



ARO User Guide

for Staff and Administrators

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Chapter 1: About this guide

Who should use it?

This guide was written to assist teachers, other staff members, school administrators, and district administrators using the Assessment and Reporting Online system, known as ARO. This information will reinforce and supplement professional development sessions focused on ARO provided by Savvas.

How will it help you?

With the information in this guide you will be able to perform all of the basic functions of ARO, allowing you to monitor student performance and plan instruction accordingly.

You will learn how to easily access and verify information about students and classes, as well as manage information about students, teacher assignments, and testing assignments.

Additional resources

A variety of other tools are available to you through the ARO Help link (located on the top right of every ARO screen):

- **Self-guided PowerPoint slide show**—describes and demonstrates the basic system functions
- **Proctor Guides**—guidelines for administering Math Navigator and Literacy Navigator assessments
- **Answer Submission Forms for Paper Testing**—spreadsheet to help you submit students' answers from paper tests, to permit upload into ARO to generate reports
- **Summary of Reports**—documents providing summaries of available ARO reports (program-specific)
- **FAQs**—frequently asked questions about using the system
- **Implementation Guides**—program-specific guides for using course assessments and resulting ARO reports to inform instructional decisions

Chapter 2: Introduction and Overview

What is ARO?

ARO is the acronym that stands for **Assessment and Reporting Online**. This comprehensive system was developed by Savvas to support the necessary connections between formative assessment and focused teaching. It is designed as an essential tool for the Savvas instructional programs and their embedded assessments:

- Ramp-Up Literacy
- Ramp-Up Mathematics
- Literacy Navigator
- Mathematics Navigator

ARO is a **teaching** tool that links student performance to an instructional consequence or action. The data provides the impetus for targeted classroom activity, focusing instruction around specific documented student needs. At first glance, the main focus of this system may seem to be tracking student performance. However, ARO is **not** simply an online “testing tool.”

This guide will support you, the user, as you become familiar with the workings of ARO. At first, the program may feel foreign and perhaps a bit mechanical. With just a little practice, however, you will become skilled in managing the data and processes within the system. And then you will be able to achieve the true goal of using ARO, i.e., to gain an in-depth look at how student academic performance can be targeted and improved by focused instructional practices.

Formative and summative testing information is used inferentially; there is no “absolute truth” in assessment, only inference and interpretation. Too often, assessment in today’s climate of high-stakes testing involves looking at sets of static, isolated numbers without making a direct link back to classroom instruction. ARO enables student performance data to be interpreted in a realistic, classroom-based way that can inform instruction and thus improve student understanding and performance.

ARO helps users make the leap from “what do we see” to “now what do we do?” Because all assessments, results, and reports are curriculum-based, results and reports link directly back to how schools can scaffold and adapt teaching. ARO reports help teachers adjust instruction to keep each student on the path to meeting standards set forth in the course they are teaching. ARO reports enable teachers to assess individual students and the class or school or district as a whole. Teachers are guided in grouping students appropriately and providing individual attention as needed. ARO is not solely about managing data, but rather is designed for managing, teaching, and learning by informing reliable, data-driven instructional decisions.

How does ARO work?

The ultimate goal of ARO is to improve instruction by facilitating the use of formative and summative assessments in schools. ARO empowers teachers, school administrators, and district administrators to access information about each student's academic performance, whole class and school results, and, consequently, to make data-driven instructional decisions.

Mastering the basic functions of ARO will be essential to making the system work for you. For example, you will use ARO to:

- **Verify information**—check information about students, classes, teachers, tests assigned, and tests taken
- **Manage student information**—add students, delete students, and move students between classes
- **Manage teachers' information**—add teachers to the database
- **Assign tests and set test windows**—assign specific tests to individual students or groups of students, choose a test window (range of dates test will be available online), and reset test windows.
- **Generate reports**—view detailed test data organized to facilitate analysis and interpretation, thereby increasing the speed and quality of program implementation. Reports also align student results with common misconceptions so that students' missing information and misinformation may be addressed through classroom instruction.

What else do I need to know?

Your access to ARO and responsibilities for various actions within the system will be determined by your role (staff, school administrator, district administrator). Subsequent chapters of this guide will describe in great detail the functions available to each role:

- Chapter 3 discusses roles and responsibilities—how access to specific functions of the system varies with users' roles within a district or school
- Chapter 4 covers getting started—how to access the system, how to log in to ARO, understanding your home screen, etc.
- Chapters 5–7 look at the functional areas of the system—how to perform the fundamental tasks in ARO
- Chapter 8 presents frequently asked questions—anticipating and addressing common questions, concerns, and problems encountered by users
- Appendices—Basic Functions chart, technical specifications, and differences in the online and paper/pencil administration of tests

Product Support for ARO

Savvas Product Support is the first point of contact for questions and information concerning Savvas products. Live Chat, email, and a library of documentation are available on www.support.savvasschool.com.

Hours: Mon-Fri 8:00 AM to 8:00 PM

Telephone: 800.234.5832

www.support.savvasschool.com

Chapter 3: Roles and Responsibilities

Effective use of ARO as an instructional tool depends on a team of people who are working together toward common goals. Key roles are:

- Staff, including teachers and other classroom-based staff
- School Administrators, including Test Coordinators, coaches, et al.
- District Administrators

Some functions within the system can be performed by all users, and other functions are restricted to certain roles. The chart below shows you specific functions within ARO associated with specific roles. Functions within the system are listed down the left side of the table, and the roles of team members are listed across the top. An “X” indicates that the role listed in that column can perform that particular function.

Function	School Staff	School Administrator	District Administrator and Designated Staff
Verify Information	X	X	X
Manage Classes		X – Add only	X – Add and Delete
Manage Students	X – Move or Copy This Teacher’s Classes only	X – Add, Edit, Move or Copy Only	X – Add, Delete, Edit, Move, Copy and Transfer from school to school
Manage Staff		X – Add only	X – Add and Delete
Manage Tests & Testing Windows	X	X	X
Enable Retake Test			X
View Reports	X	X	X

Each function in this chart is described more fully in subsequent chapters of this guide.

In addition to the roles assumed by school and district users, your Savvas contacts are also available to support your use of ARO. Savvas Product Support can perform all administrative tasks within the system. In addition, your specialist (e.g., Educational Specialists) will be able to provide support in understanding how to perform basic tasks and how to access reports.

Chapter 4: Getting Started

Preparing to use ARO for the first time

There are a few initial steps that districts and schools need to take in order to be able to access ARO. The staff working with your school should be able to help you begin this process:

1. For ARO support, contact Savvas Product Support at www.support.savvasschool.com or by phone at 800.234.5832. Provide your student enrollment data, and ask that your school account be set up. Also indicate the names of the courses being implemented. For Ramp-Up Math and Ramp-Up Literacy, tell us which version (copyright date) the school is using. You may also submit a Personnel Account Setup Form to enroll additional staff into ARO. Be certain that the student enrollment template and personnel account setup form both include all of the required data.
2. You can proceed to complete the ARO enrollment template, even if waiting to receive and complete the waiver. The enrollment template can be downloaded from the ARO Help link. The template is a very simple Excel spreadsheet.
Teachers can print tests from ARO and administer tests in paper-and-pencil format without a waiver being in place. The waiver is required in order to administer tests online and to upload and store student data in ARO.
3. You should submit the complete enrollment template through the Savvas Product Support email [form](mailto:form@www.support.savvasschool.com) found on www.support.savvasschool.com. Product Support will upload the students and teachers and generate a roster of names and ARO usernames. See Chapter 5 for instructions about accessing the student roster.

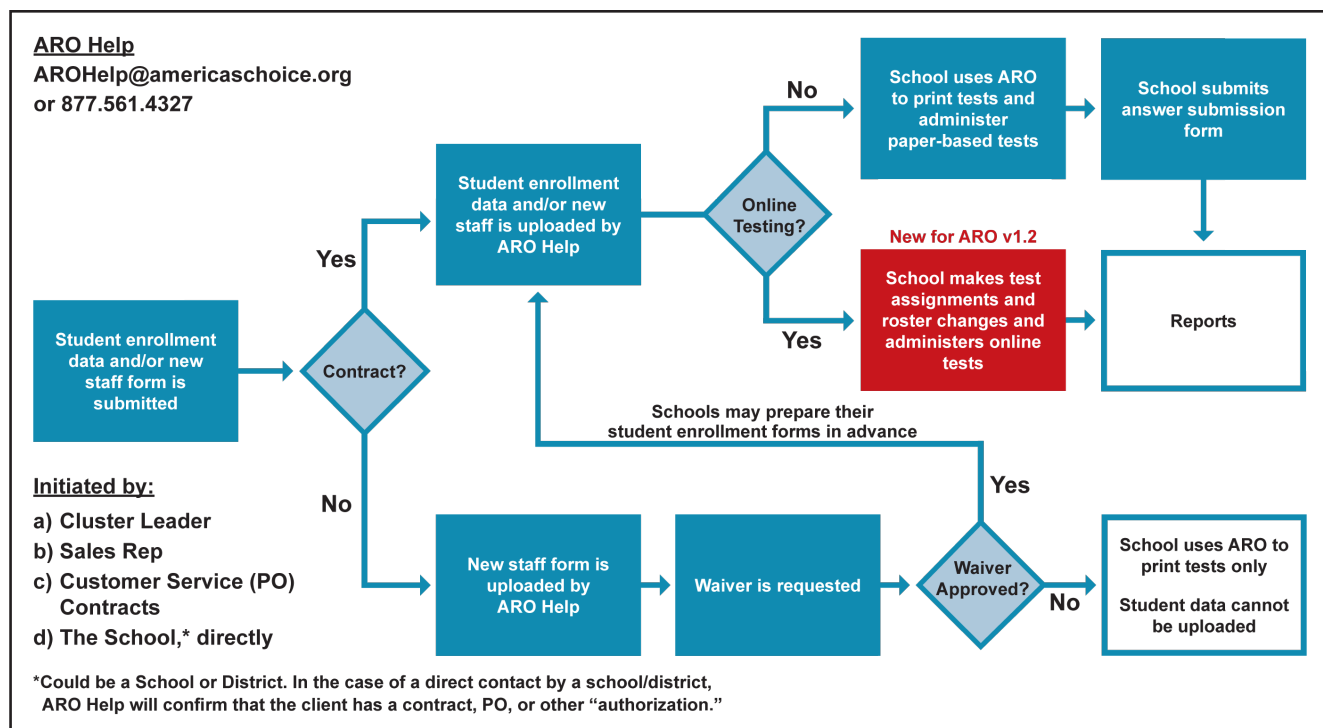
Staff log-in information will be emailed automatically to users by the ARO system. User names for staff and administrators will always be a user's email address. Passwords are automatically generated for these users by the system, but they can change these passwords by going to the My Profile link in the upper-right corner of their ARO home screen.

Usernames for students will be the student state ID with the state abbreviation in lowercase letter at the end (e.g., 123456ny). Unlike staff passwords, student passwords are the same as their usernames. Students cannot change their passwords.

Note that passwords are generated and maintained separately by ARO and Community of Learning systems. Passwords will not be the same for these systems unless the user makes and keeps them the same for both systems.

On the log in screen there is a link, **Lost Password**, which you can use if you have forgotten your ARO password. ARO will generate a new password that will be emailed to your district- or school-provided email address.

Overview of Enrollment and Getting Started



Accessing ARO

1. Directly using the ARO website:
<https://assessments.americaschoice.org>

(Notice the "s" after http, and also note that there is no "www" before this web address.)

AMERICA'S CHOICE ASSESSMENT SYSTEM

Please enter your username and password below.

Username

Password

Academic Year(s) ☐ 2009-2010 ☒ 2010-2011

[Lost Password](#)

Home Screens

As described in the introduction, the different people using ARO have access to different subsets of functions that they can perform based on their role in the school or district. A district administrator will have access to the data for all the schools under his or her direction, whereas a school administrator will see only his or her own school and all of its classes on their home screen. A teacher will see only the classes he or she is teaching on his or her home screen.

When you log on to ARO, the system will recognize you as a defined user with a specific role, and you will see the home screen designed for your role. Possible roles are:

- Teacher or Other Staff
- School Administrator or Test Coordinator
- District Administrator

Information is organized in a hierarchy of folders:

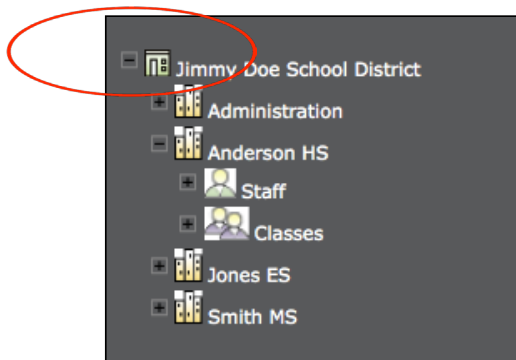
- A district folder will contain all schools
- A district folder will also contain an entity for the District office
- A school folder will contain all staff and classes at that school

ARO User Tip:

Whenever you want to expand the list of options under a title within ARO, click on the small + symbol to the left of a name. (Notice the + turns into a – symbol.) Click the – symbol to close the list.

Users are given access to specific levels of information:

- A teacher may see only his or her classes
- A school administrator may see only the classes in the school
- A district administrator may see all schools in the district and all classes in those schools



Exploring links in the dark gray “navigation” column on the left side of the screen, you can see the ARO system is built on a hierarchical “folder” structure that allows users to open up items to see progressively more detailed information by clicking the small + icons next to each category. If you click on the name of a district or school, you get the information screen about that location in the main part of the screen.

As you expand information in the navigation column, you will also see the home screen specific to your role. The basic options are the same for the three roles, but for example, the gray tool bar across the top has a **Manage** tab which allows for managing at the district, school, and class levels for school and district administrators and teachers, respectively.

You can see a screenshot of each home screen for each role below.

District Administrator

JIMMY DOE SCHOOL DISTRICT

DC, Jimmy Doe School District > [Jimmy Doe](#)

INFO

REPORTS

ROSTERS

PRINT TEST

MANAGE

CREATE SCHOOL

DISTRICT INFORMATION

Name:

Jimmy Doe School District

Address:

123 Main St.
Washington, DC 20036

DISTRICT ADMINISTRATORS

([Edit](#))

Name	Username	Email	Default Contact
Donna Hughes	dhughes	dhughes@americaschoice.org	
Jerri Sea	jerrisea	jerrisea	Yes

School Administrator or Test Coordinator

ANDERSON HS DC, Jimmy Doe School District > Jimmy Doe School Dis

INFO	REPORTS	ROSTERS	PRINT TEST	MANAGE	ADD STAFF	CREATE CLASS	
------	---------	---------	------------	--------	-----------	--------------	--

SCHOOL INFORMATION ([Edit](#))
Name: Anderson HS
Email Domain:
Alt Email Domain:
Student ID Digits:

SCHOOL ADMINISTRATORS

Name	Username	Email	Default Contact
Clayton Ardrey	claytonardrey	claytonardrey	Yes

Teacher and Other Staff

SY10-11 - ESTER THATCH DC, Jimmy Doe School District > Jimmy Doe School District

INFO	REPORTS	PRINT TEST	MANAGE	
------	---------	------------	--------	--

CLASS INFORMATION ([Edit](#))
Name: SY10-11 - Ester Thatch
School: Anderson HS
Teacher: Ester Thatch
Asst/Co-Teacher:
Class Type:
Grade: 10
Academic Year: 2010-2011
Number of Students: 2

Chapter 5: Managing Student Records

One of the most basic and essential functions you will perform in ARO is ensuring that you have assigned the correct students to the correct classes. Doing so will ensure reports of student performance are accurate and interpretable.

In this chapter, you will learn how to:

- Add new student records
- Delete student records
- Edit student records
- Move students between classes
- Transfer students to a different school

Adding students to classes

Only School Administrators and District Administrators can add a new student record to an existing school or district ARO database. Typically, ARO Help enrolls students during the initial setup of the district and school. However, new students will need to be added to the system periodically, and schools are able to do this on their own.

To add a new student to a class:

1. Select a school by clicking on its name in the dark gray navigation column on the left.
2. Click the + icon to the left of the school name to view the list of classes in this school.
3. From the list of classes, click on the class to which you want to add a student.
4. Click **Add Student** tab in gray tool bar across main screen. This will open the **Add Student – Find Existing** screen, as follows.

ARO User Tip:

Remember, only District and School Administrators can add students to ARO after the initial set-up and enrollment process. In addition, schools can send new student enrollment files to ARO Help. Only District Administrators can transfer students to another school or delete individual student records.

ADD STUDENT - FIND EXISTING

To add a student to this class, the system will first check that the student does not yet exist. Please enter the student's information and click the **SEARCH** button.

Student usernames are always the student's ID following by your state abbreviation (eg: 1234567dc)

Username*:

Search

First Name*:

Last Name*:

Search

5. Before adding a student to the system you must first **Search** to determine if the student is already enrolled in the system. You can **Search** using a student's username or first and last name. The system will alert you if the student is already entered in the system and will not allow a duplicate record to be added.
 - Student usernames are a student's state ID number followed by the abbreviation for the district's state, given in lower case letters. As an example, Jane Doe's student state ID number is 123456. Her school is located in state XY. So, Jane Doe's username in ARO would be 123456xy.
 - If a student is not in the system, complete the required fields. You may select all applicable AYP categories. This is optional but is strongly recommended. Remember to click **Add** when you are finished.

First Name*:

Last Name*:

Username*:

Email:

Grade Level*:

AYP Categories:

- ☒ Econ. Disadvantaged
- ☐ SPED
- ☒ ELL (Eng. Language Learners)
- ☐ Black
- ☐ White
- ☒ Hispanic
- ☐ Asian/ Pacific Islander
- ☐ Nat. Amer

Add

Deleting a student

Only District Administrators can delete a student record.

To delete a student:

1. Select a school by clicking on its name in the dark gray navigation column on the left.
2. Click the + icon to the left of the school name to view the list of classes in this school.
3. From the list of classes, click on the class from which you want to delete a student.
4. Click on the student's name.
5. Click **Remove This Student**, at the bottom of the student screen
6. You will be asked to click **OK** to remove the student or **Cancel** to stop.
7. Click **OK** to finalize the deletion of this student.

ARO User Tip:

It is **STRONGLY** recommended that you download all of a student's individual data before deleting that student from the system. This can be done using the Roster Report function. A downloaded report can be used to restore data if a student needs to be re-enrolled in the future.

The screenshot displays the ARO system interface. On the left, a table titled "STUDENTS" lists several students. The student "Crosland, Roslyn" is highlighted with a red circle. To the right, a detailed view of "ROSLYN CROSLAND" is shown, including tabs for "INFO" and "REPORTS". The "INFO" tab is active, displaying student information.

Name	Username
Ader, Clayton	6417875dc
Boyers, Clayton	1493215dc
Cheers, Esmeralda	543403
Christine, Noreen	611066
Crosland, Roslyn	493872
Dosch, Jessie	597968
Genao, Clinton	118514
Graziani, Allan	716605
Harvin, Erik	698674

DC, Jimmy Doe School Dist

ROSLYN CROSLAND

INFO REPORTS

STUDENT INFORMATION ([Edit](#))

Name: Crosland, Roslyn
Email:
School: Anderson HS
User Type: Student
Username: 4938727dc
Grade Level: 10
Last Login: User has not logged in

ASSOCIATED NAVIGATOR TESTS (Add New)

Test	Status	Start Date	End Date	Edit	Retake	Delete
Percents Pre-Test	Not Started	10/20/2010	11/19/2010	Edit	NA	Delete

ASSOCIATED ATTITUDE SURVEYS (Add New)

There are no associated attitude survey windows.

ASSOCIATED RAMP-UP TESTS (Add New)

No Ramp-Up tests have been assigned.

ASSOCIATED GA MATH TESTS (Add New)

No GA Math tests have been assigned.

Remove This Student

Editing student records

Only School and District Administrators can edit student records.

To edit a student's record:

1. Select a school by clicking on its name in the dark gray navigation column on the left.
2. Click the + icon to the left of the school name to view the list of classes in this school.
3. Click on the class the student is in.
4. Click on the student's name.
5. Click **Edit** in parentheses.

ERIK HARVIN

DC, Jimmy Doe School District >

INFO

REPORTS

STUDENT INFORMATION (Edit)

Name: Harvin, Erik
Email:
School: Anderson HS
User Type: Student
Username: 6986749dc
Grade Level: 10

6. You may edit a student's name, username, grade level, or AYP categories.

EDIT STUDENT

To edit student information, change the fields below and click the Update button.
* Indicates required field

First Name*: Erik

Last Name*: Harvin

Username*: 6986749dc

Email:

Grade Level*: 10

AYP Categories:

- ☒ Econ. Disadvantaged
- ☒ SPED
- ☐ ELL (Eng. Language Learners)
- ☐ Black
- ☒ White
- ☐ Hispanic
- ☐ Asian/ Pacific Islander
- ☐ Nat. Amer

Update

7. Click **Update** to complete and save the edits.

Moving or copying students within a school

District and School Administrators may move students to another class within a school. Teachers may move students only within the classes they are teaching.

"Moving" a student means that they are taken out of Class A and placed in Class B. All student data, including test results, move with them to the new class.

"Copying" a student means that he or she remains in Class A but is also added to Class B. All of a student's data is also copied into the new class as well.

To move or copy a student:

1. Select a school by clicking on its name in the dark gray navigation column on the left.
2. Click **Manage** tab in the gray tool bar across the main screen.
3. Click on + next to **General**.
4. Click **Move/Copy Students**.
5. Select the class from which you want to move or copy students from the first drop-down list. You may then select one student, a subset of students, or all students to move or to copy.

To choose a few, nonadjacent student names from the list, hold the >control< key (on PCs) or >command< key (on Macs) while you click the names you want. All the student names you want to move should now be highlighted.

To select the whole list of students, click the top name in the list. Then hold the >shift< key and click the last name in the list. The whole list should now be highlighted.

With the names you have chosen highlighted, click the **Move** or **Copy** button in the middle of the screen. Note that you can also move or copy student back from right to left with the **Move** or **Copy** buttons.

6. Click **Move** or **COPY**.
7. Click **Update** to save the move or copy.

Transferring students to a different school

Only District Administrators may transfer students from one school to another school. When a student is transferred, all student data (including test results) move to the student's new school.

To transfer a student to a different school:

1. Click on district name in the dark gray navigation column on the left.
2. Click **Manage** tab in gray tool bar across top of main screen.
3. Click + symbol to left of **General**.
4. Click **Transfer Students**.
5. Enter student's username or first and last name.
6. Click **Search**.
7. Select the school you want to transfer the student to from the drop-down menu.

Matching Students	New School	Transfer Student
Fries, Jeff (2051520dc)	Smith MS	Transfer Student
School Jimmy Doe School District / Jones ES		

8. Click **Transfer Student**.
9. Click **Update** to complete and save the edits.

Adding a class

Only District and School Administrators may create new classes. Note that adding a class is possible only after teachers and students are enrolled in ARO.

To add a class:

1. Click on school name in the dark gray navigation column on the left.
2. Click **Create Class** tab in gray tool bar across top of main screen.
3. Enter information for all required fields (indicated with an asterisk*).
4. Use drop-down menu to select the name of teacher and/or co-teacher, class type, and academic year.
5. Click **Add** to complete.

CREATE NEW CLASS

To add a new class to Anderson HS, fill out the form below and click the Add button.
* Indicates required field

Class Name*:

Teacher*:

Asst/Co-Teacher:

Class Type:

Academic Year*:

Add

If a class name is added to the system manually, please be sure that the name of the course (e.g., RUAL, MathNav, etc.) is included in the class name. This greatly facilitates the organization and analysis of the test data. By contrast, something like "Period 7" is not a useful title for a group of test data. It is strongly recommended that you use a naming convention that will enable a teacher to distinguish one of his or her classes from another if they are teaching more than one section. Here are examples of ways to name classes:

Hernandez Morning Math Nav

Wong Ramp-Up Lit Class A

KJones_1stPeriod_RUPA

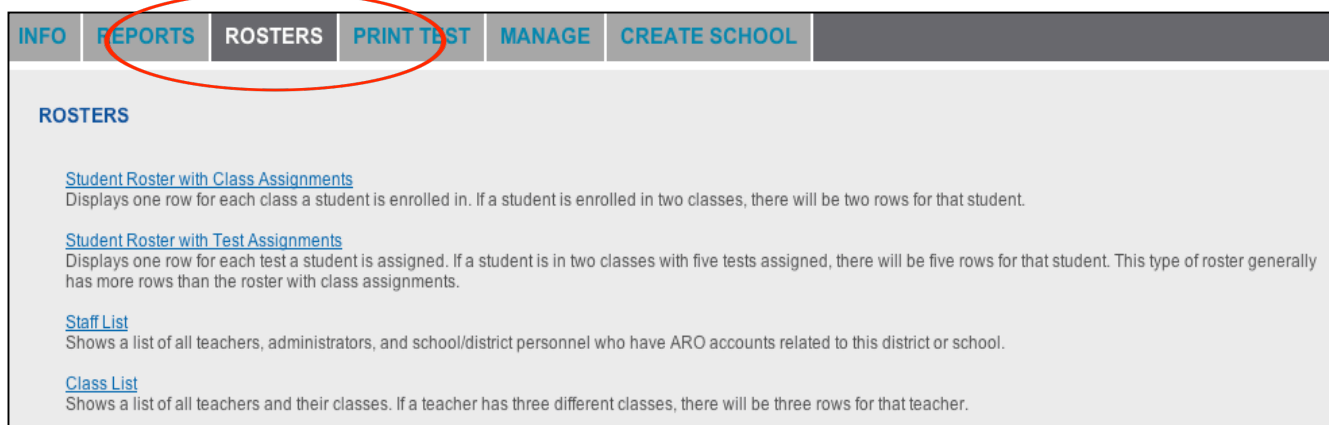
Kelly Algebra 1010

Class names are currently limited to 35 characters.

Viewing class rosters

School and District Administrators may generate roster lists of students, staff, or classes.

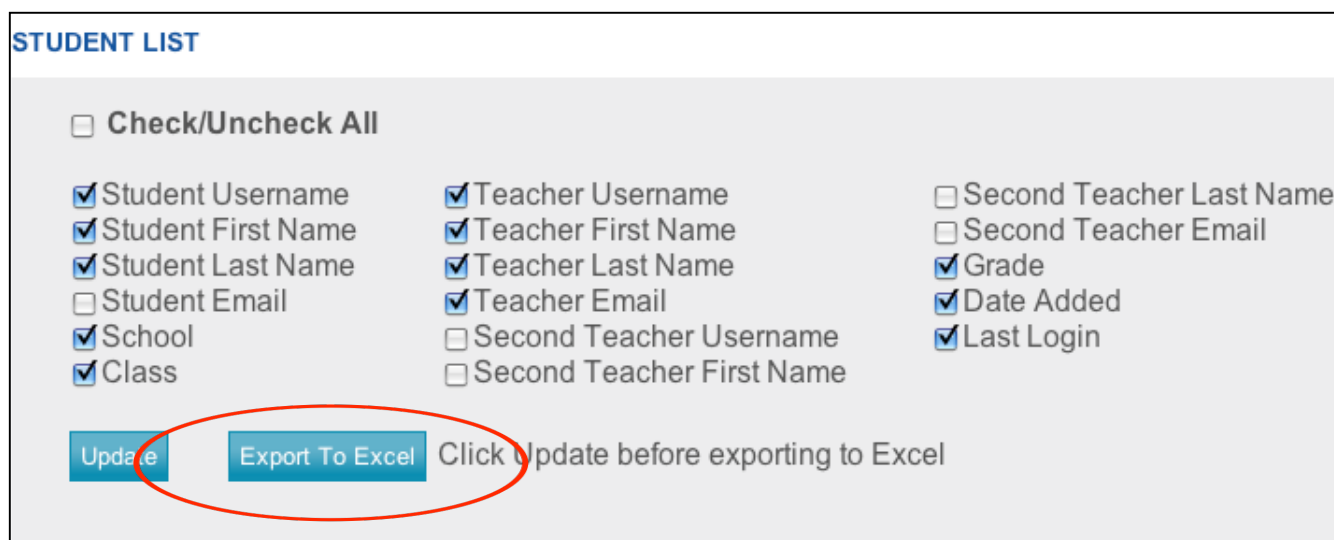
Click **Rosters** on the gray tool bar of your district, school or class main page.



The screenshot shows a horizontal toolbar with six buttons: INFO, REPORTS, ROSTERS, PRINT TEST, MANAGE, and CREATE SCHOOL. The ROSTERS button is circled in red. Below the toolbar, the ROSTERS section is displayed with the following links and descriptions:

- [Student Roster with Class Assignments](#)
Displays one row for each class a student is enrolled in. If a student is enrolled in two classes, there will be two rows for that student.
- [Student Roster with Test Assignments](#)
Displays one row for each test a student is assigned. If a student is in two classes with five tests assigned, there will be five rows for that student. This type of roster generally has more rows than the roster with class assignments.
- [Staff List](#)
Shows a list of all teachers, administrators, and school/district personnel who have ARO accounts related to this district or school.
- [Class List](#)
Shows a list of all teachers and their classes. If a teacher has three different classes, there will be three rows for that teacher.

For each type of roster report you may specify categories to include. After selecting categories, click **Update**. Then click **Export to Excel** to create an Excel spreadsheet to download.



The screenshot shows the STUDENT LIST form. At the top, there is a checkbox labeled "Check/Uncheck All". Below this, there are three columns of checkboxes for selecting fields to include in the report:

<input checked="" type="checkbox"/> Student Username	<input checked="" type="checkbox"/> Teacher Username	<input type="checkbox"/> Second Teacher Last Name
<input checked="" type="checkbox"/> Student First Name	<input checked="" type="checkbox"/> Teacher First Name	<input type="checkbox"/> Second Teacher Email
<input checked="" type="checkbox"/> Student Last Name	<input checked="" type="checkbox"/> Teacher Last Name	<input checked="" type="checkbox"/> Grade
<input type="checkbox"/> Student Email	<input checked="" type="checkbox"/> Teacher Email	<input checked="" type="checkbox"/> Date Added
<input checked="" type="checkbox"/> School	<input type="checkbox"/> Second Teacher Username	<input checked="" type="checkbox"/> Last Login
<input checked="" type="checkbox"/> Class	<input type="checkbox"/> Second Teacher First Name	

At the bottom of the form, there are two buttons: "Update" and "Export To Excel". Both buttons are circled in red. To the right of the "Export To Excel" button, there is a text label: "Click Update before exporting to Excel".

Chapter 6: Managing Tests

Teachers, test coordinators, and administrators ensure that correct assessments are given to the right students in a timely fashion by:

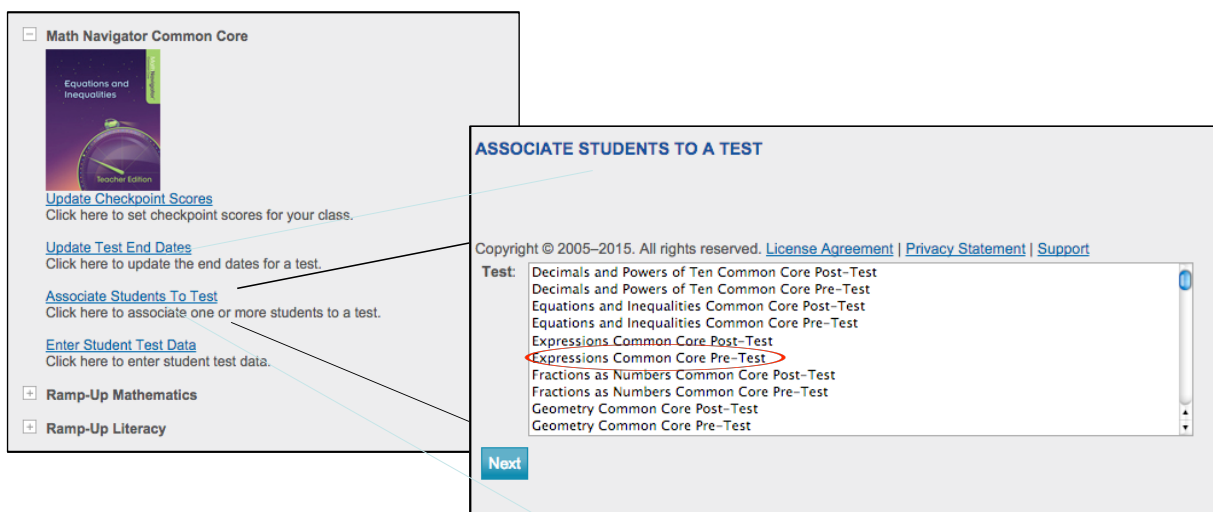
- Assigning specific tests directly to grades, classes, and/or individual students
- Setting the test window for assigned tests (i.e., the time frame during which a test may be taken)
- Resetting a test window when necessary

All users of the system (staff, school administrators, and district administrators) can use these features of ARO. When necessary, district administrators can also schedule a student's retake of a specific exam. Note that retaking a test is not the same as resetting the test window. Enabling retakes is addressed in a separate section below.

Assigning tests and setting test windows

To assign tests:

1. Click the + icon next to the school name.
2. Click **Manage** in the light gray toolbar across the top of the main screen.
3. Click the + icon next to the name of class in which the test will be given.
4. Click **Associate Students to Test** from the options that appear below.
5. Scroll to select the test(s) that you want to assign to your class.
6. Click **Next**.



7. Enter a start and end date for the test. (You can click the small calendar icons to display a calendar and select the days there.) If uncertain when a test will be administered, enter a 30-day window beginning with the first possible date you expect students might take the test.

ASSOCIATE STUDENTS TO TEST

To add a test for one or more students, fill out the form below and click the Add button. Note that students be added here.

Test: Geometry Common Core Pre-Test

Assign By: ☒ Name ☐ Grade Start: 04/27/201 End: 05/25/201 **Add**

☐ Check/Uncheck All

Students:

<input type="checkbox"/> Clayton Ader	<input checked="" type="checkbox"/> Monique Allman
<input type="checkbox"/> Jason Blevins	<input type="checkbox"/> Clayton Boyers
<input checked="" type="checkbox"/> Mindy Brookshire	<input type="checkbox"/> Esmeralda Cheers
<input type="checkbox"/> Noreen Christine	<input type="checkbox"/> Roslyn Grosland
<input checked="" type="checkbox"/> Danny Deming	<input type="checkbox"/> Jessie Dosch
<input type="checkbox"/> Jason Dunn	<input type="checkbox"/> Bobby Feinberg

8. You can select to assign this test to all students by clicking **Check/Uncheck All**. Or you may select individual students by clicking next to student names.
9. Click **ADD** to finish the assignment of tests to students.

Resetting test window

Teachers and administrators can reset the testing window when more time is needed to administer a test.

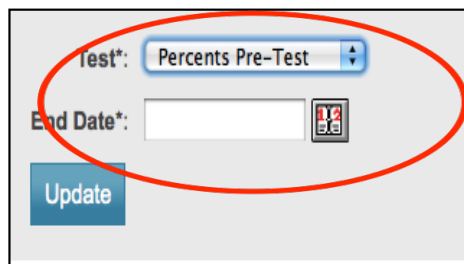
If you don't see a test in a student's "available to take" list, it may be because the test window has expired. In that case, the teacher needs to go back reset the test window.

To reset a test window:

1. Select the level (district, school, or class) for which you want to change the testing window.
2. Click **Manage** on the light gray tool bar across the top of the main screen.
3. Select the program you want to change the dates for, e.g., Math Navigator, and click the + icon next to that program.
4. Click **Update Test End Dates**.



5. Select the test from the drop-down menu.



6. Enter the new end date for testing. This date is the last date this test will be available to assigned students.
7. Click **Update** to save the new date.

Handling “retakes” of tests

On rare occasions, students may need to retake a test they have completed. Sometimes a retake is needed after a student has opened and/or submitted the wrong test. Setting a test for retake will delete all of a student’s data for the selected test and allow them to take that test again and have that new test data stored in the system. Only District Administrators can enable a student or group of students to “retake” tests within ARO.

To set a retake of a test:

1. Use the + icon to select the school and then the class the student is in.
2. From the list of students, click on name of student who needs to retake the test.
3. Under list of **Associated Tests** for that program, click **Retake**.
4. Click **OK** to reset this test for that student. Doing this will delete their previous test data permanently.
5. Click **Cancel** if this is not what you want to do. If Cancel is selected, the student will not be able to retake the tests and his or her data will remain in the system.

ASSOCIATED NAVIGATOR TESTS ([Add New](#))

Test	Status	Start Date	End Date	Edit	Retake	Delete
Operations with Fractions: Multiplication and Division Common Core Post-Test	Completed	06/25/2014	07/23/2014	NA	Retake	NA
Operations with Fractions: Multiplication and Division Common Core Pre-Test	Completed	06/03/2014	07/01/2014	NA	Retake	NA
Positive and Negative Numbers Common Core Post-Test	Completed	03/31/2015	04/28/2015	NA	Retake	NA
Positive and Negative Numbers Common Core Pre-Test	Completed	10/14/2014	11/11/2014	NA	Retake	NA



The page at <https://assessments.americaschoice.org> says:

This function will clear this student's test data and allow them to retake it.

Press OK to continue or CANCEL to cancel.

Cancel

OK

Chapter 7: Managing Staff Information

Typically, teachers and other staff members are enrolled during the initial set up of the district and school by Savvas. District and School Administrators may also add staff at any time after the initial enrollment.

Adding teachers

To add a new staff:

1. Select the school by clicking on its name.
2. Click **Add Staff** from the light gray tool bar.

INFO REPORTS ROSTERS PRINT TEST **MANAGE** ADD STAFF CREATE CLASS

CREATE NEW STAFF MEMBER

To add a new staff member to Anderson HS, fill out the form below and click the Add button.
* Indicates required field

First Name*:

Last Name*:

Email*:

User Role*:

Staff Type*:

Programs Type Access: ☐ Literacy ☐ Math

Add

3. Enter all required fields, including the staff member's district- or school-provided email address.
4. Select the content area for this staff member: Literacy and/or Math. This will provide the individual with access to relevant reports.
5. Click **Add** to complete.

In order to use the reports roster and manage functions, teachers must have students associated with them in at least one class. Until that time, they will be able to use **Print, Help** and other links in the upper right corner of the screen. Teachers and other staff should see their School Administrators, Test Coordinators, or District Administrators to set up classes and associate teachers with classes.

Deleting Teachers

At this time, only District Administrators may delete staff records by requesting assistance from Savvas Product Support at www.support.savvasschool.com or by phone at 800.234.5832.

Chapter 8: Frequently Asked Questions and Troubleshooting

Additional FAQs can be found on the ARO Help link in the upper-right of the ARO screen.

Q: I need help using ARO. Who should I contact?

A: Contact Savvas Product Support at www.support.savvasschool.com or by phone at 800.234.5832. Additionally, your Educational Specialists or Sales Representative may be able to provide an ARO demo or assistance as your school begins to use ARO.

Q: Where can I find more information/support documentation about ARO?

A: There are extensive supports available for ARO on the ARO Help link located on the upper-right of every ARO screen. These are frequently updated with additional content and new materials.

Q: When I contact the ARO Help Desk or submit forms/templates, how long will it take to process my request?

A: We will respond as quickly as possible. Some types of requests can be handled in just a few minutes. Other will take longer. We answer the majority of requests in one or two business days. If your request will require more than three business days to complete, we will contact you with an explanation and expected response time.

Q: How can I log on to ARO if I have forgotten my password or if my password doesn't work?

A: Be sure to check your caps lock and numbers lock toggle on your keyboard. Usernames are not case sensitive but passwords are case sensitive. If you have forgotten your password or if your password is not working, then click the **Lost Password** link on the ARO log-in screen. ARO will immediately send a new automatically generated password to your email address. You can use the random password to log on, and you can change your password by clicking on the **My Profile** link in the upper-right corner of the screen.

Q: When I log in, the class configurations are from last year. What do I do?

A: In the top right of the ARO screen, there is a link **Year**. Click this to see the available academic years. This year designation will control the left hand navigation display of classes. Click to select the year you would like to see on your screen.

Q: When I log in I see classes that are not mine. What do I do?

A: Please contact your school administrator or test coordinator to advise him or her that you have been connected to the wrong class. School administrators are able to change this in ARO. Additionally, please contact Savvas Product Support to explain your problem. Please include information about what your classes should be.

Q: I accidentally deleted a student. What do I do?

A: Once a student has been deleted, their record has been permanently removed (and all test scores). You have to re-enroll the student into ARO. If reports have been run showing the student data, it can be re-entered.

Q: I entered a new student into ARO but s/he cannot see the test so s/he cannot take the test.

A: If the student can't see the test, it may be because the test window has expired. You can find instructions for how to correct this problem yourself in Chapter 6, Managing Tests. If you still need assistance to complete this task, please contact Savvas Product Support at www.support.savvasschool.com or by phone at 800.234.5832, with the name of the district, school, student, teacher, and class, and the name of the test the student should take. These requests are usually completed within one business day.

Q: I assigned the wrong test to a student. What do I need to do?

A: Chapter 6 of this User Guide covers the basic steps of assigning tests to students. When an incorrect test has been assigned to a student you can use the delete function for that particular test for that specific student.

Q: A student got partway through a test but didn't finish the test before the class period ended. Will the student's answers be lost?

A: No. Any entered answers are saved. ARO saves answers as the student moves through the test. When the student logs back on to ARO, they can begin to answer questions right where they left off in the test.

Q: I accidentally moved a student into the wrong class. What do I do?

A: Chapter 5 of this User Guide covers the basic steps of moving students. An incorrect move can be reversed using **Move/Copy Students** located within **Manage**.

Q: I cannot find the individual student reports for students in my school. The only reports under the reports link are class level.

A: A user has to "drill down" to an individual class level by using the left hand navigation column to open up a district, then school, then class. Once a user has clicked on a class and then clicked on **Reports** all available types of student reports will be listed. Click on report name to generate that report.

Appendix A

Basics-At-A-Glance—Overview of Key Functions in ARO

This tool is designed to provide a quick reference for the steps of basic functions in ARO.

Table of Contents

The number to the right of each function indicates its position in the alphabetical list beginning on the next page.

Working with Students' Information

Add students	1
Delete students	5
Transfer students	13
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Retrieve or verify students' information	11

Managing Class information

Add Class	1
Move/copy students between classes	9

Managing tests

Assign tests to students	4
Enable retake of tests	8
Reset test window	10
Review students' test history	12

Working with Teachers' and other staff information

Add teachers	3
Delete teachers	6
Add class	1

Basic ARO functions are listed alphabetically below.

All steps begin on the user's home screen.

T, S, and D in left column indicate who can perform these tasks.

T = Teacher/Staff (teacher, paraprofessional)

S = School Administrator (principal, assistant principal, principal's designee, test coordinator)

D = District Administrator

Function in ARO (arranged alphabetically)	Role	Steps to complete function
1. Add Class	S, D	<ol style="list-style-type: none">1. Click on school name in the dark gray navigation column on the left.2. Click Create Class tab in gray tool bar across top of main screen.3. Enter information for all required fields (indicated with an asterisk*).4. Use drop-down menu to select the name of teacher and/or co-teacher, class type, and academic year.5. Click Add to complete.
2. Add new students	S, D	<ol style="list-style-type: none">1. Select a school by clicking on its name in the dark gray navigation column on the left.2. Click the + icon to the left of the school name to view the list of classes in this school.3. From the list of classes, click on the class to which you want to add a student.4. Click Add Student tab (in gray bar of tabs across main screen). This will open the Add Student – Find Existing screen, shown below.5. Before adding a student to the system you must first Search to determine if the student is already enrolled in the system. You can Search using a student's username or first and last name. The system will alert you if the student is already entered in the system and will not allow a duplicate record to be added.

Function in ARO (arranged alphabetically)	Role	Steps to complete function
3. Add Teacher	S, D	<ol style="list-style-type: none"> 1. Select the school by clicking on its name. 2. Click Add Staff from the light gray tool bar. 3. Enter all required fields, including the staff member's district- or school-provided email address. 4. Select the content area for this staff member: Literacy and/or Math. This will provide the individual access to relevant reports. 5. Click Add to complete.
4. Assign tests and set initial testing window	T, S, D	<ol style="list-style-type: none"> 1. Click the + icon next to the school name. 2. Click Manage in the light gray toolbar across the top of the page. 3. Click the + icon next to the name of class in which the test will be given. 4. Click Associate Students to Test from the options that appear below. 5. Scroll to select the test(s) that you want to assign to your class. 6. Click Next. 7. Enter a start and end date for the test. (You can click the small calendar icons to display a calendar and select the days there.) If uncertain when a test will be administered, enter a 30-day window beginning with the first possible date you expect students might take the test. 8. You can select to assign this test to all students by clicking Check/Uncheck All. Or you may select individual students by clicking next to student names. 9. Click ADD to finish the assignment of tests to students.

Function in ARO (arranged alphabetically)	Role	Steps to complete function
5. Delete student record from system	D	<ol style="list-style-type: none"> 1. Select a school by clicking on its name in the dark gray navigation column on the left. 2. Click the + icon to the left of the school name to view the list of classes in this school. 3. From the list of classes, click on the class to which you want to delete a student. 4. Click on the student's name. 5. Click Remove This Student, at the bottom of the student screen 6. You will be asked to click OK to remove the student or Cancel to stop. 7. Click OK to finalize the deletion of this student.
6. Delete teacher	D	<ol style="list-style-type: none"> 1. At this time, only District Administrators may delete staff records by requesting assistance from Savvas Product Support at www.support.savvasschool.com.
7. Edit student record	S, D	<ol style="list-style-type: none"> 1. Select a school by clicking on its name in the dark gray navigation column on the left. 2. Click the + icon to the left of the school name to view the list of classes in this school. 3. Click on the class the student is in. 4. Click on the student's name. 5. Click Edit in parenthesis. You may edit a student's name, username, grade level, or AYP categories. 6. Click Update to complete and save the edits.

Function in ARO (arranged alphabetically)	Role	Steps to complete function
8. Enable retake of test	D	<ol style="list-style-type: none"> 1. Use the + icon to select the school and then the class the student is in. 2. From the list of students, click on name of student who needs to retake the test. 3. Under list of Associated Tests for that program, click Retake. 4. Click OK to reset this test for that student. Doing this will delete their previous test data permanently. 5. Click Cancel if this is not what you want to do. If Cancel is selected the student will not be able to retake the tests and their data will remain in the system.

Function in ARO (arranged alphabetically)	Role	Steps to complete function
9. Move/Copy students (in and out of classes at same school) (T can move/copy between own classes only)	S, D	<ol style="list-style-type: none"> 1. Select a school by clicking on its name in the dark gray navigation column on the left. 2. Click Manage tab in the gray tool bar across the main screen. 3. Click on + next to General. 4. Click Move/Copy Students. 5. Select the class from which you want to move or copy students from the first drop down list. You may then select one student, a selection of students, or all students to move or to copy. <ul style="list-style-type: none"> • To choose a few, nonadjacent student names from the list, hold the >control< key (on PCs) or >command< key (on Macs) while you click the names you want. All the student names you want to move should now be highlighted. • To select the whole list of students, click the top name in the list. Then hold the >shift< key and click the last name in the list. The whole list should now be highlighted. • With the names you have chosen highlighted, click Move or Copy in the middle of the screen. Note that you can also move or copy student back from right to left with Move or Copy Links. 6. Click Move or Copy. 7. Click Update to save the move or copy.
10. Reset test window	T, S, D	<p>Select the level (district, school, or class) for which you want to change the testing window.</p> <p>Click Manage on the light gray tool bar.</p> <p>Select the program you want to change the dates for, e.g., Math Navigator and click the + icon next to that program.</p> <p>Click Update Test End Dates.</p>

Function in ARO (arranged alphabetically)	Role	Steps to complete function
11. Retrieve/ Verify student information	T, S, D	<ol style="list-style-type: none"> 1. Click on + next to school name. 2. Click Classes. 3. Click on class in which student is enrolled 4. Scroll through Class Information to see list of students. 5. Click on student name to see information.
12. See student test history	T, S, D	<ol style="list-style-type: none"> 1. Click on + next to school name. 2. Click Classes. 3. Click on class in which student is enrolled 4. Scroll through Class Information to see list of students. 5. Click on student name to see information. 6. Scroll to bottom to see tests assigned.
13. Transfer students (to new school)	D	<ol style="list-style-type: none"> 1. Click on district name in the dark gray navigation column on the left. 2. Click Manage tab in gray tool bar across top of main screen. 3. Click + symbol to left of General. 4. Click Transfer Students. 5. Enter student's username or first and last name. 6. Click Search. 7. Select the school you want to transfer the student to from the drop down menu. 8. Click Transfer Student. 9. Click Update to complete and save the edits.
14. View rosters (class, school, district)	S, D	<ol style="list-style-type: none"> 1. Click name of school n the dark gray navigation column on the left. 2. Click Rosters in bar across top of home screen. 3. Click name of roster.

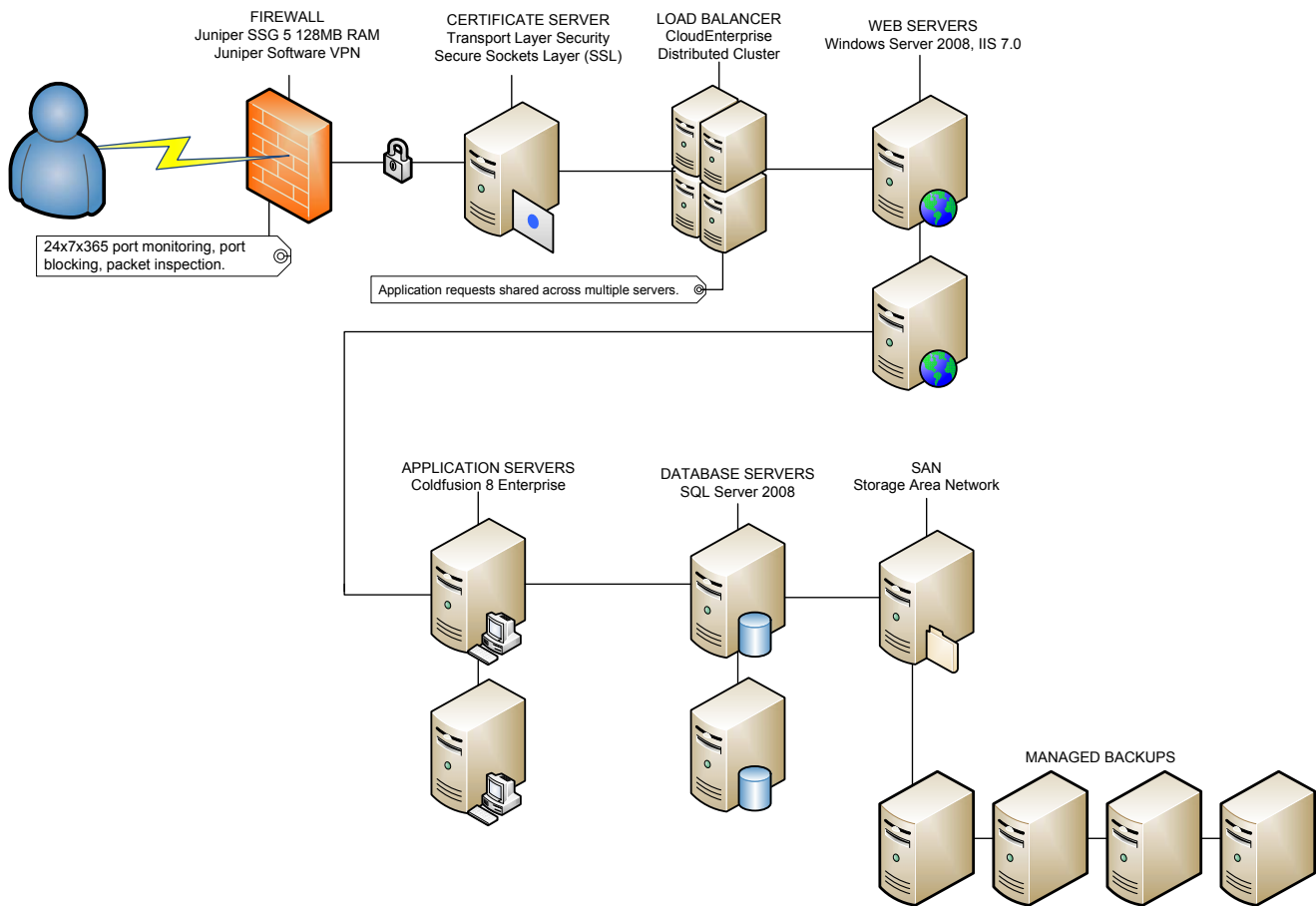
For more detailed information and additional support documents check the ARO Help link located in the upper-right corner of the ARO screen.

Appendix B

Technical Specifications and Architecture

ARO is a web-based application requiring only Internet access. ARO does not require the installation of any specialized software. Supported web browsers include the following: Mozilla Firefox 3.0 (and higher), Microsoft Internet Explorer 6 (and higher), Apple Safari 3.0 (and higher).

Please make sure that cookies are enabled in the browser you use. If you wish, your browser's pop-up blocker can remain enabled since ARO does not use pop-up style windows.



Secure Data Transfer

Using Our FTP Server

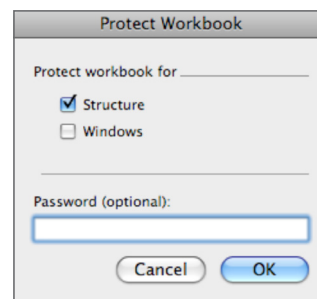
- 1) If you would like to transfer your data to our FTP server, please contact Savvas Product Support at www.support.savvasschool.com or by phone at 800.234.5832 to request a transfer.
- 2) We will create a specific location on a Savvas FTP server reserved exclusively for your data. Once your location is available, we will email your username and password.
- 3) Using your preferred File Transfer Protocol client, simply select **SFTP** as the transfer method when you connect to the assigned FTP server*.
- 4) Please encrypt your data files to provide an additional layer of

security. For example, in Microsoft Excel, simply click **Tools** ►

Protection ► **Protect Workbook**. In the dialog box that appears, make sure that **Structure** is selected, and then type a password of your choice.

Make sure that you save the file once more after typing and confirming your password, and please share that password with us so that we can decrypt your file upon receipt.

*Utilization of SFTP provides a secure point-to-point encrypted connection between client and the server. Access to our FTP site is controlled through a localized DMZ so that only non-routable internal access is permitted.



Using Your FTP Server

If you prefer to use your own FTP server instead of ours, simply set up an account on your FTP server, create a directory for your enrollment data that we can have access to, and contact Savvas Product Support at www.support.savvasschool.com or by phone at 800.234.5832 to schedule a transfer. We will then use SFTP to securely connect and retrieve the data files you share with us.

Sending Physical Media

If you do not want to use an FTP to share data, please put your data on to a CD or thumb drive, and contact Savvas Product Support for shipping instructions.

If you have any questions, please contact Savvas Product Support at www.support.savvasschool.com.

Appendix C

The Testing Process with ARO

The steps you follow depend on whether you are administering tests to students online or with paper and pencil. The chart below outlines the difference.

