



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:

3

DETERMINE WHICH STAFF WILL HOLD WHICH ROLES IN THE APERTURE SYSTEM.

Roles in the Aperture System are defined below. These roles correspond to levels of user access within the Aperture System and may correspond to particular responsibilities at your school site if you so choose.

-  **Program Administrator:** A Program Administrator has access to manage all sites, staff, and students in the program’s Aperture System. This means they can view and edit the majority of student and staff information within all sites in the system.
-  **Site Leader:** Site Leaders can access all students and staff at a specific site or 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 are typically the people rating students’ social and emotional skills. Often, Program Administrators or Site Leaders assign students to Educators to rate; however, Educators may also choose to rate other students who are enrolled in their classes. Educators have access to data from any students rostered in their classes in the Aperture System.

Plan which staff will hold which roles in the Aperture System:

A large, empty rectangular box with a dark blue border, intended for planning staff roles.



**4****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:** This is the date when your school rosters are up to date with new class assignments.

Plan your target Roster Ready Date:

- **Training Completion Date:** This is a target date for your teams to have completed initial training in the Aperture System.

Plan your target Training Completion Date:

- **Rating Window Dates:** These dates will include the first rating date for a new school year as well as any subsequent rating dates throughout the year. We recommend completing ratings within 2 weeks of the Rating Window opening. Two things to consider when choosing your rating window dates include:
 - **Educators' knowledge of students:** We recommend educators spend at least 24 hours with students over the course of four weeks before completing the first rating ([read more](#)),
 - **Time to complete ratings:** Ensure your educators have enough time to complete ratings. Often the universal screener (DESSA-mini) takes educators about 1 minute per student to complete, while the DESSA takes an additional 5-7 minutes per student to complete.

Plan your Rating Window Dates:



5 FINALIZE YOUR IMPLEMENTATION PLAN.

In order to successfully support your staff in assessing, monitoring, and supporting students' social and emotional skills, it's important to also consider and communicate the following details to your team. Brainstorm your thoughts in each box below.

When will you meet with Site Leaders to discuss district or site growth and goal progression?

What are the expectations and responsibilities for Site Leaders in using the Aperture System?

What stakeholders do you need to share results with?

What are educators expected to do with this data, and what guidance will they have to this end?