

ProFile Instructions for Administrators and Teachers

This section contains separate instructions for administrators and teachers. The administrator instructions begin on page 2 and the teacher instructions on page 6. The ProFile home page is <https://profile.measuredprogress.org/RIAA/login.aspx>

If you need additional **assistance with setting up an account or registering students**, please contact Michelle Couture at Measured Progress at 1-800-431-8901, extension 2252 or email at couture.michelle@measuredprogress.org.

If you need **technical support** for ProFile, please contact the Measured Progress Help Desk at 1-866-834-8880 or email at mptechhelp@measuredprogress.org.

ProFile Instructions for Administrator Access to Datafolios

The instructions for administrators to create an account in ProFile are below. Creating an account will enable you to review datafolios throughout the year through read-only access. To enable you to see students in your school, district, or other outplacement school, two things need to happen:

1. You will need to set up an account in ProFile.
2. Teachers in your school, district, or outplacement school will need to assign their student accounts to you.

NOTE: Accounts created last year (2012-13) are still valid; previous usernames and passwords will still work. If you forgot your password, please contact the Measured Progress helpdesk.

How to Create a ProFile Account

Step 1: Go to the ProFile home page at <https://profile.measuredprogress.org/RIAA/login.aspx>

Go to Registration Page Forgot My Password

RIAA - Datafolios

Sign in to Measured Progress ProFile™
RIAA Datafolio

Email address:

Password:

Sign in as Administrator

Important Messages:

Step 2: Click on the *Go to Registration Page* to set up an account in Profile.

NOTE: Do not click the *Sign in as Administrator* on the sign-in page. You will click only after creating your account the first time.

Go to Sign In Page Am I Already Registered

Registration for Measured Progress ProFile™
RIAA Datafolio

Email address:

Re-enter Email address:

Passwords may consist of any combination of letters, numbers, and/or symbols, but must be at least eight (8) characters in length. The password is case sensitive.

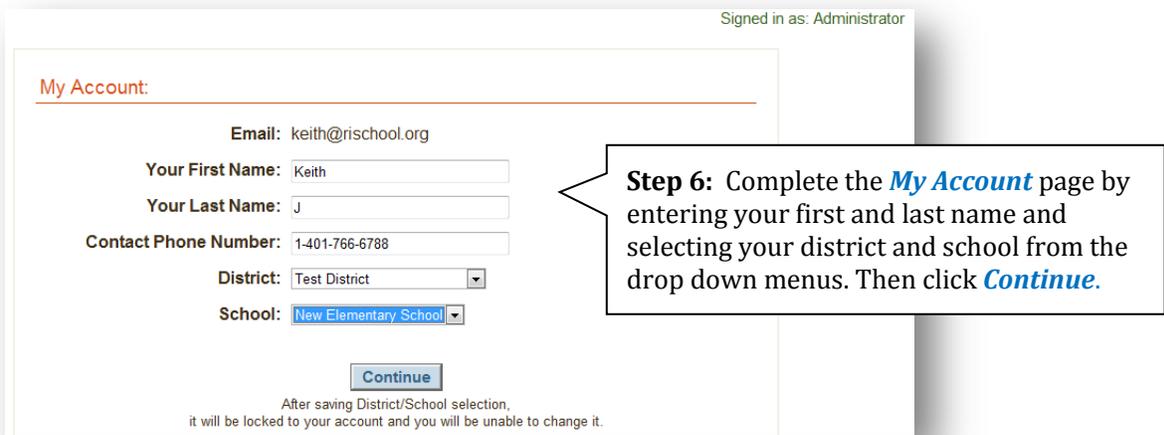
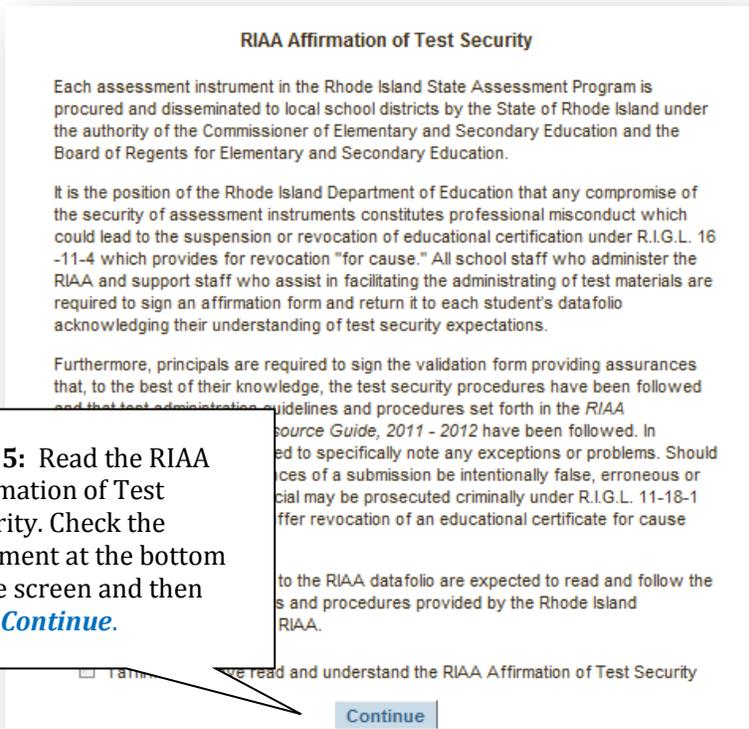
Password:

Re-enter Password:

Sign me in as Administrator.

Submit Registration

Step 3: On the Registration page, enter your email address and your password twice. Click *Sign me in as Administrator*. Then click *Submit Registration* at the bottom of the screen.



ASSISTANCE

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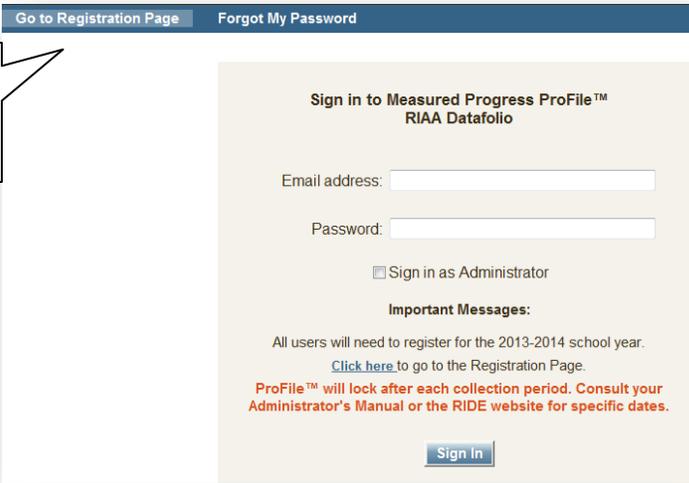
Profile Instructions for Teachers Administering the RIAA

You must have an account in Profile before you can register students.

- If you had an account last year, it is no longer available. You will need to create a new account this year.
- If you are a first time user, you will need to create your own teacher account.
- If, during the year, you can't remember your password, click on *Forgot My Password*. You should receive an email shortly with your current password.

Login to Profile at <https://profile.measuredprogress.org/RIAA/>

How to Create a Teacher Account



Step 1: Click on [Go to Registration Page](#).

NOTE: Do not click the [Sign In as Administrator](#) on the Sign-in or Registration pages. ProFile allows administrators read-only access to student datafolios.

**Registration for Measured Progress ProFile™
RIAA Datafolio**

Email address:

Re-enter Email address:

Passwords may consist of any combination of letters, numbers, and/or symbols, but must be at least eight (8) characters in length. The password is case sensitive.

Password:

Re-enter Password:

Sign me in as Administrator.

Step 2: On the Registration page, enter your email address and your password twice. Click **Submit Registration** at the bottom of the screen.

RIAA Affirmation of Test Security

Each assessment instrument in the Rhode Island State Assessment Program is procured and disseminated to local school districts by the State of Rhode Island under the authority of the Commissioner of Elementary and Secondary Education and the Board of Regents for Elementary and Secondary Education.

It is the position of the Rhode Island Department of Education that any compromise of the security of assessment instruments constitutes professional misconduct which could lead to the suspension or revocation of educational certification under R.I.G.L. 16-11-4 which provides for revocation "for cause." All school staff who administer the RIAA and support staff who assist in facilitating the administering of test materials are required to sign an affirmation form and return it to each student's datafolio acknowledging their understanding of test security expectations.

Furthermore, principals are required to sign the validation form providing assurances that, to the best of their knowledge, the test security procedures have been followed and that test administration guidelines and procedures set forth in the *RIAA Administration Manual & Resource Guide, 2011 - 2012* have been followed. In addition, principals are required to specifically note any exceptions or problems. Should such affirmation and assurances of a submission be intentionally false, erroneous or defective, the affirmation official may be prosecuted criminally under R.I.G.L. 11-18-1 and may be suspended or suffer revocation of an educational certificate for cause under R.I.G.L. 16-11-4.

All personnel who contribute to the RIAA datafolio are expected to read and follow the test administration instructions and procedures provided by the Rhode Island Assessment Program for the RIAA.

I affirm that I have read and understand the RIAA Affirmation of Test Security

Step 3: Read and check the statement at the bottom of this Affirmation of Test Security screen. Then click **Continue**.

Step 4: Complete the *My Account* page. Select your district and school from the drop down menus. Then click *Continue*.

My Account:

Email: tom@rischool.org

Your First Name: Tom

Your Last Name: Allen

Contact Phone Number: 1-401-

District: -- Select District --

School: Select School

[Continue](#)

After saving District/School selection, it will be locked to your account and you will be unable to change it.

My Account:

Email: tom@rischool.org

Your First Name: Tom

Your Last Name: Allen

Contact Phone Number: 1-401-

District: Demo District

School: Middle Mesa School

Are your account data correct?

[Save Account Data](#)

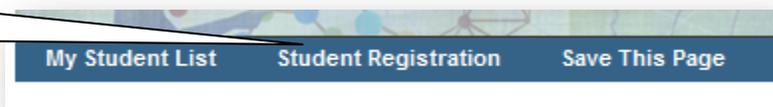
After saving District/School selection, it will be locked to your account and you will be unable to change it.

Step 5: Verify your information and then click *Save Account Data*. Your account is now created.

How to Register Students to My Student List

Once you have set up an account, you can register your students.

Step 1: Click *Student Registration* located in the blue bar.



Student Registration

State Assigned Student Identifier (SASID):
(10-digit number beginning with 1000*****)

Last Name: Hall

First Name: Jordyn

Grade: Please correct the grade if it is incorrect.

Step 2: Enter the 10-digit SASID number and click [Check](#).

Student Registration

State Assigned Student Identifier (SASID):
(10-digit number beginning with 1000*****)

Last Name: Hall

First Name: Jordyn

Grade: Please correct the grade if it is incorrect.

Step 3: If the name and grade are correct, click [Register](#).

NOTE: If the name is not correct, then verify that the SASID was entered correctly and change the number in the registration number box. Then click [Check](#) to verify that the name of the student you are registering appears. If it is correct, then click [Register](#). If not, check with your school office to obtain the correct SASID number.

Step 4: Once the student is registered, you'll be prompted to add another student. When you are done, click [My Student List](#) to access the datafolio forms. Otherwise, click [Sign Out](#) in the top right corner of the screen.

My Student List
My Account

Student Registration

State Assigned Student Identifier (SASID):
(10-digit number beginning with 1000*****)

Registration Successful

4000000017 has been added to your Student List.
 Enter additional SASID numbers to register more students or click My Student List to continue.

How to Access the Datafolio Forms

All the forms required for a student’s datafolio are available in ProFile. These forms must be completed in ProFile and then printed for submission of each datafolio. Handwritten or modified datafolio entries or student work will be invalidated. The following steps show where to locate these forms and how to complete them.

Student Name	SASID	Grade	Go to Datafolio
Alexander I. Whitney	4000000026	04	Click Here
Christian Edwards	4000000027	04	Click Here
Jordyn Hall	4000000016	04	Click Here
Christopher J. Cortez	4000000017	03	Click Here

Step 1: *Click Here* will bring you to the datafolio *Table of Contents* for that student.

Step 2: Click here for the Affirmation and FERPA Forms.

Student: Jordyn Hall Grade: 03 School: New Elk

Table of Contents Checklist
(Organize Datafolio in the following manner)
Grade 3

RIAA Affirmation of Test Security
 Notice Under the Family Educational Rights and Privacy Act of 1974

Mathematics Strand: Numbers and Operations

Structured Performance Task 1/AAGSE 1

[Data Summary Sheet](#)
 Collection Period 1 Student Documentation Form
 Collection Period 2 Student Documentation Form
 Collection Period 3 Student Documentation Form
 Student Product or Photograph

Mathematics Strand: Geometry and Measurement

Structured Performance Task 2/AAGSE 1

[Data Summary Sheet](#)
 Collection Period 1 Student Documentation Form
 Collection Period 2 Student Documentation Form

Structured Performance Task 1/AAGSE 2

[Data Summary Sheet](#)
 Collection Period 1 Student Documentation Form
 Collection Period 2 Student Documentation Form
 Collection Period 3 Student Documentation Form
 Student Product or Photograph

Structured Performance Task 2/AAGSE 2

[Data Summary Sheet](#)
 Collection Period 1 Student Documentation Form
 Collection Period 2 Student Documentation Form

Table of Contents Save This Page Printer Friendly

Student: Jordyn Hall Grade: 03

RIAA Affirmation of Test Security and Fidelity of Implementation

Assessment instrument in the Rhode Island State Assessment Program is provided to local school districts by the State of Rhode Island under the authority of the Commissioner of Elementary and Secondary Education and the Board of Regents for Elementary and Secondary Education.

It is the position of the Rhode Island Department of Education that any compromise of any of assessment instruments constitutes professional misconduct which could result in suspension or revocation of education certification under R.I.G.L. 16-11-4.1 and/or "leave for revocation" for cause. All school staff who administers the RIAA and staff who assists in facilitating the administration of test materials are required to complete this affirmation form acknowledging their understanding of test security expectations for each student's datafolio.

Principals are required to sign the validation form providing assurances that the test security procedures have been followed and that the test security guidelines and procedures set forth in the RIAA Administration Manual (2013-2014) have been followed. In addition, principals are required to note any exceptions or problems. Should such affirmation and assurances of test security be intentionally false, erroneous, or defective, the affirmation official may be held criminally liable under R.I.G.L. 11-15-1 and may be suspended or suffer an education certificate for cause under R.I.G.L. 16-11-4.

All who contribute to the RIAA datafolio are expected to read and follow the test security instructions and procedures provided by the Rhode Island Department of Education or the RIAA. All contributing staff and the principal shall sign the affirmation form prior to submitting the datafolio.

I, _____, have read and understand the RIAA Affirmation of Test Security and Fidelity of Implementation. I further affirm that the datafolio of Jordyn Hall is the result of a accurate assessment of said student's performance.

Name: _____ Position: _____
Signature: _____ Date: _____

Step 3: Click *Save This Page* before printing them to save the student's information which has been populated on these forms.

State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Special Building
285 Westminster Street
Providence, Rhode Island 02903-2400

Notice Under the Family Educational Rights and Privacy Act of 1974, as amended

Dear Parent or Guardian:

Federal law protects the disclosure of education records (or personally identifiable information contained therein) maintained by school districts, or their agents, by requiring prior written consent before a district discloses educational records or personally identifiable information. Your consent is requested so that materials from your child's Rhode Island Alternate Assessment portfolio might be used by our state testing contractor, **Measured Progress**, to train educators and parents to compile and/or score alternate assessment portfolios. If you give your consent, please sign the form below on the line indicated for your signature.

CONSENT

I, _____ (please print), am the parent or legal guardian of Jordyn Hall. I hereby give my consent to the New Elementary School school, the Rhode Island Department of Elementary and Secondary Education, and Measured Progress, to disclose any and all material contained in or related to my child's Rhode Island Alternate Assessment portfolio (including written documentation and pictures) to educators and parents to train them to compile and/or score an Alternate Assessment portfolio. I understand that in the event that my child's assessment portfolio is selected for training purposes, steps will be taken to avoid disclosure of personally identifiable information, e.g., names removed from documents, and faces blanked out of pictures. I also understand that if selected for training purposes, materials from my child's assessment portfolio may be included in teacher training manuals, and other similar materials produced for this year's training and future training programs.

Signature of Parent/Guardian _____ Date _____
Signature of Student, if over 18 years of age _____ Date _____

Note: You may view or obtain a copy of your child's educational records, including the portfolio, which are maintained by the local school district. Please contact your child's local school district for more information.

Student: Jordyn Hall Grade: 03 School: New Elementary School

Table of Contents Checklist
(Organize Datafolio in the following manner)
Grade 3

RIAA Affirmation of Test Security
 Notice Under the Family Educational Rights and Privacy Act of 1974

Mathematics Strand: Numbers and Operations
Structured Performance Task 1/AAGSE 1

- Data Summary Sheet
- Collection Period 1 Student Documentation Form
- Collection Period 2 Student Documentation Form
- Collection Period 3 Student Documentation Form
- Student Product or Photograph

Mathematics Strand: Geometry and Measurement
Structured Performance Task 2/AAGSE 1

- Data Summary Sheet
- Collection Period 1 Student Documentation Form
- Collection Period 2 Student Documentation Form

Structured Performance Task 1/AAGSE 2

- Data Summary Sheet
- Collection Period 1 Student Documentation Form
- Collection Period 2 Student Documentation Form
- Collection Period 3 Student Documentation Form
- Student Product or Photograph

Structured Performance Task 2/AAGSE 2

- Data Summary Sheet
- Collection Period 1 Student Documentation Form
- Collection Period 2 Student Documentation Form

Step 4: Click *Data Summary Sheet* to access the DSS and the SDF.

Step 5: Select the Strand, Task, and AAGE.

AAGSE Selection for Mathematics Strand: Numbers and Operations - Grade 3-5

Select a **Strand** from the list below:

- Mathematics Strand: Numbers and Operations

Select a **Task** from the list below:

- 35-1 The student demonstrates the knowledge and/or skills in the Mathematics AAGSE within a standards-based activity.

Select an **AAGSE** from the list below:

- NO 1.1 Represent and number small collections (1 to 4 items).
- NO 1.1a Identify or label a small collection of up to "four" items with a number symbol/word (e.g., point to a collection of up to 4 items).
- NO 1.3 Use the counting sequence to demonstrate one-to-one correspondence between objects and counting words/symbols (e.g., one/1).
- NO 1.3a Count by ones forward from a number other than one (e.g., 7.8...).

NOTE: The student's name, grade, content area, content strand, SPT, and the AAGSE # and Description will be preloaded on the Data Summary Sheet (DSS) and the Student Documentation Form (SDF). See the samples below for completing the rest of these forms.

Step 6: Enter the date for each assessment in this row.

Step 7: Data Type refers to data point (DP) or Student Documentation Form (SDF).

Data Summary Sheet for Mathematics, Reading, and Writing									
Student: Jordyn Hall					Grade: 03				
Content: Mathematics			Content Strand: Mathematics Strand: Numbers and Operations			Structured Performance Task#: 35-1 Description: The student demonstrates the knowledge and/or skills in the Mathematics AAGSE within a standards-based activity.			
AAGSE#: NO 1.3a			Description: Count by ones forward from a number other than one (e.g., 7.8...).						
Data	Collection Period 1 Sep. 30 - Nov. 12, 2013			Collection Period 2 Jan. 6 - Jan. 31, 2014			Collection Period 3 March 3 - April 4, 2014		
	Select	Select	Select	Select	Select	Select	None	None	None
Data Type	None	None	None	None	None	None	None	None	None
Accuracy %	0	0	0	0	0	0	0	0	0
Independence %	0	0	0	0	0	0	0	0	0
Levels of Assistance	Average			Average			Average		
Prompt %	0	0	0	0	0	0	0	0	0
Prompt %	0	0	0	0	0	0	0	0	0
Prompt %	0	0	0	0	0	0	0	0	0
Independence + Levels of Assistance (Must Total 100%)	0	0	0	0	0	0	0	0	0
	Error	Error	Error	Error	Error	Error	Error	Error	Error
Average % for Collection Period	Accuracy: 0			Accuracy: 0			Accuracy: 0		
	Independence: 0			Independence: 0			Independence: 0		

Step 8: Record the Accuracy and Independence %s here.

Step 9: Indicate the type and % of prompting the student needed.

All data should be entered on the DSS for each of the three data points in each collection period.

After completing Steps 6-9 above, the total percentage for Independence and Levels of Assistance is calculated in ProFile and will appear just above "Error". If the sum is not 100%, "Error" will continue to display. Check the percentages to be sure that they are recorded accurately.

Data Summary Sheet | SDF/1 | SDF/2 | SDF/3

Student Documentation Form for Mathematics, Reading and Writing

Check box if Student Product or Photograph Evidence Documentation form is attached.

Student: Jordyn Hall	Grade: 03	Date:	Data Collection Period: 1
Content Area: Mathematics	Content Strand: Mathematics Strand: Numbers and Operations	Structured Performance Task#: 35-1 Description: The student demonstrates the knowledge and/or skills in the Mathematics AAGSE within a standards-based activity.	
AAGSE#: NO 1.3a	Description: Count by ones forward from a number other than one (e.g., 7.8...).		

Directions
Part 1: Describe the activity designed to assess the knowledge and/or skills in the AAGSE.

2600

Part 2: Describe how the student demonstrated his or her knowledge and/or skills using the assessment activity. Use specific examples especially if student work is not attached. Refer to your manual for additional examples.

2600

Evaluation of Student's Performance

Evaluate the student's accuracy performance on the AAGSE. Explain how the percentages were determined.	Evaluate the student's independence performance on the AAGSE. Explain how percentages were determined.
2600	2600
Level of Accuracy: %	Level of Independence: %

Teacher's Initials: _____

Step 10: Complete Parts 1 and 2, and the Evaluation of Student Performance.

Step 11: The Accuracy and Independence %s will autofill here once they are entered on the DSS.

Step 12: Sign your initials here.

SIGN OUT

My Student List | Table of Contents | Print SDF 1 | Save This Page

Step 13: Click *Save This Page* each time you enter data.

Step 14: Remember to click *Sign Out* when you are done.

QUESTIONS ABOUT STUDENTS

If you have questions about students, such as transferring a student, removing a student from your list, or other questions pertaining to specific students, please go to the My Account Page and use the section at the bottom of the page to initiate correspondence with RIDE. When you submit a question to RIDE, please be sure to include the student's **SASID number, first and last names, and grade.**

Click the option that you wish to initiate with RIDE.

My Account:

Email: karensmith@aol.com

Your First Name:

Your Last Name:

Contact Phone Number:

District: Demo District

School: Elementary Hill School

Initiate Correspondence with RIDE:

- Transfer a Student out of My List/View a Pending Transfer
- Remove a Student from My List
- Submit/Review Question(s)

Transferring a Student

To transfer a student who is eligible for the RIAA and will be enrolled in another public school district in Rhode Island, click *Transfer a Student out of My List/View a Pending Transfer*. Your student list will appear.

Initiate Correspondence with RIDE:

- Transfer a Student out of My List/View a Pending Transfer
- Remove a Student from My List
- Submit/Review Question(s)

SASID	Student	Grade	Request Transfer
4000000021	Abigail Joseph	04	Click to Transfer
4000000023	Matthew W. Green	04	Click to Transfer
4000000031	Shannon Green	05	Click to Transfer
4000000033	Benny Davis	05	Click to Transfer

Step 1: *Click to Transfer* will bring up the transfer form.

Rhode Island Alternate Assessment (RIAA)
Request for Transfer of Student Registration

This form is to be completed when a student who is registered in the RIAA transfers from one school to another within Rhode Island.

Note: The sending school is to complete Part A and then fax the form to the receiving school to complete Part B. The receiving school will then fax the fully completed form to RIDE for approval.

PART A

Student Name: Matthew W. Green Grade: 04
Date of Birth: SASID: 4000000023
Sending District: Demo District Sending School: Elementary Hill School

Sending Principal's Contact Info

Name:
Telephone Number:
Email Address:

(please check to acknowledge)

I authorize the transfer of this student's ProFile assessment data to be assigned to the receiving school.

Signature: _____ Date: _____

The student information in ProFile will autofill for you.

Step 2: Complete Part A and fax this form to the receiving school.

PART B

Receiving District: Receiving School:

Receiving Principal's Contact Info

Name:
Telephone Number:
Email Address:

(please check to acknowledge)

I authorize the transfer of this student's ProFile assessment data to be assigned to the receiving school.

Teacher Name:
ProFile account email address:

Signature: _____ Date: _____

Step 3: Click **Submit Transfer** to remove the student from your Student List.

Submit Transfer

Upon clicking this button this student will be removed from your registered Student List.

Removing a Student

If the student is no longer eligible to take the RIAA, then the student should be removed from your student list.

Step 1: Click **Remove a Student from My List**.

Initiate Correspondence with RIDE:

- Transfer a Student out of My List/View a Pending Transfer
- Remove a Student from My List
- Submit/Review Question(s)

SASID	Student	Grade	Remove Student
4000000033	Benny Davis	05	Click to Remove
4000000023	Matthew W. Green	04	Click to Remove
4000000031	Shannon Green	05	Click to Remove
4000000021	Abigail Joseph	04	Click to Remove

SASID: 4000000033
Student Name: Benny Davis
Grade: 05

Why do you want to remove this student from your list?

- Registered in error
- No longer eligible for RIAA (i.e., student is taking NECAP)
- Moved out of state and is no longer participating in RIAA
- Transferred to another location
- Other (please explain)

Step 2: Select **Click to Remove** next to the student you want to remove from your list.

Step 3: Select the reason for removing the student from your list. Then click **Remove Student** at the bottom of the screen.

Submitting a Question to RIDE

By clicking the "Submit/Review Questions," the following screen will appear.

Step 1: Click **Submit/Review Question(s)**.

Initiate Correspondence with RIDE:

- Transfer a Student out of My List/View a Pending Transfer
- Remove a Student from My List
- Submit/Review Question(s)

From: Smith, Karen (karensmith@aol.com)
District/School: Demo District / Elementary Hill School

Subject:

- Difficulty registering a student
- Question about an AAGSE
- Question about a student
- Question about my ProFile Account
- Difficulty in ProFile
- Other

Question:

Step 2: Select the subject that best fits your question. Remember to include the student's **SASID number, first and last names, and grade**.

Step 3: Click **Send Question** to submit your query to RIDE.

ASSISTANCE

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TECHNICAL SUPPORT

If you need technical support for ProFile, please contact the Measured Progress Help Desk at 1-866-834-8880 or email at mptechhelp@measuredprogress.org.