

## Implementation Guide

### History

- One of the goals of the No Child Left Behind Act of 2001 is to “assist every student in crossing the digital divide by ensuring that every student is technologically literate by the time the student finishes eighth grade, regardless of the student’s race, ethnicity, gender, family income, geographic location, or disability” (See full legislation [here](#)). In support of this goal, the Florida Department of Education has guided development of the Student Tool for Technology Literacy (ST2L) to assist districts with the evaluation of 8<sup>th</sup> grade students’ technology literacy. School districts across the State have provided input and project management assistance to enable creation of this innovative resource.
- The ST2L is not intended to be an instructive or formal assessment instrument; it is solely a tool to gauge students’ progress in developing technology literacy.
- The creation of the tool was a rigorous and lengthy process involving participants throughout the state.
  - Experts in instructional technology drafted indicators based on the National Educational Technology Standards for Students (NETS-S).
  - Creation of tool items was directly based on these indicators.

### Scoring

- Each indicator is assigned a point value of one, but some indicators require more than a single item to assess them and will be scored less than a full point.
- When a student completes the ST2L, they will be shown their percentage scores for each section.
- Reports will be available for teachers, schools and districts at the class, teacher, school, and district level.

### Planning for Administration

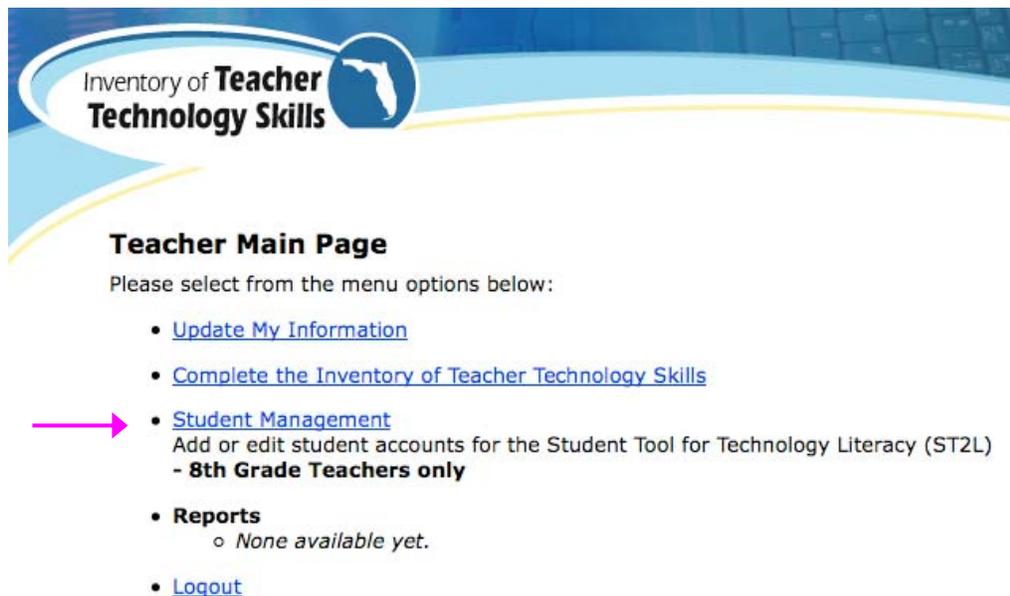
- Completion times vary from student to student. Initial field tests have shown that some students can complete all sections of the tool in about forty-five minutes, while others remain engaged with the tool for up to ninety minutes. As with any activity involving students and technology, the level of existing skills and technology exposure (along with interest and motivation factors) will impact how long it can take a student to complete the various components.
- Although one session is ideal for students to complete the ST2L, the tool administration can be broken up into several class periods as necessary.
- Students’ responses will be saved after each item completed. If a student needs to stop in the middle of a section, upon returning, the tool will have them complete the unfinished section before moving on to a new section.

## Recommended Environment for Tool Use

- A computer lab or classroom with computers can be used.
  - A location free of noise and distractions is ideal.
  - Each student will need his/her own computer to work at.
- IEP requirements such as headphones and other accommodations should be provided for students that require them.
- Hardware/Software Requirements
  - All computers should have at minimum, Flash Player version 9 (To determine current version of Flash on your computers, visit this website: [http://www.adobe.com/go/tn\\_15507](http://www.adobe.com/go/tn_15507)). We recommend you use Internet Explorer, Mozilla Firefox, or Apple Safari browsers to administer the tool.

## Setting up a Class (Teacher Level)

- Teachers will login to the Inventory of Teacher Technology Skills (ITTS) to begin setting up a class for the ST2L. <http://itts.flinnovates.org/inventory/index.aspx>
- Upon logging in, teachers will see the following screen:



- Click "Student Management" to begin setting up a class.
- You will be taken to the screen below:



- Click on "Add a New Class" and fill in "Class Name" and # of Students.
- You can cut and paste or type in student names to assign to each login.



### Add a New Class

Type in the name of the new class and total number of students in this class. The maximum number allowed is 50.

Class Name:

# of Students

*If you would like to include the student names in your class roster, please put them in the text box below, with each name on its own line. Please separate the first and last name either with a space or tab character.*

Student Names:

- The next screen lists the student names, as well as the User Name and Password they will use to login to the tool.



### Class Roster: 2nd period History

Print or export your class roster for you to be able to give your student's login information.  
[Return to the student management page](#) or [export the class roster](#)

	Student Name	User Name	Password
<a href="#">Edit Name</a>	George Washington	01	White02
<a href="#">Edit Name</a>	Martha Washington	02	Bean60
<a href="#">Edit Name</a>	Chris Columbus	03	Speaker54
<a href="#">Edit Name</a>	Queen Elizabeth	04	Apple22
<a href="#">Edit Name</a>	Elmer Fudd	05	Mouse71
<a href="#">Edit Name</a>	Marilyn Monroe	06	Mango55

- The teacher can then export the class roster to an Excel sheet.

### Setting up a Class – Import List (School or District Level – depending on management option chosen for the ITTS)

- A school or district will login to the Inventory of Teacher Technology Skills (ITTS) to begin setting up a class or classes for the ST2L. <http://itts.flinnovates.org/inventory/index.aspx>
- Upon logging in, schools/districts will see the following screen:



## Administrative Page

**Welcome DOE DEMO DISTRICT!**

Please select from the menu options below:

- [School Management](#)  
Add or edit schools
- [Update district or school user management option](#)  
Allows the district to select whether or not the schools will be allowed to manage users
- User Management
  - [Update registration option](#)  
Sets whether or not users will be able to register themselves in the system
  - [Add a user, Import Users or Import ST2L Students](#) ←
  - [Find and Edit a user](#)  
Find a user and edit their information, reset the user in order to take the assessment again, or delete them.
  - [Email users](#)  
Send out bulk emails to users in the system.
- Reports - ITTS
  - [Percent score and indicators report](#)  
Score and indicator report for each section for each teacher grouped by school with averages for the entire school and district.

- School Management
- Management Options
- Registration Options
- User Options
- Email Users
- Reports
- Home
- Logout

- Click “Import ST2L Students” to begin setting up a class.
- You will be taken to the screen below:



## Import ST2L Students - Step 1 of 3 - Upload

Text files must be in ascii (.txt) format, not Word (.doc) or Rich Text (.rtf). All fields are separated by commas and are required. Please do not put extra spaces in before or after the commas.

When importing, each line must be in the following format:

```
IMPORT,Student first name,Student last name,Teacher email,Class name,School Code (district number space school number)
```

*Example:* IMPORT,John,Doe,jenny.black@fldoe.org,Period 1,80 1234

OR if you want to include student user names and passwords and not use the automatically generated values:

```
IMPORT,Student first name,Student last name,Teacher email,Class name,School Code (district number space school number),Student user name,Student password
```

*Example:* IMPORT,John,Doe,jenny.black@fldoe.org,Period 1,80 1234,JohnD,cougars

**Teacher accounts must already exist and the email address in your import file must match exactly with the email in the ITTS system. Also, imported classes are not merged with existing classes, even if they have the same name.**

- School Management
- Management Options
- Registration Options
- User Options
- Email Users
- Reports
- Home
- Logout

- Choose a correctly formatted file and click “Next.”



### Import ST2L Students - Step 2 of 3 - Preview

Please verify the following items. If you would not like to include the item in the import, uncheck the box next to their name. If there are any errors listed below, please note that those rows will not be imported as well.

- School Management
- Management Options
- Registration Options
- User Options
- Email Users
- Reports
- Home
- Logout

<input checked="" type="checkbox"/>	Action	Description
<input checked="" type="checkbox"/>	IMPORT	<b>Student name:</b> Jeanette Croteau <b>User name:</b> 01 <b>Password:</b> banana76 <b>Class:</b> import test <b>Teacher:</b> Jenny Black <b>Email:</b> jenny.black@fldoe.org <b>School:</b> Jenny's Junior High (80 5558)

- Check over entries and click “Next” to import students



### Import ST2L Students - Step 3 of 3 - Summary

Please inform your teachers that they can view their class rosters to obtain login information for their students.

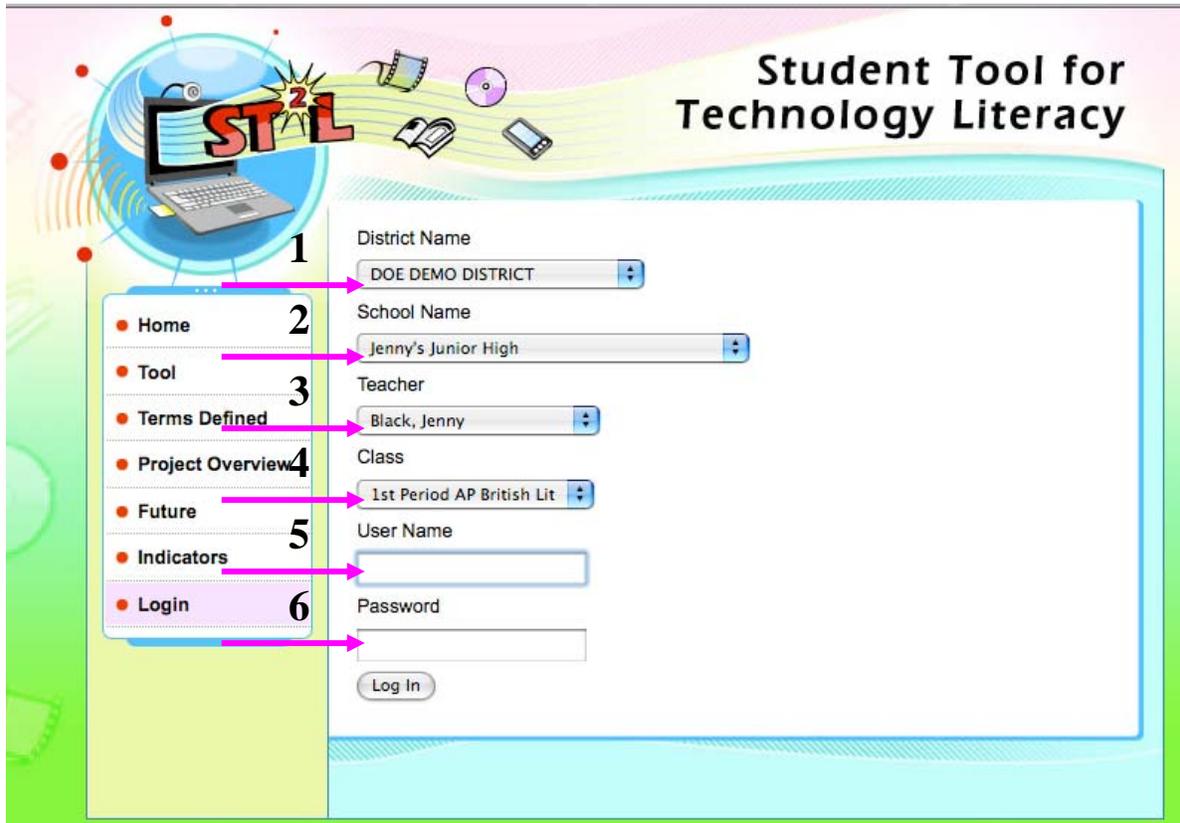
- School Management
- Management Options
- Registration Options
- User Options
- Email Users
- Reports
- Home
- Logout

Action	Description
Success	<b>Student name:</b> Jeanette Croteau <b>User name:</b> 01 <b>Password:</b> banana76 <b>Class:</b> import test <b>Teacher:</b> Jenny Black <b>Email:</b> jenny.black@fldoe.org <b>School:</b> Jenny's Junior High (80 5558)

### Administering the Tool

- Use the following link to access the ST2L: <http://st2l.flinnovates.org/login.aspx>
- The students will login to the system using the ID and password set up by their teacher.

- Note that this login screen is very similar to the Inventory of Teacher Technology Skills (ITTS).
- The following is an image showing the login screen for the ST2L. The student will use the drop down menus to select (1) District Name, (2) School Name, (3) Teacher, (4) Class and will type in (5) User Name, and (6) Password to login to the system (passwords are not case sensitive).



- The tool is intended for each student to work independently and without the assistance of other students, teachers, or outside sources.
- If a student needs help while using the tool, it is suggested that the proctor only attempt to:
  - Provide clarification or help with other issues not related to completing the tasks (for example: a technical issue or a problem with the equipment).
    - It is highly recommended that the proctor does not actually tell the student how to complete the item.
    - The proctor can encourage the student to use the “Skip This Step” button.

### Resetting and Archiving a Class

- Recent programming completed by FCIM now allows teachers the option to reset or archive classes enrolled in the ST2L. Below is the screen teachers will see when logging in and choosing “Student Management.” The teacher will see a short explanation about each of these options.
- Here are two scenarios in which teachers may utilize these features.

- **RESET:** The class has taken the ST2L at the beginning of the year and the teacher would like to “post-test” his/her students to see how much they have learned this school year. S/he resets the class and the students login using the same username and password to retake the ST2L. The teacher can access the older reset scores on the main page under “Percent Score Report for reset scores.” The current scores (the post-test in this scenario) will be displayed in the “Percent Score Report.”
- **ARCHIVE:** At the end of the school year, the teacher would like to clean up his/her class list and prepare for the next year’s 8<sup>th</sup> graders. S/he archives the class and it no longer shows up on her list. The students can no longer login to this class. The teacher can still access these scores on the main page under “[Percent Score Report for archived classes.](#)” This report may be useful for comparing student scores from year to year.

**Student Management**

Your students will login at the [Student Tool for Technology Literacy \(ST2L\)](#) site.  
[Return to the teacher main page](#) or [Add a New Class](#)

- *Archive* = archives all data and removes class from this list
- *Reset* = archive score data only and allows students to retake the assessment

	Class Name	Date Added	Total Students
<a href="#">Edit</a> <a href="#">View Roster</a> <a href="#">Reset Class</a> <a href="#">Archive Class</a>	BERDR	10/20/2008	27
<a href="#">Edit</a> <a href="#">View Roster</a> <a href="#">Reset Class</a> <a href="#">Archive Class</a>	Demo Class	9/25/2008	5
<a href="#">Edit</a> <a href="#">View Roster</a> <a href="#">Reset Class</a> <a href="#">Archive Class</a>	import test	11/25/2008	6
<a href="#">Edit</a> <a href="#">View Roster</a> <a href="#">Reset Class</a> <a href="#">Archive Class</a>	import test	12/15/2008	1

If you have any questions regarding the administration of the tool, contact Sangeetha Wollet at (850) 245-0559 or [Sangeetha.Wollet@fldoe.org](mailto:Sangeetha.Wollet@fldoe.org). For guidance concerning use of this tool to support achievement of Title II, Part D/Enhancing Education Through Technology Grant Program goals and/or specific project implementation expectations, contact Charles Proctor at (850) 245-9318 or [Charles.Proctor@fldoe.org](mailto:Charles.Proctor@fldoe.org). For technical questions or tool access/navigation issues contact FCIM Support at 1-800-357-1072 or [flinnovates+st2l@fcim.org](mailto:flinnovates+st2l@fcim.org).