

TEACHER TRAINING GUIDE

*Nazareth Area
School District*

developed by

alterNet Performance, LLC

Web Site: <http://nazareth.altperf.com>

Login/Password:

Demo Site: <http://demo.altperf.com>

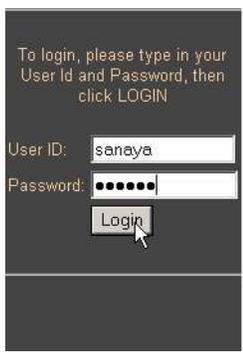
Login: chouseman

Password: pass



LOGGING INTO THE SYSTEM

1. **User Name:** For most people this will be the same as your CPETracker login. No spaces, commas, or periods. If this doesn't work, try your first initial and last name.
2. **Password:** For most people this will be the same as your CPETracker password. If this doesn't work, try "pass" as the password.



Performance Tracker is the **most powerful**, yet **easy to use** software application available for school districts to **track student performance** and **meet No Child Left Behind requirements**.



- a. **Log out**
- b. **Log back in using your User Name and new password**



RUNNING REPORTS

Note: For a teacher to be able to run any reports, that teacher must have a log-on to the system, classes in the system, and students in those classes.

1. Lock in a class or classes in the current school year.
 - a. Select the appropriate subject (currently math or reading/writing)
 - b. Select the appropriate grade
 - c. Select the current school year

Report Filter

Assessment Subject:

Assessment Grade Level:

School Year:

Performance Tracker Reports

- Proficient vs Not Proficient - Pie Chart
- Advanced, Proficient, Basic & Below Basic - Pie Chart
- Standards - Combined Summary - Bar Chart
- Standards - Proficiency Detail
- Comparative Assessment Summary (Local, State, National)
- Adequate Yearly Progress
- Longitudinal Progress
- Assessment Scores
- Standards testing frequency

Assessment Builder Reports

- Assessment Summary
- Question Summary
- Detail Analysis
- Student Summary

2. Scroll down and select the blue “select class filter” link
 - a. your classes with check boxes will appear.
 - b. Select the class(es) that you want to include in the report.
 - c. Click “OK”
 - d. This locks in your class(es)
3. Now you can change the subject box, grade box, and year box to get data.
 - a. Example: I am a 9th grade teacher trying to access data from last year on my current 9th grade students. After completing steps 1 & 2 above to lock in my class, I would need to drop the grade and year by one each (e.g. 8th grade for 2003-04) so I could access their PSSA results from last year.
4. Select a report type
5. Select any filters other than “Class”
6. Click “Run Report.”

CREATING CLASSES

1. In the left margin, Click on Classes or Click on the Class Symbol



ADDING STUDENTS TO YOUR CLASSES

1. In the left margin, Click on Classes.
2. Using the blue link, Click the class that you wish to add students to.

The image shows the 'Classes (Assessment Groups)' page. On the left is a navigation menu with 'Classes (Assessment Groups)' highlighted in yellow. The main content area has a title 'Classes (Assessment Groups)' and a table with the following data:

| Delete | School Year | Class Name | Grade | Subject | Description | Students | Edit |
|--------------------------|-------------|---------------------------------|-------------|---------|----------------|----------|----------------------------|
| <input type="checkbox"/> | 2004-05 | 2004-05 grade 3 | Third Grade | Math | 2004-05 grade3 | 18 | Edit Class |

Below the table is a button labeled 'Delete Checked Items'.

3. Click the middle blue link to Add Students To The Class

Class Name: 2004-05 grade 3
Description: 2004-05 grade3
Grade: Third Grade **Subject:** Math
School: Ridge Park Elementary **Room nbr:** 7
Begin Date: 9/1/2004 **End Date:** 8/31/2005
School Year: 2004 **Active?:** Yes

[Click here to Grade an Assessment](#)
[Click to Add Students to the Class](#)
[Click here to run reports for this class](#)

4. In the last name field, type an asterisk. A list of students in the grade you selected for your class will appear/Or hit Search Now

First Name:
Last Name: *
District StudentID:
Grade:
School Building:
Student Groups:
Race:
Gender:

Note:

To search for partial names use an asterisk *
To display all students place a single asterisk in the LAST NAME field



5. Click on the box beside the name of each student that you wish to add to this class.
6. When you are done clicking on students, scroll to the bottom of the screen. Click on **ADD SELECTED STUDENTS**. Your students have been added!

82 Students (across 1 pages)

| Select | Student Name | StudentID | School Building | Grade | Groups |
|-------------------------------------|--------------------------|-----------|-----------------------|-------------|------------------|
| <input checked="" type="checkbox"/> | EMILY AMADIO | 336 | Ridge Park Elementary | Third Grade | |
| <input type="checkbox"/> | NIKOLAS ANDERSON | 8481 | Ridge Park Elementary | Third Grade | |
| <input type="checkbox"/> | AHMAD ATTIA | 341 | Ridge Park Elementary | Third Grade | |
| <input type="checkbox"/> | PRIYANKA BAIREDDY | 8243 | Ridge Park Elementary | Third Grade | |
| <input type="checkbox"/> | WILLIAM SPENCER BANASZAK | 9336 | Ridge Park Elementary | Third Grade | |
| <input type="checkbox"/> | PAUL BANG | 339 | Ridge Park Elementary | Third Grade | |
| <input type="checkbox"/> | JACOB BENDER | 313 | Ridge Park Elementary | Third Grade | |
| <input type="checkbox"/> | PATRICK BENSON | 306 | Ridge Park Elementary | Third Grade | male below basic |
| <input type="checkbox"/> | MAYUR BHANDARY | 8555 | Ridge Park Elementary | Third Grade | |
| <input type="checkbox"/> | IAN BLUNDIN | 348 | Ridge Park Elementary | Third Grade | |
| <input type="checkbox"/> | RACHEL BRIDGES | 291 | Ridge Park Elementary | Third Grade | |

MICHAEL ZICKERMAN 311 Ridge Park Elementary Third Grade

Check All (this page only)

Un Check All (this page only)

Add Selected Students