

Appendix A–ProFile™ Software Information

ADMINISTRATION MANUAL

**New York State Alternate Assessment
(September 2009)**

Measured Progress ProFile™ Program

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

Web-Based Program

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

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

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 ProFile™ will be available during the administration period (October 5, 2009–February 12, 2010). Users will not have access to student data after 6:00 pm on February 12th. The program will be taken offline. It is the responsibility of the school district to maintain a permanent record of student assessments.

Before Submitting Datafolios for Scoring

While 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 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

The ProFile™ program offers:

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

Accessing the Program

ProFile™ is available on-line from your computer's browser screen. Please note the ProFile™ web address has been changed for 2009-10 NYSAA administration.

- Enter the address

<http://www.MeasuredProgressProFile.org/NYSAA/>

- Mac users should access the website using Safari instead of Internet Explorer, then follow the on-screen directions.
- ProFile™ is easy to use. For those who prefer written documentation, a User Manual is available on-line from the log-in page. Users may print and review this document prior to using ProFile™.

ProFile™ Technical Support

ProFile™ Technical Support from Measured Progress:

- Toll free telephone number **1-866-834-8880**
- E-Mail: **jcunningham@measuredprogress.org**

When requesting support, have the following information ready:

- Your name and school
- Your computer platform (Windows or MacIntosh)
- Your systems operating platform
- What do 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.