Start of School Year Guide for Teachers – Mastery Connect

The information included in this guide will help you to successfully begin the school year in Mastery Connect. School staff can also view the Mindful Courses in Mastery Connect and talk with their Mastery Connect Site Expert for additional support.

LOGINS

All Mastery Connect user names are set to district email addresses. Staff who are new to Richland One will receive a Welcome email from Mastery Connect once their MUNIS (and PowerSchool) accounts are fully established. After receiving a Welcome email, new staff should follow the prompts to set their password.

Staff who worked in Richland One last school year can continue using the same username/password. For staff who moved from one location to another, their account will be linked to their new location once updates are made in MUNIS. It may take a few weeks at the beginning of the school year for all user accounts to become active and aligned properly.

If a staff person has forgotten his or her password, s/he should click on the *Forgot Password* link on the MasteryConnect Login page (https://app.masteryconnect.com/login) and follow the prompts to reset their password. If login assistance is needed, email our internal Mastery Connect support (masteryconnect@richlandone.org).

TRACKERS

End of Previous Year

Trackers from the previous year were archived during the summer. Please note that teachers should never delete any trackers with assessment results. If a tracker gets deleted, historical assessment results within Mastery Connect also get deleted.

Start of School Year

Teachers will need to set up new trackers through a shared district curriculum map (*refer to the next section for more details about cmaps*). **PowerSchool classes must be assigned before setting up new trackers**. Teachers should work with their Database Specialist if courses are missing in PowerSchool. Courses added in PowerSchool will show in Mastery Connect within 24 hours. The PowerSchool and Mastery Connect systems will sync nightly beginning August 6, 2018.

Failure to set up trackers through district-created curriculum maps will cause a delay or error in the delivery of the State Practice Assessments as well as District Common Formative Assessments (CFAs).

CURRICULUM MAPS (CMAPS)

End of Previous Year

Teachers do not have to archive or delete any curriculum maps. During the summer, district staff will modify the district curriculum maps as necessary. If you created personal cmaps, you can use them from year to year or update them as needed.

Start of School Year

In our district, trackers should be created through shared district cmaps for most courses. You should only create personal cmaps if district staff did not create a cmap for a course you teach. Check that you have access to the correct district cmaps using the below steps:

1) Log into Mastery Connect and click **Maps**.
2) On the left hand side of screen, you should see a **Shared With Me** folder. Click on the folder name to open it and view the cmaps that have been shared with you.
    a. If you do not have a **Shared With Me** folder and you are an elementary school teacher, you will need to modify the grade levels selected under your **Profile Settings**. You can locate this page from your main/newsfeed page in Mastery Connect by clicking **Edit Profile** (under your photo on left).
    b. If you do not have a **Shared With Me** folder or are missing a cmap in this folder and you are a teacher at the secondary level or teach related arts or in a specialized instructional setting (AAP, Honors, etc.), you will need to contact your Content Specialist for assistance. S/he will need to share the necessary cmap(s) with you.
3) Instructions on how to successfully create a tracker through a shared district cmap is on Page 2.

ASSESSMENTS

End of Previous Year

Teachers do not have to archive or delete any assessments. Assessments can be given year after year in Mastery Connect.

Start of School Year

During the summer or at the start of the school year, teachers can modify existing assessments or create new ones.

- If it is an assessment originally created by you, simply edit the assessment to make your changes.
- If the assessment was created by someone else, first clone the assessment and then make your changes.
- As state standards change, assessments that you plan to give your students will have to be realigned to the new standards. First, you would need to clone the assessment and then realign the assessment and each item to the new standards.

ACCESS STUDENT DATA FROM A PREVIOUS YEAR

There are several ways you can access student data from a previous year in order to view students' past proficiency levels. First, you can create a new tracker using your current student roster and the previous grade level/cmap if you want to view all formative and benchmark scores for your entire class. Second, in a tracker with your current students, you can add specific standards from the previous grade level. Third, you can view a Student Report from a previous year by following the steps below.

1) Click on **Trackers**, then select your current tracker containing the student.
2) Click on the student's name to view the Student Report.
3) Click on **Other Trackers** to view a list of all trackers for that student. Scroll down to view any trackers from previous years or classrooms.
4) Click on the Expand icon ⬜ to view assessment results by standard on the Student Report.


CREATING TRACKERS THROUGH SHARED CMAP - START OF SCHOOL YEAR

1) Click **Maps**. Then, click **Shared With Me**.
2) From the list of shared cmaps, find the one you want to use to create the new tracker. Click **Create Tracker from Map**. Refer to the Cmap section if you don't have a **Shared With Me** folder.
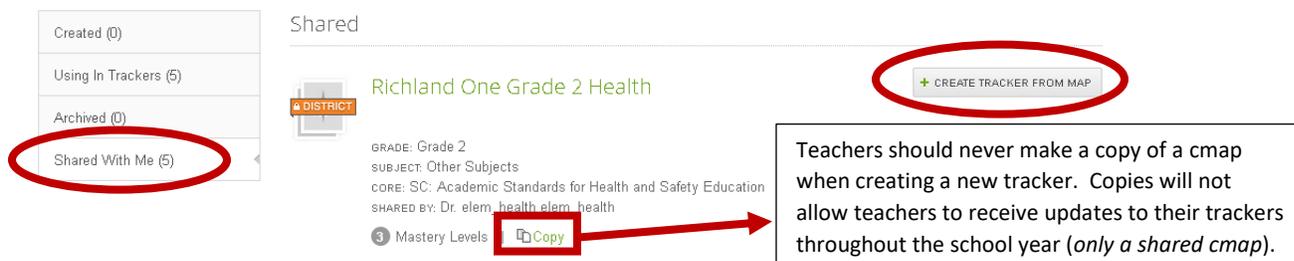
Teachers should never make a copy of a cmap when creating a new tracker. Copies will not allow teachers to receive updates to their trackers throughout the school year (*only a shared cmap*).

3) Next, information for your new tracker needs to be entered. Enter the title of the tracker in the **Description** field using the district's *newly established* naming convention on the next page. By default, **Add Students** should be set to **Import students from SIS**. Teachers should add students using this method unless special permission is granted to add students manually. Select the correct PS class from the **Import From SIS** drop-down menu. Missing PS classes will need to be added in PS first. Then, the next day, they should appear in MC.
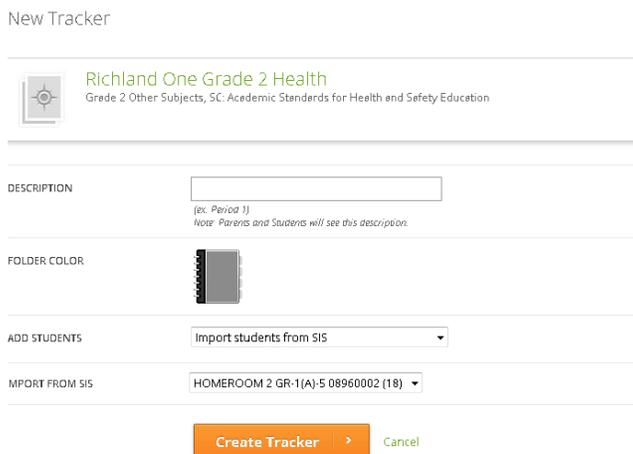
SYNCING TRACKERS TO SHARED CMAP

When district staff makes changes to a district shared cmap (i.e., adds new assessments, pins, standards, etc.), teachers will need to re-sync each tracker to its cmap in order to apply the changes to their trackers. It is best practice for teachers to periodically re-sync their trackers by following these simple steps.

(1) Click on **Trackers**, select the tracker that needs to be re-synced with a cmap, and open it.
(2) Click the orange menu bar and select **Sync With CMap**.
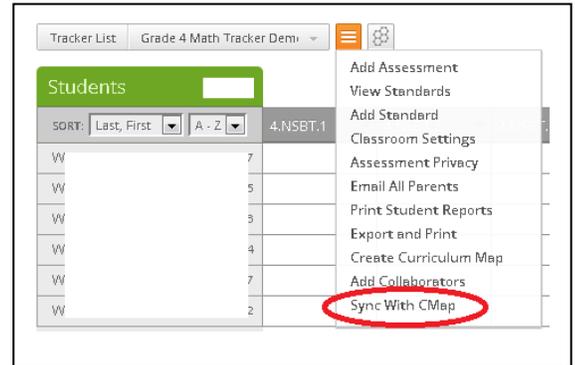
TRACKER NAMING CONVENTION

Beginning in the 2016-17 school year, Richland One implemented district wide naming conventions for trackers. This provides additional clarity, facilitate support and streamline collaboration. Please be sure your tracker names are distinguishable from one another. In other words, any administrator should be able to clearly understand from which PowerSchool class the tracker was made based upon the name. Follow the naming guidelines shown below.

When creating new trackers, use the name of the curriculum map (minus Richland One) along with a combination of the class period, block and/or day. If you are creating a new tracker for a course that does not have a district cmap, use the course name along with a combination of the class period, block and/or day. **Failure to adhere to the use of the district's naming conventions will cause a delay or error in the delivery of the State Practice Assessments.**

Below are some additional tips and examples:

- If you teach semester courses, you should also add S1 or S2 to the end of the tracker name.
- If you teach special education classes and are using Mastery Connect, you should add RES for resource classes or SELF for self-contained classes to the end of the tracker name.
- If you are serving student groups that aren't identified in PowerSchool, add an additional label to the end of the tracker name. Some examples include:
    o RTI for intervention groups
    o AFT for after-school groups
    o RES for resource groups
    o OTH for other types of groups
- If you are a related arts teacher at the elementary level, another option may be to add the homeroom teacher's last name to the end of the tracker name.

Elementary Examples
Grade 1 Science – Period 1
Grade 3 Math AAP – Period 2
Grade 5 PE – Period 4 – Duncan
Grade 4 Math – Group 3 – RTI
Grade K Health – Period 6
Grade 1 Math – Period 1 – RES

Middle School Examples
Grade 6 ELA – Period 1
Grade 8 Math Honors – Block 3
Grade 7 General Music – Period 7A
Grade 8 ELA – Group 2 – RTI
Grade 6 Math – Period 2 – RES
Grade 6 Science – Period 1 - SELF

High School Examples
HS Theatre 3 – 1A
US History – 3B
Geography Honors – 2AB
Economics – 3B – S2
English 2 – 1AB