

User's Guide

for

Measured Progress ProFile™

Customized for 2014 MAP-A

School Year 2013-2014

Measured Progress ProFile™ Introduction

Measured Progress ProFile™ is a web-based computer program that allows teachers to record MAP-A data and print MAP-A Assessment materials. ProFile™ is provided free by Measured Progress to school districts. ProFile™ is password protected and secure.

The ProFile™ Manual is easy to use. It instructs educators on how to register in ProFile™, and then guides them through the system step by step. Educators enter student information in ProFile™ and record data for their students during the two MAP-A collection windows. At the end of the collection periods, the educator prints the MAP-A forms and inserts the forms in the bar-coded, student-specific binder provided by Assessment Resource Center in December of each school year. ProFile™ is a recording and printing tool only and does not submit MAP-A data.

ProFile™ guides users toward Alternate Performance Indicators (APIs) lists, collection period date ranges, and auto-fills generic data (such as student name, grade, assessment year, and content area) across forms, thus reducing the potential for errors or incomplete information. ProFile™ reminds users to check for errors and provides MAP-A information relevant only to the student's grade level as entered. ProFile™ is updated annually to include the most recent information.

Educators using ProFile™ may access MAP-A student information from any computer with internet access. ProFile™ allows easy access to required MAP-A documentation and secure electronic storage of in-progress and completed student records.

Districts must use ProFile™ for MAP-A administration.

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Getting Started

Sign In

After entering the Measured Progress ProFile™ website, the first screen that you will see is the log in page.

measured progress | PROFILE™ 2014 MAP-A Assessment

[Go to Registration Page](#) | [I Forgot My Password](#)

**Sign in to Measured Progress ProFile™
MAP-A Assessment**

Email address:

Password:

Important Message:

Only new users will need to register for the 2013-2014 school year.
[Click here](#) to go to the Registration Page.
 Measured Progress ProFile™ closes on March 8, 2014.

[Sign In](#)

[MAP-A 2014 Web Manual \(PDF\)](#)

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If you already have an account from previous MAP-A assessments you may enter your existing email address and password to sign into your account.

A password retrieval feature is available if you cannot remember your sign in password for your account. To have your password sent to you:

- From the Sign In screen, click the “I Forgot My Password” link
- Enter your email address that you use for signing into your account and click the **Send My Password** button
- The current password will be sent to your email address

Registration for a New Account

New users must first register and create an account before being able to use the Measured Progress ProFile™ website. Click the **Go to Registration Page** button on the sign in screen to begin the registration process. Enter the required information and click the **Submit Registration** button.

Email address

Your email address will act as your username for signing into the Measured Progress ProFile™ website. You must select a unique email address that has not already been used in the Measured Progress ProFile™ website. You can check to see if a certain email address already exists by clicking the **Am I Already Registered** button in the navigation bar. A new screen will open that will allow you to search the website to see if it is an active email address. If your email address is already in the website but you cannot remember the password, return to the sign in page and use the "I Forgot My Password" feature to retrieve the password for your account.

Password

The password must be at least eight (8) characters in length. It is case sensitive. There are no other requirements for the password.

The screenshot shows the registration page for Measured Progress ProFile™. At the top left is the logo for 'measured progress' and 'PROFILE™'. To the right, it says '2014 MAP-A Assessment'. Below the logo is a navigation bar with 'Go to Sign In Page' and 'Am I Already Registered'. The main content area is titled 'Registration for Measured Progress ProFile™ MAP-A Datafolio'. It contains the following fields and text:

- Email address:
- Re-enter Email address:
- Passwords may consist of any combination of letters, numbers, and/or symbols, but must be at least eight (8) characters in length.
- Password:
- Re-enter Password:
-

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Assessment Year

After signing in, you will be prompted to select an assessment year. If you select the 2011-2012 or 2012-2013 year, you will be able to view any data that you entered in those previous years. Please note, this information is only available if you are signed in with the same email used from previous assessment periods. The information is presented in a “view only” format and you will not be able to change or update any of the text or data.

To begin building a student list for the current assessment year, select 2013-2014 year and click the **Continue** button to go the My Account page.



The screenshot shows the Measured Progress PROFILE™ 2014 MAP-A interface. At the top left is the logo for Measured Progress. At the top right are links for "MY ACCOUNT | SIGN OUT" and "2014 MAP-A". The main content area is titled "Select Assessment Year:" and contains three radio button options: "2011-2012 (View Only)", "2012-2013 (View Only)", and "2013-2014 (Editable)". The "2013-2014 (Editable)" option is selected. Below the options is a "Continue" button.

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My Account Page

The My Account page will display after selecting the 2013-2014 assessment year. You can also access the page by clicking the My Account link found at the top of the page throughout the site.



The My Account page consists of three sections:

Any information entered under the general header of *My Account* will automatically populate onto any form that requires it.

My Account:

Account Email: sample@sample.com

Teacher's Name:

Teacher's Position:

District:

Attends School:

School Address (City/State):

The *Restore students accidentally deleted* section allows you to reinstate a student that had previously been deleted. To restore a student click [Un-delete](#) in the row of the student you want to return to your active student list.

Restore students accidentally deleted:

| Student Name | Grade | When Deleted | Un-delete Student |
|----------------|-------|---------------------|---------------------------|
| Sample Student | 05 | 8/1/2012 3:27:28 PM | Un-delete |

The *Change My Password* feature will allow you to update to a new password. You will be required to enter your current password for verification. The new password must consist of a minimum of 8 characters. Click **Change Password** to confirm the change and begin using the new password or click **Cancel** to continue using your current password.

Change My Password:

Current Password:

New Password:

Confirm New Password:

Student List Page

The student list page for the new user without any students is shown below:

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2014 MAP-A

Select Assessment Year | Click here to Add a New Student

My 2013-2014 Student List

There are currently no students in your list.

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Click the **Click here to Add a New Student** button located on the orange bar to add a student to your list. For each student in your list, you will have two options:

Delete the Student

The [Delete](#) link will remove the student after you have confirmed the delete on a popup dialog box.

Go to the Portfolio

The [Click Here](#) hyperlink in the Go to Portfolio column will direct you to a page on which you can enter the student's name, grade, district, and school (see page 10, Student Information Page.) You may not access other pages in the portfolio until you have at least entered a grade for the student. Once a grade has been selected and saved, it becomes locked in and you will be unable to change it for that student.

measured progress | PROFILE™ MY ACCOUNT | SIGN OUT
2014 MAP-A

Select Assessment Year | Click here to Add a New Student

My 2013-2014 Student List

| Delete Student | Student Name | Grade | Go to Portfolio |
|------------------------|--------------|-------|----------------------------|
| Delete | New Student | NA | Click Here |

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Other Features of the Student List Page

Sign Out Button

Whenever you are finished using the website, you should always click on the **SIGN OUT** button found at the top, right hand side of the page to end your session.

Select Assessment Year Button

Clicking the **Select Assessment Year** button will allow you to choose to view data entered from a previous assessment period (if available.)

Student Information Page

Initially, the API list at the bottom of the page will be blank. As you select Strands and APIs from the Table of Contents, this list will automatically populate with the APIs you have chosen. If you need to delete or change an API that you have selected, you may do so from this page only (see page 12 – *How to Delete APIs*).

If you completed the information on the My Account page, the fields for District and School will have already been filled in. After entering the appropriate information for the student, click the **Save This Page** button to save the information. To proceed to the Table of Contents, click the button labeled **Table of Contents**.

|  MY ACCOUNT SIGN OUT 2014 MAP-A | |
|--|---|
| Save This Page My Student List Table of Contents | |
| Student Information Page | |
| Student Name: | <input type="text" value="Sample Student"/> |
| Grade: | <input type="text" value="5"/> Note: The grade cannot be changed after leaving this page. |
| District: | <input type="text" value="My District"/> |
| School: | <input type="text" value="My School"/> |
| Delete APIs accidentally selected below | |
| <p>Warning: Deleting an API will also result in the deletion of all data associated with the API, including dates, accuracy scores, independence scores, on the Entry/Data Summary Sheet and all data on the Student Work Records.</p> | |
| CA Strand 1 - API Indicator #1: CA Strand 1 - API Indicator #2: CA Strand 2 - API Indicator #1: CA Strand 2 - API Indicator #2: | |
| Math Strand 1 - API Indicator #1: Math Strand 1 - API Indicator #2: Math Strand 2 - API Indicator #1: Math Strand 2 - API Indicator #2: | |
| Science Strand - API: Science Strand - API: Science Strand - API: Science Strand - API: | |
| | |

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Table of Contents Checklist

The Table of Contents Checklist page is the main point of navigation for each student record. From this page, you will be able to select the strands that are required for the grade level that you have chosen for the student.

| measured progress PROFILE™ | | MY ACCOUNT SIGN OUT 2014 MAP-A |
|--|-------------------------------|---|
| My Student List Student Page Printer Friendly Page | | |
| Note: To change or delete APIs, click on the Student Page link and scroll down. | | |
| Table of Contents Checklist | | Elementary |
| Student: Sample Student | School Year: 2013-2014 | Grade: 05 |
| (Organize MAP-A in the following manner) | | |
| <input checked="" type="checkbox"/> Table of Contents Checklist <input type="checkbox"/> Validation Form | | |
| Communication Arts Strand 1: Reading (RD/RP) Alternate Performance Indicator #1 <input type="checkbox"/> Entry/Data Summary Sheet View APIs <input type="checkbox"/> Collection Period 1 Student Work Record <input type="checkbox"/> Collection Period 2 Student Work Record | | Mathematics Strand 1: Numbers & Operations (NO) Alternate Performance Indicator #1 <input type="checkbox"/> Entry/Data Summary Sheet View APIs <input type="checkbox"/> Collection Period 1 Student Work Record <input type="checkbox"/> Collection Period 2 Student Work Record |
| Communication Arts Strand 1: Reading (RD/RP) Alternate Performance Indicator #2 <input type="checkbox"/> Entry/Data Summary Sheet View APIs <input type="checkbox"/> Collection Period 1 Student Work Record <input type="checkbox"/> Collection Period 2 Student Work Record | | Mathematics Strand 1: Numbers & Operations (NO) Alternate Performance Indicator #2 <input type="checkbox"/> Entry/Data Summary Sheet View APIs <input type="checkbox"/> Collection Period 1 Student Work Record <input type="checkbox"/> Collection Period 2 Student Work Record |
| Communication Arts Strand 2: Writing (WC) Alternate Performance Indicator #1 <input type="checkbox"/> Entry/Data Summary Sheet View APIs <input type="checkbox"/> Collection Period 1 Student Work Record <input type="checkbox"/> Collection Period 2 Student Work Record | | Mathematics Strand 2: Algebraic Relationships and/or Geometric & Spatial Relationships (AR/GS) Alternate Performance Indicator #1 <input type="checkbox"/> Entry/Data Summary Sheet View APIs <input type="checkbox"/> Collection Period 1 Student Work Record <input type="checkbox"/> Collection Period 2 Student Work Record |
| Communication Arts Strand 2: Writing (WC) Alternate Performance Indicator #2 <input type="checkbox"/> Entry/Data Summary Sheet View APIs <input type="checkbox"/> Collection Period 1 Student Work Record <input type="checkbox"/> Collection Period 2 Student Work Record | | Mathematics Strand 2: Algebraic Relationships and/or Geometric & Spatial Relationships (AR/GS) Alternate Performance Indicator #2 <input type="checkbox"/> Entry/Data Summary Sheet View APIs <input type="checkbox"/> Collection Period 1 Student Work Record <input type="checkbox"/> Collection Period 2 Student Work Record |
| Science Strand 5: Processes and Interactions of the Earth's Systems (ES) <input type="checkbox"/> Entry/Data Summary Sheet View APIs <input type="checkbox"/> Collection Period 1 Student Work Record <input type="checkbox"/> Collection Period 2 Student Work Record | | Science Strand 7: Scientific Inquiry (IN) or Science Strand 8: Impacts of Science, Technology, and Human Activity (ST) <input type="checkbox"/> Entry/Data Summary Sheet View APIs <input type="checkbox"/> Collection Period 1 Student Work Record <input type="checkbox"/> Collection Period 2 Student Work Record |
| Science Strand 6: Composition and Structure of the Universe and the Motion of the Objects within it (UN) <input type="checkbox"/> Entry/Data Summary Sheet View APIs <input type="checkbox"/> Collection Period 1 Student Work Record <input type="checkbox"/> Collection Period 2 Student Work Record | | Science Strand 3: Characteristics and Interactions of Living Organisms (LO) or Science Strand 4: Changes in Ecosystems and Interactions of Organisms with Their Environments (EC) <input type="checkbox"/> Entry/Data Summary Sheet View APIs <input type="checkbox"/> Collection Period 1 Student Work Record <input type="checkbox"/> Collection Period 2 Student Work Record |
| MAP-A Web ProFile 2013-2014 | | Page: 1 |

My Student List Button

To return to the Student List page, click on this button.

Student Page Button

The Student Information Page is for entering/editing the student's name, grade, district, or school. This page will also allow you to delete APIs that you have already selected.

How to Delete APIs:

- Scroll to the bottom of the page and choose the API that you wish to delete.
- Next, click the **Delete API** button to the right of the 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.
- Return to the Table of Contents page. You will now be allowed to choose another API after clicking on the Strand of the API you previously deleted.



PROFILE™

[MY ACCOUNT](#) | [SIGN OUT](#)
2014 MAP-A

[Save This Page](#) | [My Student List](#) | [Table of Contents](#)

Student Information Page

Student Name:

Grade:

District:

School:

Delete APIs accidentally selected below

Warning:
 Deleting an API will also result in the deletion of all data associated with the API, including dates, accuracy scores, independence scores, on the Entry/Data Summary Sheet and all data on the Student Work Records.

| | |
|---|---|
| CA Strand 1 - API Indicator #1: RD1.1 CA Strand 1 - API Indicator #2: CA Strand 2 - API Indicator #1: CA Strand 2 - API Indicator #2: | <input type="button" value="Delete API"/> |
| Math Strand 1 - API Indicator #1: Math Strand 1 - API Indicator #2: Math Strand 2 - API Indicator #1: Math Strand 2 - API Indicator #2: | |
| Science Strand - API: Science Strand - API: Science Strand - API: Science Strand - API: | |

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Print This Form

This button opens a new window that is a printer friendly web page with the Measured Progress ProFile™ header, footer, and buttons stripped away.

(Technical Note: If you are using a browser that has “tabs” enabled, the printer friendly form may open on a separate tab. When you are finished printing, you can click on the “X” button on the tab to close it.)

Hyperlinks

Clicking on a hyperlink will take you to another page (e.g., the Validation Form).

View API Link

Clicking the View API link located below each strand will open a new browser window that will display the available APIs for that strand. This page is for reference only and you will not be allowed to directly select an API from the list.

Checkboxes

The checkboxes that are on this page automatically check when the appropriate form is started. You cannot manually check these checkboxes.

API Selection

After selecting a strand from the Table of Contents menu you will be asked to choose an API for that strand. The procedure to select an API is as follows:

Step 1 - Select the **Big Idea**

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2014 MAP-A

Student List | Table of Contents

Communication Arts Strand 1: Reading (RD/RP) - Grades 3-5

Select a **Big Idea** from the list below:

1 - Develop and apply skills and strategies to the reading process

Select a **Concept** from the list below:

Select an **API** from the list below:

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Step 2 - Select a **Concept**

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2014 MAP-A

Student List | Table of Contents

Communication Arts Strand 1: Reading (RD/RP) - Grades 3-5

Select a **Big Idea** from the list below:

1 - Develop and apply skills and strategies to the reading process

Select a **Concept** from the list below:

- A - Print Concepts
- B - Phonemic Awareness
- C - Phonics
- D - Fluency
- E - Vocabulary
- F - Pre-Reading
- G - During Reading
- H - Post-Reading
- I - Making Connections

Select an **API** from the list below:

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Step 3a - Choose an **API stem** (if available)

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2014 MAP-A

[Student List](#) | [Table of Contents](#)

Communication Arts Strand 1: Reading (RD/RP) - Grades 3-5

Select a **Big Idea** from the list below:

1 - Develop and apply skills and strategies to the reading process

Select a **Concept** from the list below:

- A - Print Concepts
- B - Phonemic Awareness
- C - Phonics
- D - Fluency
- E - Vocabulary
- F - Pre-Reading
- G - During Reading
- H - Post-Reading
- I - Making Connections

Select an **API** from the list below:

- Demonstrate basic concepts of print.
- Demonstrate understanding of letter concepts.

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Step 3b - Choose an API

Note: When working within a Science strand, you will be required to select an API for both process and content before being able to view the Data Summary Sheet.

Select a **Big Idea** from the list below:

- 1 - Develop and apply skills and strategies to the reading process

Select a **Concept** from the list below:

- A - Print Concepts
- B - Phonemic Awareness
- C - Phonics
- D - Fluency
- E - Vocabulary
- F - Pre-Reading
- G - During Reading
- H - Post-Reading
- I - Making Connections

Select an **API** from the list below:

- Demonstrate basic concepts of print.
- Demonstrate understanding of letter concepts.

- RD1.1** - Attend to literacy-based materials.
- RD1.2** - Understand print tells story by attending to and/or reading story.
- RD1.3** - Match objects to like objects.
- RD1.4** - Match objects to photographs of like objects.
- RD1.5** - Match objects to symbols (line drawings) of like objects (e.g., ball to circle).
- RD1.6** - Match objects to words.
- RD1.7** - Understand that a string of letters may represent words (print awareness).
- RD1.8** - Match letter to letter.
- RD1.9** - Match word to word.
- RD1.10** - Match pictures to printed words to show printed words represent objects or pictures of object.
- RD1.11** - Distinguish text from pictures.
- RD1.12** - Illustrate words, caption pictures, act out words or sentences to show printed words represent objects.
- RD1.13** - Understand directionality front to back, top to bottom, and left to right.
- RD1.14** - Identify the author.
- RD1.15** - Understand concept of title and/or know where title is located.

Entry/Data Summary Sheet

Shown below is a sample data summary sheet for Math/Communication Arts/Science:

| measured progress PROFILE™ | | MY ACCOUNT SIGN OUT 2014 MAP-A | | | | | | | | | |
|--|--|-------------------------------------|---|--|------------|--|-------------------|-------------------|--|-----------------------|--|
| My Student List Table of Contents Print ALL Forms Print THIS Form Save This Page | | | | | | | | | | | |
| Entry/Data Summary Sheet | | Justification Form | Work Record (Period 1) | | | | | | | | |
| Entry/Data Summary Sheet Mathematics/Communication Arts/Science | | | | | | | | | | | |
| Student Name: Sample Student | | Grade: 05 | | | | | | | | | |
| Strand: (RD) | Big Idea: Develop and apply skills and strategies to the reading process | | Concept: Print Concepts | | | | | | | | |
| Stem: Demonstrate basic concepts of print. API: RD1.1 Attend to literacy-based materials. | | | | | | | | | | | |
| Has this student been assessed on this API in previous years? <input checked="" type="radio"/> Yes <input type="radio"/> No Please complete the API Duplication Justification Form | | | | | | | | | | | |
| | Collection Period 1 January 6 - January 31, 2014 | | Collection Period 2 February 3 - February 28, 2014 | | | | | | | | |
| | Dates below do not need to be in chronological order. | | | Dates below do not need to be in chronological order. | | | | | | | |
| Date | Select ▾ | Select ▾ | Select ▾ | Select ▾ | Select ▾ | | | | | | |
| Data Type | Student Work Record | Data Point | Data Point | Student Work Record | Data Point | | | | | | |
| Accuracy % | 0 ▾ | 0 ▾ | 0 ▾ | 0 ▾ | 0 ▾ | | | | | | |
| Independence % | 0 ▾ | 0 ▾ | 0 ▾ | 0 ▾ | 0 ▾ | | | | | | |
| Average % for Collection Period | Accuracy: | | | Accuracy: | | | | | | | |
| | Independence: | | | Independence: | | | | | | | |
| Notes: Collection Period Averages will only display when 3 dates have been selected for the period. Total Averages will only display when 6 dates have been selected. To update the averages, click on the Save This Page button. | | | | <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;"></td> <td style="text-align: center;">API Entry Average</td> </tr> <tr> <td style="text-align: center;">Level of Accuracy</td> <td></td> </tr> <tr> <td style="text-align: center;">Level of Independence</td> <td></td> </tr> </table> | | | API Entry Average | Level of Accuracy | | Level of Independence | |
| | API Entry Average | | | | | | | | | | |
| Level of Accuracy | | | | | | | | | | | |
| Level of Independence | | | | | | | | | | | |
| MAP-A Web ProFile 2013-2014 | | | | Page: <input style="width: 50px;" type="text"/> | | | | | | | |

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Navigation

The Entry/Data Summary Sheet, Justification Form and Work Records for Collection Period 1 & 2 forms can be accessed by clicking the appropriate tab that is displayed just above the navigation buttons.

| | | | |
|--------------------------|--------------------|------------------------|------------------------|
| Entry/Data Summary Sheet | Justification Form | Work Record (Period 1) | Work Record (Period 2) |
|--------------------------|--------------------|------------------------|------------------------|


 Navigate to Other Pages by clicking on a Tab.

Save This Page Button

The work that you do on a page is NOT automatically saved. Every few minutes while working on the page it is a good practice to click on the Save Page button. Saving the page will also update the value of any calculations that are being averaged on the page.

Printing

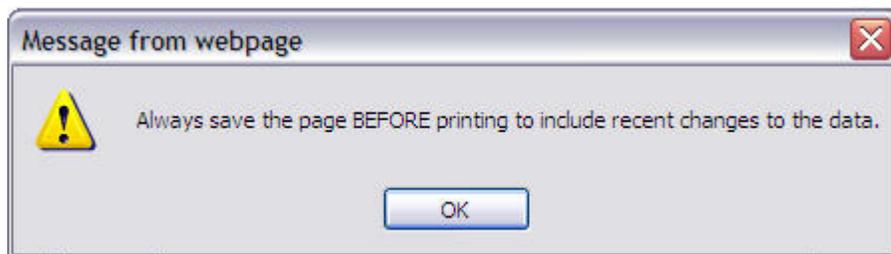
There are two print functions available: **Print ALL Forms** and **Print THIS Form**.

Print ALL Forms is located within the main navigation menu and will print all forms for strand you are currently working on. This includes the Data Summary Sheet, API Duplication Justification Form (if available), and Work Records for Collection Period 1 & 2. **Note:** Some browser/printer combinations do not recognize the page breaks built into the web page to put each form on its own separate page.

Print THIS Form will only print the form that is currently being displayed on the screen.

Note: If there are identical dates within Collection Period 1 or 2 you will be unable to print the Data Summary Sheet. You will receive an error message prompting you to correct the error.

Before the printer friendly page is displayed, you will be asked to confirm that you have first saved the content of the page you are attempting to print. If you saved your work prior to clicking the Print This Page button, click the **OK** to proceed to the printable form. If you have not yet saved the information, close the warning to return to the main site and save your work to ensure that you are printing the most current version of the data you have entered to this point.



Work Record Forms

The Student Work Record Forms can be accessed by clicking the Work Record (Period 1) or Work Record (Period 2) tabs located directly below the orange navigation bar. A sample of a Work Record (Period 1) form is shown below:

|  PROFILE™ | | MY ACCOUNT SIGN OUT 2014 MAP-A |
|--|--|--|
| My Student List Table of Contents Print ALL Forms Print THIS Form Save This Page | | |
| Entry/Data Summary Sheet | | Justification Form |
| Work Record (Period 1) | | Work Record (Period 2) |
| Student Work Record Mathematics/Communication Arts/Science Attach student work sample if appropriate | | |
| Student Name: Sample Student | | Grade: 05 |
| Date: | | |
| Strand: (RD) | Big Idea: Develop and apply skills and strategies to the reading process | Concept: Print Concepts |
| Stem: Demonstrate basic concepts of print. API: RD1.1 Attend to literacy-based materials. | | |
| Task/Activity: (Write a brief description of the task/activity, its connection to the API, and how it demonstrates application.) <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <div style="text-align: right; font-size: small;">  </div> | | |
| 2500 characters left | | |
| Evaluation of Student's Performance: | | |
| Describe and evaluate the student's actual accuracy performance. Describe how the percentages were determined for Level of Accuracy . <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <div style="text-align: right; font-size: small;">  </div> | Describe and evaluate the student's actual independence performance. Describe how the percentages were determined for Level of Independence . <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <div style="text-align: right; font-size: small;">  </div> | |
| 2500 characters left | 2500 characters left | |
| Level of Accuracy 0% | Level of Independence 0% | |
| MAP-A Web ProFile 2013-2014 | | Page: <input style="width: 50px;" type="text"/> |

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Character counting is available for any text box that might require a lengthy description. As you type, the red message located directly below the text box will inform you of the number of remaining characters (including spaces) that you may use. Once the counter reaches zero you will no longer be able to add any text to the box without first deleting information that you have already entered.

| |
|---|
| <p>Task/Activity: (Write a brief description of the task/activity, its connection to the API, and how it demonstrates application.)</p> <p>This is a sample task/activity to show the character counting.</p> <p>2438 characters left</p> <p></p> |
| <p>Evaluation of Student's Performance:</p> |

API Duplication Justification Form

(Math and Communication Arts Only)

In the middle of the Data Summary Sheet is question that requires an answer.

| | | |
|---|---------------------|---|
| Has this student been assessed on this API in previous years? <input checked="" type="radio"/> Yes <input type="radio"/> No | | Please complete the API Duplication Justification Form |
| Collection Period 1 | Collection Period 2 | |

If you answer this question as "Yes" (default value), then the tab for the Justification Form appears below the orange navigational bar (to the right of the tab for the Entry/Data Summary Sheet).

A sample Justification Form (not used in Science) is shown below:

| | | |
|---|---|---|
|  | | MY ACCOUNT SIGN OUT 2014 MAP-A |
| My Student List Table of Contents Print ALL Forms Print THIS Form Save This Page | | |
| Entry/Data Summary Sheet | Justification Form | Work Record (Period 1) Work Record (Period 2) |
| API Duplication Justification Form Mathematics/Communication Arts | | |
| Student Name: Sample Student | | Grade: 05 |
| Strand: (RD) | Big Idea: Develop and apply skills and strategies to the reading process | Concept: Print Concepts |
| Stem: Demonstrate basic concepts of print. API: RD1.1 Attend to literacy-based materials. | | |
| You indicated that this student has been assessed on this API in previous years. | | |
| The instructional decision to duplicate an API from a prior year's MAP-A assessment must be justified on this form. The justification must be included with the MAP-A submission. | | |
| Justification/Rationale: (Supply specific justification for duplicate use of the API.) | | |
| <input type="text"/> | | <input type="button" value="ABC"/> |
| 2500 characters left | | |
| Plan of Student Progress: (Supply specific plans in place to assure student growth across API's content.) | | |
| <input type="text"/> | | <input type="button" value="ABC"/> |
| 2500 characters left | | |
| MAP-A Web ProFile 2013-2014 | | Page: <input type="text"/> |

Troubleshooting

Printing Pages in Landscape

- 1) Do not click directly on the "Printer" button on your browser.
- 2) Instead, click on the "Print Preview" button. Then click on the Page Setup button and select "Landscape". Finally, click on the "Print" button.

Information on page is old information or from another student

The default setup for some older and/or browsers computers is to access internet pages as quickly as possible. To do this, if the browser determines that the page being accessed (e.g., Data Summary Sheet) is **not** a new page, it will **not** download current information from the web server, but instead displays information previously accessed and stored on the local computer.

To change this setting on a PC using Internet Explorer, do the following:

- 1) Click on the "Tools", then "Internet Options" in your browser.
- 2) On the dialog window that pops up, click on the "Settings" button inside the "Temporary Internet Files" box.
- 3) On the next dialog window that pops up, check the "Every visit to the page" option for the "Check for newer versions of stored pages" question.

On a Mac using Safari, click on the Safari menu then select "Empty Cache".

Support

Support is provided to teachers involved in MAP-A, who are using Measured Progress ProFile™. Normal office hours are 8:30 am to 5:00 pm Eastern Time, Monday through Friday.

Toll free telephone numbers:

1-866-834-8880 (Technical Product Support)

This type of support is available to teachers using the Measured Progress ProFile™ website and is limited to technical questions about using the website.

Email:

ProFile@MeasuredProgress.org

When requesting support, please have the following information ready:

- 1) Your name, school, and state.
- 2) Your computer platform (Windows or Macintosh)
- 3) What do you want to do that you cannot do?