

Appendix A:

Measured Progress ProFile™ Software Information

ADMINISTRATION MANUAL

**New York State Alternate Assessment
(September 2011)**

Measured Progress ProFile™ Program

Measured Progress ProFile™ is a Web-based program available to teachers statewide to assist in documenting student performance data.

Measured Progress ProFile™ - NYSAA

Go to Registration Page Go to Supervisor Login Page

Teacher Login for NYSAA Measured Progress ProFile™

Your e-mail address and your username are the same. If you have more than one account, the information that you enter will only be visible in the account that you were logged in under when you entered it.

E-mail address:

Password:

Log In

Web-Based Program

Teachers statewide can log on from any computer with Internet access and manage the datafolios of students who are participating in the NYSAA.

- Measured Progress ProFile™ includes all of the required NYSAA documents, which can be completed online, printed, and submitted for scoring in a traditional datafolio.
- The program is compatible with IBM/PC and Mac platforms.

Measured Progress ProFile™ offers teachers the ability to efficiently collect and store student performance data during the administration period. It can be used as a management tool when conducting alternate assessments for several students simultaneously. Once the teacher enters student information, it is automatically entered into all of the documents associated with that student's datafolio.

Note: Any information entered and stored in Measured Progress ProFile™ will be available during the administration period (October 3, 2011–February 10, 2012). Users will not have access to student data after 6:00 p.m. on February 10, 2012. The program will be taken off-line. It is the responsibility of the school district to maintain a permanent record of student assessments.

Before Submitting Datafolios for Scoring

While Measured Progress ProFile™ is a helpful tool for collecting and documenting student performance data, errors can still occur.

- An administrator or colleague familiar with the administration of the NYSAA must engage in a Collegial Review by carefully reviewing each datafolio prior to the end of the administration period.

Advantages to Utilizing the Software

Measured Progress ProFile™ offers these benefits:

- The ability to access and manage datafolios on any computer.
- The Web site administrator can correct problems in one place, and the corrections will be universally implemented.
- The program ensures the confidentiality of all information by encrypting the data between the Web server and the user's computer, so that it cannot be read.
- Student files are protected from crashes on a secure Web server.
- If a student moves to another teacher or district, files can be reassigned by the Web site administrator to the receiving teacher.

Accessing the Program

Measured Progress ProFile™ is available online from your computer's browser screen. Please note the Web address has been changed for the 2011–12 NYSAA administration.

- Enter the address: <https://profile.measuredprogress.org/NYSAA/>
- Mac users should access the Web site using Safari or Firefox instead of Internet Explorer, then follow the on-screen directions.
- Measured Progress ProFile™ is easy to use. For those who prefer written documentation, a User Manual is available online from the log-in page. Users may print and review this document prior to using Measured Progress ProFile™.

Measured Progress ProFile™ and the Older Student

Measured Progress ProFile™ is set up per the current NYSAA year's Age Range Chart, but it also accommodates the older student. Measured Progress ProFile™ will accept students up to 21 years of age as of September 1, 2011. In other words, for 2011–12, the earliest birth date (oldest student) that the program will allow is September 1, 1990—a maximum of 21 years.

- For students older than 21 years of age—with a birth date of August 31, 1990, or earlier—please contact Measured Progress at 1-800-431-8901.
- For students who are age 17 and do not fit into the Age Range Chart, please contact Measured Progress at 1-800-431-8901.

Measured Progress ProFile™ Technical Support

Measured Progress ProFile™ technical support from Measured Progress:

- Toll-free telephone number:
 - **1-866-834-8880** (John Cunningham) or
 - **1-800-431-8901 x2196** (Kevin Froton)
- E-mail: profile@measuredprogress.org

When requesting support, have the following information ready:

- Your name and school
- Your computer platform (Windows or Mac)
- Your system operating platform
- The name of your Web browser (Internet Explorer, Firefox, Safari)
- What you want to do that you cannot do

Technical support is available during regular business hours. Generally, you will receive a response within 24 hours—often sooner.