TLAP – FAQs

Q. How does our school district gain access to TLAP?

A. The school district's assessment coordinator or person who will oversee the school district's TLAP assessment and report results to CDE should send an email with their name, phone number, fax number, email address, and school district name, requesting the use of TLAP to scliff@cboces.org A TLAP District Administrator account will be created for this person and they will receive their login information and instructions.

Q. What do I do if I forget my District Administrator password?

A. Please call the Centennial BOCES Helpdesk at 303 772 4420 x2222 to get your password reset.

Q. How many questions are on the TLAP assessment?

A. The TLAP assessment consists of 36 multiple choice questions, 6 questions per ISTE standard. The TLAP system randomizes the 6 sets of questions and the 6 questions within each of these 6 sets. There a two groups of questions, one for the TLAP pre-assessment and another group for the TLAP assessment. The questions for the TLAP assessment have been vetted and validated by a group of assessment and teaching professionals.

Q. How were the questions developed?

A. A group of assessment and teaching professionals from Colorado school districts and BOCES developed, refined, and tested questions designed around the 6 ISTE standards. After the pilot of the assessment, data analysis was performed on the results to vet and validate the questions. Some modifications were deemed necessary and these modifications were completed for the TLAP assessment questions. The TLAP pre-assessment was later added to provide students the opportunity to practice using this assessment system. The TLAP pre-assessment contains its own set of 36 questions. These pre-assessment questions were developed and created by the same group of assessment and teaching professionals and were designed around the 6 ISTE standards.

Q. How do students access the TLAP assessment?

A. Students access the TLAP assessment from the TLAP website at www.coloradotechliteracy.org and pressing the ***Student TLAP Assessment*** button on the right side of the main page.

Q. How long does it take students to complete the TLAP assessment?

A. On average, it takes 22 minutes for a student to complete the assessment.

Q. How will students get into the TLAP assessment?

A. Students are provided a username and password by the Site Administrator to access the assessment. Once the student data file has been created and uploaded, and after the assessment group has been scheduled, the Site Administrator can then retrieve passwords. A student username/password file is generated for the assessment group in PDF format. The Site administrator should save this file on a secured network drive, and then print the file. Once the file is printed, the Site Administrator will cut up the student login account cards and distribute to each student <u>at the time of their assessment</u>.

Q. If a student loses their login card, how can they get their username and password again?

A. If a student loses their login card, they need to ask the person providing the TLAP assessment (the TLAP Site Administrator) for their login card again. The TLAP Site Administrator should have saved the password PDF to their secured network drive and should be able to retrieve the file to reprint if needed. If the Site Administrator didn't save the file, they will have to retrieve passwords again, from their Site Administrator menu, which will re-generate new passwords for all students who have not yet completed the assessment in that assessment group. This will require any student in that particular assessment group that is not currently logged into their assessment, to use the newly generated password to access their assessment.

Q.   How does the school select the TLAP Pre-assessment or the TLAP assessment?

A.   Currently, the TLAP system administrator will provide the TLAP pre-assessment, for practice use, from September through January of the school year. Once that time period has expired, the TLAP pre-assessment is disabled and the TLAP assessment is activated for use, from February through June.

Q.   Can a student log in later to complete their assessment?

A.   Yes. A student can log in as many times as needed, until they complete their assessment. If a student was unable to complete their assessment, or there was a system, network, or power failure, the system is designed to allow a student to log back in as many times as they need to complete their assessment. The student needs to complete their assessment before the end date defined for that student's assessment group.

Q.   What happens if a student times out?

A.   If a student closes their browser or times out with no activity for over 5 minutes, and are no longer in the assessment, the student will have to wait a couple of minutes and then login again, using the same username and password. They will return to where they left off in the assessment. The system has a wait time period of one minute from their last activity in the assessment. This feature is to keep hackers from attacking the system and insure confidentiality.

Q.   Can a student take the TLAP assessment more than once?

A.   No. The system will only allow a student to take the TLAP assessment one time. The students are tracked by their student state ID number, preventing duplications from occurring.

Q.   Can a student skip a question?

A.   Yes. Students can skip a question at any given time. Any skipped questions will then appear at the end of their assessment, allowing them to answer these skipped questions in the order they were skipped.

Q. Can a student go back to an answered question to review or change their answer?

A. No. Students are not able to go back to previous questions to change their answers.

Therefore, students should not press the "Back" button in their browser. This may cause them to be dropped out of their assessment session, needing to wait a couple of minutes before trying to log in again.

Q. Will a student know how they did on the assessment?

A. Yes. Students will receive the number of correct answers to their assessment (## out of 36 questions), upon completion of their assessment. Once they press the "Done" button, the browser returns to the TLAP student assessment login screen. Upon completion of the assessment, the student's account is disabled.

Q. How does the Site Administrator's account get created?

A. The District Administrator for each school district will create their Site Administrators as needed.

Site Administrators are created by school or site, and there can be multiple Site Administrators for each school. Site Administrators can share the management of all assessment groups and notifications are sent to all Site Administrators when changes are made or passwords are re-generated.

Q. What do I do if I forget my Site Administrator password?

A. Please contact your school district's TLAP District Administrator to get your password reset.

Q. Can the District Administrator also be the Site Administrator?

A. Yes, if you are the District Administrator you can also be a Site Administrator and will need to create yourself a Site Administrator account from the User Management menu in your District Administrator account menu. NOTE: If you create yourself a Site Administrator account with the same email address as the District Administrator account, the TLAP system will recognize the same email addresses, and will send the login information for your Site Admin from info@coloradotechliteracy.org. NOTE: We have found that there were a couple of schools that block the ability to send and receive email from the same email address within their district's email system.

Q. How do I create a student data file to upload into the TLAP system?

A. Please see the TLAP Instructions document for step-by-step instructions, found on the TLAP website at www.coloradotechliteracy.org under the TLAP MANAGEMENT TOOLS.

Q. How many students can be in an assessment group?

A. An assessment group can contain as many students as you would like. Some school districts' assessment groups are defined by a teacher's class, or the group who will be in the computer lab at the same time to take the assessment. Other school districts' assessment groups are defined by a team or the entire 8th grade class. NOTE: If you create large student assessment groups for your school, or a team of students, please know that when you print the Student Password file, it will be sorted in alpha order by that large group. You will need to cut up the login cards and separate and sort by the groups of students coming into to use the computer labs. Please make certain you have saved the Student Password file on your secured network drive before your initial printing, in case you need to print them again.

Q. Does the District Administrator create all assessment group files?

A. The creation of assessment group files depends on the decision of each school district. Some school districts have their District Administrator separate, define, and create each assessment group, and then they send the file to the appropriate Site Administrator, who will then upload the file and schedule the assessment group in that site's computer lab. Other school districts have the District Administrator complete the entire process while other school districts have their Site Administrators perform the entire process. Step-by-step instructions are found on the TLAP website at www.coloradotechliteracy.org under the TLAP MANAGEMENT TOOLS.

Q. What can I do if my assessment group's end date has expired and I still need some of those students to take or finish the assessment?

A. The Site Administrator for that site can simply login to the Registration function, select the necessary assessment group from the list, and select the Update function. Once in the update function, you can change the end date and extend it out as far as needed. Notification will be sent to other Site Administrators, if you have multiple Site Administrators at that site.

Q. With the ability to have the assessment in English or Spanish, how is that decided?

A. The default language of the TLAP assessment is English. The District Administrator can define the language preference (English or Spanish) for the entire school district, or they can allow the Site Administrators to define the language preference for their school or for each assessment group. The Site Administrator can also elect to allow students to select either English or Spanish at the time of their assessment. Once a student selects the language, they will be asked to verify that selection. Once they verify the selection, they are unable to change the language after that point.

Q. How does a student use the 504 compliance?

A. A student should enable any applications they need on their computer before starting the assessment, to help them navigate through the assessment.

Q. Does TLAP provide reports of the results of the assessment?

A. Yes. The Site Administrator and District Administrator has access to reports.

Q. What reports are available in the TLAP system?

A. There are numerous reports available, and depending on the parameters selected, you will receive varying results:

- The "**Scheduled Assessment Summary**" report will provide a list of assessment groups and the status of each assessment group.
- The "**Scheduled Assessment Detail**" report will provide a list of the assessment groups, and the details of each group by student.
- In the "**Student Detail Report**", select report parameters "By **School** and **Student'** or "By **Scheduled Assessment**" and then select values from the selection boxes to choose the options you want.
- The "**Student Score Listing**", produces a spreadsheet-style report with one line per student, showing the student's overall score as well as the sub-score for each ISTE standard.
- In the "**School Report**", you can choose to report on a single school or all schools in your district. The "School Report" shows one page per school with a summary of the scores for that school broken out by ISTE standard, along with a comparison of the results from each scheduled assessment group against the average scores.

- The "**District Report"** is only available to the District Administrator. This report will display a summary of the scores for the schools in their district, broken out by ISTE standard.
- The Student, School, and District Reports show score information by ISTE standard and compared with the 8th grade proficiency standard, as well as with other students.

Q. What are the available formats of the reports?

A. Each report is available in 3 formats: PDF (Portable Document Format); Web Archive (MHTML); and TIFF Image. The Student Score Listing Report is also available in an Excel format so it can be formatted and uploaded into student information systems if needed.

Q. Is there a report that will provide the required information that we need to input into the CDE system?

A. Yes. The District Administrator will have access to the CDE report for the TLAP assessment. The report provides the 4 fields required for input into the CDE system. During the time frame of the TLAP pre-assessment, the CDE report is not available. This is to ensure the reporting of the TLAP results to CDE are from the same assessment, using the 36 questions that have been vetted and validated.