Teacher Quick Start Guide
Children's Progress Academic Assessment™ (CPAA™)

✔ BEFORE YOU ASSESS

YOUR PERMANENT ACCOUNT

You'll receive a personal user name and password. Write them here for reference. You'll need them to access students and view reports.
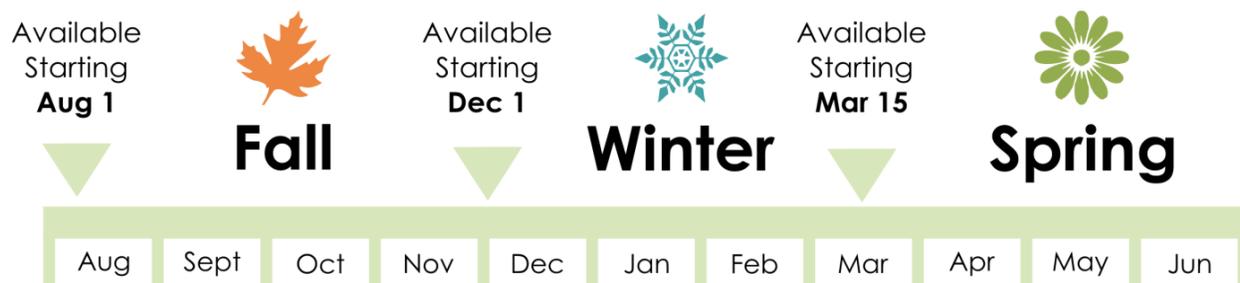
My User Name: _____

My Password: _____

TO EDIT YOUR PROFILE & EMAIL

1. Go to reports.childrensprogress.com.
2. Enter your user name and password and click **Go**.
3. At the top, choose **Settings**, and then click on **My Account**.
4. Review & edit any details in the **Change my personal information** section, then click **Update Profile.** Make sure your email address is in our system so that you can retrieve a forgotten password**.**

YOUR ASSESSMENT SCHEDULE

There are 3 assessment banks (fall, winter, spring). You can use each one more than once. Please check with your administration whether your school or district has set specific assessment windows. If not, administer the CPAA as needed. At the beginning of each season, use it as a **skills diagnostic screener** to determine where to focus instruction. Additional (optional) follow-up administrations later in the trimester are helpful for **tracking skill development**. Take note of when you administer each assessment so that you can space them out evenly throughout the year. You can mark your dates on this timeline:

YOUR USER GUIDES

All user guides are found in your online reports. In addition to this guide, you'll find seasonal tips and a comprehensive FULL Teacher User Guide with additional information on every aspect of the CPAA.
1. Go to reports.childrensprogress.com.
2. Enter your user name and password and click **Go**.
3. At the top, click on **Help** to see all user guides and seasonal tips.

YOUR STUDENT ROSTER

Before you assess, make sure your class roster is up to date.

1. Go to reports.childrensprogress.com.
2. Enter your user name and password and click **Go**.
3. You'll see your student list in the left sidebar.
4. If anyone is missing or any student information is inaccurate, at the top, hover over **Tools.** To add or remove a student from your class, click on **Add Students** or **Remove Students**. To edit details for multiple students, click on **Manage Students.** Changes are effective immediately, so you can start assessing right away. NOTE: The Manage Students option is enabled at the school or district level. If you do NOT see this option, check with your CPAA Coordinator to help you edit student information.

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① ASSESS STUDENTS

ASSESSMENT DAY CHECKLIST

1) computer, 2) mouse, 3) headphones, 4) scratch paper & pencil (for math)   x   # of students

ADMINISTER AN ASSESSMENT

Web-Based CPAA	Desktop CPAA
1. Open a web browser (i.e. Firefox, Internet Explorer, Safari, Chrome) and go to https://assessment.childrensprogress.com/ 2. Enter your username and password. 3. Select a student and an assessment and follow the prompts.	1. Open CPAA: WINDOWS: Click on the Children's Progress tree icon on your desktop. MAC: Find CPAA in the Applications folder or in the dock. 2. Enter your username and password. 3. Select a student and an assessment and follow the prompts.
TO PAUSE OR STOP AN ASSESSMENT PRESS THE `Esc` KEY	**TO PAUSE OR STOP AN ASSESSMENT** PRESS THE `Ctrl` KEY
You may continue a paused or stopped assessment at any time. Simply log back in and choose the same student. You'll have the option to start a new assessment or continue one that is in progress.	

ASSESSMENT DAY BEST PRACTICE TIPS

- Allocate 45 minutes for setup and administration. Most students will finish in 20 - 30 minutes.
- Be strategic with your seating arrangement. Organize students for focused, independent work and consider staggering assessment administration (starting students on every other computer at the same time) to minimize distractions.
- Supply scratch paper and pencils for the math portion of the assessment.

Web-Based CPAA ONLY:
- Stagger start times by a few seconds, rather than setting up all students then asking them to click **Go** all at once. Staggering will reduce demand on your network connection.
- Monitor the room for slow connection messages on your students' screens. If you encounter system errors, flip to the final section of this document: **TROUBLESHOOTING.**

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② VIEW YOUR INSTANT REPORTS

1. Go to reports.childrensprogress.com.
2. Enter your user name and password and click **Go**.
3. Toward the top of the page, you'll see the name of the assessment you're viewing.
   - To see REPORTS FOR ANOTHER ASSESSMENT, click **Select another assessment**.

   - To see WHOLE CLASS REPORTS, click on the tabs.
   - To see STUDENT REPORTS, first click on any student's name in the left sidebar, then on the tabs.

   - To see PARENT REPORTS, first click on any student's name in the left sidebar, then click on the Parent Report icon in the top right corner.

Jane Clark's Class Report Gr2 Spring
➡ Select another assessment

| Report Card | Class Roll | Activities | Progress |

🖨 Print version
➡ Go to class report
🏠 Parent Report

WHOLE CLASS REPORTS (you'll see these as soon as you log in)	STUDENT REPORTS (to see these, click on any student's name)
1. **Report Card** (summary of class data)	1. **Report Card** (summary of individual data)
2. **Class Roll (Roster)** (student list, sortable by performance)	2. **Full Report** (detailed standards-referencing narrative)
3. **Activities** (recommended activities + lists of participants)	3. **Activities** (recommended activities for each student)
4. **Progress** (historical view of class scores)	4. **Progress** (historical view of individual scores)

PRINT REPORTS (OR SAVE TO PDF)

- To print any individual page, go to the top right corner and click **Print Version**.
- To print Narrative Reports or Parent Reports for ALL students, at the top of the left sidebar, under **Print**, click on the appropriate option.

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3 · TEACH: USE GROUPING SUGGESTIONS & ACTIVITIES

The CPAA suggests activities for ALL students, whether they need an extra challenge or additional support. For more tips and guides, remember to check out the **Help** section of your web-based reports.

Ideas for forming instructional groups

- In your class report, click on **Class Roll**. Click on a concept heading to sort students by performance. Use performance levels in each concept to inform your grouping decisions for activities, centers or reading groups.
- In your class report, click on **Activities**, then go to the top right and click **Print Version**. You'll see the full list of recommended activities for your class, along with a list of participants for each one. Use the activities as is, or just use the participant lists with your own activities that address the same concepts.

Ideas for choosing appropriate activities

- **For a particular student:** Click on a student's name to access his or her report. In the student report, click on **Activities**, then go to the top right and click **Print Version** to see the full list of suggested activities for this student.
- **For the class:** In your class report, review the **Class Report Card** and **Class Roll**. Decide on concept areas to target based on student performance (e.g. yellow and red areas). Click on **Activities** to see suggested activities for reinforcing those concepts. Click on specific activities OR go to the top right and click **Print Version** to view ALL recommended activities and participants on one page. Use an activity for **the whole class** if it's recommended for most students, **small group instruction** if it's recommended for a handful or **one-on-one** (or send home to parents) if it's recommended for a single student.

Q: The web-based assessment seems to run slowly. What should I do?

If you see 'Slow Connection' messages or loading screens between most items, your network might be experiencing a heavy load. You can try the following:

OPTION 1: Reduce the number of students assessing at once. For example, pause half of the students' assessments (click 'Esc' to pause) and continue the rest. This will require less of your Internet bandwidth, because fewer students will be assessed at a time.

OPTION 2: If you have Desktop CPAA installed, you may always pause an assessment from the Web and resume it from the Desktop application. This will place a much smaller load on your network.
1. To stop the assessment, press 'Esc'.
2. Close or minimize your browser window.
3. Click on the Children's Progress tree icon on your desktop. It looks like this:
   (if you do NOT see this icon, skip to the next question)
4. Enter your username & password.
5. Select the same student and the assessment you want to continue, then follow the prompts to continue from where you stopped.

Q: I want to use Desktop CPAA, but I do not see this icon on my computer.

Ask your Technology Coordinator whether the DESKTOP version of the Children's Progress Academic Assessment (CPAA) was installed on your computers.
- **If YES**, the Coordinator should be able to help you find the software icon and start your assessments.
- **If NO**, you can install the desktop version of the assessment:
    1. Go to reports.childrensprogress.com.
    2. Log in with your username and password.
    3. In the **Tools** menu, click **Download Software**.
    4. Select the languages you need and the appropriate operating system.
    5. See also: *Technical Quick Start Guide – Desktop CPAA* under **Help**.

Q: What Internet browser should I use for Web-Based CPAA?

- Recommended Browser: Firefox 14+, IE 9.0+, Safari 5.0+, Chrome 21.0+
- Recommended Flash Version: 11.2+

See the **CPAA Technical Requirements** document for complete technical requirements:
https://www.nwea.org/content/uploads/2014/07/CPAA-Technical-Requirements-Aug13.pdf

Questions? Contact Support: www.nwea.org/contact-us/support | 877-469-3287