will be either DRAP or DRAJ depending on the grade level of the students within the class.

Suppress Warnings

When the DRA Verification report is run, it scans for errors and warnings. If you would like the report to only display the errors, you can set the Suppress Warnings parameter to "yes".

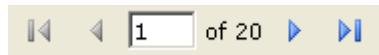
Once all of the parameters have been successfully configured, click the **View Report** () button located on the right side of the screen to execute the report. If there is a missing parameter, a warning similar to the following will be displayed:




If there are no missing parameters, the report will execute. Once a report has been generated, a preview will appear in the bottom portion of the screen.

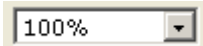
Note: Some reports query a large amount of data and may take some time to execute.

To navigate to different pages, you may use the navigation buttons or use the scroll bar.




To refresh the report, click the Refresh () button.

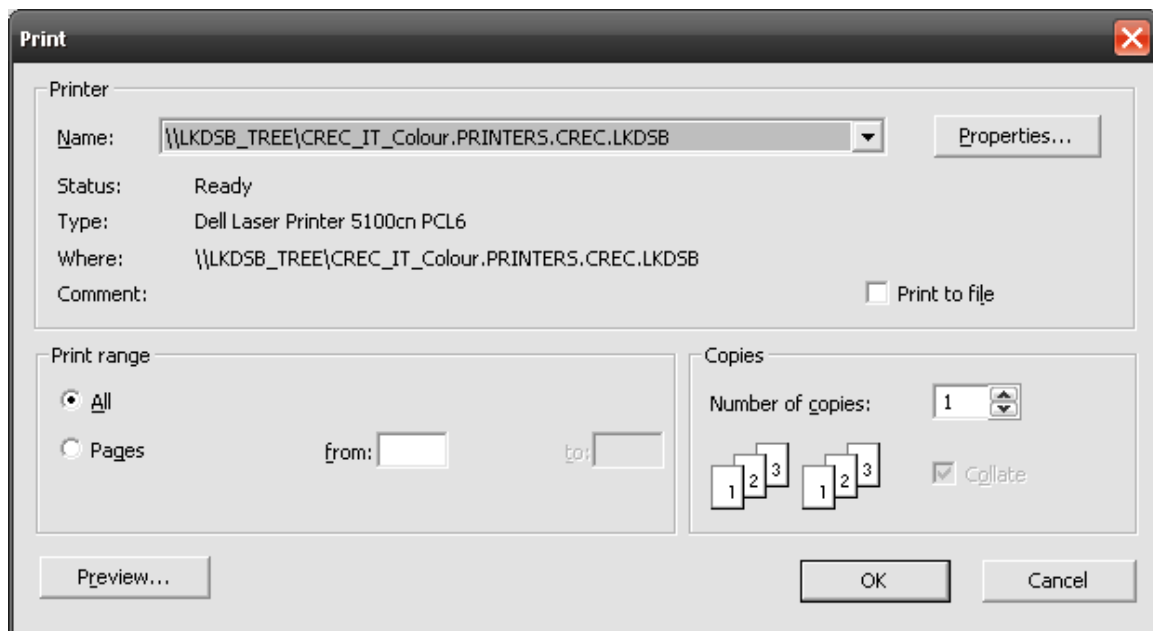
To modify the zoom level of the preview, select a different zoom percentage.



PRINTING/EXPORTING

To print a copy of the report, click the Print button (). This will launch the **Print** dialog box:

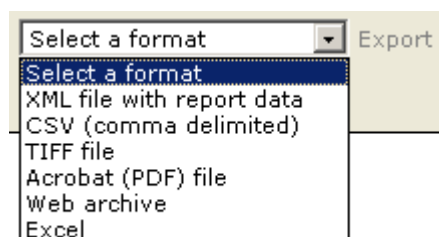
NOTE: You must use the print button located within the online application. It is usually located beside the Export button or beneath the page navigation buttons (depending on desktop resolution). If you use File → Print or the Internet Explorer Print button, the report will not print correctly.



To generate a Print Preview, click the **Preview** button located at the bottom left of the box. Click **OK** to print the report.

Note: The print preview will give a more accurate representation of what will come out of the printer than the initially generated report. In some reports, the initially generated report will only show one record per page; however, the print preview and the actual printed report will be correct.

To export a report, first select a format from the drop down box and then click the **Export** button.



A dialog box will pop up and ask you if you would like to **Save** or **Open** the file.

A copy of the DRA Verification report is shown below:



Aberarder Central School
20082009 Primary DRA Collection

| | | | |
|----------|--|--------|--|
| Teacher: | | Class: | |
|----------|--|--------|--|

| Student Name | OEN | Grade | IEP | Baseline | | | | Assessment 1 | | | | Assessment 2 | | | | Assessment3 | | | |
|--------------|-----------|-------|-----|----------|-----|-----|-----|--------------|-----|-----|-----|--------------|-----|-----|-----|-------------|-----|-----|-----|
| | | | | SCH | DIP | DCP | DGP | SCH | DIP | DCP | DGP | SCH | DIP | DCP | DGP | SCH | DIP | DCP | DGP |
| | 526139308 | 01 | | | | | | ABER | 6 | 19 | <1 | ABER | 14 | 18 | <1 | ABER | 20 | 16 | <2 |
| | 466855525 | 01 | | | | | | ABER | 20 | 16 | <2 | ABER | 28 | 16 | 2 | ABER | 28 | 16 | 2 |
| | 158372581 | 01 | | | | | | ABER | 3 | 16 | <K | ABER | 6 | 17 | <1 | ABER | 8 | 16 | <1 |
| | 085526358 | 01 | | | | | | ABER | 3 | 16 | <K | ABER | 6 | 17 | <1 | ABER | 8 | 16 | <1 |
| | 627439045 | 01 | | | | | | ABER | 34 | 20 | <3 | ABER | 34 | 20 | <3 | ABER | 34 | 20 | <3 |
| | 484003454 | 01 | | | | | | ABER | 2 | NA | <K | ABER | 2 | NA | <K | ABER | 6 | 17 | <1 |
| | 127345866 | 01 | | | | | | ABER | 4 | 16 | K | ABER | 4 | 16 | K | ABER | 8 | 16 | <1 |
| | 894374206 | 01 | | | | | | ABER | 3 | 18 | <K | ABER | 8 | 17 | <1 | ABER | 18 | 19 | 1 |
| | 908412331 | 01 | | | | | | ABER | A | NA | <K | ABER | 4 | 16 | K | ABER | 12 | 16 | <1 |
| | 746875384 | 01 | | | | | | ABER | 2 | NA | <K | ABER | 4 | 16 | K | ABER | 10 | 16 | <1 |
| | 875832511 | 01 | | | | | | ABER | 8 | 17 | <1 | ABER | 24 | 16 | <2 | ABER | 28 | 16 | 2 |
| | 925727174 | 01 | | | | | | | | | | | | | | ABER | | | |
| | 875964017 | 01 | | | | | | ABER | 38 | 16 | 3 | ABER | 38 | 16 | 3 | ABER | 44 | 18 | <4 |
| | 815198163 | 01 | | | | | | ABER | 6 | 17 | <1 | ABER | 14 | 20 | <1 | ABER | 18 | 21 | 1 |
| | 300589272 | 01 | | | | | | ABER | 6 | 19 | <1 | ABER | 24 | 17 | <2 | ABER | 30 | 16 | <3 |
| | 666967674 | 01 | | | | | | ABER | 2 | NA | <K | ABER | 2 | NA | <K | ABER | 6 | 18 | <1 |
| | 280626599 | 01 | | | | | | ABER | 6 | 21 | <1 | ABER | 10 | 18 | <1 | ABER | 18 | 20 | 1 |
| | 326585932 | 01 | | | | | | ABER | 3 | 16 | <K | ABER | 4 | 16 | K | ABER | 6 | 16 | <1 |
| | 715847661 | 01 | | | | | | ABER | 6 | 16 | <1 | ABER | 14 | 18 | <1 | ABER | 16 | 16 | <1 |
| | 269817938 | 02 | | | | | | ABER | 6 | 18 | <1 | ABER | 8 | 19 | <1 | ABER | 14 | 16 | <1 |



| | | | | | | | | | | | | | | | | | | | |
|--|-----------|----|--|--|--|--|--|------|----|----|----|------|----|----|----|------|----|----|----|
| | 424002848 | 02 | | | | | | ABER | 6 | 18 | <1 | ABER | 6 | 18 | <1 | ABER | 10 | 18 | <1 |
| | 736218173 | 02 | | | | | | ABER | 10 | 17 | <1 | ABER | 14 | 16 | <1 | ABER | 24 | 16 | <2 |
| | 891930588 | 02 | | | | | | ABER | 4 | 17 | K | ABER | 4 | 17 | K | ABER | 8 | 17 | <1 |

| Errors/Warnings | |
|-----------------|---|
| | [Error: No DIP value for Assessment3] [Error: No DCP value for Assessment3] |

| LEGEND |
|---------------------------------------|
| SCH = School |
| DIP = DRA Instructional Level Primary |
| DCP = DRA Comprehension Primary |
| DGP = DRA Grade Level Primary |