

## DESE Webinar Q and A

November 13, 2008

1. How do you verify if an API has been used previously in order to check the box?

**Answer:** A student's API history will be part of the binder materials that teachers will receive from the Assessment Resource Center.

2. How do you change an API once you have entered it?

**Answer:** On the DESE MAP- A web page, under the heading Program/Manual, find the MAP-A 2009 Web manual (ProFile). Pages 8-10 have the specific directions for changing and deleting an API.

See below:

[How to Delete APIs \(Page 10\)](#)

The Student Information Page also allows you to **delete any APIs** that may have been selected incorrectly. First, choose the API that you wish to delete. Next, click the **Delete API** button to the right of the selected API. You will be asked to confirm that you want to delete the API. Click **OK** to delete or click **Cancel** to exit and keep the selection.

3. How long do we have of inactivity before ProFile is timed out?

**Answer:** According to John Cunningham at Measured Progress, 20 minutes would be a safe time to publish, but it depends on how many users are on at a time and what pages they are accessing. As the number of users goes up and the content on the pages increases, the time goes down because it is based on how much memory is being used at any one moment by the web server.

4. How can school administrator (s) or guidance counselor (s) sign in and review teachers' ProFile student information?

**Answer:** The administrator/counselor will need to secure the teacher's pass code to view ProFile data.

5. Can two people be logged into ProFile with the same pass code to the same student at the same time on different computers?

**Answer:** According to John Cunningham, actually they can. But, they run the risk of erasing each other's data if they access the same page at the same time. For example, if Teacher 1 accesses a page and shortly thereafter Teacher 2 accesses a page, they get the same data from the web server. Then, Teacher 1 saves her page. Later Teacher 2 saves her page, and it replaces what Teacher 1 had saved. So, they can do it, but it is not a good idea.

6. **Are the student names already in ProFile to choose from or do we put the names in?**

**Answer:** Teachers will need to enter their students individually using the *Create New Student* function.

7. **What is the URL for ProFile?**

**Answer:** <https://www289.safesecureweb.com/mapaprofile/Login.aspx>

8. **Do I still need to do a justification of duplication even if the API was done at another district?**

**Answer:** Yes, but it doesn't preclude you from using the API again.

9. **Does the ProFile program add the page numbers when it is printed or is that something we have to do manually?**

**Answer:** ProFile does not auto fill the page numbers. ProFile allows a user to type in a number or teachers may later manually fill in the box as one builds the portfolio. Page boxes are available as an organizational tool on the Profile pages. Page numbers are not required, but desirable, prior to submitting the MAP-A Binder.

10. **How much does ProFile cost?**

**Answer:** There is no charge for ProFile.