

DRA Data Collection using STA Steps for Principal

- 1.** Ensure that teachers have viewed the training video and documentation at www.lkdsb.net/program/elementary/sta
- 2.** Each homeroom teacher enters the DRA results for all of their students who are on their class list at the DRA Administration Deadline date.
- 3.** After teachers complete the DRA assessment and input the data, they will print the results.
- 4.** Principals should collect this printout and ensure that each teacher has double checked results for accuracy. Principals are able to run a school wide report at <http://reports.lkdsb.net/>. Errors must be fixed by the classroom teacher. Make special note warnings on each report.
- 5.** Ensure that any corrections have been made.

Any questions or comments should be directed to Sharon Drummond (drummosh@lkdsb.net). Technical concerns should be directed to the Help Desk.

Primary DRA Data Acronyms:
DIP – **D**RA **I**nstructional level **P**rimary
DCP – **D**RA **C**omprehension level **P**rimary
Junior / Intermediate DRA Data Acronyms:
DTJ – **D**RA **T**ext level **J**unior / **I**ntermediate
DSJ – **D**RA **S**core **J**unior / **I**ntermediate

The following are steps for teachers:

- 1. Collect** DRA Assessment data for students in your homeroom.
- 2. Enter** the DRA results for your homeroom in STA at <https://tweb.lkdsb.net/sta/>
You, as the homeroom teacher, are responsible for entering the DRA scores for all of your students who are in your class on the DRA Administration Deadline date.
- 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 the school principal.