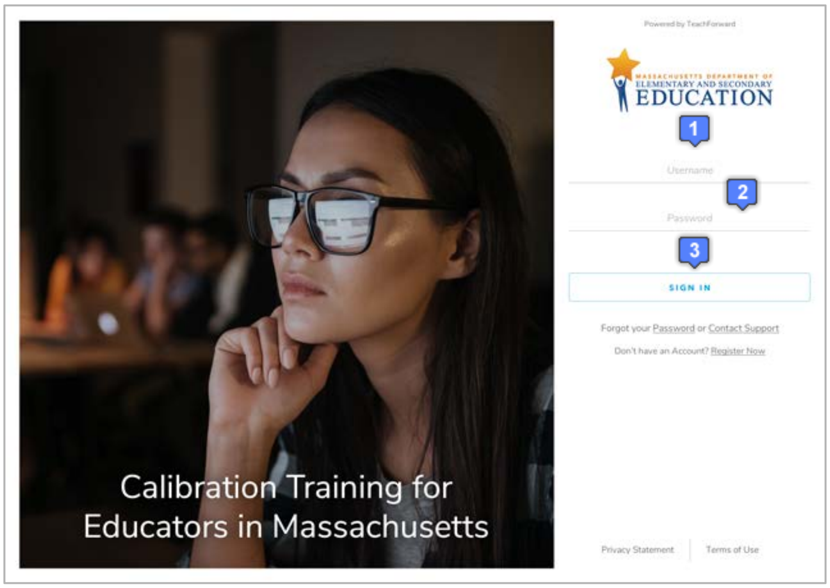
# Using the MA Calibration System

## Administrator Guide for TeachForward

# Using TeachForward

This guide will help you quickly understand how to navigate the TeachForward platform.  Each page includes several screens with callouts that map to specific elements on the screens or actions that you can take. The steps in this guide assume you have already registered for the system.

If you have any questions or issues, you can also contact the TeachForward Support Team at support@teachforward.com.  We try to reply to all support requests within 4 hours.

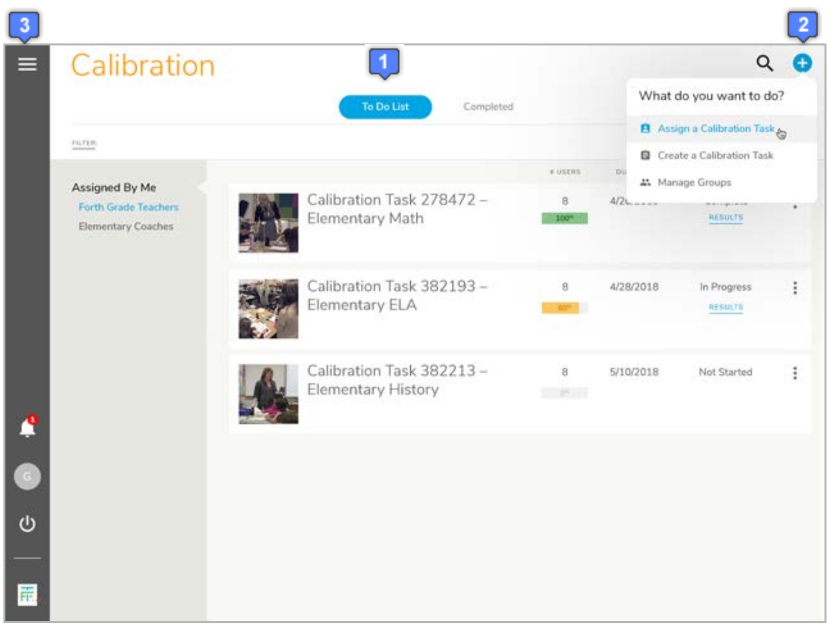



**Sign into TeachForward**

For the MA Calibration System, please go to www.ma-calibration.com and click the Login button to sign into the TeachForward sytem.

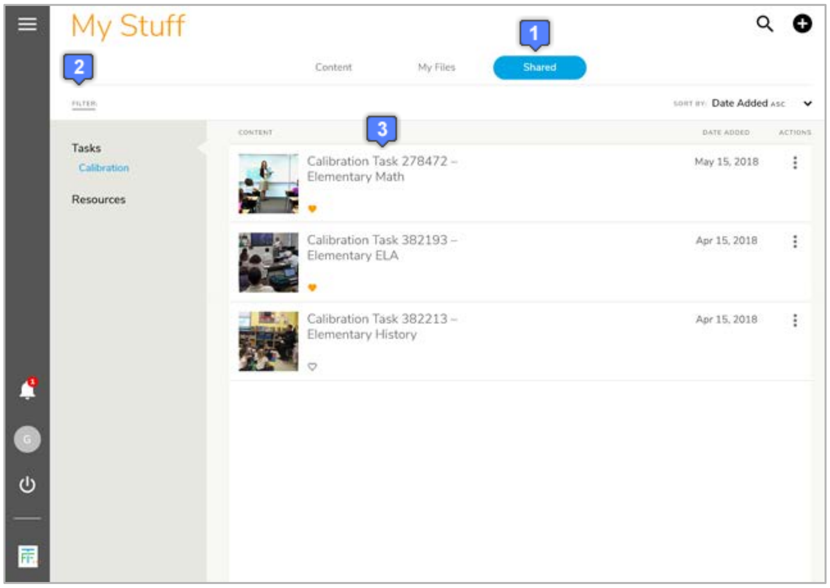
1. On the Sign In page, enter your email as your username.
2. Enter the password that you set when you registered.
3. Click Sign In to log into the system.

If you forget your password, you may click on the Forgot Password link and a Reset Password email will be sent to you.



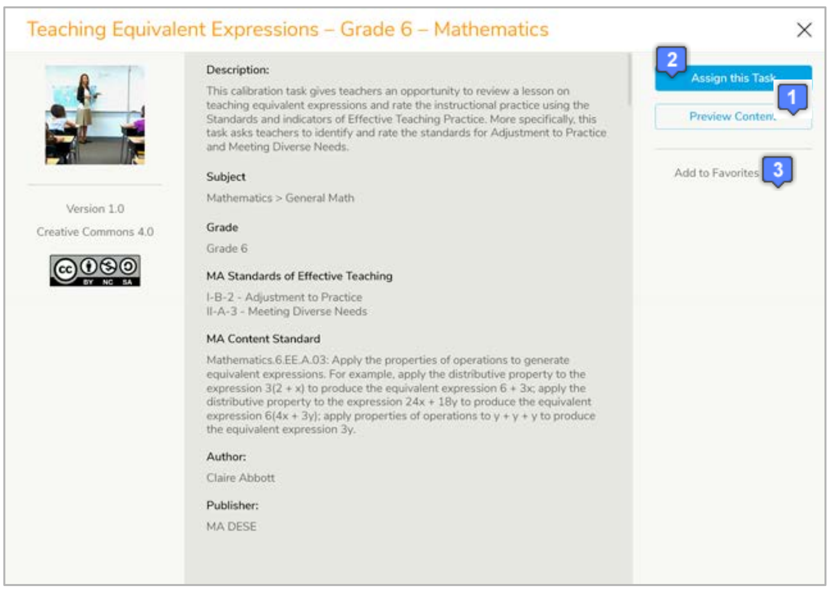

**Getting Started**

1. When you first log into the system, you will see a Home page where your list of scheduled calibration sessions will be displayed.
2. To schedule a calibration session, you will first need to create a group of participants. Go to the Plus menu, and select Manage Groups to create a group. Once you have created a group, you can click Schedule a Session from the same Actions menu.
3. To view available calibration tasks to schedule, go to the Menu (the Three Bar icon in the upper left corner) and select My Stuff.




**My Stuff: View List of Shared Content**

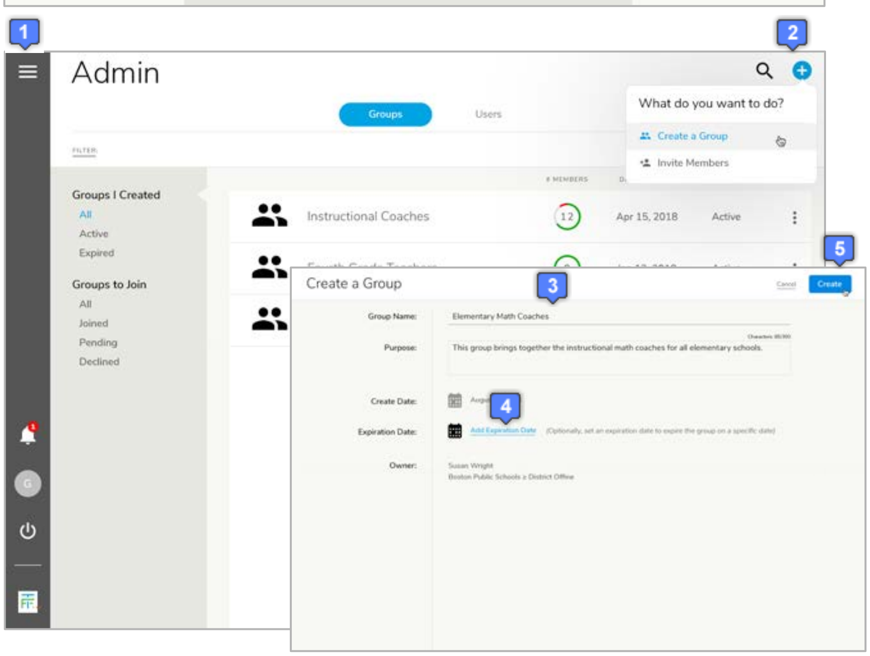
1. In My Stuff, you will see a Shared folder that includes all the available calibration tasks.
2. To filter the list by grade level, subject, or standard, click on the Filter panel select the appropriate filter.
3. If you would like to view more details about the task, click on the name of the task.




**My Stuff: View Details of a Task**

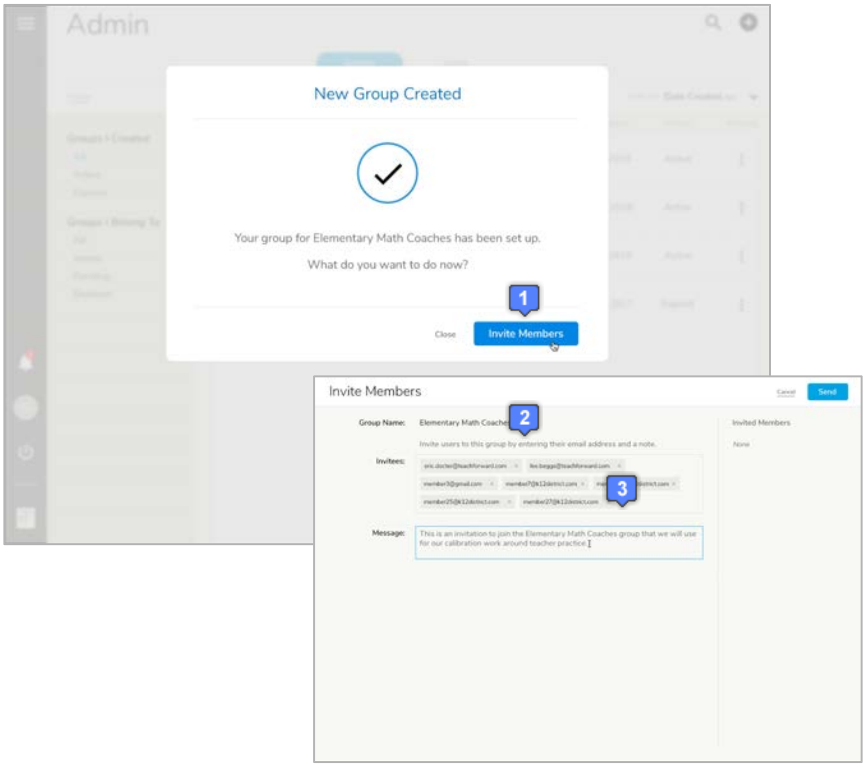
Clicking the tile for the task in the list will open the Details page of the content.

1. To preview the content, click on the Preview button. This will display the video and any other associated artifacts in the task. Click X to get out of the Preview.
2. If you like what you see and want to assign it to a group, click on Assign this Task.
3. If you want to save the task to assign later, click the Favorites (Heart) button. This will put the task in your Favorites folder that you can assign in the future.




**Admin: Create a Group**

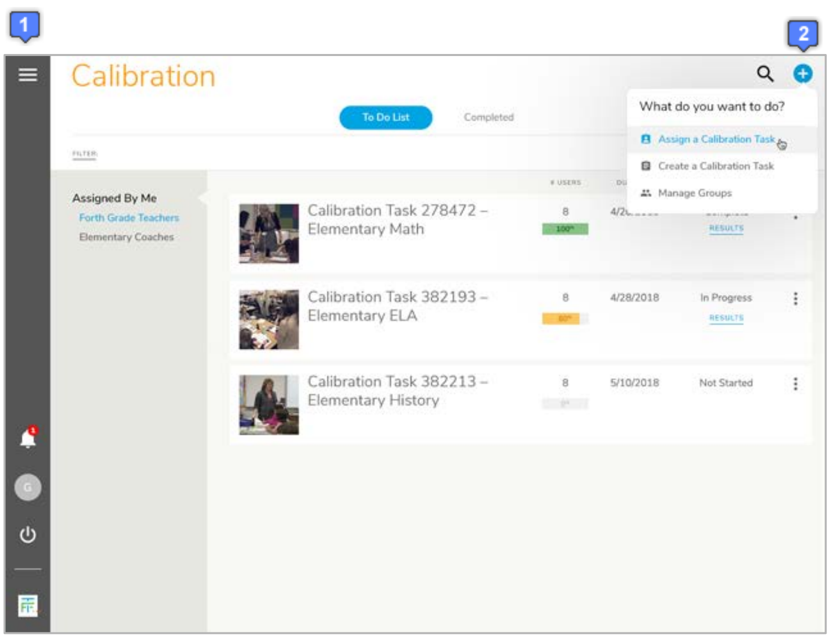
1. To go to Admin, select the Menu and select Admin. The Groups toggle will display the list of groups you have created.
2. Click the Plus icon and select Create a Group.
3. On the Create a Group dialog, enter a name for the group and a purpose that describes the group.
4. You may also enter a date for when the group expires (this is optional).
5. Click the blue Create button to create the group.




**Admin: Invite Members to a Group**

1. Once you have created a group, you may invite members to the group.
2. On the Invite Members dialog, type in their email addresses in the Invitees box.
3. Include a message that will be sent with the invitation email.

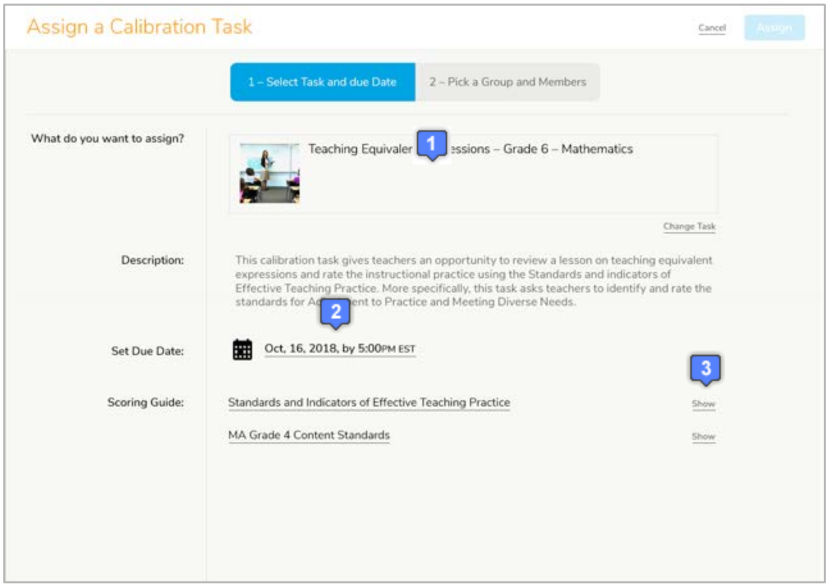
NOTE: You must create a group and invite members before you can assign a task. If you do not have any groups, you will be prompted to create a group first.




**Home: Assign a Calibration Task**

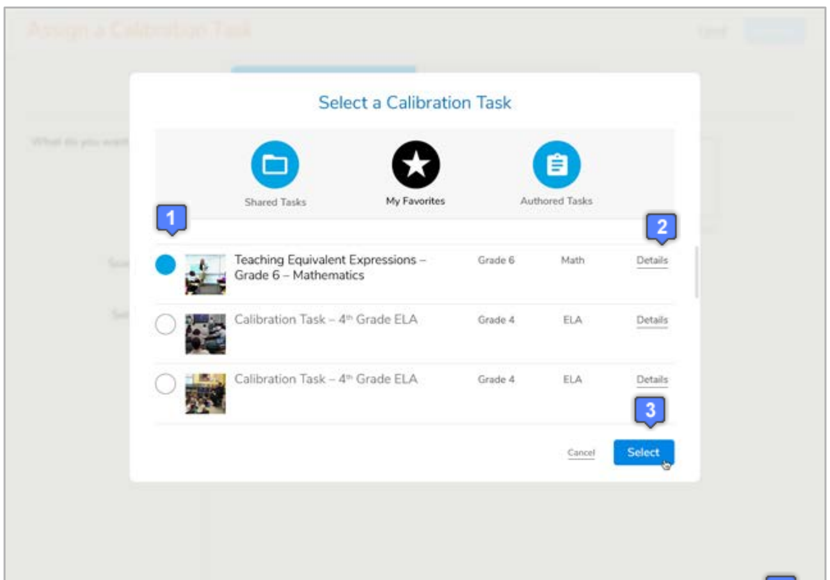
1. To go to your Home page, select the Menu and select Home.
2. To schedule a calibration session, click the Plus menu at the top of the page and select Assign a Calibration Task. This will open the Assign dialog.

NOTE: You must create a group before you can assign a task. If you do not have any groups, you will be prompted to create a group first.



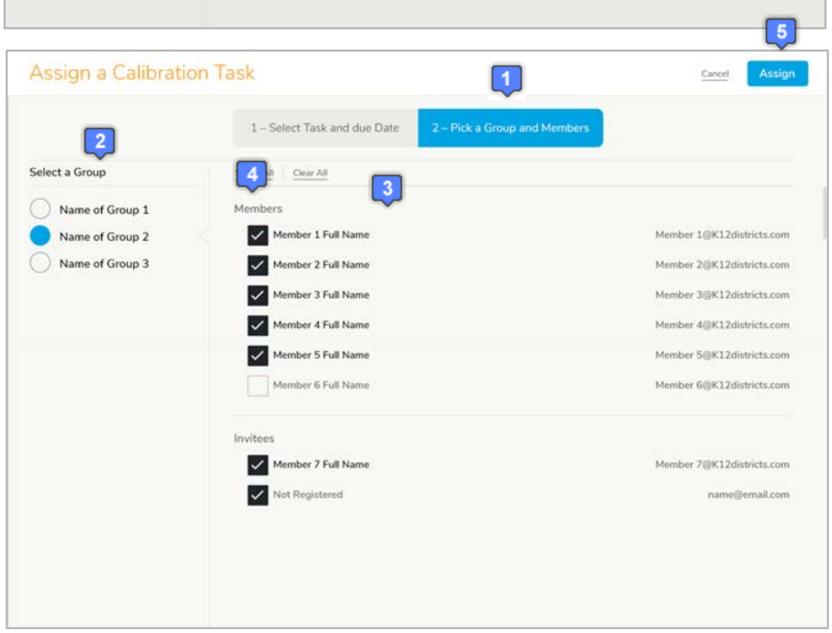

**Step 1A: Select Task and Set Due Date**

1. To start, you will need to select the calibration task that you would like to assign by clicking the Select a calibration Task link. This will open up a dialog with the list of tasks that are part of the Shared Tasks or Favorites folders for you to select (see Step 1B below).
2. Click on the Click to Set Due Dates link to set a date by which you want your participants to complete the task.
3. You may view the standards and elements that are aligned to the task for scoring by clicking the Show link



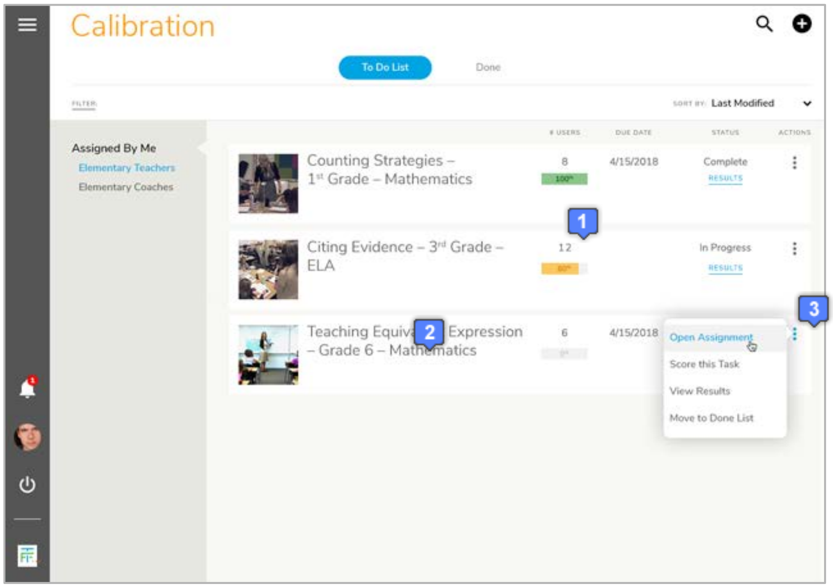

**Step 1B: View Details of Tasks**

1. When viewing the list of tasks, click the radio button next to the task you wish to assign.
2. You may preview the task by clicking the Details link. This will display the details page with the basic information about the task and a preview of the video.
3. Once you have decided which task to assign, click Select to select it.



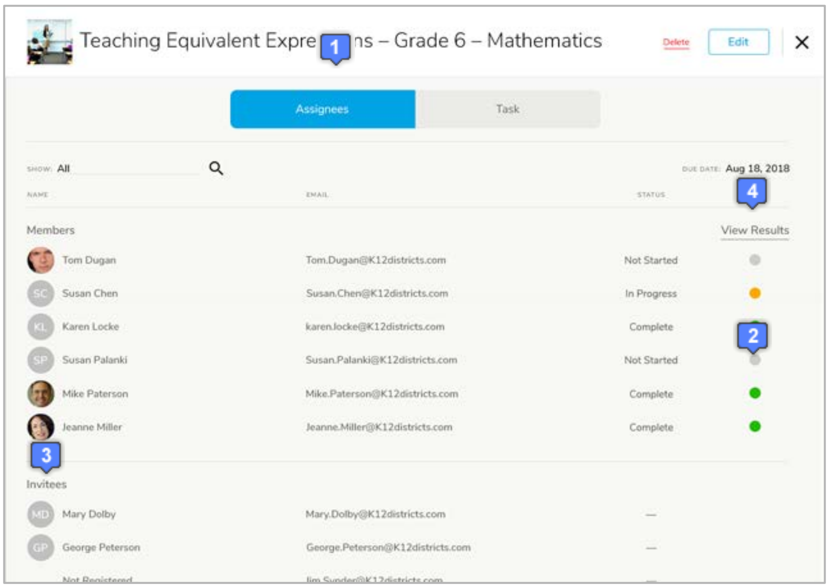

**Step 2: Pick a Group and Select Members**

1. For Step 2, click the Pick a Group and Members toggle at the top.
2. This will display the list of groups you have created on the left. Select the group to which you want to assign the task.
3. This will display the list of members in that group. The Members list are all those who have accepted your invitation into the group and Invitees list those who have not yet accepted your invitation.
4. Select the members you want to have complete the task. You may select Invitees and Members.
5. Click the blue Assign button to schedule the session.



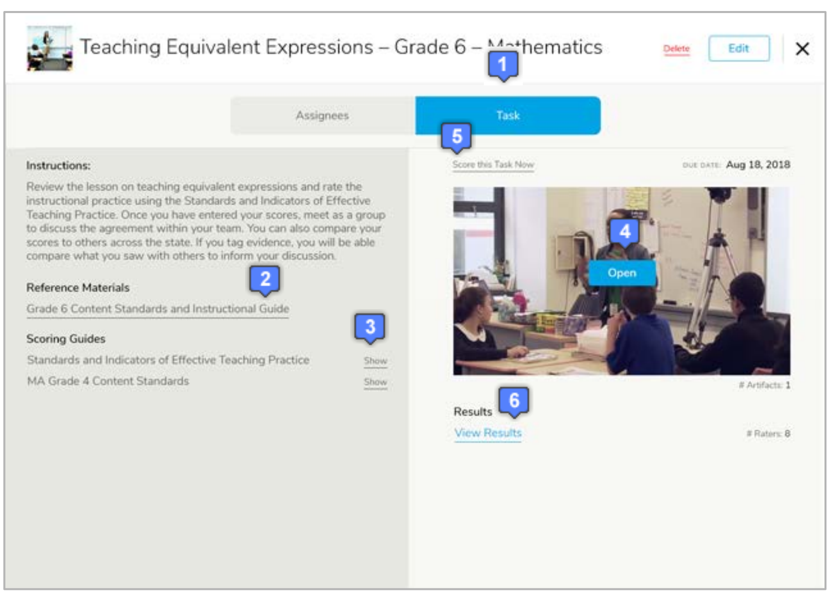

## Monitor Sessions from Home

1. For the sessions that are Assigned by Me, you, you will see a tile for each assignment that has a bar indicating how many people have been assigned the task and the percent who have completed the calibration.
2. To monitor who has completed the task and who is still working on it, click on the tile to open it.
3. You may also click the Actions (Three Dots) menu, and select Open Assignment.




## Monitor Assignees

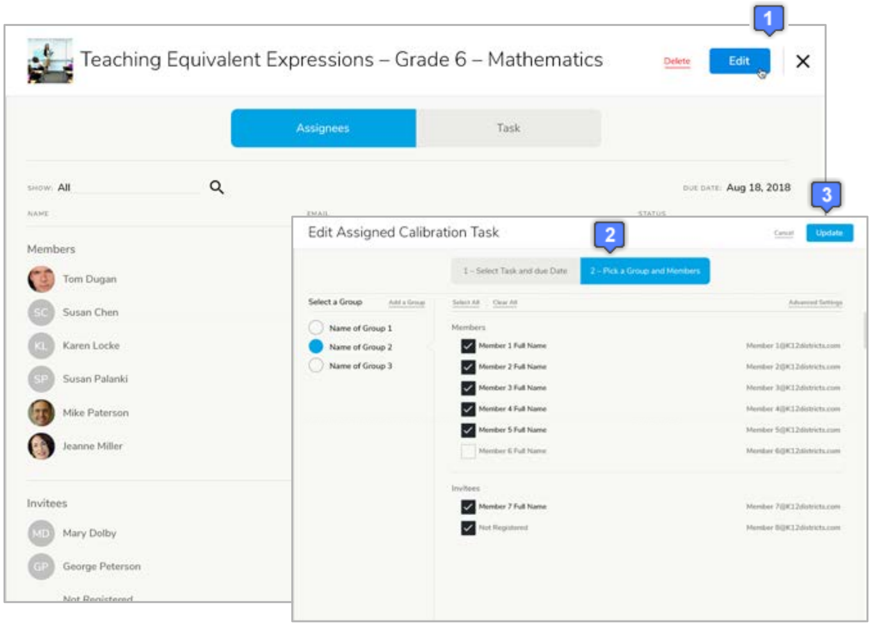
1. The first screen you will see is the list of Assignees including the Members and Invitees from the group.
2. For each Member, you will see the status that is color coded to green (Complete), Orange (In Progress), or Gray (Not Started)
3. You can also see the list of Invitees that have not yet accepted invitation to your group.
4. You may view the results for those that are complete by clicking the View Results link above the status indicators.

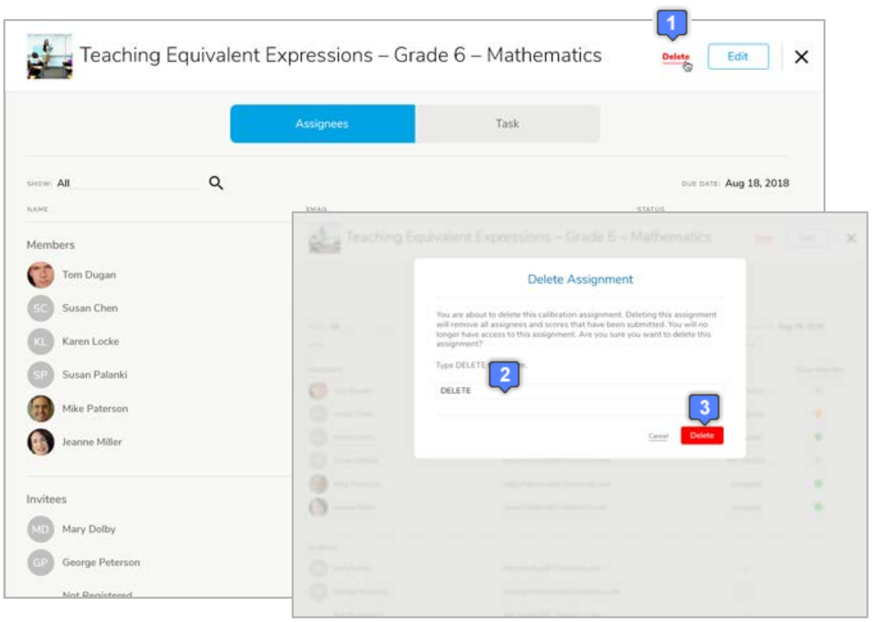


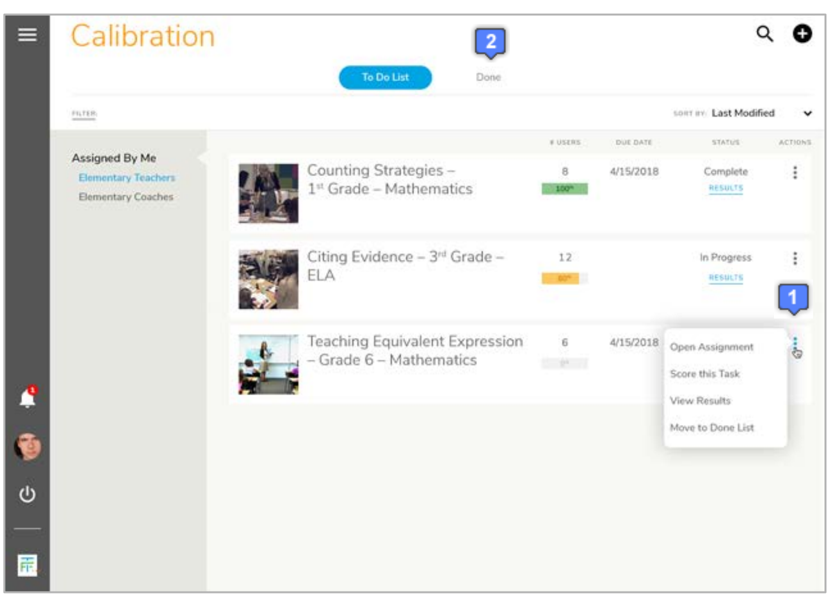

## View and Complete Task

As an assignor, you may view the task and elect to score it like a participant.

1. Click on the Task toggle at the top. This will display the instructions, any reference materials, and scoring guides for the task.
2. To view any reference materials, click the link to the material to open a viewer.
3. To view what will be scored, click the Show link to see which elements and standards will be assessed.
4. To view the video and any artifacts, click the View button on the video image.
5. To score the task yourself, click the Score this Task Now link.
6. Once scored, click the View Results link to view the consensus scoring report.




## Edit an Assignment

To add or remove people from the assignment or to adjust the due dates, you may edit.

1. To edit, click the Edit button at the top of the assignment screen. This will display the same screens you used to create the assignment in the first place.
2. You may adjust the due date and add or remove people to the assignment that are part of the group.
3. Click the Update button to save your changes.

NOTE: If you are adding people to the assignment and they are not part of the group, you must add them to your group first before you can add them to the assignment

## Delete an Assignment

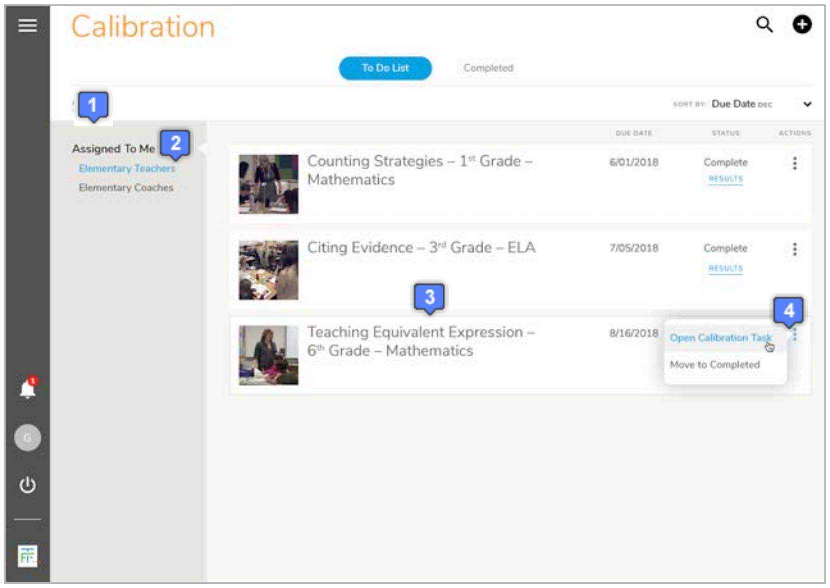
If no one has completed the calibration task that has been assigned, you may delete the assignment.

1. To delete, click the Delete button at the top of the assignment screen.
2. You will be prompted to confirm that you, in fact, want to delete the assignment by typing in DELETE.
3. Click the Delete button.

## Home: Move to Done

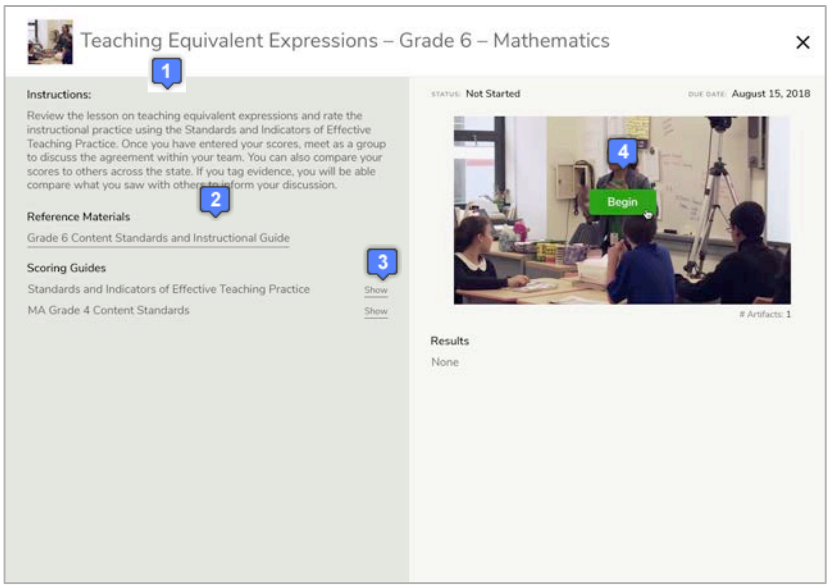
Once a calibration session is over, you may move the assignment from your To Do List.

1. Click the Actions menu (Three Dots) and select Move to Done. This will move the assignment to the Done list.
2. To view these assignments, click the Done toggle at the top of your Home list.



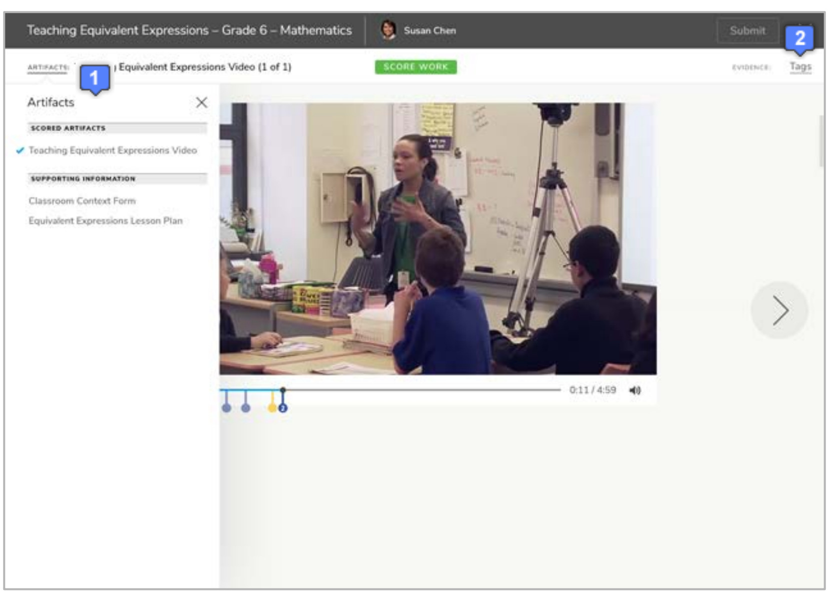

## Home: Open Calibration Assignment

1. On your Home list, any calibration tasks that have been assigned to you will be displayed under the Assigned to Me groups that are listed on the left.
2. If you belong to multiple groups, select the group you want to view.
3. In the main workspace, click on the name of the task to open the assignment OR
4. Click on the Actions (Three Dots) menu and select Open Assignment.



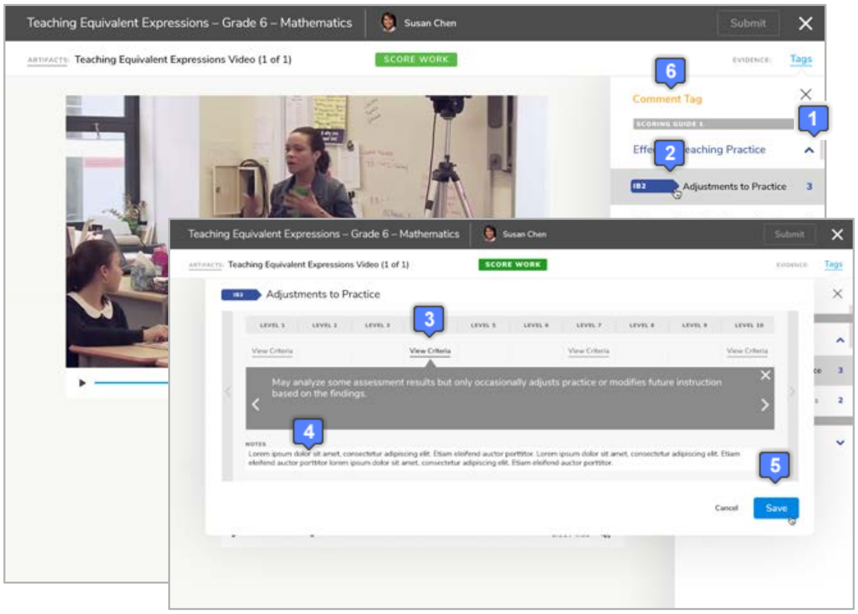

## View the Calibration Assignment

1. Opening the assignment will display the instructions, any reference materials, and scoring guides for the task.
2. To view any reference materials, click the link to the material to open a viewer.
3. To view what will be scored, click the Show link to see which elements and standards will be assessed.
4. To begin the calibration task, click the Begin button on the video image. This will open the rating environment



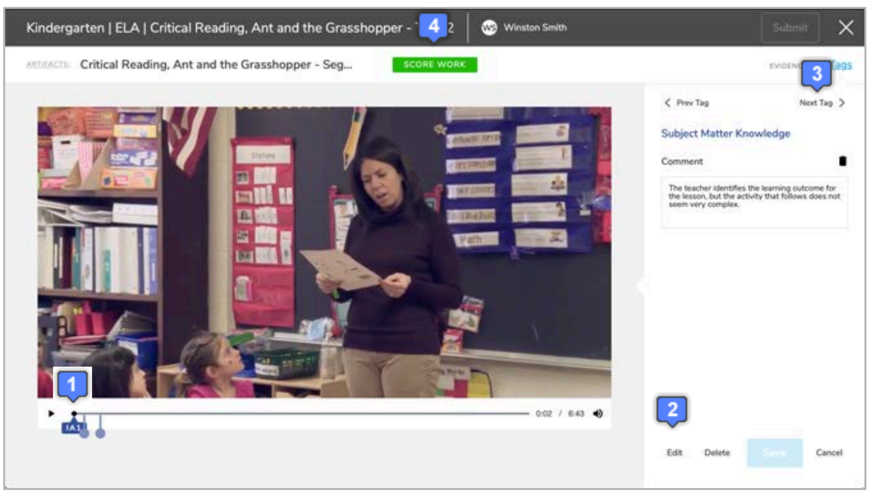

## View and Tag Artifacts

1. In the main workspace, you will see the first work product. To view other artifacts, click the drop down list on the left.
2. To tag evidence, click the Tags link on the right side of the screen to open the Tag panel. This will display the list of elements and standards from the scoring guides that are associated with this task.




## Tag Evidence on Videos

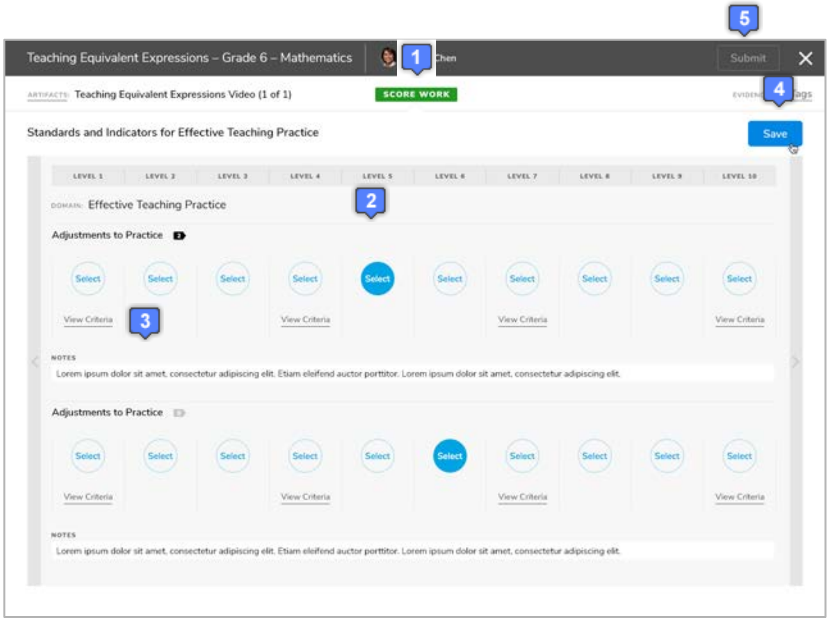
1. Click the down arrow for each domain to expand the elements below.
2. As you play the video, click the rubric tag for the element that represents what you see in the video.
3. This will pause the video and allow you to view the criteria for the selected element by clicking View Criteria.
4. Add a note to the rubric tag that represents your observation.
5. Click Save and the video will resume playing.
6. In addition to rubric tags, you may also click Comment Tag to include a general observation not tied to the rubric.




## Review Your Tags

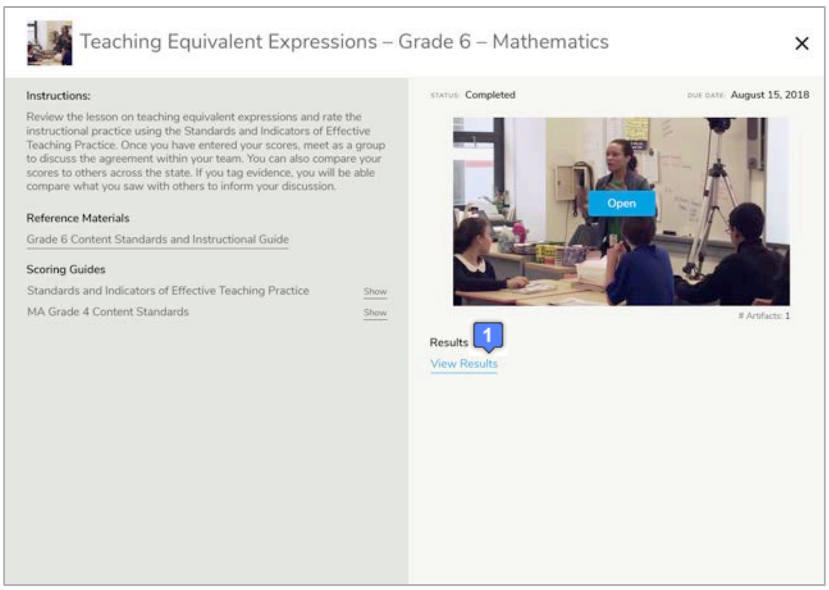
Prior to entering scores, it is highly recommended that you review your tags to inform your judgment.

1. On the first work product, click on the first tag. This will display the tag review panel on the right where the tagging used to be.
2. The tag review panel will display the name of the element and the notes you added to that tag. You may click on Edit if you wish to make changes to the comment.
3. Click on Next or Previous to move between your tags and work products (if more than one).
4. Once you have reviewed all your tags, you may proceed to enter your scores.




## Score Your Assignment

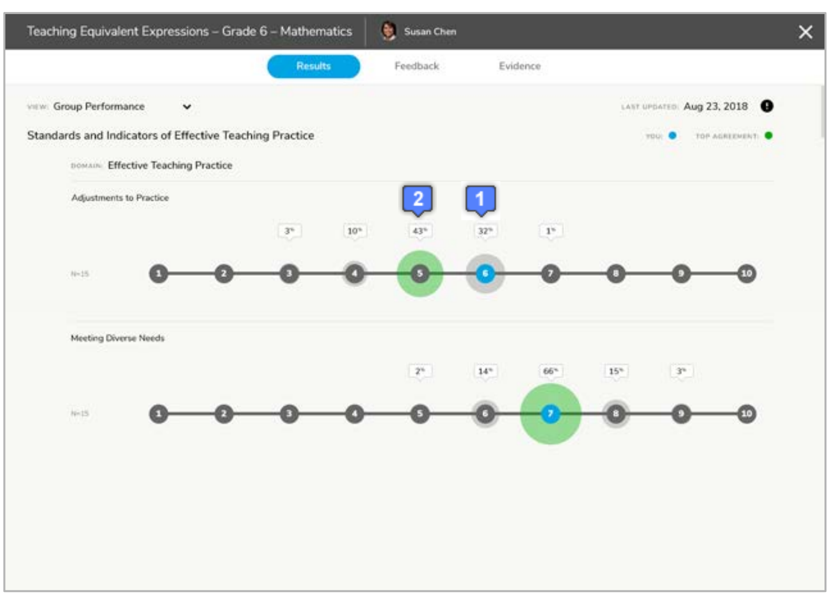
1. Select the Score Work toggle to display the scoring screen
2. Under each element, select a radio button for the level that represents the score.
3. You may add feedback in the Notes field.
4. Click the Save button to save your scores and feedback notes. To exit without submitting scores, click the X button. You will be able to resume your scoring.
5. When done scoring, click the Submit button. You will NOT be able to change your scores after submitting.




## Open Results

Once you have submitted your scores, you will see a View Results link on the assignment.

1. To view the results, click the View Results link. This will open up a Group report that compares your score with the consensus scores of the group.




## View Individual Results

1. For each element, your individual scores will be blue on the level that you scored.
2. The consensus scores representing the largest area of agreement will be green. The size of the green circle represents the degree of agreement.