Florida Department of Education
2015 Third-Grade Portfolio – Teacher Guidance

Section 1008.25, Florida Statutes (F.S.), and State Board Rule 6A-1.094221 provide the use of the third-grade student portfolio as a means for good cause promotion. In an effort to assist districts with the delivery of the student portfolio, the Just Read, Florida! office has created the Florida Department of Education Third-Grade Portfolio (FDOE Portfolio) in partnership with Flagler, Charlotte, Collier and Sarasota school districts. The following information will provide teachers with the guidance necessary to complete a portfolio with identified students.

The FDOE Portfolio must meet the following criteria as stated in the State Board Rule. Portfolio items must:
(a) Be selected by the student's teacher,
(b) Be an accurate picture of the student's ability and only include student work that has been independently produced in the classroom,
(c) Include evidence that the standards assessed by the Grade 3 English Language Arts (ELA) assessment have been met. Evidence is to include multiple choice items and passages that are approximately sixty (60) percent literary text and forty (40) percent information text, and that are between 100-700 words with an average of 500 words. Such evidence could include chapter or unit tests from the district's/school's adopted core reading curriculum that are aligned with the English Language Arts Florida Standards or teacher-prepared assessments,
(d) Be an organized collection of evidence of the student's mastery of the English Language Arts Florida Standards that are assessed by the Grade 3 English Language Arts (ELA) assessment. For each standard, there must be at least three (3) examples of mastery as demonstrated by a grade of seventy (70) percent or above on each example, and
(e) Be signed by the teacher and the principal as an accurate assessment of the required reading skills.

The FDOE Portfolio provides classroom teachers with tools and resources which may be used to document evidence of a student's mastery of the third-grade ELA standards. Students should be able to understand the text, read with fluency and respond to a variety of questions based on the text read.

The Just Read, Florida! office has compiled an inventory of reading passages with accompanying questions available in the Item Bank and Test Platform (IBTP). The Just Read, Florida! office will continue to expand the inventory of assessments/passages which may be used exclusively or in conjunction with other examples of evidence collected by the teacher to document the successful completion of the student's portfolio. School districts may also require additional specifications on the content of the student portfolio used by their teachers for documentation of performance. It is important to note that all examples of evidence used to document student performance must meet the criteria identified in state board rule as stated above. Each individual passage in the FDOE Portfolio is followed by questions addressing various third-grade ELA standards. Some standards are not listed on the matrix and the class record form, but all ELA standards must be taught.

The student portfolio may consist of some or all of the following resources:
- State-developed Third-Grade Student Portfolio – located in the Florida Interim Assessment Item Bank and Test Platform (IBTP) through the Single Sign-On (SSO);
- Adopted Core Reading Program – consists of end of chapter or unit tests; and
- Teacher, school or district prepared assessment examples.

Optional /Organizational Documents:
- The Classroom Record Form – may be used to track student performance on the Florida Language Arts Standards.
- FDOE Third-Grade Portfolio Matrix – provides the title of each passage, the word count and the standards addressed within each passage.

Teachers should pay close attention to individual standards within each passage and identify any student who consistently demonstrates a lack of understanding of an individual standard. In this situation, the teacher should reteach the standard and provide the student ample opportunities to demonstrate understanding through additional alternative assessments.
- There must be three examples of successful completion at 70 percent or above.
- The completed portfolio should reflect, as closely as possible, a 60 percent literature and 40 percent informational text collection.
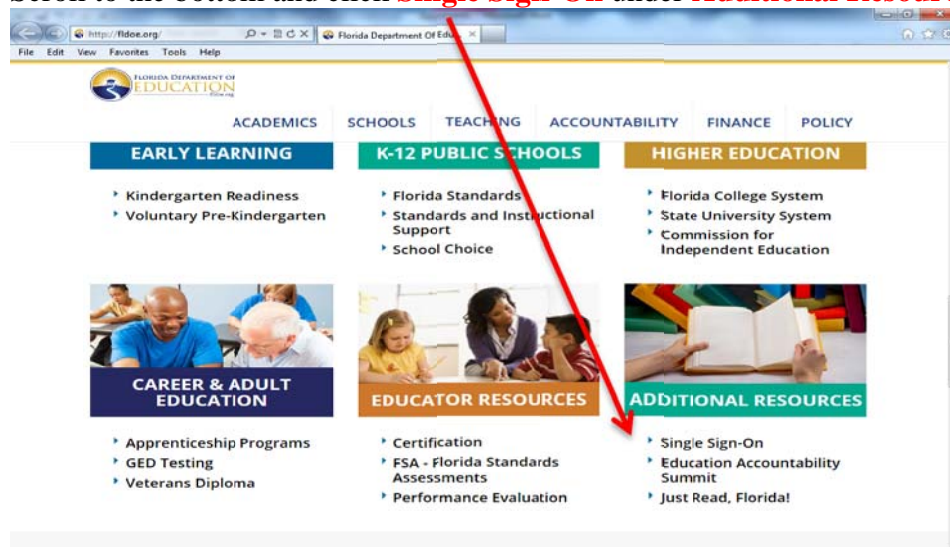
Step-by-Step Teacher Guide to FDOE Third-Grade Portfolio Administration Via the SSO

Computer-based Test Administration

Steps to complete prior to Test Administration Day:
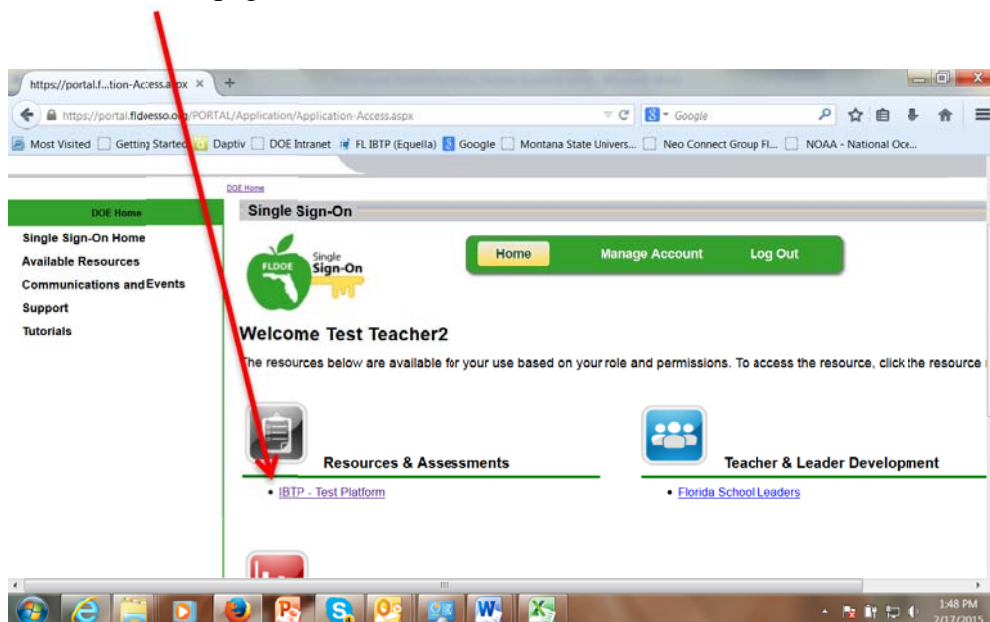
1. **Confirm IBTP access**
   - Teachers should confirm that they can successfully access the IBTP using their Single Sign-On (SSO) account. Follow these steps to test your access:
     - Go to www.fldoe.org
     - Scroll to the bottom and click **Single Sign-On** under **Additional Resources**

- Log in to **Single Sign-On** with your credentials:
  - Select the yellow **Educators option**.
  - If prompted to select an organization, use the drop down list to choose the school district (or SSO Hosted Users if the school district is not listed), and click **Continue to Sign In**.
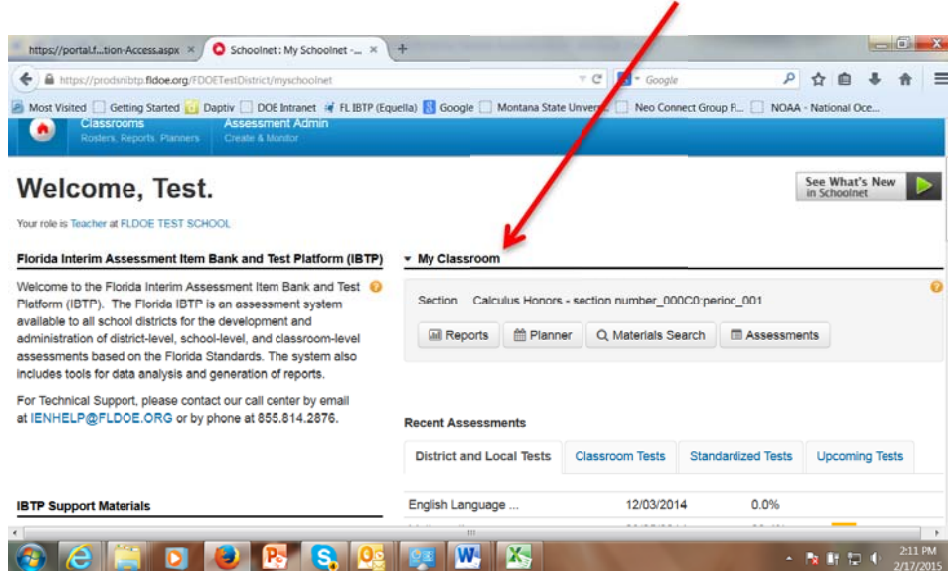 - Enter your username and password.

- Click on **IBTP-Test Platform** under **Resources & Assessments** on your personal SSO welcome page. If IBTP is not available, contact the District SSO Administrator.
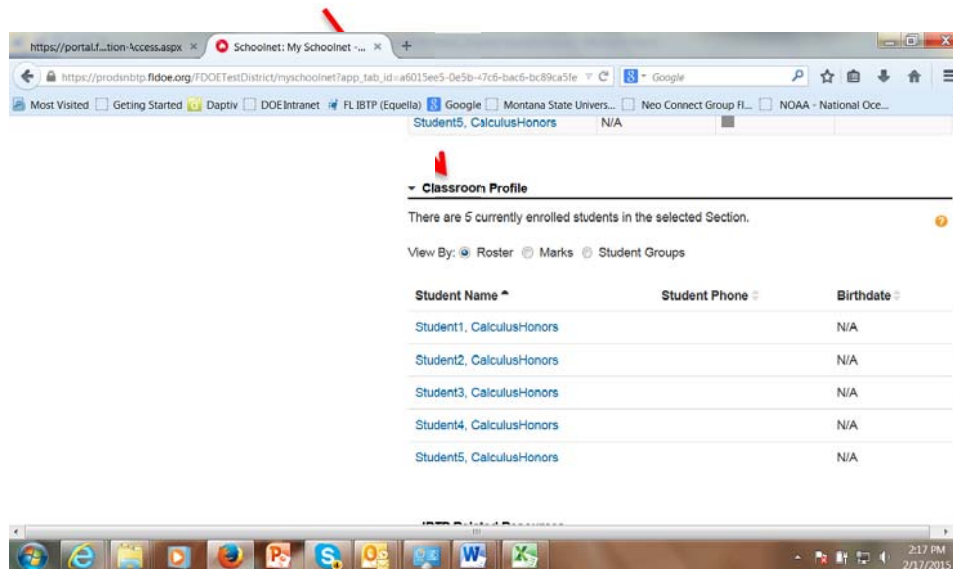
2. **Confirm class rosters and test assignment**

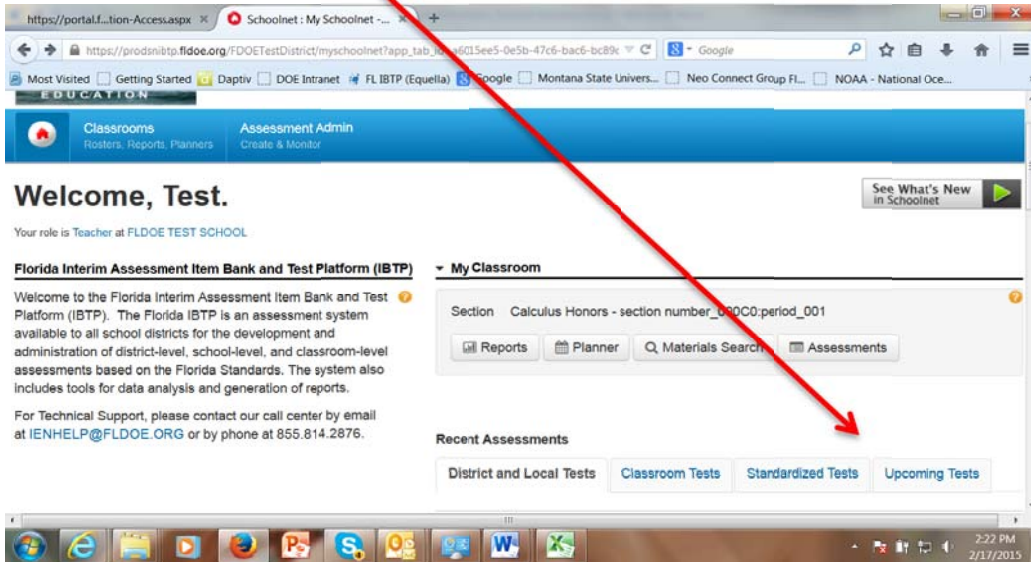Class roster information is uploaded from the district's Classroom Enrollment Tool (CET) data.

- Review class rosters for accuracy and confirm that the test is available.
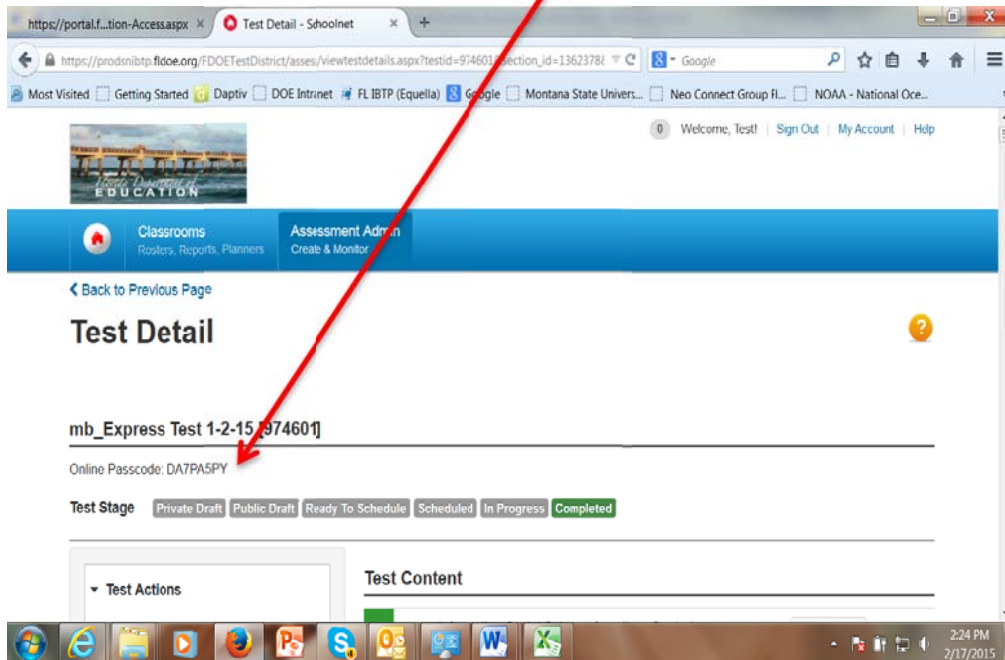   - o Select the appropriate class section under the **My Classroom** heading.

- o Scroll down to **Classroom Profile** to verify class roster information is correct.

- Confirm that the correct test has been assigned to the class. Select
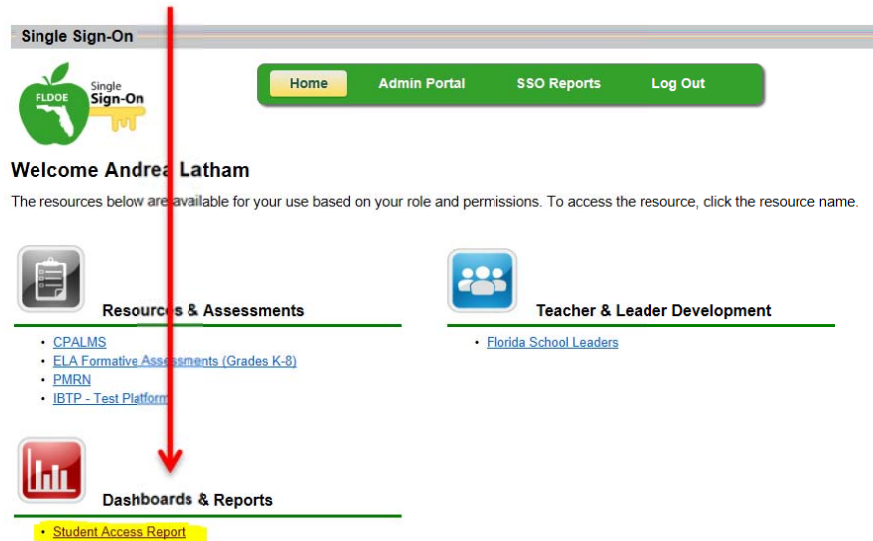- **Upcoming Tests**.

- Click on the test to open the **Test Detail** view and access the **Online Passcode**. The **Online Passcode** is unique to the test and provides students with access to the correct test. Make a note of the **Online Passcode** and keep in a secure location until test administration day.

3. **Confirm student Single Sign-On accounts**
   The CET data upload is the method for populating class roster information. Before students can access a test in IBTP, they will need to register for their Single Sign-On (SSO) accounts.
   - Click on **Student Access Report** under **Dashboards & Reports** on your personal SSO welcome page. Click on a class roster to view student SSO account information, including student usernames and passwords. Students missing from the report do not have an SSO account. Contact the District SSO Administrator for assistance with students missing from the report. Teachers may choose to print the list of student login credentials and keep in a secure location until Test Administration Day.
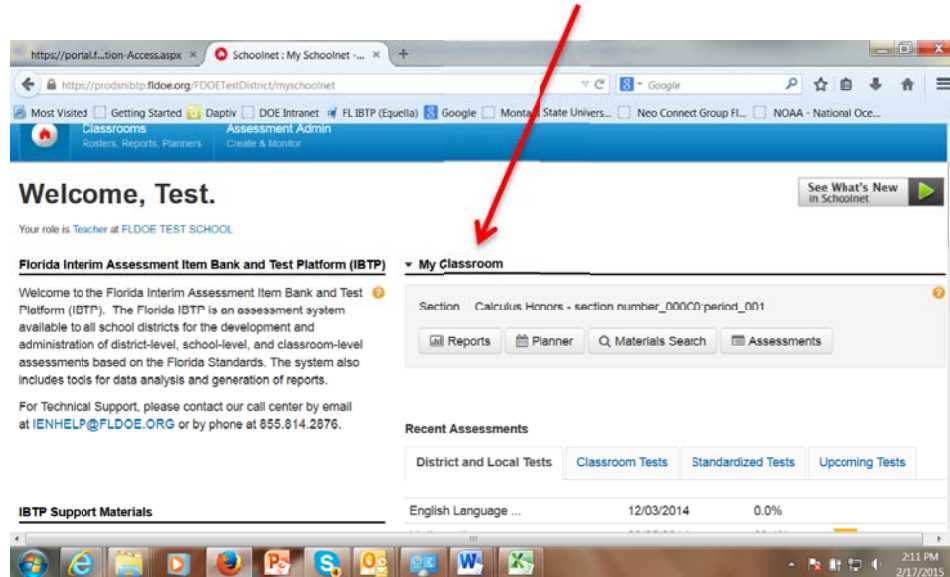

4. **Set up Computers**

   - Ensure that Secure Tester software has been installed on computers to be used for IBTP test administration. Contact the site Technical Coordinator for assistance.

   Note: If students will be taking a test in IBTP for the first time, it is recommended to show the class the Student Experience recorded webinar presentation (approximately 30 minutes) available at http://flassessments.com/html-redirects/IBTP/index.htm.
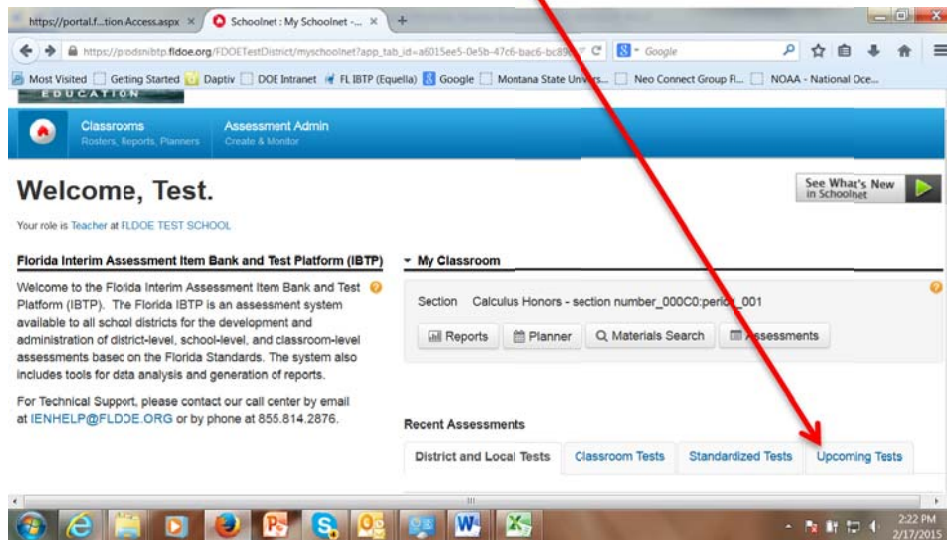
Steps to complete on Test Day:

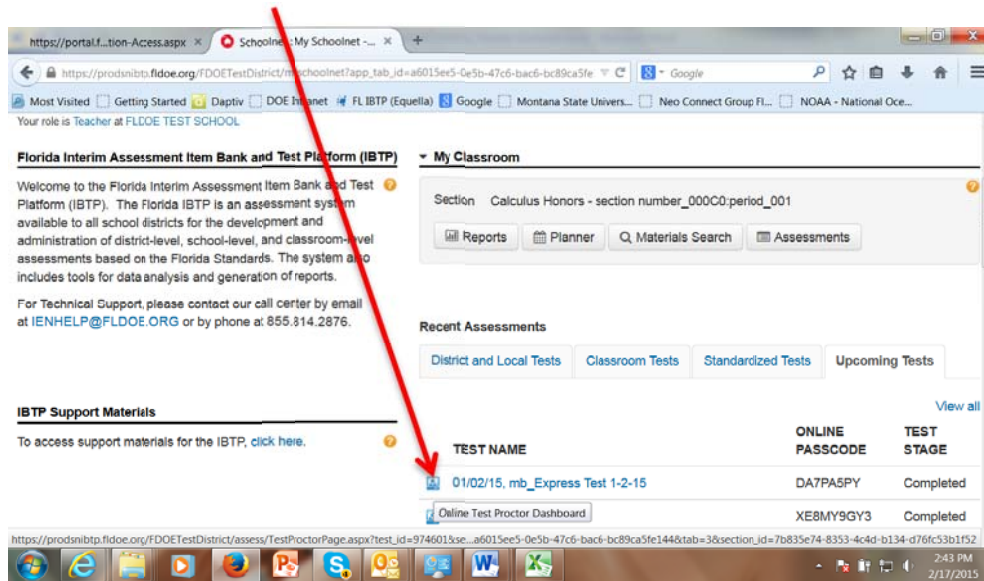1. **Access IBTP and set up the Proctor Dashboard**
    *   See directions on pages 3-4 for accessing IBTP.
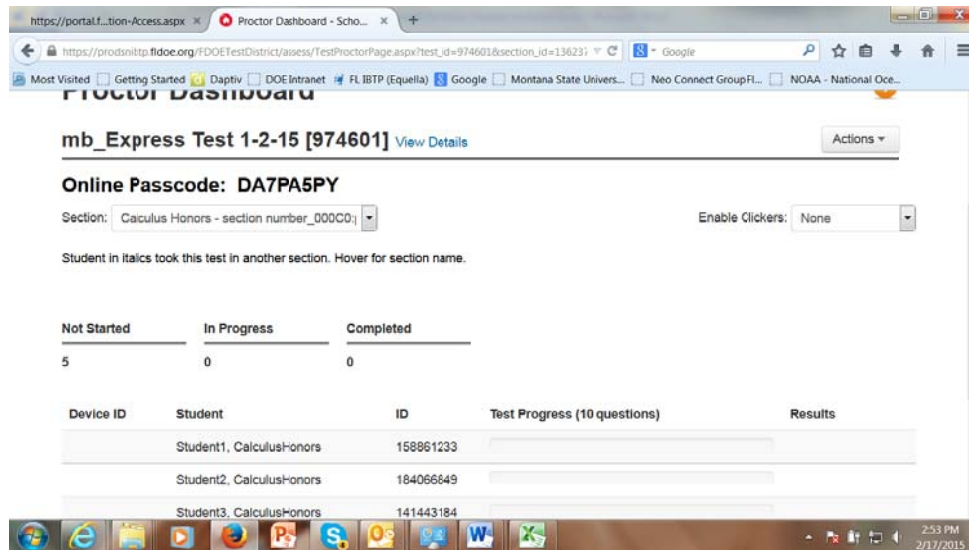   *   Select the class to be tested under the **My Classroom** heading.

    *   Select the appropriate test in **Upcoming Tests**.

- Click on the Proctor Dashboard icon next to the test name.

- Once students have accessed the test (see next section), you can monitor their progress using the Proctor Dashboard.

2. **Assist students with test access**
   a. To open Secure Tester on each computer, double-click the Secure Tester icon to bring up the student login screen.
   b. Provide students' usernames and passwords. See Step 2 in **Steps to Complete Prior to Test Administration Day** above.
   c. Students log in using their credentials. If prompted to select an organization on the SSO website, select **Students**. Students confirm their name is displayed.
   d. Provide the **Online Passcode** to the students. This can be written on the board or provided to each student along with their login credentials. The **Online Passcode** is the same for all students taking a given test.
   e. Students will enter the **Online Passcode** to access the test. Teachers should confirm that each student has accessed the appropriate test by asking students to look for the correct test name at the top of their screens.
   f. Students begin test by clicking **Start Test Now** at bottom right corner of the screen.

3. **Monitor students' progress**
   - Use the Proctor Dashboard to monitor students' progress on the test.

For more detailed information on IBTP test administration, see the IBTP Multi-topic Tutorial **Administering Assessments** on CPALMS at http://www.cpalms.org/PD/flibtp.aspx.

9

Paper-based Test Administration

Note: The district may choose to either provide test booklets to teachers or give teachers responsibility for printing test booklets for their classes. The following steps are for teachers to print test booklets for their classes.

1) **Access IBTP and find the test**
   - See directions on pages 3-4 for accessing IBTP and directions on page 8 for locating a test.

2) **Print test booklets**
   - Once you have located the appropriate test, click on the test name to open the **Test Detail** view and select **Student Test Booklet** under **Test Actions** and print the test booklets.