

Sarah Barnett
ITEC 7460-One Hour Technology Workshop

Title: What's the POINT?: Learning How to Use POINT for Practical Data Analysis

Overview: POINT is Henry County's version of Pearson's Schoolnet Program. The program has received much criticism from Henry teachers over the past year for being difficult to use (in comparison to the program it replaced); however, the district is currently in a 5-year \$5+million dollar contract to implement the Schoolnet program so teachers are expected to use the program to score assessments and analyze data. Current use has been minimal because teachers simply do not understand how to use the program. Pre-planning training was scant and the program accomplishes so many different tasks that it is overwhelming to begin trying to learn. In fact, many teachers still rely on Scantrons for assessments and data collection/analysis. The county office recently informed principals they can no longer use school funds to purchase Scantron assessment paper since it conflicts with the county's investment in POINT.

This workshop, therefore, is a direct response to teachers' requests for simple-to-follow instructions on how to use POINT to perform some of the same tasks they could using a Scantron. A needs assessment conducted by the Technology Focus team several months ago indicated a majority of teachers already understand how to print and scan answer documents using POINT, but they would like more information on how to create tests and usable reports for data analysis.

Date/Location: April 3, 2014; 3:30 pm; Rm 115 at Woodland High School

Learning Objectives:

- Participants will become familiar with the NETS-T technology standards for teachers and how these standards support and extend the standards established by the Teacher Keys Effectiveness System (TKES).
- Participants will use POINT to create an express test as both "answer key only" and with questions from the test bank.
- Participants will use POINT to determine student achievement on specific assessments
- Participants will use POINT to create an item analysis spreadsheet.
- Participants will use POINT to create a skills analysis spreadsheet.
- Participants will use POINT to create student reports for individual tests.
- Participants will use POINT to administer an online test.

NETS-T Standards:

Standard 2: Teachers design, develop, and evaluate authentic learning experiences and assessments incorporating contemporary tools and resources to maximize content learning in context and to develop the knowledge, skills, and attitudes identified in the Standards-S.

- a. Design or adapt relevant learning experiences that incorporate digital tools and resources to promote student learning and creativity.

- b. Develop technology-enriched learning environments that enable all students to pursue their individual curiosities and become active participants in setting their own educational goals, managing their own learning, and assessing their own progress.
- c. Customize and personalize learning activities to address students' diverse learning styles, working strategies, and abilities using digital tools and resources.
- d. Provide students with multiple and varied formative and summative assessments aligned with content and technology standards, and use resulting data to inform learning and teaching.

TKES Standards:

Performance Standard 2: The teacher plans using state and local school district curricula and standards, effective strategies, resources, and data to address the differentiated needs of all students.

Performance Standard 6: The teacher systematically gathers, analyzes, and uses relevant data to measure student progress, to inform instructional content and delivery method, and to provide timely and constructive feedback to both students and parents.

Materials:

- Laptops with internet access
- Projector connected to laptop
- "Creating Express Tests and Answer Sheets" Handout
- "Administering Tests Online Using POINT" Handout
- Sample score reports including student labels, item analysis, and skills analysis
- Agenda

Workshop Procedures:

1. Distribute workshop agendas.
2. Introduce the workshop by reviewing the purpose of POINT and Henry County's significant monetary investment in the online assessment and student information program.
3. Participants create an "I Wish I Knew How to . . . in POINT" post-it note. The instructor reads and shares the Post-It notes, placing them on a poster with columns labeled "Learn Today" or "Learn Later." Acknowledge those items in "Learn Later" will be topics for future sessions or online tutorials.
4. Review the NETS-T and TKES Standards related to assessment. Discuss the ways in which technology has already improved assessment (scantrons, online testing, etc.) and relate POINT as one of these advancements.
5. Teachers log onto POINT using school assigned network ID and password. Review and model the following processes on the projector as teachers follow along on their computers. Distribute handouts related to these tasks. Teachers should create sample assessments for "b" in the list below.
 - a. The Home Screen and Other Important Buttons: Show teachers how to read the home screen. (Screencast included on website)

- b. Creating an Express Test: Demonstrate how to create an “answer key only” express test and an express test using pre-made questions. Participants should create sample tests using the name WHS_NAME_Sample so that they can easily delete these sample tests at a later date. (Handout included)
 - c. Creating a Manual Test: Discuss the difference between creating manual tests and express tests. Manual tests should be used when the teacher wants to pick each test item individually or wants to create original test items to enter into the test bank. For the sake of time, this process will not be demonstrated but a screencast will be included on the website.
 - d. Administering a Test Online: Using one of the sample tests created in “b,” participants should preview the online test and create sample usernames/passwords. (Handout included)
 - e. Getting Score Reports: The instructor will demonstrate (and teachers can follow along) how to create the following reports. (Sample reports with student names marked out will be provided as samples.) The instructor will ask participants to brainstorm the ways in which they could use the reports to analyze students data, create flexible groups, plan for differentiation, make students responsible for their own learning, etc. The focus will be on how to use the score reports to achieve the NETS-T and the TKES standards.
 - i. Student Score Report
 - ii. Item Analysis
 - iii. Skills Analysis
6. Review the “I Wish I Knew How to . . . in POINT” post-its that were covered. Share websites (Henry County Schools’ Knowledge Base) where teachers may be able to find answers to their other “wishes.”
 7. Administer the post-workshop survey to participants.

Evaluation/Assessment:

Informal Assessment: The instructor will monitor learning informally throughout the presentation. By asking questions and soliciting feedback, the instructor will determine if participants understand the content, if the instructional pace is appropriate, and if the content of the workshop needs to be modified.

Formal Assessment: A post-workshop survey will be administered at the close of the workshop to determine if the learning objectives were met and to gather ideas for relevant future POINT workshops.