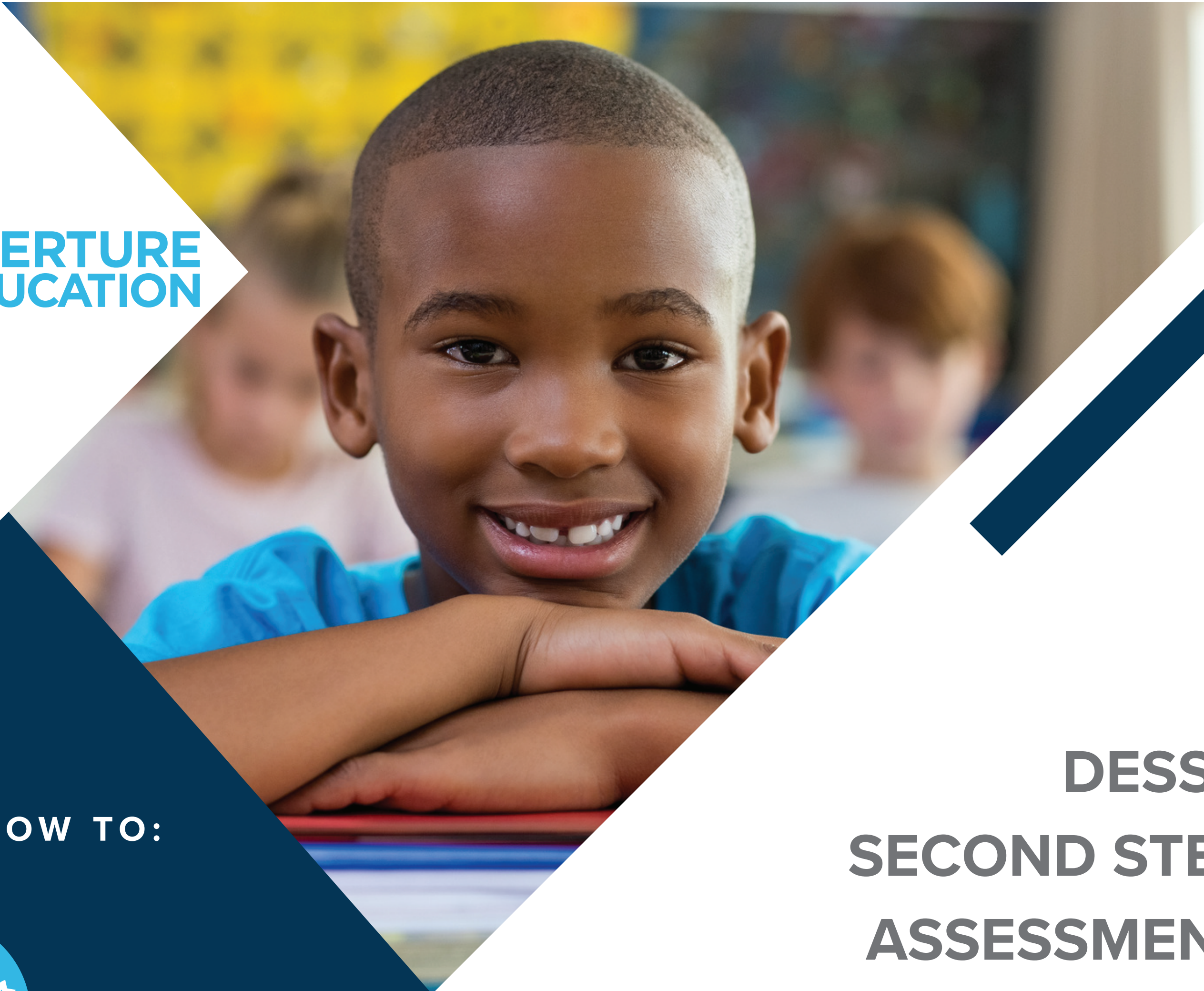

APERTURE EDUCATION

DESSA SECOND STEP® ASSESSMENT QUICK-START GUIDE

LEARN HOW TO:

- GET READY TO RATE
- COMPLETE YOUR RATINGS
- REVIEW YOUR DATA
- ACCESS ADDITIONAL SUPPORT

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Aperture Education

Get Ready To Rate

1 Identify Key Roles

Identify the Grade Levels and Students to Assess

Identify the schools/sites and grade levels that will use the DESSA Second Step® Assessment.

Determine Staff Roles in the Educator Portal

Roles in the Educator Portal are defined below and correspond to levels of user access within the Educator Portal at your school site.

Program Administrator: A Program Administrator has universal access to all sites, staff, and students in the Educator Portal, which means they can view and edit student and staff information for all program sites.

Site Leader: Site Leaders can access all students and staff at a specific site or multiple sites. Typically, Site Leaders are in an administrative or support role within the school or organization. Changes to Site Leaders are managed by Program Administrators.

Educator: Educators rate students' social and emotional skills. Often, Program Administrators or Site Leaders assign students to Educators to rate; however, Educators may also choose which students to rate. Educators have access to data from any students rostered in their classes.

2 Schedule Your Ratings

Identify Key Dates to Form an Implementation Timeline

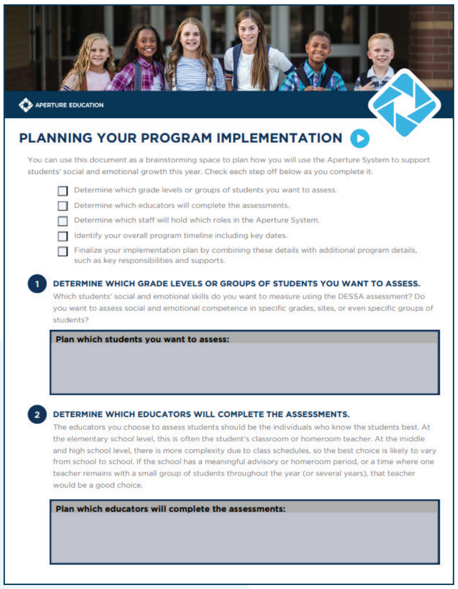
The following are key dates to identify to successfully measure your students' social and emotional learning:

Roster Ready Date: The date when your school rosters are up to date with new class assignments.

Training Completion Date: The target date for your teams to have completed initial training in the Educator Portal.

Rating Window Dates: These dates will include the first rating date for a new school year as well as subsequent rating dates through the year. We recommend completing ratings within two weeks of the Rating Window opening. Consider the following:

- Educators spend at least four weeks with students prior to first rating completion.
- Provide educators scheduled time to complete ratings.


APERTURE EDUCATION

PLANNING YOUR PROGRAM IMPLEMENTATION

You can use this document as a brainstorming space to plan how you will use the Aperture System to support students' social and emotional growth this year. Check each step off below as you complete it.

- [ ] Determine which grade levels or groups of students you want to assess.
- [ ] Determine which educators will complete the assessments.
- [ ] Determine which staff will hold which roles in the Aperture System.
- [ ] Identify your overall program timeline including key dates.
- [ ] Finalize your implementation plan by combining these details with additional program details, such as key responsibilities and supports.

1 DETERMINE WHICH GRADE LEVELS OR GROUPS OF STUDENTS YOU WANT TO ASSESS.
Which students' social and emotional skills do you want to measure using the DESSA assessment? Do you want to assess social and emotional competence in specific grades, sites, or even specific groups of students?

Plan which students you want to assess:

2 DETERMINE WHICH EDUCATORS WILL COMPLETE THE ASSESSMENTS.
The educators you choose to assess students should be the individuals who know the students best. At the elementary school level, this is often the student's classroom or homeroom teacher. At the middle and high school level, there is more complexity due to class schedules, so the best choice is likely to vary from school to school. If the school has a meaningful advisory or homeroom period, or a time where one teacher remains with a small group of students throughout the year (or several years), that teacher would be a good choice.

Plan which educators will complete the assessments:

- [ ] **Schedule your Rating Windows:** Choose the Rating Window dates educators will be assigned to complete the DESSA Second Step® Assessment using these instructions. We recommend scheduling Rating Windows at least 90 days apart. Communicate dates to Site Leaders and set up automatic reminder emails to educators to complete their assessment ratings at your desired frequency.
- [ ] **Review and assign raters to unassigned students:** Follow these instructions to view students who have not been assigned a rater in your Educator Portal. Either assign a rater to each of these students individually, assign multiple students to the same rater, or (for Student Information System customers) create a new assignment rule.
- [ ] **Send out Site Leader and Educator invitations:** Send invitations to your staff so they can register their Educator Portal accounts. If you have single sign-on, navigate to the Educator Portal through your provider's dashboard.
- [ ] **Complete training to ensure effective implementation:** Program Administrators, Site Leaders, and Educators should complete training before the first rating. Log in to the Educator Portal and click **Training** > **Program Implementation** > **Self-Paced Courses**.

3 Roster Your Students and Educators

Rostering to add students and educators can be done in two different ways:

1. Set up a file upload that automatically updates rosters using your Student Information System (SIS).
2. Manually input your rosters via spreadsheet files.

Choose the method below that applies to you for instructions on how to complete rostering:

Instructions for SIS Rostering

Instructions for Manual Rostering

REVIEW AND ADJUST ROSTERING

Before moving on to the next step, review your roster to make sure all students are rostered appropriately. If you need to make adjustments, use the following instructions to do so:

Add a Student, Member, or Site

Delete a Student

Add Site Leaders

A Site Leader is often a principal, counselor, psychologist, or another administrator who has user access to the entire school in the Educator Portal. You have two options for adding Site Leaders.

1. To add a few Site Leaders, follow the instructions in the **Adding Staff** section.
2. To add a larger number of Site Leaders, follow the instructions in the **How to add Site Leaders in bulk via CSV file** section.

Update Student Information

For self-managed programs, only Program Administrators can update student information. To update a student's information, click the gear icon at the top right of your Educator Portal dashboard and select **Admin**. Select **Students** on the left-hand side of the menu. Search for the student by name, by student ID, or by scrolling down the screen. Click on the **Edit** pencil-and-paper icon next to the student's name to update the student's information. Districts with SIS integrations cannot edit student information.

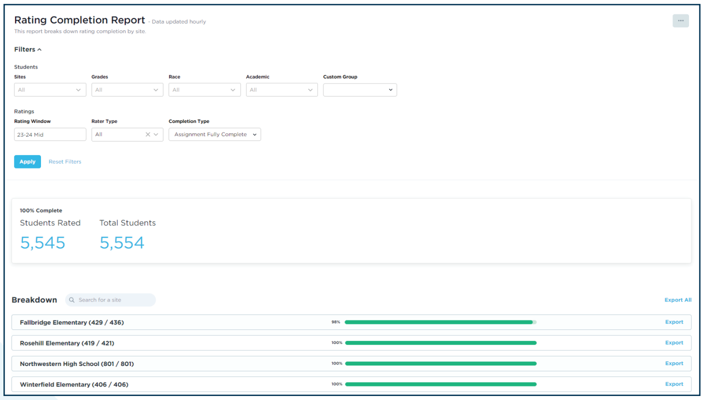
Monitor Staff Training

Before the first Rating Window, you can monitor staff training completion with the Training Completion Report. Log into your Educator Portal, click on the **Data and Insights** tab, select **Training Completion**, use filters to filter by site, role, or course if desired, and then click **Apply**. Use the **Export All** function to download a CSV file with the training completion status of all staff at all sites if desired. See more detailed instructions here.

Complete Your Ratings

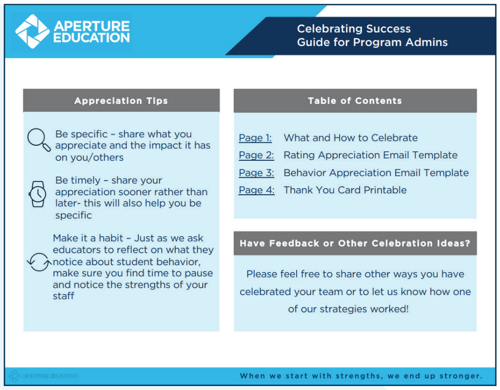
Monitor Rating Completion

During the Rating Window, you can monitor student ratings and the breakdown of ratings completed at each site and by each Educator through the Rating Completion Report. Log into your Educator Portal, click on the **Data and Insights** tab, select **Rating Completion**, use the **Rating Window Filter** to select your preferred Rating Window, and click **Apply**. Use the **Export All** function to download a CSV file with the rating completion status of each student. See more detailed instructions here.



Rating Completion Follow-Up

Ensure that Site Leaders know how to monitor their rating completion as described above. Reach out to Educators who haven't yet completed their ratings and who may need additional support. Congratulate campuses, Site Leaders, and Educators who complete their ratings. Our Celebrating Success Guide for Program Admins has more guidance for how to encourage your team in this process.



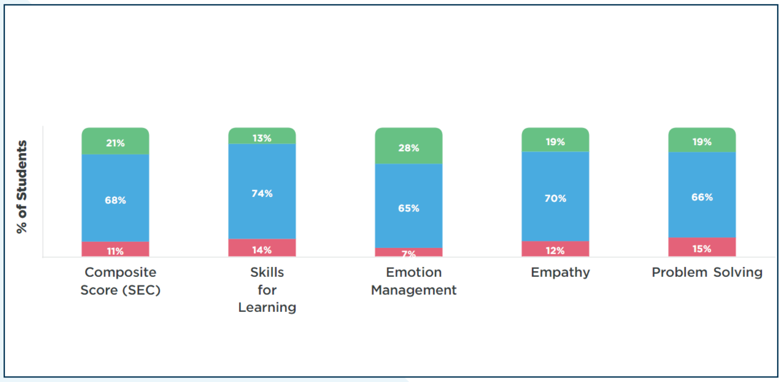
Review Your Data

1 Review Your DESSA Data Reports

Set aside time to review aggregate results from your district. Reports can support data-based decisions. To access reports, log into the Educator Portal and click on the **Data and Insights** tab at the top of your dashboard. The Competencies Report and the Impact Report are great starting points for reviewing data.

1. Competencies Report
2. Impact Report

Competencies Report



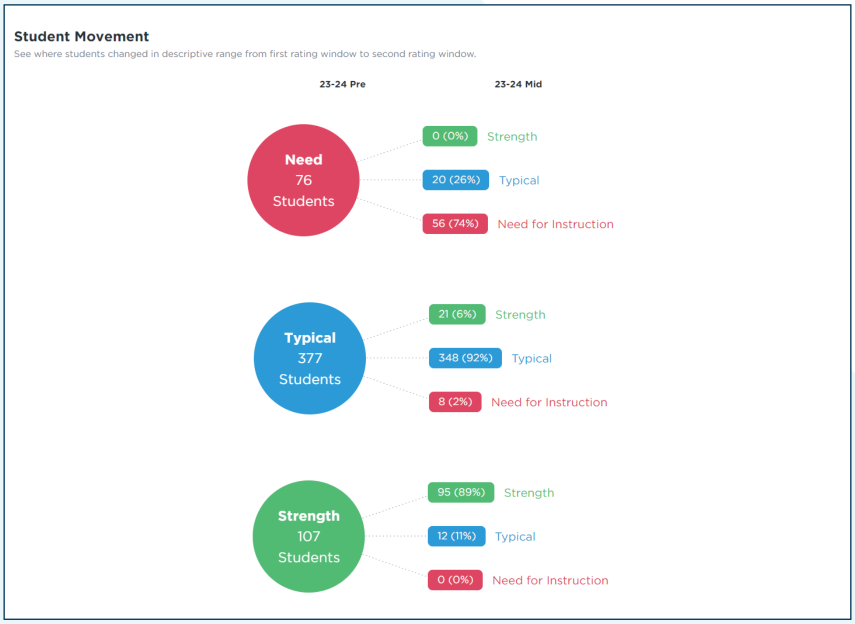
Student Competency Breakdown

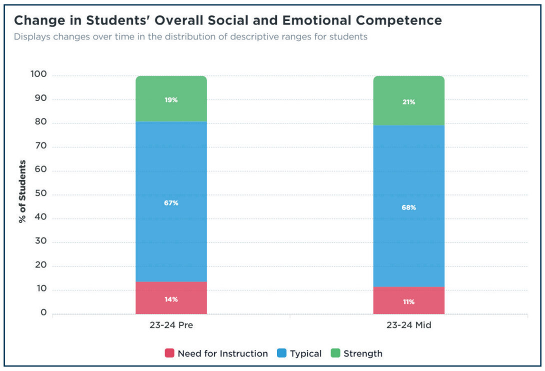
Export CSV

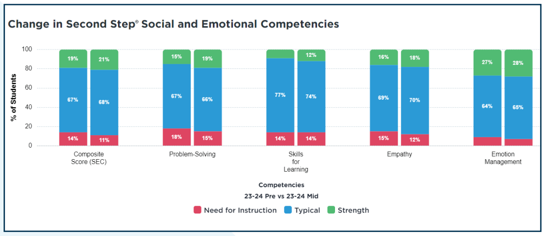
	SEC	SL	EM	EP	PS
Bush, Paisley	28	31	31	31	31
Suarez, Margo	28	31	31	31	31
Cisneros, Edward	29	29	34	28	34
Brandt, Lorelei	30	28	40	28	33
Michael, Ali	30	28	40	28	33
Vance, Bridget	30	28	40	28	33
Douglas, Maison	31	30	41	31	32
Moody, Derek	32	35	37	28	35
Hicks, Baylee	32	35	37	28	35
Harvey, Trey	32	35	37	28	35

Need for Instruction Typical Strength

Impact Report



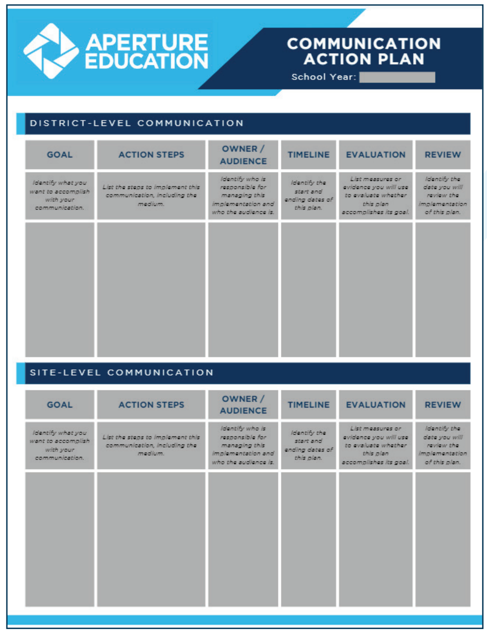




2 Communicate Your Social and Emotional Learning Data

After data exploration, consider what you want to communicate to your stakeholders.

Our Communication Action Plan can help you plan whom to communicate with, when to schedule communications, what messaging to include, and what outcomes you hope your communication will produce or support.


APERTURE EDUCATION

COMMUNICATION ACTION PLAN

School Year:

DISTRICT-LEVEL COMMUNICATION

GOAL	ACTION STEPS	OWNER / AUDIENCE	TIMELINE	EVALUATION	REVIEW
Identify what you want to accomplish with your communication.	*List the steps to implement this communication, including the medium.*	*Identify who is responsible for managing this implementation and who the audience is.*	*Identify the start and ending dates of this plan.*	*List measures or evidence you will use to evaluate whether this plan accomplishes its goal.*	*Identify the date you will review the implementation of this plan.*

SITE-LEVEL COMMUNICATION

GOAL	ACTION STEPS	OWNER / AUDIENCE	TIMELINE	EVALUATION	REVIEW
Identify what you want to accomplish with your communication.	*List the steps to implement this communication, including the medium.*	*Identify who is responsible for managing this implementation and who the audience is.*	*Identify the start and ending dates of this plan.*	*List measures or evidence you will use to evaluate whether this plan accomplishes its goal.*	*Identify the date you will review the implementation of this plan.*

Access Additional Support

For more detailed information, frequently asked questions, and additional resources, please view our full implementation guide or access short self-service videos in our On-Demand Video Library.

If you are looking for additional training and support resources, visit our Training page in the Educator Portal to access self-paced courses, on-demand videos, FAQs, and other helpful resources.

Our 24/7 Support Portal is located under the question mark icon in the upper right-hand corner of your dashboard to access additional resources. Click the **Submit a request** button on the top right to contact our support team.