



Online System Training Resources, Milestones, and Preparation

Dear Alternate Assessment Coordinator,

The Florida Department of Education, in collaboration with Cognia, supports Alternate Assessment Coordinators (AACs) and designees with their responsibilities for the Florida Standards Alternate Assessment—Performance Task (FSAA—PT) Online System. The following is important information regarding preparation guidelines, milestone dates, and resources.

FSAA—PT Online System Milestones

System Preparation and Student Import

The FSAA—PT Online System will be preloaded with students enrolled to participate in the FSAA—PT, for the following grade-specific course assessment(s):

- Grades 3–10 English Language Arts
- Grades 3–8 Mathematics
- Grades 5 and 8 Science

Please note that students enrolled in access courses with a corresponding end-of-course (EOC) assessment will not be preloaded in the FSAA—PT Online System.

System Administrator

Throughout this memo and other materials, we will use the term System Administrator when referring to both AACs and School Level Coordinators (SLCs).

School Level Coordinator User Role

The user role of School Level Coordinator (SLC) is available for use in the FSAA—PT Online System. The SLC user role is available to assist AACs with teacher and student data management at the school level. AACs can choose to designate an SLC and create an SLC user account in the online system. An SLC can then be assigned to one or more schools within his or her district.

School Level Coordinator and Teacher Import

When the FSAA—PT Online System opens, each district will have one AAC account preloaded. However, the system will not be preloaded with SLC or teacher data. AACs will be responsible for creating SLC accounts. System Administrators will have the ability to create teacher accounts. Once teacher accounts have been created, System Administrators will need to link teachers and students prior to the system becoming accessible for teachers.

District- and School-Specific Student Data – Preparing for System Release

Based on Survey 2 data, school enrollment files containing information on students expected to participate in the upcoming FSAA—PT administration are available in the subfolder 20-21_School_Enrollments in your designated district folder on the secure Cognia file transfer protocol (FTP) site.

Each school enrollment file is offered as a working tool and resource to help prepare for making connections between student course assessments and responsible teachers within the FSAA—PT Online System. This tool is intended to streamline information gathering and aid in the process of linking teachers to students. **Please note that these files are not uploaded into the online system and are for your preparation purposes only.**

The file will contain blank course assessment-specific columns for you to populate teacher assignments, if applicable, for each FSAA—PT course assessment a student has been assigned. Each applicable column can be populated with the name of the teacher responsible for administering the assessment and submitting student responses within the FSAA—PT Online System. The student's assigned teacher is permitted to be listed for multiple assessments.

Upload Layouts

The layout requirements for importing additional SLCs, teachers, and students are available on the [FSAA Portal](#).

- 2021 SLC template
- 2021 SLC layout, instructions, example
- 2021 Teacher template
- 2021 Teacher layout, instructions, example
- 2021 Student template
- 2021 Student layout, instructions, example

Online System Training Resources for System Administrators

The following FSAA—PT Online System training resources are now available to System Administrators and district staff on the [FSAA Portal](#):

- 2020–2021 FSAA—PT Online System User Guide for AACs/SLCs
- 2020–2021 FSAA—PT Online System Training Tutorials for AACs/SLCs
 - Tutorial 1: System Overview
 - Tutorial 2: Add, Browse, and Manage User Accounts
 - Tutorial 3: Add, Browse, and Manage Student Accounts
 - Tutorial 4: Transfer Student Accounts
 - Tutorial 5: Assessment Completion Tracking
 - Tutorial 6: Submit and Manage Update Requests

February 16, 2021: System Release

The AAC will be required to:

- log in to the system and reset the default password to a secure password,
- edit any account information, including e-mail address and phone number, and
- determine whether SLC accounts should be created to support data management tasks. Once created, the AAC will communicate the login credentials to each SLC.

The System Administrator for each school will then be required to:

- add or import teachers who are administering the FSAA—PT to students and make any necessary corrections to information (e.g., import additional teachers, edit school assignments);

- validate that all students required to take the FSAA—PT are loaded into the system and make any necessary corrections to information (e.g., import additional students, edit student test assignments, disable accounts); and
- assign the appropriate teachers to each student’s grade- and content-specific FSAA course assessments.

The time required to add SLCs, teachers, and students into the FSAA—PT Online System and make the necessary assignment connections will vary based on the size of the district and the number of students participating in the Spring 2021 FSAA—PT. Therefore, while the FSAA—PT Online System will be available for all users on February 16, AACs will determine and communicate the appropriate date for teachers in their districts to access the FSAA—PT Online System.

Once System Administrators allow teachers to access the FSAA—PT Online System, teachers will be required to:

- log in to the system and reset the default password to a secure password,
- verify students, and
- request updates.

March 1, 2021: System Release of Content for Submitting Responses

Teachers will be required to:

- assign course assessment forms,
- launch course assessments, and
- begin submitting responses.

Please contact the FSAA Service Center with any questions by phone (866-239-2149) or by e-mail (FSAAServiceCenter@cognia.org).

- Standard hours: Monday–Friday from 8:00 a.m. to 5:00 p.m. (ET)
- Extended hours (February 16–May 7, 2021): Monday–Friday from 7:00 a.m. to 8:30 p.m. (ET)