



Online System Training Resources for Teachers

Dear Alternate Assessment Coordinator,

The following FSAA—Performance Task (FSAA—PT) Online System training resources are now available to teachers on the [FSAA—Performance Task Portal](#):

- 2020–2021 FSAA—PT Online System User Guide for Teachers
- 2020–2021 FSAA—PT Online System Training Module for Teachers
 - Module 4: FSAA—Performance Task Online System
 - All teachers must view Module 4 and complete the associated quiz prior to entering student responses into the online system.
- 2020–2021 FSAA—PT Online System Training Tutorials for Teachers
 - Tutorial 1: Student Management
 - Tutorial 2: Update Request Management
 - Tutorial 3: Student Response Submission

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

Teachers will be able to launch assessments and access content for student response submission on **Monday, March 1, 2021**.

- AACs are reminded that districts are responsible for ensuring that teachers have completed all required training prior to administering the FSAA—PT. Teachers must view Module 4 and complete the associated quiz prior to entering student responses into the online system.
- Encourage teachers to have a copy of the FSAA—PT Online System User Guide readily available and to access the three training tutorials if they feel a need for additional instruction at any time before or during the assessment window.

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)