

May 25, 2007

MEMORANDUM

TO: System Test Coordinators, System Technology Coordinators, Regional Educational Service Area Directors, Educational Technology Training Center Directors

FROM: Melissa Fincher,
Director, Division of Assessment Research & Development

SUBJECT: Online Assessment System Year-End Wrap-Up

Our mission for the Georgia Online Assessment System (OAS) is to provide school districts, administrators, classroom teachers, students, and parents access to quality items and assessments aligned to the state's curriculum in order to support instruction and student learning. To achieve this mission, we take the OAS down for a period of two weeks to clean, maintain, and update its features. With each year, we are enhancing the OAS for ease of use and to provide better support for classroom instruction and student learning. The following outlines what to expect in the fall:

- The system will be taken down for routine maintenance on July 31st. Existing accounts, content, and test data will be removed at this time.
- The OAS will be made available to systems on August 15, 2007. At that time systems can begin loading Student/Teacher/Class data for next year.
- The OAS will be improved in numerous ways including adding additional items to the bank, improved performance, a roster import validation tool, new simplified reports for Level 3 tests, the ability to search all domains, and released writing prompts.
- For more efficient transfers, the GTID will be the mandatory Login ID for all students. For security reasons, passwords will be a minimum of six characters.
- A communication to districts and schools will be sent in early August with building logins so that teacher, student, and administrator accounts can be established.
- The Georgia Department of Education will continue to offer face-to-face training, but this fall we will be offering several online training sessions.

The following information is provided to help assist districts to prepare for the OAS Summer and Fall 2007 transition period.

1. Saving 2006-2007 Data from Online Tests:

Important: Any export of test data must be completed prior to July 31, 2007.

The Online Assessment System will continue to be available until July 31, 2007. After this date all user and test data as well as tests will be removed from the system. If your schools want to save the test results from students who took tests between August 2006 and July 2007, you will have to export that information.

2. Loading Student/Teacher/Class Data:

Important: You must load Student/Teacher/Class data for Fall 2007 before the OAS can be used for testing during the 2007-2008 school year.

There are several methods for loading these data into the Online Assessment System including:

- Local administrators can manually add users into the system.
- Systems can import users from locally prepared data files.

An updated guide to importing roster data will be available on August 15, 2007, at <http://www.georgiaoas.org>. The required file formats will be very similar as the 2006-2007 school year. There will be a new validation tool added to the import process that will allow immediate feedback related to errors.

3. Training on Using the OAS:

For the 2007-2008 school year, we will be offering various face-to-face and online opportunities for training. This multifaceted approach to training is designed to be both convenient and differentiated for new and experienced users of the OAS.

We will once again be offering regional training sessions on the OAS following a “train the trainer” model. These sessions will be held at various locations across the state. These sessions will offer local systems a chance to train more trainers and refresh the skills of those already serving in this capacity. Our schedule, allows for each district to **send 5 people to be trained**. The districts should carefully identify individuals who can return to the system and train others. **All face to face training will be half day sessions** The sessions will offer an overview of the full functionality of the OAS with an emphasis on new features.

There will be online Elluminate training sessions with a live presenter delivering the same content as the face to face training. Online learning has been developed to offer training in a more convenient setting with reduced travel time. These sessions can be viewed live with the presenter and recordings of these sessions will be available to be viewed by any user at any time. This option is not hands-on so be mindful when selecting this for your training plan. **The Roster Import Training will be presented only through Elluminate sessions.**

Along with the online sessions, there will be online tutorials that will accompany the usual QuickStart Guides, Manuals, and PowerPoint redelivery presentations. These tutorials will allow users to quickly view a step-by-step presentation of the major functions of the OAS. The tutorials will be available to any user at any time.

Please watch for detailed information on training dates, locations, and registration being sent to you in late July. Registration will be on a first-come, first-served basis.

If you have any questions regarding this announcement, please contact Joe Blessing at jblessin@doe.k12.ga.us or (404) 657-0311. We look forward to your continued use of the Online Assessment System during the 2007-2008 school year.

cc: Kathy Cox, State Superintendent of Schools
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