

Analysis of Student Work

Analysis of Student Work (ASW) Process



Procedures Manual

Information to get you started:**Teacher Name****UID #****School Code (Base School)****School Code (Itinerant Schools)****Principal / AP / Supervisor (responsible for NCEES Evaluation Standards 1 - 5)****Data Manager****District (LEA) / Charter HR Director****NC Educator Effectiveness Login**

Overview

Download and Review

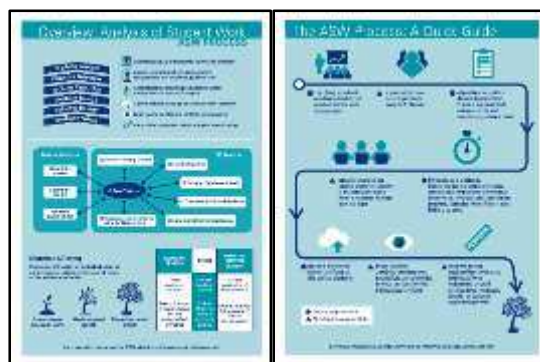
Analysis of Student Work (ASW) Overview & Quick Guide

<http://ncasw.ncdpi.wikispaces.net/Teacher+Resources>

ASW Overview and Quick Guide	Handouts (Black & White) ASW Overview or ASW Quick Guide or Both	Professional Development (PD) materials (introduced during Summer 2014 training sessions) that use an infographic to show the steps involved in the ASW Process.
	Handouts (Color) ASW Overview or ASW Quick Guide or Both	

These infographics explain:

- the steps of the ASW Process
- the roles of the Online Platform and the Teacher in the ASW Process
- the three Standard 6 rating categories
- the number of classes/objectives to be selected



Download and View

From the Professional Development page of the ASW Wiki, click on Online Modules or

<http://ncasw.ncdpi.wikispaces.net/OnlineModules>

From this page, download and view the narrated Power Point entitled Module 1 - Analysis of Student Work (ASW) Overview and/or its script. This will enable you to develop an overall picture of the ASW process.

Be sure to note the reference to the ASW Quick Guide in the upper right hand corner of the slides.

Title & Links	Additional Information
<p>1) Analysis of Student Work (ASW) Overview (Revised for 2015 - 2016)</p> <p>Narrated PowerPoint (57 MB for approximately 35 minutes) These materials are linked from the ASW Google drive. Please follow the links and then download a copy to listen to and/or read.</p> <p>Slides in PDF</p> <p>Script for reading in PDF and Word</p>	<p>The contents of this module are based on the ASW 101 portion of the August 2014 train-the-trainer sessions. For more information about those sessions, please go to the Summer 2014 RESAs page.</p> <p>The Overview and Quick Guide handouts (in black-and-white and in color) for the ASW Process are posted under Teacher Resources on this wiki.</p>

Course Codes

Confirm that the Course Codes used by District (LEA)/Charter match the Course Codes used by NCDPI/TNL Platform

The 2015-2016 ASW Course Codes list is available on the Teacher Resources Page of the ASW wiki or <http://ncasw.ncdpi.wikispaces.net/Teacher+Resources>

2015-2016 ASW Course Codes	Excel Spreadsheet  7.10.15 ASW Course Codes for 2015-201... Details Download 52 KB	List of state course codes that will be included in the ASW Process for the 2015-2016 school year. (updated July 10, 2015) Each content area is listed on a separate tab of the Excel spreadsheet.
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Tips and Reminders

- LEA/Charter Course codes must be an exact match to the first seven digits of TNL Course codes to participate in the ASW process.
- Additional digits beyond seven in the TNL course codes are added locally and may be used to distinguish grading period, course section, school site, etc. Only the first seven digits will appear in the ASW Online Platform. Classes with the same course code **must** have different section numbers (see Step 1 of this document).
- If a course code is incorrect, or if there are other issues with a teacher's schedule in PowerSchool, the teacher needs to contact the local district/charter PowerSchool coordinator so that the problem can be fixed.

Step 1

Teaching Context



Log into ASW Online Platform to Validate Class Schedule

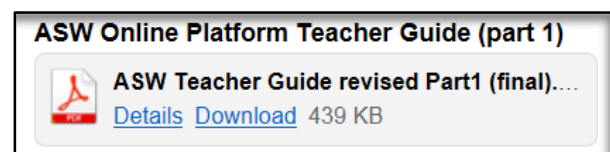
Download and View:

Step 1 Due Date: ___/___/___
 ASW Timeline:
<http://ncasw.ncdpi.wikispaces.net/15-16Implementation>

The screencast “Validate Class Schedule” on the Screencasts for the ASW Online Platform page (<http://ncasw.ncdpi.wikispaces.net/Screencasts>) in the Professional Development section.

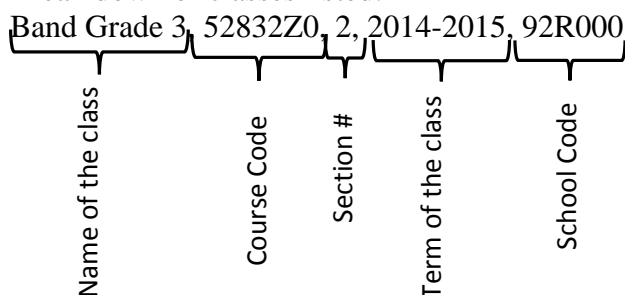


TNL has also provided the ASW Online Platform Teacher Guide (part 1), which shows and explains this step on pages 1 – 2.



Tips and Reminders

- Year-long courses will validate for the entire year.
- Block courses will validate for each semester, starting with the first semester in the fall.
- **Do Not** click on Mark Complete until you finish the entire first step.
- Class schedules are imported directly from PowerSchool. Any corrections that need to be made must be made in PowerSchool first by your local data manager.
- Break down of classes listed:



- Comments in the text boxes are for documentation only. You and your local data manager are responsible for any changes that need to be made.
- **Teacher must click Advance to Next Activity to be able to move forward in the process.**



Step #1 continued on
 next page

Principal/AP Evaluator Logs into ASW Online Platform to Approve Class Schedule



Download and View:

The screencast “Principal Approves Class Schedule” is on the Screencasts for the ASW Online Platform page (<http://ncasw.ncdpi.wikispaces.net/Screencasts>) in the Professional Development section.

[Principal Approves Class Schedule](#)

[Screencast](#)

TNL has also provided the ASW Online Platform Principal Guide (part 1), which shows and explains this step on pages 1 – 2.

ASW Online Platform Principal Guide (part 1)



ASW Principal Guide Revised Part1 (final...

[Details](#) [Download](#) 232 KB

Tips and Reminders

- The principal should click on the Staff ASW Participation tab.
- After clicking on the teacher’s name, the principal should see a green checkmark beside Validate Class Schedule.
- If the principal rejects the class schedule, the teacher will be able to return to the Validate Class Schedule step.
- In order for the platform to select classes, **the principal must click on the Accept button and click on the Advance to Next Activity so that the teacher may move forward in the process.**



Step 2

Class Selection



The ASW Online Platform Will Select 5 Classes.

Tips and Reminders

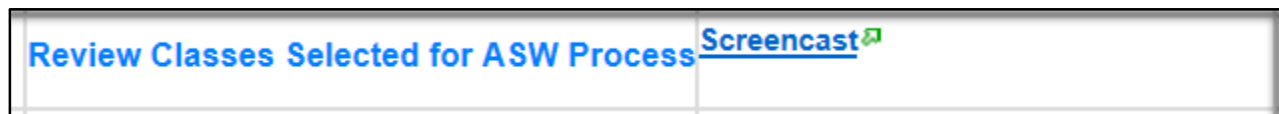
- The ASW Online Platform will pick unique classes first.
- After unique classes are selected, the ASW Online Platform selects in a random pattern that may result in multiple classes or sections from the same grade or course being selected.

Step 2 Due Date: ____/____/____
 ASW Timeline:
<http://ncasw.ncdpi.wikispaces.net/15-16Implementation>

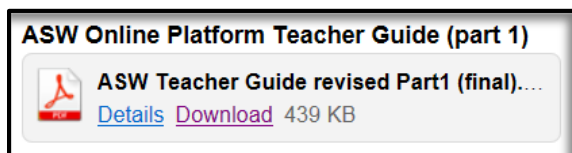
Teacher Reviews 5 Classes Selected for ASW.

Download and View:

The screencast “Review Classes Selected for ASW Process” is on the Screencasts for the ASW Online Platform page (<http://ncasw.ncdpi.wikispaces.net/Screencasts>) in the Professional Development section.



TNL has also provided the ASW Online Platform Teacher Guide (part 1), which shows and explains this step on page 3.



Tips and Reminders

- A green checkmark with green text are the classes that have been selected.
- Caution sign with yellow text indicates that the class has not been selected.
- Once you have viewed the classes selected, click on the Mark Complete button.
- Teacher **must** click Advance to Next Activity to be able to move forward in the process.



Step 3

Objective Selection



Teacher Chooses the Objectives to be used for the Evidence Collection.

Download and View:

From the Professional Development page of the ASW Wiki, click on Online Modules or <http://ncasw.ncdpi.wikispaces.net/OnlineModules>

From this page, download and view the narrated Power Point entitled Module 2 – ASW Planning and/or read its script. This module will guide you in choosing objectives for your content area that follow the Strands and Standards Guidance Chart.

Step 3 Due Date: ___/___/___
 ASW Timeline:
<http://ncasw.ncdpi.wikispaces.net/15-16Implementation>

<p>2) ASW Planning</p> <p>(Revised for 2015 - 2016)</p> <p>Narrated PowerPoint (72 MB for approximately 37 minutes*) *If all content area slides are played</p> <p>These materials are linked from the ASW Google drive. Please follow the links and then download a copy to listen to and/or read.</p> <p>Slides in PDF</p> <p>Script for reading in PDF and Word</p>	<p>The Planning Worksheets shown in Module 2 are posted under Teacher Resources on this wiki.</p> <p>Both the Module 2 example and a blank version are available for AP/IB, Arts Education, Healthful Living, and World Languages.</p> <p>The Strands and Standards Guidance Charts that teachers use to choose objectives are also posted under Teacher Resources on this wiki.</p>
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Download and Complete:

Content Area ASW Planning Documents

<http://ncasw.ncdpi.wikispaces.net/Teacher+Resources>

Download and Use as Resources:

- Content Area Strands and Standards Guide
<http://ncasw.ncdpi.wikispaces.net/Teacher+Resources>
- Content Area Essential Standards
<http://ncasw.ncdpi.wikispaces.net/Teacher+Resources>
- Additional Content Area Guidance Documents
<http://ncasw.ncdpi.wikispaces.net/Teacher+Resources>

Step #3 continued on
 next page



Teacher Chooses Objectives in the ASW Platform



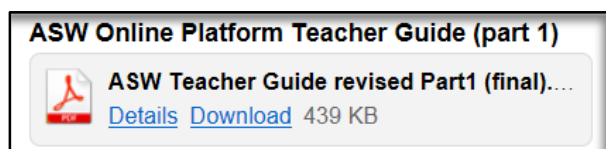
To choose objectives in the ASW Online Platform

Download and View:

The screencast “Choose Objectives” is on the Screencasts for the ASW Online Platform page (<http://ncasw.ncdpi.wikispaces.net/Screencasts>) in the Professional Development section.



TNL has also provided the ASW Online Platform Teacher Guide (part 1), which shows and explains this step on pages 3 - 6.



Tips and Reminders

- Content Area Strand and Standards Guide must be followed.
- If teaching a semester-based schedule:
 - For the first semester, choose 3 objectives, and then,
 - For the second semester, choose 2 objectives for a total of 5 objectives.
- If teaching a year-long schedule, choose 5 total objectives.
- Once you have reviewed the objectives, click on the Mark Complete button. (Verify that you have chosen the correct objectives. Once you click Mark Complete, there will not be an opportunity to edit your choice of objectives.)
- Teacher **must** click Advance to Next Activity to be able to move forward in the process.



Step #3 continued on
next page



Principal Approves Objectives Chosen by the Teacher in the ASW Online Platform

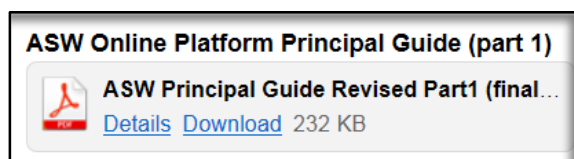


Download and View:

The screencast “Principal Approves Objectives” is on the Screencasts for the ASW Online Platform page (<http://ncasw.ncdpi.wikispaces.net/Screencasts>) in the Professional Development section.



TNL has also provided the ASW Online Platform Principal Guide (part 1), which shows and explains this step on pages 3 - 4.



Tips and Reminders

- The principal should click on the Staff ASW Participation tab.
- After clicking on the teacher’s name, the principal should see a green checkmark beside Choose Objectives.
- Objectives should follow the Strand and Standards Guidance Charts.
- If the chosen objectives are incorrect, the principal should click the Reject button. The teacher will be able to return to Choose Objectives to correct any mistakes.
- If the chosen objectives are correct, the principal should click the Accept button. Once this button is pushed, no edits can be made.
- The principal must click on the Accept button and click on the Advance to Next Activity so that the teacher may move forward in the process.



Step 4

5 Timelapse Artifacts

Teacher Collects Evidence for Timelapse Artifacts

Download and View:

From the Professional Development page of the ASW Wiki, click on Online Modules or

<http://ncasw.ncdpi.wikispaces.net/OnlineModules>

From this page, download and view the narrated PowerPoint entitled Module 3 – Capturing Two Points in Time and/or its script. This module will guide you in capturing the two points in time needed for each of the objectives you have chosen. Content area examples are posted on the ASW Process Google Drive.


<p>3) Capturing 2 Points in Time</p> <p>(Being revised for 2015 - 2016)</p> <p>Narrated PowerPoint (10 minutes)</p> <p>Slides and Script for reading in PDF and Word</p> <p>Link to the ASW Process Google Drive</p> <p>Module 3 Folder: http://goo.gl/ZeBDfT</p>	<p>ASW Process Google Drive</p> <p>Module 3 Folder at http://goo.gl/ZeBDfT</p> <p>This folder contains sub-folders for each content area:</p> <ul style="list-style-type: none"> • AP/IB, • Arts Education, • Healthful Living, and • World Languages. <p>There are PowerPoint slides with content-specific examples of Point 1 and Point 2 submissions from the 2nd pilot in each sub-folder.</p> <p>All of these examples demonstrate growth and include the objective chosen by the teacher.</p>
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Download and Complete for each Timelapse Artifact:

Content Area ASW Timelapse Artifact Template from the Teacher Resources page:

<http://ncasw.ncdpi.wikispaces.net/Teacher+Resources>

Example for Healthful Living:

<p>HL ASW Timelapse Artifact Template</p>  <p>HL ASW Timelapse Artifact Template.docx</p> <p>Details Download 18 KB</p>
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Step 4 Due Date: ___/___/___
 ASW Timeline:
<http://ncasw.ncdpi.wikispaces.net/15-16Implementation>

Tips and Reminders:

- Download and View Timelapse Artifact Do's and Don'ts
<http://ncasw.ncdpi.wikispaces.net/Teacher+Resources>



Step 5

Student Selection



ASW Online Platform Student Selection

Download and View:

The screencast “Student Selection” is on the Screencasts for the ASW Online Platform page (<http://ncasw.ncdpi.wikispaces.net/Screencasts>) in the Professional Development section.

Step 5 Due Date: ___/___/___
 ASW Timeline:
<http://ncasw.ncdpi.wikispaces.net/15-16Implementation>



TNL has also provided the ASW Online Platform Teacher Guide (part 2), which shows and explains this step on pages 1 - 2.



Tips and Reminders

- Student Selection is only necessary if Individual Student work samples have been collected.
- Whole Class work samples already include all of the students in the class, so no random selection is needed.
- Teachers with semester-based schedules will complete this step at the conclusion of the first semester for their first 3 objectives, and then again at the end of the year for their final 2 objectives.
- Teachers on year-long schedules will complete this step at the end of the school year for all 5 objectives.

Step 6

Upload Evidence

Provide Evidence of Student Growth

Download and View:

From the Professional Development page of the ASW Wiki, click on Online Modules or <http://ncasw.ncdpi.wikispaces.net/OnlineModules>

From this page, download and view the narrated PowerPoint entitled Module 4 – Context and/or its script. This module will guide you in creating the necessary context for each of the objectives you have chosen. Content area examples are provided on the ASW Process Google Drive.



Step 6 Due Date: ___/___/___

ASW Timeline:

<http://ncasw.ncdpi.wikispaces.net/15-16Implementation>

<p>4) Context</p> <p>(Being revised for 2015 - 2016)</p> <p>Narrated PowerPoint (12 minutes)</p> <p>Slides and Script for reading in PDF and Word</p> <p>Link to the ASW Process Google Drive Module 4 Folder: http://goo.gl/XEcqlb</p>	<p>ASW Process Google Drive</p> <p>Module 4 Folder at http://goo.gl/XEcqlb</p> <p>This folder contains sub-folders for each content area:</p> <ul style="list-style-type: none"> • AP/IB, • Arts Education, • Healthful Living, and • World Languages. <p>There are PowerPoint slides with content-specific examples of Point 1 and Point 2 submissions from the 2nd pilot in these sub-folders.</p> <p>All of these examples include the objective chosen by the teacher and the context information.</p>
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Use the Timelapse Artifact Template from Step 4 that you completed for each of your chosen objectives to guide your writing of the context, including the key questions.



Upload Evidence

Download and View:

The screencast “Provide Evidence of Student Growth” is on the Screencasts for the ASW Online Platform page (<http://ncasw.ncdpi.wikispaces.net/Screencasts>) in the Professional Development section.



TNL has also provided the ASW Online Platform Teacher Guide (part 2), which shows and explains this step on pages 3 - 6.



Tips and Reminders

- Each file that is uploaded can be up to 20 MB in size.
- The following file types can be used in Timelapse Artifacts:
 - Audio file(s): .mp3, .wav, .wma
 - Picture file(s): .gif, .mpg, .jpeg, .jpg, .png, .tif
 - Presentation file(s): .ppt or .pptx.
 - Text file(s): .doc, .docx, .pdf, .xls, .xlsx
 - Video file(s): .avi, .flv, .mov, .mp4, .wmv [Can be compressed]
 - Zipped or compressed file(s): .zip
- Information is posted in the Evidence Collection Tech Tools - Resource List on the Teacher Resources page (<http://ncasw.ncdpi.wikispaces.net/Teacher+Resources>) about online tools to use for converting to these file types, if needed.
- Teachers with semester-based schedules will complete this step at the conclusion of the first semester for their first 3 objectives, and then again at the end of the year for their final 2 objectives.
- Teachers on year-long schedules will complete this step at the end of the school year for all 5 objectives.

Step 7

Blind Review



Review Evidence

Download and View:

From the Professional Development page of the ASW Wiki, click on Online Modules or <http://ncasw.ncdpi.wikispaces.net/OnlineModules>

Step 7 Due Date: ____/____/____
 ASW Timeline:
<http://ncasw.ncdpi.wikispaces.net/15-16Implementation>

From this page, download and view the narrated PowerPoint entitled Module 1 - Analysis of Student Work (ASW) Overview and/or its script. The review process is explained in detail in slides 48 - 52.

Title & Links	Additional Information
<p>1) Analysis of Student Work (ASW) Overview (Revised for 2015 - 2016)</p> <p>Narrated PowerPoint (57 MB for approximately 35 minutes) These materials are linked from the ASW Google drive. Please follow the links and then download a copy to listen to and/or read. Slides in PDF</p> <p>Script for reading in PDF and Word</p>	<p>The contents of this module are based on the ASW 101 portion of the August 2014 train-the-trainer sessions. For more information about those sessions please go to the Summer 2014 RESAs page.</p> <p>The Overview and Quick Guide handouts (in black-and-white and in color) for the ASW Process are posted under Teacher Resources on this wiki.</p>

Step 8

Receive Rating



Rate Growth

Download and View:

From the Professional Development page of the ASW Wiki, click on Online Modules or <http://ncasw.ncdpi.wikispaces.net/OnlineModules>

Step 8 Due Date: ___/___/___
 ASW Timeline:
<http://ncasw.ncdpi.wikispaces.net/15-16Implementation>

From this page, download and view the narrated PowerPoint entitled Module 1 - Analysis of Student Work (ASW) Overview and/or its script. The rating process is explained in detail in slides 54 - 64.

Title & Links	Additional Information
<p>1) Analysis of Student Work (ASW) Overview (Revised for 2015 - 2016)</p> <p>Narrated PowerPoint (57 MB for approximately 35 minutes) These materials are linked from the ASW Google drive. Please follow the links and then download a copy to listen to and/or read. Slides in PDF</p> <p>Script for reading in PDF and Word</p>	<p>The contents of this module are based on the ASW 101 portion of the August 2014 train-the-trainer sessions. For more information about those sessions please go to the Summer 2014 RESAs page.</p> <p>The Overview and Quick Guide handouts (in black-and-white and in color) for the ASW Process are posted under Teacher Resources on this wiki.</p>

Download and View:

The screencast “Review Evidence and Rate Growth” is on the Screencasts for the ASW Online Platform page (<http://ncasw.ncdpi.wikispaces.net/Screencasts>) in the Professional Development section.

Review Evidence and Rate Growth	Screencast
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Step #8 continued on
next page



Download and View:

Materials from the Teacher Resources page (<http://ncasw.ncdpi.wikispaces.net/Teacher+Resources>)
Needed to Complete Evidence and Rating of Growth

Timelapse Artifact Quality Rubric

Timelapse Artifact Quality Rubric	Word	Rubric used by ASW Reviewers to rate each Timelapse Artifact.
	 ASW Quality Rubric.docx Details Download 20 KB	
	PDF	
	 ASW Quality Rubric.pdf Details Download 57 KB	

Evidence Collection Summary Rating Form

Evidence Collection Summary Rating Form	PDF	Reviewers use this form to determine the overall Evidence Collection rating after all 5 Timelapse Artifacts have been reviewed.
	 Evidence Collection Summary Rating Fo... Details Download 170 KB	

ASW Effectiveness Status

ASW Effectiveness Status	PDF	
	 ASW Effectiveness Status.pdf Details Download 142 KB	