FSAA Online System—Open Response Submission Guidelines: Writing Prompt 2

General Information

The design of the FSAA—Performance Task includes writing prompts in grades 4–10 of the English Language Arts (ELA) content area. Refer to the *FSAA—Performance Task Administration Manual 2015–2016* for administration guidance related to writing prompts.

After administration, teachers will enter the student's response to Writing Prompt 1 (five selected-response questions in response to text) directly into the FSAA Online System. Teachers will need to submit Writing Prompt 2 responses into the FSAA Online System using **one** of the processes outlined in this document.

The teacher may enter the student's response by choosing **<u>one</u>** of the two options below.

1. Uploading evidence by submitting a digital copy of the student's written response; or
2. Submitting a response by directly typing the response into the text box provided in the Online System.

Option 1—Upload of Student Responses

Digital Copy for Uploading

To upload a digital copy of the student's response online, the teacher must use a secure method to create the digital copy. Only district-provided devices may be used to generate digital files of student work.

Note: If the evidence captured contains identifying student information, please ensure that the data is handled in a way that complies with state (or other) security policies pertaining to student information. Secure materials must be handled in compliance with FERPA and other federal & state regulations, as well as existing FSAA policy.

Acceptable Format

- JPG

Creating a Digital File for Upload

1. **Electronic Template Format**

   a. The teacher has followed the directions in the TAM (page 47) to create an electronic format for the student response.
   b. The student has used the electronic template for their response.
   c. Save the File (The teacher saves the electronic student response.)
      i. When saving to a district-provided computer that is <u>privately</u> used, save the document to a secure location on the computer until it can be submitted into the FSAA Online System.

      ii. When saving to a district-provided computer that is <u>publically</u> accessed, save the digital file on a USB thumb drive. Move the digital file from the USB thumb drive to a privately accessed district-provided computer or store the USB thumb drive securely until the file can be submitted into the FSAA Online System.

   d. Upload the File.

      i. When presented with the submission area of the test, there will be a blue bar with a message that reads, "*Browse your computer and select the appropriate file."*

      ii. Click the browse button

Browse...	No file selected

      iii. Locate and select the file for upload.

      iv. Select Open to upload the file.

2. Webcam

   a. Identify either a district-provided

      i. standalone web camera device or

      ii. pre-installed web camera device that is in a district-provided laptop computer.

   b. Follow the directions provided in the user manual or by district support staff to take a picture of the document.

   c. Save the file.

      i. When saving to a district-provided computer that is <u>privately</u> used, save the document to a secure location on the computer until it can be submitted into the FSAA Online System.

      ii. When saving to a district-provided computer that is <u>publically</u> accessed, save the digital file on a USB thumb drive. Move the digital file from the USB thumb drive to a privately accessed district-provided computer or store the USB thumb drive securely until the file can be submitted into the FSAA Online System.

   d. Upload the File.

      i. When presented with the submission area of the test, there will be a blue bar with a message that reads, "*Browse your computer and select the appropriate file."*

      ii. Click the browse button.

Browse...	No file selected

      iii. Locate and select the file for upload.

      iv. Select Open to upload the file.

3. **Direct scanner-to-computer connection**

   a. Locate a district-provided scanner device that has a direct hard-wire connection cable to connect to a computer. Generally all table-top scanners will connect to the computer via a USB cable (which should be included when the scanner was purchased). It will also usually need to be plugged into a power source. Don't forget to plug it in. The software installation will usually be very straightforward. Follow the directions provided in the user manual or by the installation disk to connect the scanner to a district-provided computer.
   b. Use the scanner to scan the students' response.
   c. Save the file.
      i. When saving to a district-provided computer that is <u>privately</u> used, save the document to a secure location on the computer until it can be submitted into the FSAA Online System.
      ii. When saving to a district-provided computer that is <u>publically</u> accessed, save the digital file on a USB thumb drive. Move the digital file from the USB thumb drive to a privately accessed district-provided computer or store the USB thumb drive securely until the file can be submitted into the FSAA Online System.
   d. Upload the File.
      i. When presented with the submission area of the test, there will be a blue bar with a message that reads, "*Browse your computer and select the appropriate file.*"
      ii. Click the browse button.

      iii. Locate and select the file for upload.
      iv. Select Open to upload the file.

4. **Scanner/Copier with USB port**

   a. Locate a district-provided scanner/copy device that has a USB port that will allow teachers to plug in a USB thumb drive. Follow the directions provided in the user manual or by district support staff.
   b. Plug in the USB thumb drive
   c. Use the scanner to scan the document.
   d. Save the digital file to a USB thumb drive to.
   e. Move the digital file from the USB thumb drive to a privately accessed district-provided computer or store the USB thumb drive securely until the file can be submitted into the FSAA Online.
   f. When presented with the submission area of the test, there will be a browse button. Click the browse button to locate your file.

    g. Upload the File.
        i. When presented with the submission area of the test, there will be a blue bar with a message that reads, "*Browse your computer and select the appropriate file.*"
        ii. Click the browse button.

        iii. Locate and select the file for upload.
        iv. Select Open to upload the file.

5. Digital Camera

    a. A district-provided digital camera may be able to provide an image in the appropriate file type that can be uploaded into the FSAA Online System.
    b. Take a photograph of the student's response.
    c. Obtain image from camera.
        i. Connect the camera to the computer. Generally all digital cameras will connect to the computer via a USB cable (which should be included when the camera was purchased). The software installation will usually be very straightforward. Follow the directions provided in the user manual or by the installation disk to connect the digital camera to a district-provided computer.
        ii. If the computer has a memory card port, remove the memory card from the camera and insert card into the computer. Move the digital file from the memory card to a privately accessed district-provided computer or store the memory card securely until the file can be submitted into the FSAA Online.
    d. Upload the File.
        i. When presented with the submission area of the test, there will be a blue bar with a message that reads, "*Browse your computer and select the appropriate file.*"
        ii. Click the browse button.

        iii. Locate and select the file for upload.
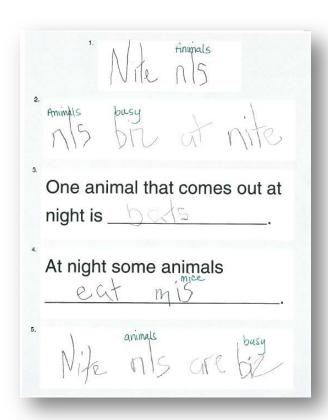   **iv.** Select Open to upload the file.

Archiving and Purging Responses

    a. Follow the district and state policies for securely saving the hard copy and purging the digital copy of student's writing response.

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Option 2—Direct Entry of Student Responses: Typed Response

To submit the students response using the typed response option, the teacher must type the information and response exactly as it is noted on the Student Response Template. Examples are outlined below.

Elementary School Example: *Student Completes own writing.*

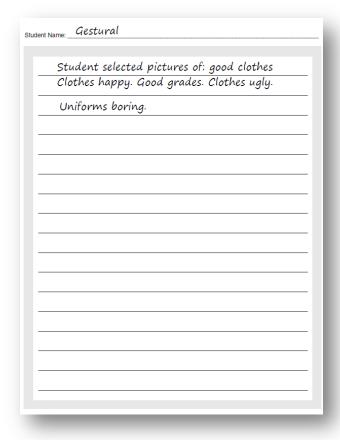**Student completes own writing:**

Nite nls (Animals)

nls (Animals) biz (busy) at nite

One animal that comes out at night is bats.

At night some animals eat mis (mice).

Nite nls (animals) are biz (busy)

High School: *Gestural Level of Assistance*

Student Name: _Gestural_____

Student selected pictures of: good clothes
Clothes happy. Good grades. Clothes ugly.

Uniforms boring.

Student responds by gesturing at pictures:

Student selected pictures of:

Good clothes

Clothes happy.

Good grades.

Clothes ugly.

Uniforms boring.