Assignment 2 – Paper Prototype

Administering the NWEA Assessment

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EDCI 569 - Section 04

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Subject, Scope, and Learning Context

Every academic year brings about a barrage of standardized testing. One of the standardized tests utilized at Tecumseh Junior High School is the NWEA assessment (administered three times during the year). The determination as to when the assessment is administered and who administers the assessment varies. An open conversation was initiated with the school principal in charge of the NWEA assessment administration. This conversation included how NWEA administration assignments are determined, what NWEA training is desired by the leadership, and how the leadership envisions future NWEA training.

The goal of this project, *Administering the NWEA Assessment*, is to create an e-Learning module that will train staff members to administer the NWEA assessment. The scope of this project will include an interactive e-Learning presentation, in which five learning objectives will be addressed. These objectives fundamentally support one's ability to successfully administer the NWEA assessment. Successful completion of this training module will be required before any staff member is allowed to administer the NWEA assessment.

Target Learners

The target learners are certified teaching staff at Tecumseh Junior High School. Certified teaching staff members are not given choice in regards to administering NWEA assessments. Therefore, there are times when staff members are told to give an assessment, even though they might not individually feel comfortable giving the assessment. After speaking with the principal in charge of the administration of the NWEA assessment and several certified teaching staff, the following learner characteristics have been identified:

- Previously, learners were offered a set of direct links to the NWEA website as a form of test administration training. Most leaners did not utilize the links, but instead requested that the principal in charge show them how to administer the assessment.
- Learners have expressed a need for NWEA assessment administration training.
- Some learners have not previously navigated to/logged in to, the NWEA portal.
- All learners have access to the NWEA administration portal through their school email account.

Intended Instruction and Assessment Plan

It was recommended that an on-demand NWEA administration training module be created. The training module will be a one-time requirement for all staff members administering the assessment. Since who is assigned to administer the assessment varies, a staff member might be asked every other cycle to administer the assessment. Because of this, it is possible that a staff member could be trained to administer the assessment once, but then not be asked to administer the assessment again until the following academic year. Because of this, the training module will also be available for staff members to access at any time as a reference source.

The module will be an interactive instructor-led eLearning training, intended for any Tecumseh staff member. While the module's pace will be set by the video portions of the instruction, the learner may choose to go back and re-watch any portion of the instruction. There are no prerequisites for the module. Since the learners' individual prior knowledge/skill levels

are potentially vastly different it will be preferable that the module be broken into maneuverable sections so the learner can review/reference specific sections. Within the sections assessments (such as short quiz questions) will be inserted in to the module. There will be at least one assessment question that corresponds to a given learning objective.

Learning Environment/Proposed Delivery Method

The training module URL and training instructions will be housed in the shared Tecumseh Staff Professional Development OneNote notebook. Through this notebook, learners will be able to access the module in or out of the building, on any device capable of internet access. The module will be offered as an interactive presentation. After researching possible technologies that could be utilized to create/host an interactive presentation, and speaking with the school district's IT department, it was made clear that no new technologies would be possible to test in this project.

Thus, it was determined that the training module would be hosted on mix.office.com. Mix.office.com hosts interactive presentations created with the Mix Power-Point add-in. A separate LMS is not needed, because mix.office.com tracks individual learner analytics, including names of learners who viewed slides, time spent per slide, and scores related to embedded assessment questions. Since Tecumseh is an Office 365 school, utilizing Mix will allow each learner to utilize their Office 365 credentials to verify successful completion.

Learning Objectives

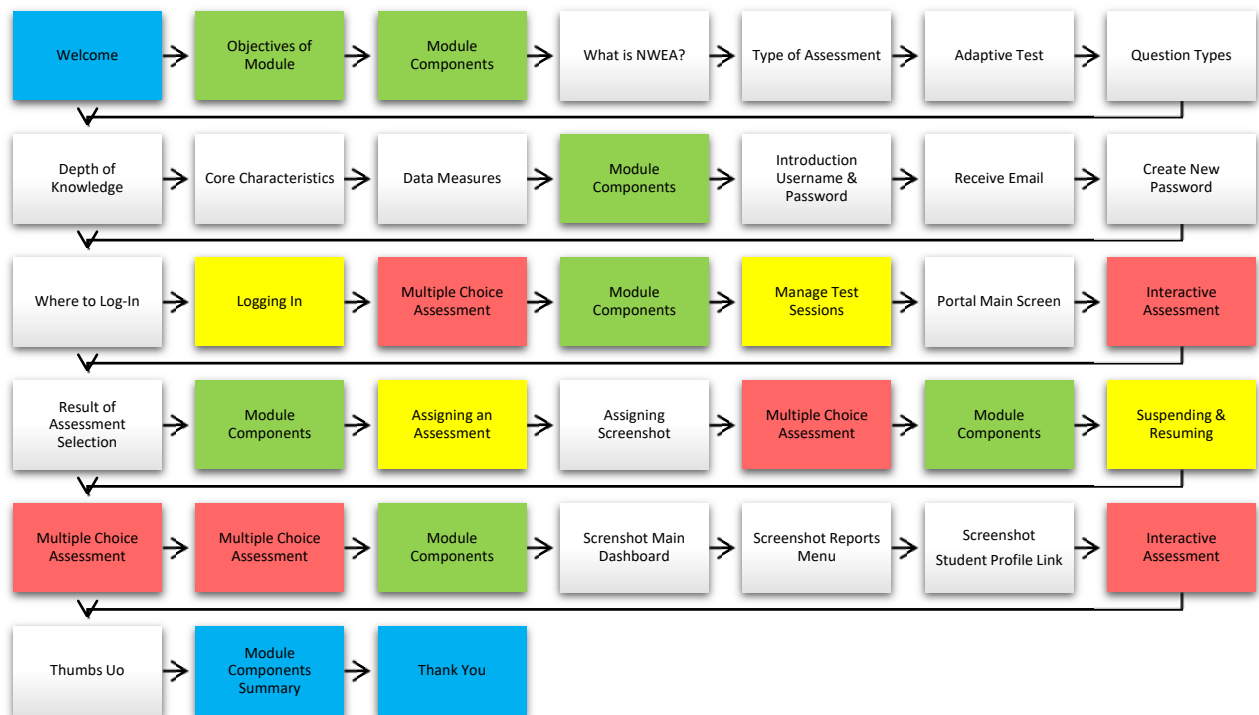The objectives are written according to the instruction by Horton (2012).

- Learners will identify the proper protocol for creating an NWEA Map username and password to successfully log in to the NWEA Map portal.
- Learners will identify where to go within the NWEA Map site to manage test sessions.
- Learners will select the correct process to assign an assessment to their class using the proctor dashboard.
- Learners will identify how to suspend and resume individual student tests in the proctor dashboard.
- Learners will select the correct navigation to locate the *Student Profile*.

Site Map

Due to PowerPoint Mix's capability limitations, this module will be linear in navigation. The learner will interact with the screen, answer assessment questions, or select *next* to move through the module. The modules interactivity will be created through the use of hyperlinks and buttons.

Legend:
Blue = Introduction/Summary
Green = Navigation
Light Gray = Core Content
Red = Assessment
Yellow = Screencast Example

Welcome	Objectives of Module	Module Components	What is NWEA?	Type of Assessment	Adaptive Test	Question Types
Depth of Knowledge	Core Characteristics	Data Measures	Module Components	Introduction Username & Password	Receive Email	Create New Password
Where to Log-In	Logging In	Multiple Choice Assessment	Module Components	Manage Test Sessions	Portal Main Screen	Interactive Assessment
Result of Assessment Selection	Module Components	Assigning an Assessment	Assigning Screenshot	Multiple Choice Assessment	Module Components	Suspending & Resuming
Multiple Choice Assessment	Multiple Choice Assessment	Module Components	Screenshot Main Dashboard	Screenshot Reports Menu	Screenshot Student Profile Link	Interactive Assessment
Thumbs Uo	Module Components Summary	Thank You				

Storyboard - *Administering the NWEA Assessment*

Module Overview:

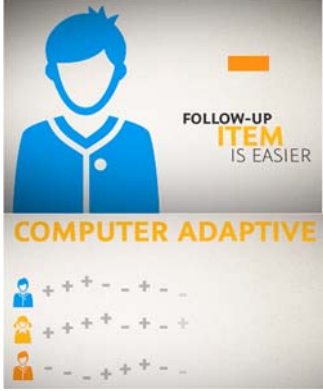|	
Instructional Goal	*Administering the NWEA Assessment*'s goal is to train staff members to administer the NWEA assessment.
Module Description	The module will be an interactive e-Learning presentation, in which five learning objectives will be addressed.
Seat Duration	15-20 minutes
Development Level & Module Specific Details	Beginner/Novice
Target Audience	The target learners are certified teaching staff at Tecumseh Junior High School.
Other Information	There will be at least one assessment question that corresponds to a given learning objective. There will be a total of seven topic areas, comprised of an introduction, the five learning objects, and a summary.

Learning Objectives:

Learning Objective 1	Learners will identify the proper protocol for creating an NWEA Map username and password to successfully log in to the NWEA Map portal.
Learning Objective 2	Learners will identify where to go within the NWEA map site to manage test sessions.
Learning Objective 3	Learners will select the correct process to assign an assessment to their class using the proctor dashboard.
Learning Objective 4	Learners will identify how to suspend and resume individual student tests in the proctor dashboard.
Learning Objective 5	Learners will select the correct navigation to locate the Student Profile.

Topic 1: Introduction to Module			
Slide #	**Subject/ Developer Notes**	**On Screen Media/Text**	**Audio/Narration**
1	**Define the purpose of the module**	"Administering the NWEA Assessment"	"Welcome to the eLearning module: Administering the NWEA Assessment."
2	**Define the objectives/goals**	"Module Objectives" "1. Learners will identify the proper protocol for creating an	"This module will cover the following learning objectives:

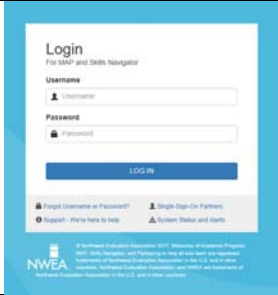|			
		NWEA Map username and password to successfully log in to the NWEA Map portal." "Learners will identify where to go within the NWEA map site to manage test sessions." "Learners will select the correct process to assign an assessment to their class using the proctor dashboard." "Learners will identify how to suspend and resume individual student tests in the proctor dashboard." "Learners will select the correct navigation to locate the Student Profile."	-Learners will identify the proper protocol for creating an NWEA Map username and password to successfully log in to the NWEA Map portal. -Learners will identify where to go within the NWEA map site to manage test sessions. - Learners will select the correct process to assign an assessment to their class using the proctor dashboard. - Learners will identify how to suspend and resume individual student tests in the proctor dashboard. - Learners will select the correct navigation to locate the Student Profile."
3	**Module Components**	"Module Components: - NWEA Introduction - Username & Password - Portal Navigation - Assigning an Assessment - Using the Proctor Dashboard - Student Profile - Summary"	"There are seven module components, beginning with NWEA introduction." "Proceed to begin the *NWEA Introduction*."

Topic 2: **NWEA** Introduction Time Estimate: 1.5 minutes			
Slide #	Subject/Developer Notes	On Screen Media/Text	Audio/Narration
4	**What does NWEA stand for?**		"The Northwest Evaluation Association, NWEA, has an assessment tool called MAP."
5,6	**What type of assessment is map?** If pictures do not fit color scheme of presentation, recreate them in appropriate color scheme.		"The Measures of Academic Progress, or MAP assessment, is a computer adaptive interim assessment. Which means that each student will be given an appropriate starting question. If the student

			answers correctly, he or she will be given a more difficult assessment item. However, if the student answers incorrectly, he or she will be given a follow-up assessment item that is easier. This computer adaptive item delivery meets each student where he or she is; therefore obtaining the most accurate results for the student's learning level."
7	**Cross Grade-Level** If pictures do not fit color scheme of presentation, recreate them in appropriate color scheme.		"The MAP assessment is able to be adaptive to the student because it is cross grade level. This allows measurement of students who perform on, above, and below grade level."
8	**Question Types** If pictures do not fit color scheme of presentation, recreate them in appropriate color scheme.		"Throughout the assessment, students engage in multiple choice and technology-enhanced assessment items."
9	**Depth of Knowledge** If pictures do not fit color scheme of presentation, recreate them in appropriate color scheme.		"These assessment items are created at various depths of knowledge to more accurately discern student learning levels."
10	**3 Core Characteristics** BOLD, color coordinated text. Each of 3 characteristics appears with audio, then disappears as the next statement appears.	"Precise measurement and quick results" "Pinpoints instructional needs of every student" "Highlights actionable data to track achievement and spot trends"	"The MAP assessment offers precise measurement and quick results, pinpoints instructional needs of every student, and highlights actionable data to track achievement and spot trends."

11	**Fall, Winter, and Spring Data Measures** BOLD, color coordinated text. Each of 3 characteristics appears with audio, then disappears as the next statement appears.	"Individual Student Learning Level" "Individual Student Progress" "Individual Student Growth"	"Utilizing fall, winter, and spring assessment dates affords accurate individual student learning levels, student progress, and student growth."
12	**Module Components**	"Module Components: - NWEA Introduction - Username & Password - Portal Navigation - Assigning an Assessment - Using the Proctor Dashboard - Student Profile - Summary"	"Let's move on to learn more about your NWEA Map portal *Username and Password."*

Topic 3: NWEA Username & Password **Time Estimate:** 1 minute		**Objectives:** Learners will create a proctor username and password, and successfully log in to the NWEA Map portal.	
Slide #	**Visual/Developer Notes**	**On Screen Media/Text**	**Audio/Narration**
13	**Introduction to Username/Password** This needs to be eye-catching/engaging.		"In order to set-up your NWEA proctoring account you will have to first create a username and password."
14	**Teacher Will Receive Email**	You've got mail animation https://www.youtube.com/watch?v=dFuUCpBbbHw	"You will be receiving an email from nwea.org. Follow the link. You will be prompted to enter your school email."
15	**Create NEW Password** BOLD text, color coordinated. Username protocol appears first. Username text vanishes and password text appears.	"NEW Password = Your School Password"	"Once your school email is verified, you MUST enter the temporary password from the nwea.org email. You will then be prompted to enter a new password,

			twice. You are to enter your school password."
16	**Where to Log-In**		"You will log in to the NWEA Map portal using your username and new password."
17	**Screen Cast Example – Logging In**		To log-in to the NWEA Map portal, open an internet browser and go to https://teach.mapnwea.org. Once there, you will log in to the portal using your school email and password."
18	**STOP – Assessment Question** Multiple Choice	"Which should you choose for your NWEA Map portal password? A. Personal Bank Account Password B. Colleague's Password C. School Password D. Cell Phone Password	No narration
19	**Module Components**	"Module Components: - NWEA Introduction - Username & Password - Portal Navigation - Assigning an Assessment - Using the Proctor Dashboard - Student Profile - Summary"	"Let's move on." "Continue to learn more about navigating the NWEA Map portal.

Topic 4: NWEA Map Portal Navigation **Time Estimate:**	**Objectives:** Learners will identify where to go to manage test sessions.

Slide #	Visual/Developer Notes	On Screen Media/Text	Audio/Narration
20	**Screen Cast Example – Locating the left menu** (Provided previous video may be used, in part or whole, or new screen cast may be made.)	*Video*	Script: "The NWEA Map portal main screen has a vertical menu located on the left side of the screen. In order to proctor an NWEA assessment you will need to navigate to the correct screen to begin a testing session." "From the menu, can you locate where you will click to manage your testing session? Click on this now!"
21	Selection of *Manage Test Sessions* will take learner to next slide. **Arrow** - point to *Manage Test Sessions*		No narration
22	**Image – Manage Test Sessions Dashboard**		"Great!
23	**Module Components**	"Module Components: • NWEA Introduction • Username & Password • Portal Navigation • Assigning an Assessment • Using the Proctor Dashboard • Student Profile • Summary"	"Now let's continue to learn more about assigning an NWEA assessment."

Topic 5: Assigning an NWEA Assessment Time Estimate:		Objectives: Learners will select the correct process to assign an assessment to their class using the proctor dashboard.	
Slide #	Visual/Developer Notes	On Screen Media/Text	Audio/Narration
24	**Screen Cast Example – Assigning an Assessment**	*Video*	Script: "The NWEA Map portal main screen

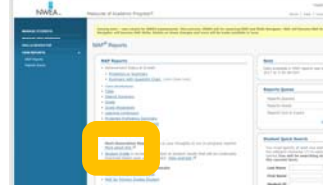|			
	(Provided previous video may be used, in part or whole, or new screen cast may be made.)		has a vertical menu located on the left side of the screen. In order to assign an NWEA assessment you will need to navigate to the correct screen to begin a testing session." "From the menu, select manage test sessions. Then, select *Test my Class.* From the drop down menu, select the class period you wish to test. From the test dropdown, select the name of the assessment to be assigned. For example, select Math 6+. Then, select start. You have now started a testing session."
25	**Image – NWEA Dashboard**		"Let's see if you can remember what to select to assign an assessment."
26	**STOP – Assessment Question** Multiple Choice	"Select the correct navigation order to assign an assessment." A. Select 'Manage Test Sessions', select 'Test My Class', select class period, select name of test, select 'Start' B. Select 'Start', select 'Test My Class', select class period, select name of test, select 'Manage Test Sessions' C. Select 'Manage Test Sessions', select 'Start, select class period, select name of test, select 'Test My Class'	No narration

| 27 | **Module Components** | "Module Components:
• NWEA Introduction
• Username & Password
• Portal Navigation
• Assigning an Assessment
• Using the Proctor Dashboard
• Student Profile
• Summary" | "Now let's continue to learn more about suspending and resuming an assessment." |

Topic 6: Utilizing the Proctor Dashboard **Time Estimate:**		**Objectives:** Learners will identify how to suspend and resume individual student tests in the proctor dashboard.	
Slide #	**Visual/Developer Notes**	**On Screen Media/Text**	**Audio/Narration**
28	**Screen Cast Example – Assigning an Assessment** (Provided previous video may be used, in part or whole, or new screen cast may be made.)	*Video*	Script: "During testing, you will need to perform several actions as proctor. You will need to be prepared to confirm, suspend, or resume students during the testing session. If a student is kicked out of the test, or if their computer freezes and must be shut down, you will need to follow this process: 1. Verify that the student's test status is *Testing* 2. Select the student's name 3. From the status drop down menu, select *Suspend* 4. Select the student's name

			5. From the status drop down menu, select *Test Again* Occasionally the NWEA Map portal does not sense student computer behavior. If the student's testing status says *Confirmed*, but they have been kicked out of the test you will need to follow this process: 1. Select the student's name 2. From the status drop down menu, select *Do Not Confirm* 3. Select the student's name 4. From the status drop down menu, select *Test Again*
29	**STOP – Assessment Question** Multiple Choice	"If a student's test status is suspended, which action should you select to resume their test?" A. Suspend B. Confirm C. Test Again D. Do Not Confirm	No narration
30	**STOP – Assessment Question** Multiple Choice	"If a student is kicked out of the testing session and their test is listed as 'Confirmed', which action should you select to resume their test?" A. Suspend B. Confirm, then Test Again C. Test Again, then Do Not Confirm	No narration

		D. Do Not Confirm, then Test Again	
31	**Module Components**	"Module Components: • NWEA Introduction • Username & Password • Portal Navigation • Assigning an Assessment • Using the Proctor Dashboard • Student Profile • Summary"	Now let's continue to learn more about assigning an NWEA assessment.

Topic 7: NWEA Student Profile **Time Estimate:**		**Objectives:** Learners will select the correct navigation to locate the Student Profile.	
Slide #	**Visual/Developer Notes**	**On Screen Media/Text**	**Audio/Narration**
32	**Select View Reports** Use bold box to signify menu selection, animate to match narration.		"To locate the Student Profile, first select *View Reports* from the menu on the left side of the screen."
33	**Select MAP Reports** Use bold box to signify menu selection, animate to match narration.		"Then, select the option *MAP Reports*."
34	**Select Student Profile** Use bold box to signify menu selection, animate to match narration.		"Now look in the middle of the screen, to view individual student reports, select *Student Profile*." "Now, take a moment to try to locate the *Student Profile* from the main NWEA dashboard." "Select the correct navigation order to locate the Student Profile."

35	**Interactive Selection Assessment:** Hyperlink "View Reports" to next slide		No Narration
36	**Interactive Selection Assessment:** Hyperlink "MAP Reports" to next slide		No Narration
37	**Interactive Selection Assessment:** Hyperlink "Student Profile" to next slide		No Narration
38	**Module Components**	Thumbs up image	"Great! You were able to navigate to the student profile. Now let's take a look at what you have learned in this module."

Topic 8: Summary **Time Estimate**			
Slide #	**Visual/Developer Notes**	**On Screen Media/Text**	**Audio/Narration**
39	**Animation:** Utilize same slide from earlier in presentation. With narration, animate the test so that each phrase comes in with the correct audio.	"Module Components: • Username & Password • Portal Navigation • Assigning an Assessment • Using the Proctor Dashboard • Student Profile • Summary"	"In this module you have learned: • How to create a username and password for the NWEA portal • The correct protocol for creating an NWEA portal password • How to navigate the portal to manage test sessions • How to assign an assessment • How to use the proctor

			dashboard to resume a test • And, how to locate the student profile. "At any time, revisit this module to refresh your NWEA MAP portal knowledge."
40	**Text:** Big, bold, and Blue	"Thank You!"	"Thank you for taking the time to learn about the NWEA Map portal."

Content

Assessment Material:

	Objective	Assessment Item
Learning Objective 1	Learners will create a proctor username and password, and successfully log in to the NWEA Map portal.	Multiple Choice "Which should you choose for your new NWEA Map portal password?" A. Cell Phone Password B. School Password C. Personal Bank Account Password D. Colleague's Password
Learning Objective 2	Learners will identify where to go to manage test sessions.	Identification/Selection "From the menu, can you locate where you will click to manage your testing session? Click on this now!" Answer: Select 'Manage Test Sessions'
Learning Objective 3	Learners will select the correct process to assign an assessment to their class using the proctor dashboard.	"Select the correct navigation order to assign an assessment." A. Select 'Manage Test Sessions', select 'Test My Class', select class period, select name of test, select 'Start' B. Select 'Start', select 'Test My Class', select class period, select

		name of test, select 'Manage Test Sessions' C. Select 'Manage Test Sessions', select 'Start, select class period, select name of test, select 'Test My Class'
Learning Objective 4	Learners will identify how to suspend and resume individual student tests in the proctor dashboard.	Multiple Choice "If a student's test is suspended, which action should you select to resume their test?" E. Suspend F. Confirm G. Test Again H. Do Not Confirm Multiple Choice "If a student is kicked out of the testing session and their test is listed as 'Confirmed', which action should you select to resume their test?" E. Suspend F. Confirm, then Test Again G. Test Again, then Do Not Confirm H. Do Not Confirm, then Test Again
Learning Objective 5	Learners will select the correct navigation to locate the Student Profile.	Identification/Selection "Complete the correct navigation order to locate the Student Profile." Answer: Select View Reports, select 'Map Reports', select 'Student Profile'

Instructional Material

Prior created videos: Content can be used in any part of module.

How to log in to the NWEA administration portal.
Video link: Log-in to NWEA

How to begin the testing session.
Video link: How to Open a Testing Session

How to assign a test.

Video link: Assign Math 6+ Test

How students will sign in to the NWEA test.
Video link: NWEA Student Sign-In

NWEA Assessment Proctoring Tips:
Video Link: NWEA Proctoring Tips

How to end a testing session.
Video link: End Testing Session

Instructions, Resources, Implementation Guidelines, or Artifacts

- Administrator Portal: https://teach.mapnwea.org/
- Included Visuals: from Educational assessment that helps kids learn. (n.d.). Retrieved from https://www.nwea.org/
- Visual Guide for text and image placement. (Appendix A)

Self-Evaluation using Merrill's 5 Star Instructional Design Rating

Stage	Criteria	Explanation
Rating for Problem Stage: 4.5		
Is the courseware presented in the context of real world problems?	Does the courseware show Learners the task they will be able to do or the problem they will be able to solve as a result of completing a module or course?	Yes. The target audience, teachers, will be instructed to administer NWEA assessments. This is problematic since many of them do not know how to do so. The model targets these learners.
	Are students engaged at the problem or task level not just the operation or action levels?	Yes. NWEA assessment windows are set by the district administrator. Since open windows only occur during short durations throughout the school year the module needs to accommodate the learner who is unable to engage with the NWEA website. However, the interactive selection assessments allow the learner to engage at the action level.
	Does the courseware involve a progression of problems rather than a single problem?	Yes. The module begins with an introduction to the NWEA portal and progresses to assignment and completion of an assessment.
Rating for Activation Stage: 3		
Does the courseware attempt to activate	Do the courseware direct Learners to recall, relate,	Yes, to some extent. The assumption is that the module will

relevant prior knowledge or experience?	describe, or apply knowledge from relevant, past experience that can be used as a foundation for new knowledge?	be assigned to learners who have no prior experience using the NWEA Map portal to assign and proctor NWEA assessments. Therefore, the only piece of recall knowledge utilized is the learner recalling their school username and password.
	Does the courseware provide relevant experience that can be used as a foundation for the new knowledge?	Yes. Each part of the *linear* module builds upon the knowledge gained in the previous section.
	If Learners already know some of the content are they given an opportunity to demonstrate their previously acquired knowledge or skill?	No. This module is designed for a learner with no prior experience. A learner with prior experience may access the module, but they will not be required to complete the module.
Rating for Demonstration Stage: 4		
Are the demonstrations (examples) consistent with the content being taught?	Are the demonstrations (examples) consistent with the content being taught? • Examples and non-examples for concepts? • Demonstrations for procedures? • Visualizations for processes? • Modeling for behavior?	Yes, through audio and video screen casts, and images with visual prompts.
	Are at least some of the following Learner guidance techniques employed? • Learners are directed to relevant information? • Multiple representations are used for the demonstrations? • Multiple demonstrations are explicitly compared?	Yes. Learners are guided to relevant information through audio, screencast video, and images with visual prompts.
	Is media relevant to the content and used to enhance learning?	Yes. The media is consistent with actual administration of the NWEA Map portal. The learner is viewing images and screen casts of the actual NWEA Map portal.
Rating for Application Stage: 3.5		

Are the application (practice) and the posttest consistent with the stated or implied objectives?	Are the application (practice) and the posttest consistent with the stated or implied objectives? • Information-about practice requires Learners to recall or recognize information. • Parts-of practice requires the Learners to locate, name, and/or describe each part. • Kinds-of practice requires Learners to identify new examples of each kind. • How-to practice requires Learners to do the procedure. • What-happens practice requires Learners to predict a consequence of a process given conditions, or to find faulted conditions given an unexpected consequence.	Yes. Through application/assessment, learners: • Recall or recognize information • Locate parts of the portal • Complete a procedure
	Does the courseware require Learners to use new knowledge or skill to solve a varied sequence of problems and do Learners receive corrective feedback on their performance?	Yes. Learners receive corrective feedback through hints/feedback in the multiple choice assessments and the inability to move forward without correct select in the interactive selection assessments.
	In most application or practice activities, are Learners able to access context sensitive help or guidance when having difficulty with the instructional materials? Is this coaching gradually diminished as the instruction progresses?	To some extent. There are contextual hints given for the multiple choice assessments.
Rating for Integration Stage: 1		
Does the courseware provide techniques that encourage Learners to	Does the courseware provide an opportunity for Learners to publicly	Not technically. However, the learner's assessment scores will be seen by the school leadership.

integrate (transfer) the new knowledge or skill into their everyday life?	demonstrate their new knowledge or skill?	
	Does the courseware provide an opportunity for Learners to reflect-on, discuss, and defend their new knowledge or skill?	No. The skills learned in the module are rudimentary in nature and unique to the NWEA assessment.
	Does the courseware provide an opportunity for Learners to create, invent, or explore new and personal ways to use their new knowledge or skill?	No. The skills learned in the module are unique to the NWEA association and do not mirror any other software.

References

Educational assessment that helps kids learn. (n.d.). Retrieved from https://www.nwea.org/

Horton, W. (2012). *E-Learning by Design, 2nd Edition*. John Wiley and Sons, Inc.

Merrill, M. D. (2001, April 27). 5 Star Instructional Design Rating. Utah, US.

Appendix A