

Alpha Plus Online Assessments:

**How to prepare
district, school and
classroom data files
for Alpha Plus upload**

Fall 2017



ALPHA PLUS
Educational Systems, Inc.

In order for faculty and students to log in to Alpha Plus Online with ease and to ensure accurate data management, we need their information from each district's central office staff.

The easiest and most accurate way for us to collect the information is in a set of three Excel spreadsheets. Whether you download information from your Student Information Systems vendor or other sources, you can copy and paste it or type it into the Alpha Plus Excel templates and email to us for upload.



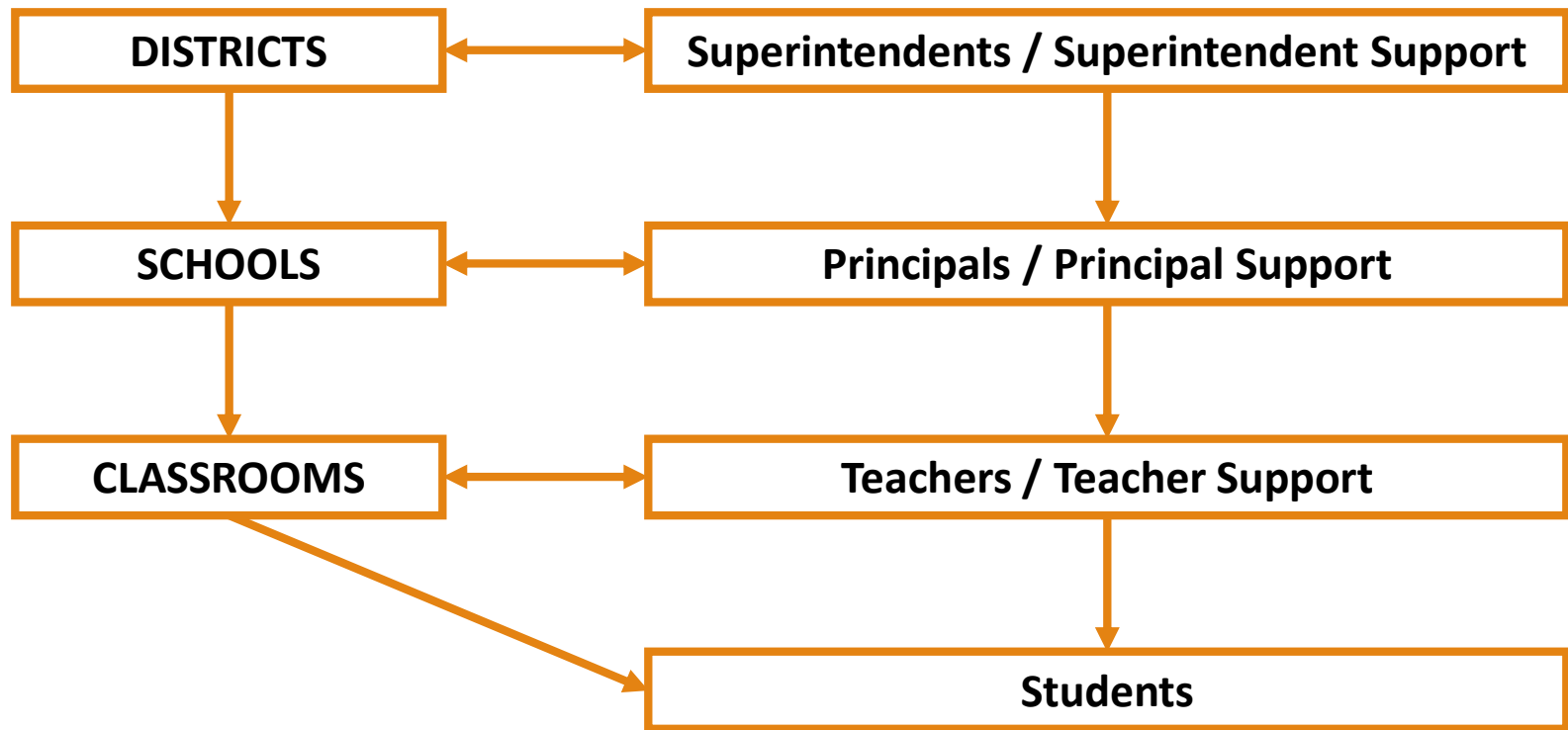
The screenshot shows the Alpha Plus Admin Login page. At the top, there is a yellow header with the Alpha Plus logo and the text "ALPHA PLUS Educational Systems, Inc.". Below the header, the URL <https://aplustesting.org> and <https://teacher.aplustesting.org> are displayed. The main content area is titled "Admin Login" in a blue box. It contains two input fields: "Email" with a placeholder "Enter your email" and "Password" with a placeholder "Password". Below the password field is a link "Forgot password? ©". A blue "Login" button is positioned below the input fields. At the bottom, a note states: "If your school hasn't signed up for 2017-18, please call (405) 842-8408. – THANKS!".



The screenshot shows the Alpha Plus Student Login page. At the top, there is a yellow header with the Alpha Plus logo and the text "ALPHA PLUS Educational Systems, Inc.". Below the header, the URL <https://student.aplustesting.org> is displayed. The main content area is titled "Student Login" in a blue box. It contains three input fields: "First Name" with a placeholder "Enter Your First Name", "Last Name" with a placeholder "Enter Your Last Name", and "Student ID" with a placeholder "Enter Your ID". A grey "Login" button is positioned below the input fields.

Before we proceed, let us review the Structure of our Alpha Plus System. In general, we have:

- District(s), which are managed by Superintendents and Superintendent Support Staff.
- Under each District, we have School(s), which are managed by Principals and Principal Support Staff.
- Under each School, we have Classroom(s), which contains Students, and are managed by Teachers and Teacher Support Staff.



What does Alpha Plus need to get the system ready for your school?

1. **District-Schools_AP-Template:** Sets up District and School(s) in the system; provides administrators and support staff names, titles/position codes and email addresses so all who need access will receive a welcome email with temporary password.
2. **Teachers_AP-Template:** Sets up online “classrooms” for each teacher who will use the system (**which classes depends upon the contract/PO**); provides names and email addresses so welcome email with temporary password can be sent.
3. **Students_AP-Template:** Provides each student’s name and ID number for the system so students can log in with that information as instructed by teachers. Alpha Plus serves students in Gr. 1-8 with reading, math and science assessments.

1. District, School & Faculty Info

Please copy/paste or type information into the **District-Schools_AP-Template** Excel below (more details in the next slide). The required columns are indicated by asterisk (*) in column heading.

District Name*	School Name*	Address	Phone Number	Title	First Name*	Last Name*	Position*	Email*
Oklahoma		1234 N. Gulfpo	405-123-456	Superinte	John	Doe	S	jdoe@okschoo.k12.ok.us
Oklahoma	Homa ES	5678 N. Oceans	405-321-765	Principal	Juan	Diego	P	jdiego@okschoo.k12.ok.us
Oklahoma	Okla MS	9876 N. Oceans	405-321-765	Principal	Juan	Diego	P	jdiego@okschoo.k12.ok.us
Oklahoma	Okla HS	5678 Gulfport R	405-123-456	Principal	Jane	Doe	P	jndoe@okschoo.k12.ok.us
Oklahoma		1234 N. Gulfpo	405-123-456	Title I Dire	Sarah	Ferguson	SS	sferguson@okschoo.k12.ok.us
Oklahoma	Homa ES	5678 N. Oceans	405-321-765	Assistant	Sam	Chase	PS	schase@okschoo.k12.ok.us
Oklahoma	Okla MS	9876 N. Oceans	405-321-765	Counselor	Clay	Potts	PS	cpotts@okschoo.k12.ok.us
Oklahoma	Okla HS	5678 Gulfport R	405-123-456	SPED Dire	Phil	Ferguson	PS	pferguson@okschoo.k12.ok.us
CONTACT		PHONE			DATE			

We ask also for the school address, phone number and title of each administrator so we may serve your school better, but these are not necessary if you do not want to type them into the spreadsheet, OR if they are not in the file you download from your Student Information System vendor.

1. District, School & Faculty Info

Alpha Plus requires these codes:

- Superintendent (S) & Superintendent Support (SS)
- Principal (P) & Principal Support (PS)

District Name*	School Name*	Address	Phone Number	Title	First Name*	Last Name*	Position*	Email*
Oklahoma		1234 N. Gulfpo	405-123-456	Superinte	John	Doe	S	jdoe@okschoo.k12.ok.us
Oklahoma	Homa ES	5678 N. Oceans	405-321-765	Principal	Juan	Diego	P	jdiego@okschoo.k12.ok.us
Oklahoma	Okla MS	9876 N. Oceans	405-321-765	Principal	Juan	Diego	P	jdiego@okschoo.k12.ok.us
Oklahoma	Okla HS	5678 Gulfport R	405-123-456	Principal	Jane	Doe	P	jndoe@okschoo.k12.ok.us
Oklahoma		1234 N. Gulfpo	405-123-456	Title I Dire	Sarah	Ferguson	SS	sferguson@okschoo.k12.ok.us
Oklahoma	Homa ES	5678 N. Oceans	405-321-765	Assistant	Sam	Chase	PS	sCHASE@okschoo.k12.ok.us
Oklahoma	Okla MS	9876 N. Oceans	405-321-765	Counselor	Clay	Potts	PS	cpotts@okschoo.k12.ok.us
Oklahoma	Okla HS	5678 Gulfport R	405-123-456	SPED Dire	Phil	Ferguson	PS	pferguson@okschoo.k12.ok.us
CONTACT		PHONE			DATE			

If Alpha Plus has questions, who should we contact? Please provide contact details here indicating end of list.

For Principal (P) and Principal Support (PS), School Name must be included.

2. Teacher and Online Classroom Info

Please copy/paste or type information into the **Teachers_AP-Template** Excel below (more details in the next slide). The required columns are indicated by asterisk (*) in column heading.

School Name*	Teacher Email*	Teacher First Name*	Teacher Last Name*	Content - Grade Level*	Period
Homa ES	tbaker@okschoool.k12.ok.us	Terry	Baker	Math 3	
Homa ES	tbaker@okschoool.k12.ok.us	Terry	Baker	Reading 3	
Homa ES	dmartin@okschoool.k12.ok.us	Don	Martin	Math 4	
Homa ES	dsimms@okschoool.k12.ok.us	Devante	Simms	Reading 4	
Okla MS	pgonzalez@okschoool.k12.ok.us	Pablo	George	Math 6	1
Okla MS	pgonzalez@okaschoool.k12.ok.us	Pablo	George	Math 7	5
Okla MS	jbeacham@okschoool.k12.ok.us	Jennifer	Beacham	Reading 6	5
Okla MS	jbeacham@okschoool.k12.ok.us	Jennifer	Beacham	Reading 7	6
CONTACT		PHONE		DATE	

2. Teacher and Online Classroom Info

School Name must be the same as specified in **District-Schools_AP-Template**

Homeroom or Lead Teacher only. We'll talk about Teacher Support later (Slide 12)

School Name*	Teacher Email*	Teacher First Name*	Teacher Last Name*	Content - Grade Level*	Period
Homa ES	tbaker@okschoool.k12.ok.us	Terry	Baker	Math 3	
Homa ES	tbaker@okschoool.k12.ok.us	Terry	Baker	Reading 3	
Homa ES	dmartin@okschoool.k12.ok.us	Don	Martin	Math 4	
Homa ES	dsimms@okschoool.k12.ok.us	Devante	Simms	Reading 4	
Okla MS	pgonzalez@okschoool.k12.ok.us	Pablo	George	Math 6	1
Okla MS	pgonzalez@okaschoool.k12.ok.us	Pablo	George	Math 7	5
Okla MS	jbeacham@okschoool.k12.ok.us	Jennifer	Beacham	Reading 6	5
Okla MS	jbeacham@okschoool.k12.ok.us	Jennifer	Beacham	Reading 7	6
CONTACT		PHONE		DATE	

If Alpha Plus has questions, who should we contact? Please provide contact details here indicating end of list.

For when you need to specify Period, only number 1-9 is accepted.

3. School Students Info

Please copy/paste or type information into the **Students_AP-Template** Excel below (more details in the next slide). The required columns are indicated by asterisk (*) in column heading. *This is for the whole School.*

Student ID*	Last Name*	First Name*	Online Classroom Name*	
2222343129	ADAMSON	ABBIGALE	Baker Math 3	
2222343129	ADAMSON	ABBIGALE	Baker Reading 3	
2221907057	CHANEY	MASON	Martin Math 4	
2221907057	CHANEY	MASON	Simms Reading 4	
CONTACT		PHONE		DATE

If Alpha Plus has questions, who should we contact? Please provide contact details here indicating end of list.

3. School Students Info

This is related to the file **Teachers_AP-Template** previously. Instead of entering Teacher's Name, Grade, and Period, here you just need to enter Classroom Name. The format is:

[Teacher's Last Name] [Grade Name]

Student ID*	Last Name*	First Name*	Online Classroom Name*	
2222343129	ADAMSON	ABBIGALE	Baker Math 3	
2222343129	ADAMSON	ABBIGALE	Baker Reading 3	
2221907057	CHANEY	MASON	Martin Math 4	
2221907057	CHANEY	MASON	Simms Reading 4	
CONTACT		PHONE		DATE

All students must be identified with a ten-digit number, preferably the Student Testing Number (STN) used by Oklahoma State Department of Education.

We need the STN to connect your Alpha Plus data during the year to each student's previous state test scores.

If you provide a student ID number that is less than 10 digits, we will add a numerical prefix to ensure the number does not match another district's student IDs.

Alpha Plus team can change the number(s) for you later as needed and keep each student's scores together in the new Student Profile.

3. School Students Info

If the Classroom also has Period, the format will be:

[Teacher's Last Name] [Grade Name] - 1st Hour; OR

...

[Teacher's Last Name] [Grade Name] - 9th Hour



Student ID*	Last Name*	First Name*	Online Classroom Name*	
1112305307	Bear	Joshua	George Math 7 - 5th Hour	
1112305307	Bear	Joshua	Beacham Reading 7 - 6th Hour	
1111953677	Billings	Harley	George Math 6 - 1st Hour	
2222042858	DABNEY	ROMAN	George Math 6 - 1st Hour	
2222042858	DABNEY	ROMAN	Beacham Reading 6 - 5th Hour	
CONTACT		PHONE		DATE

NOTES

Only Alpha Plus Staff can set up *Districts, Schools & Classrooms*.

District and School Staff can still add *Teachers & Students* to the System as needed.

If you want to add *Teacher Support Staff*, please contact Alpha Plus and we can help you.



QUESTIONS?

Alpha Plus Educational Systems, Inc.

3315 NW 63rd Street, Suite C

Oklahoma City, OK 73116

(405) 842-8408 (Mon.-Fri., 8:30 a.m. - 4:30 p.m.)

Email: admin@alphaplus.org or learning@alphaplus.org



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