TeachForward

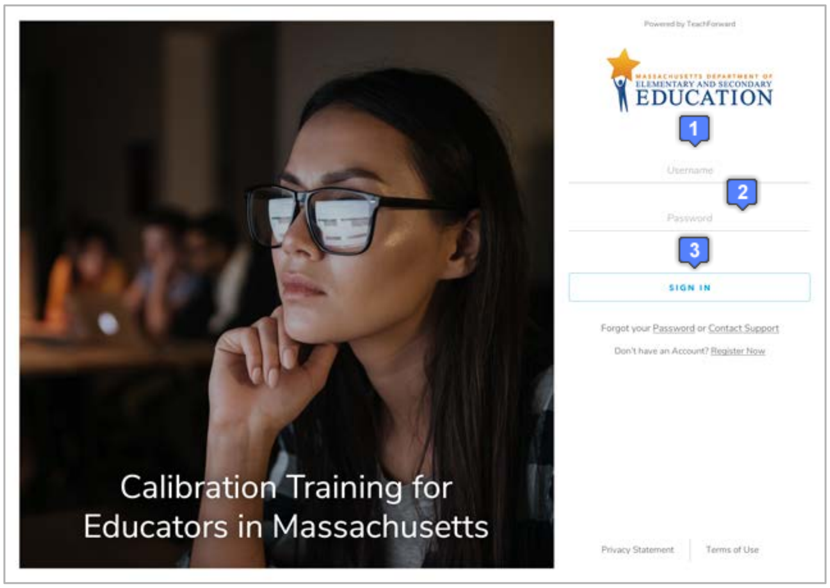
Using the MA Calibration System

Participant 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.

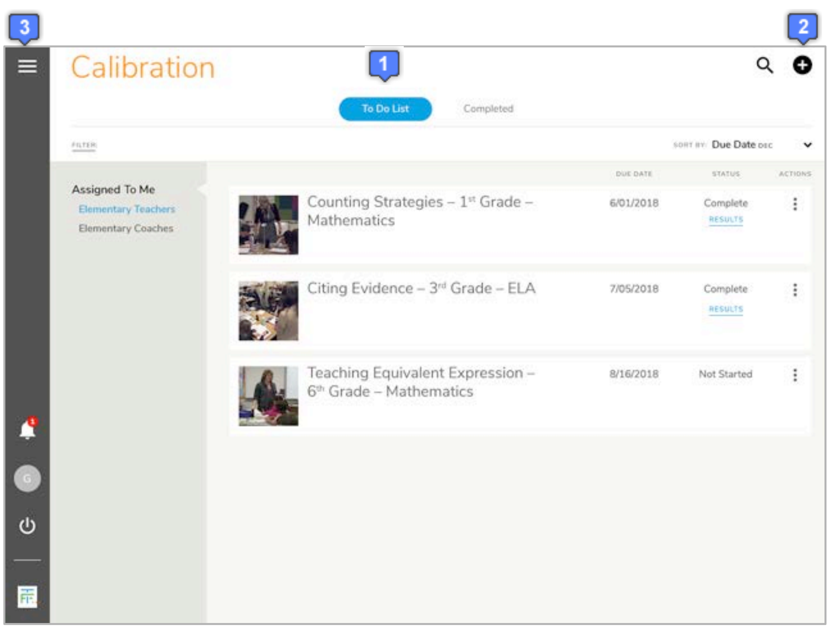


Sign into TeachForward

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

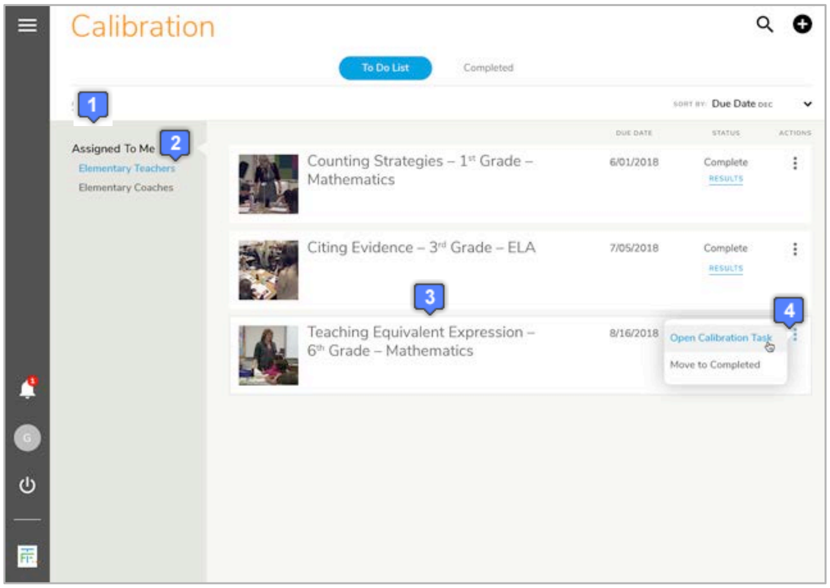
1. On the Sign In page, enter your email as your username.
2. Enter the password that you set when you registered.
3. Click Sign In to log into the system.

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



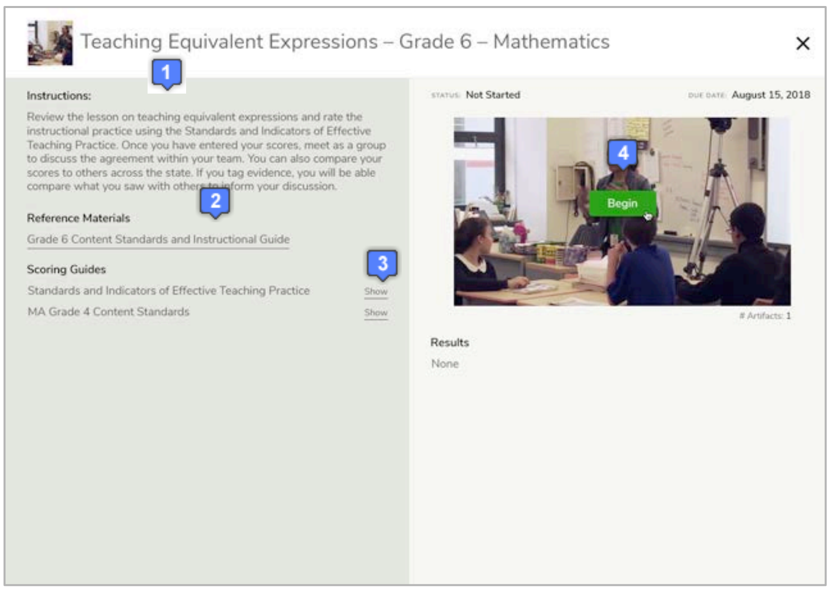
Getting Started

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. If you are a member of multiple groups, you will see the list of groups you have joined on the left.
3. To view all invitations you have received, go to the Menu (Three Bar icon in the upper left corner) and select Admin. This will display a list of the groups you have joined, declined, or have invitations pending to join.



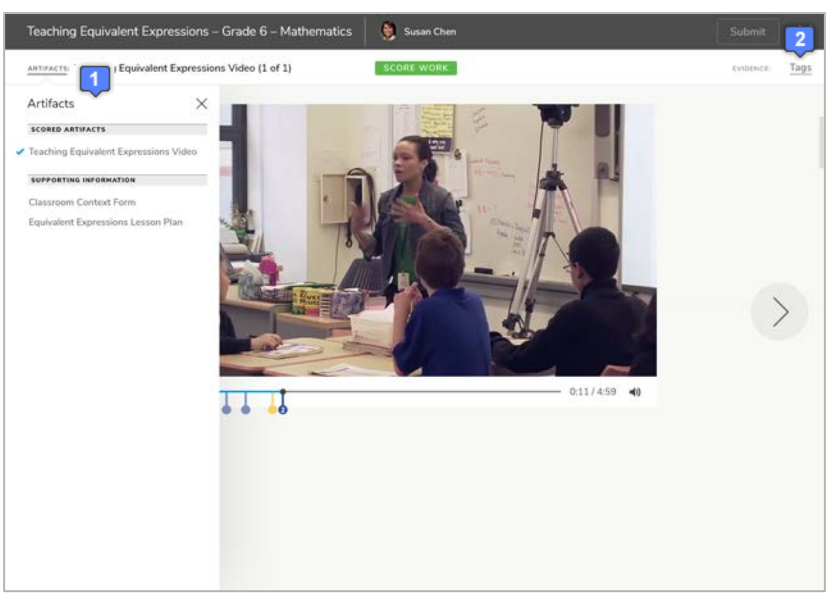
Home: Open Calibration Assignment

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.



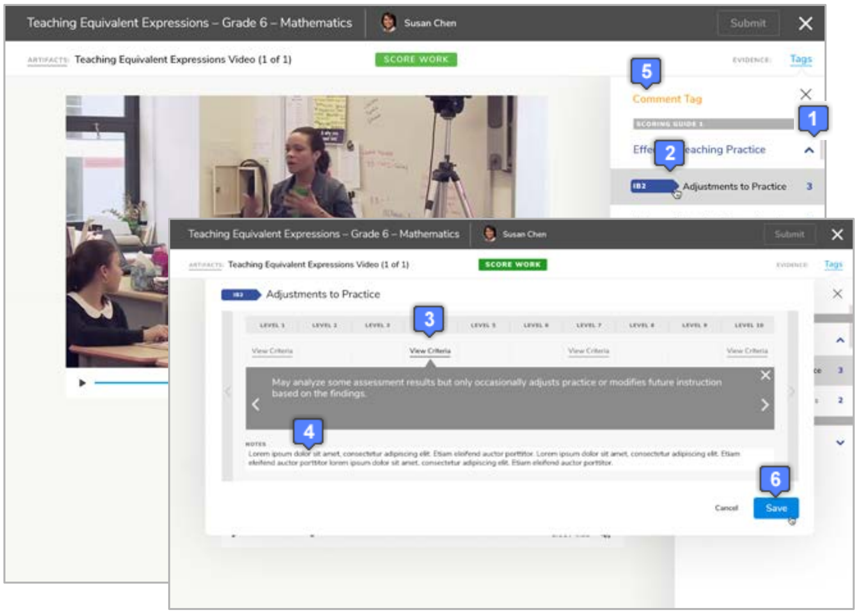
View the Calibration Assignment

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



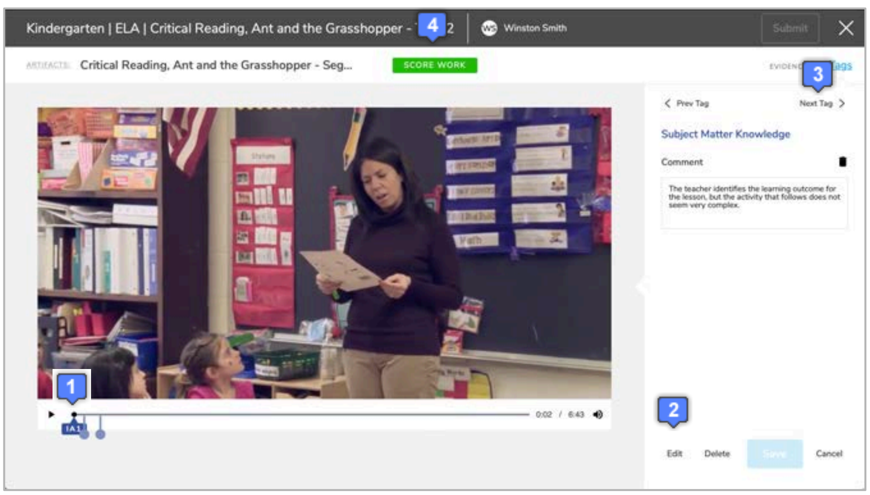
View and Tag Artifacts

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

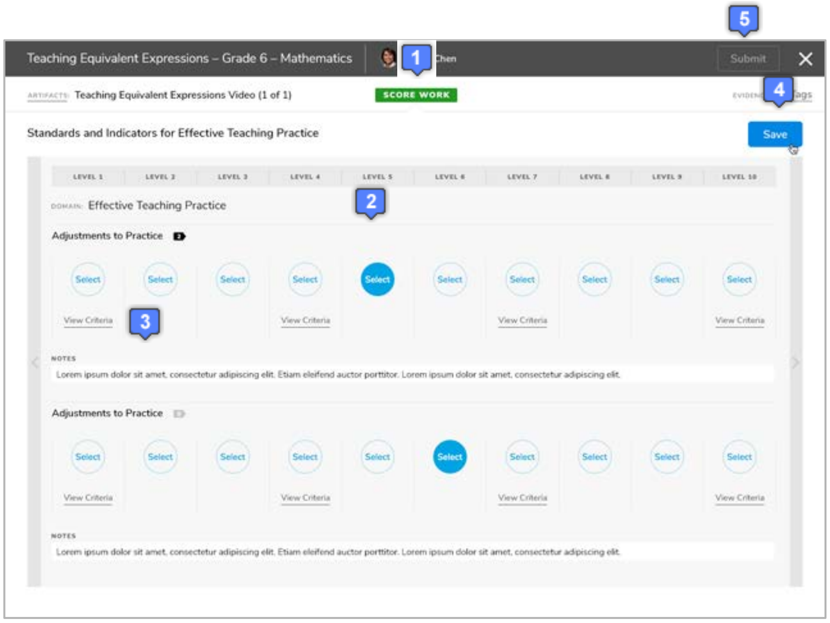
1. Click the down arrow for each domain to expand the elements below.
2. As you play the video, click the rubric tag for the element that represents what you see in the video.
3. This will pause the video and allow you to view the criteria for the selected element by clicking View Criteria.
4. Add a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



Review Your Tags

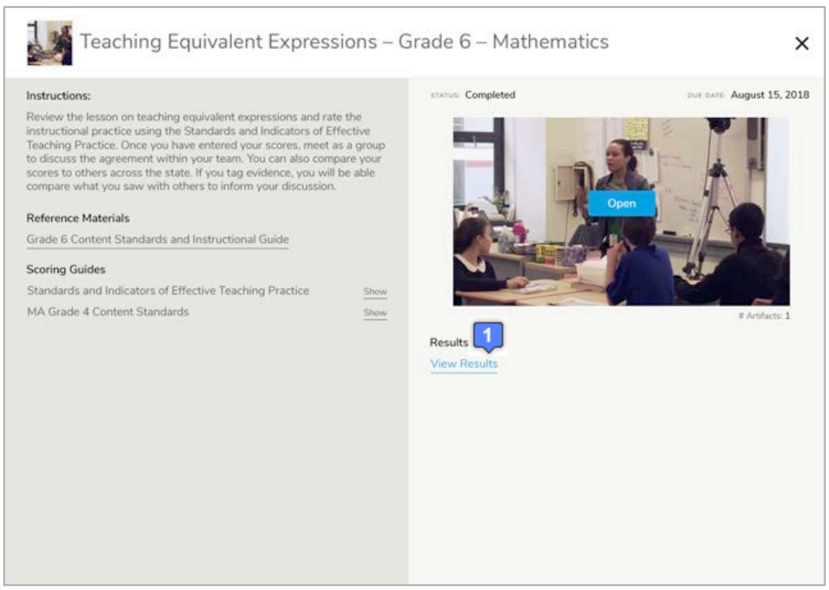
Prior to entering scores, it is highly recommended that you review your tags to inform your judgment.

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

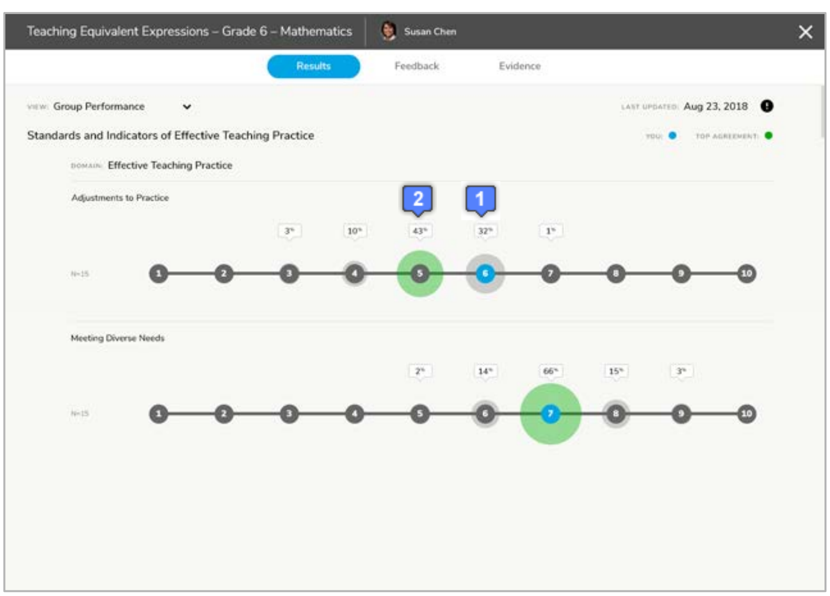
1. Select the Score Work toggle to display the scoring screen
2. Under each element, select a radio button for the level that represents the score.
3. You may add feedback in the Notes field.
4. Click the Save button to save your scores and feedback notes. To exit without submitting scores, click the 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.