Guide to Creating a Mixed-Reality Gateway Task on OPTIC
User's Guide

OPTIC: Online Platform for Teaching and Informed Calibration

Overview

This guide provides step-by-step instructions for pre-practicum candidates completing mixed-reality gateway tasks to upload their recorded simulations to the OPTIC platform, where their performance can be scored.

Instructions for Educator Preparation Providers

Pre-practicum candidates must upload their own recorded simulations from their mixed-reality gateway tasks onto OPTIC. This provides candidates with access to their rubric ratings, tags, and written feedback after their performance has been scored on the platform.

Please send the following information to pre-practicum candidates *after* they have completed their mixed-reality gateway task on Mursion:
- This guide
- Email addresses of all individuals who will score the candidate's gateway task on OPTIC
- A due date by which scorers should review and score the task on OPTIC

We ask that you refrain from sending this resource to pre-practicum candidates until *after* they have completed their gateway simulation, as this guide provides access to the gateway task's scoring rubrics and may unduly influence candidates' performance.

Instructions for Pre-Practicum Candidates

1. If you are a new OPTIC user, please register for an account at http://www.ma-optic.com/.
2. Use the instructions in this guide to create a calibration task on OPTIC that will allow instructors to score your performance on the mixed-reality gateway task you have already completed. We estimate that the process outlined in this guide will take **less than 10 minutes** of work time. However, please note that the length of time needed for OPTIC to process an uploaded video file may vary depending on file size and internet speed.

   You may use the links below to navigate to detailed instructions for each step in the process:
   Step 1: Uploading a Recorded Simulation
   Step 2: Creating a Calibration Task
   Step 3: Assigning the Task to Scorers
   Step 4: Viewing Your Results

For more information about OPTIC, including step-by-step guides for scorers, please visit http://www.ma-optic.com/resources/.
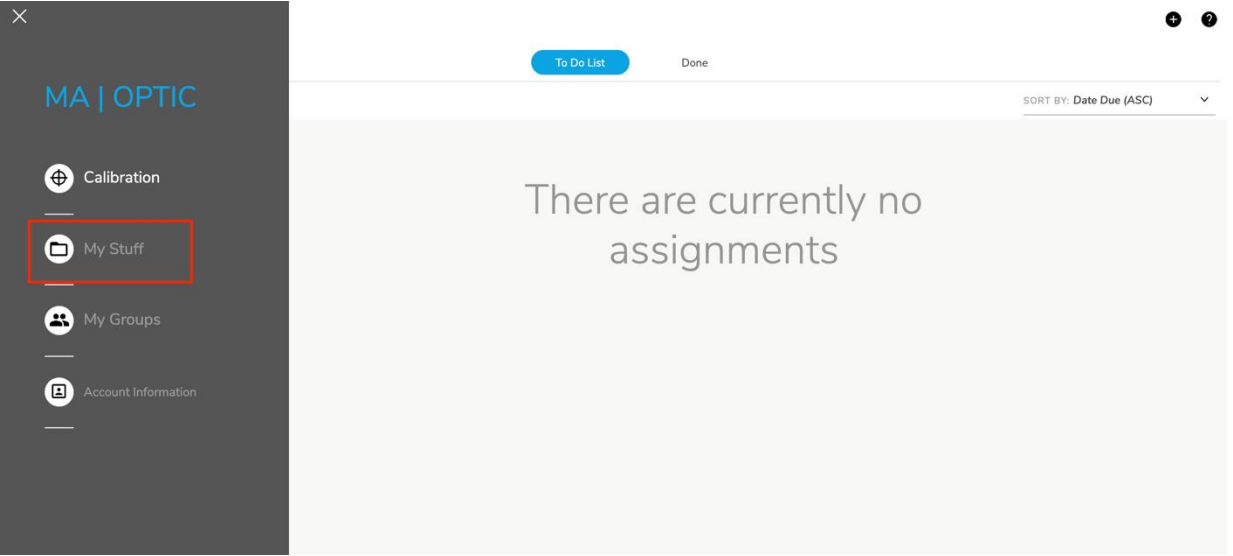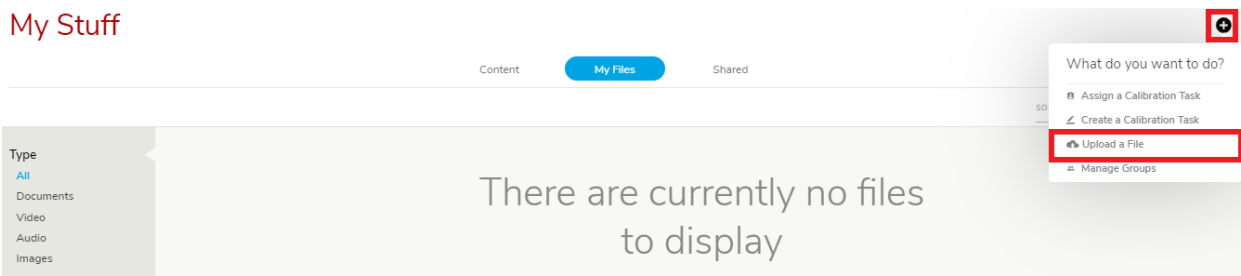*If you have questions about creating a mixed-reality gateway task on OPTIC or the steps in this guide, please contact Anna Zannetos at anna.i.zannetos@mass.gov.*
If you have any technical issues or questions, please contact the TeachForward Support Team at support@teachforward.com.

1 **Creating a Mixed-Reality Gateway Task on OPTIC**
Step 1: Uploading a Recorded Simulation

In Step 1, candidates upload a video recording of their performance on the Mursion gateway task to the OPTIC platform. Prior to uploading the recorded simulation to the OPTIC platform, candidates must download and save the recorded simulation. For guidance on downloading a recording of your session, please visit the Mursion website or contact support@mursion.com. Please note that the video recording will automatically be saved as 'Private,' meaning only the candidate who uploads the video will have the ability to create and share tasks associated with the recorded simulation. Only those assigned as scorers will be able to view the video.
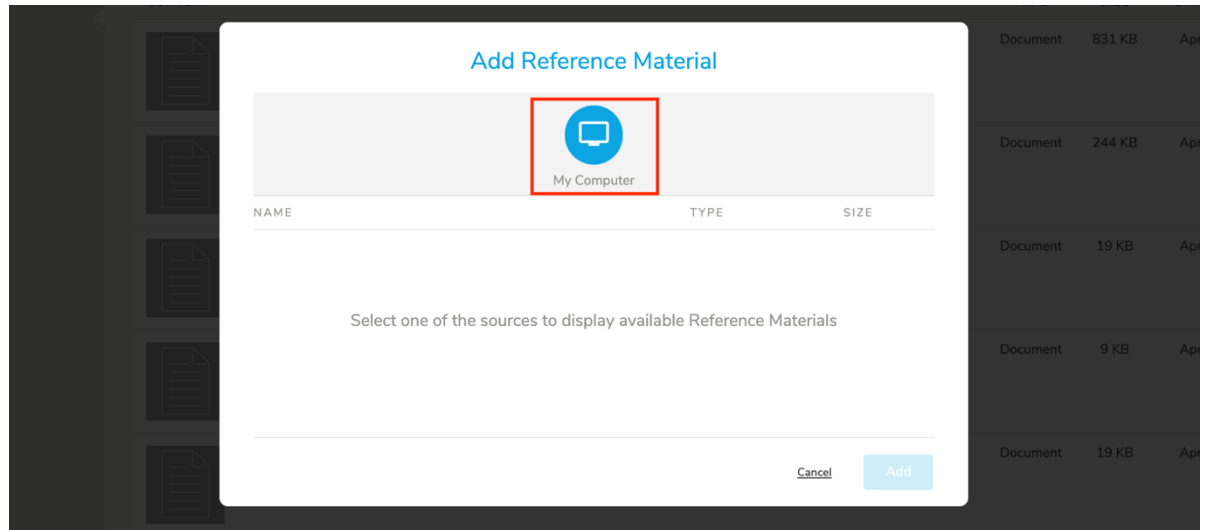
A. Click on the menu (☰) in the top right corner. B. Select **My Stuff.**	
C. Click on the ⊕ icon in the top right corner. D. Select **Upload a File.**	

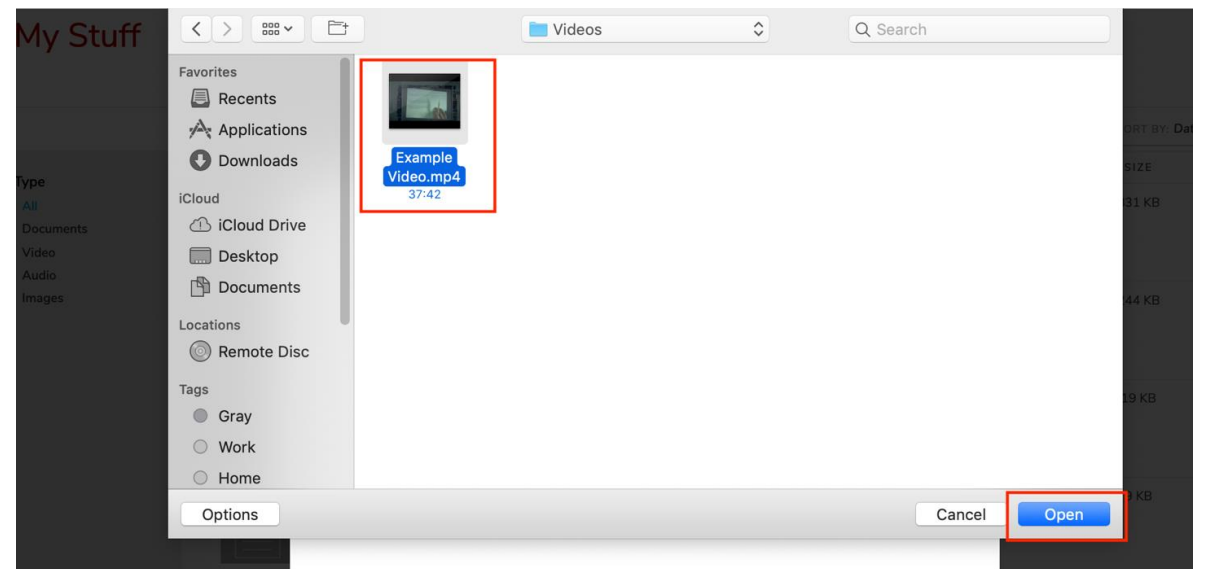# Creating a Mixed-Reality Gateway Task on OPTIC
Step 1: Uploading a Recorded Simulation

|	
E. In the Add Reference Material window that appears, click the **My Computer** icon. This will allow you to find the file on your local device.	
F. A new dialog box will appear. On your local device, navigate to the downloaded recording of your performance. Select the video, then click **Open.**	

G. You will return to the Add Reference Material window, which will list the recording of your Mursion simulation.

H. Click **Add** to upload the video to the platform.
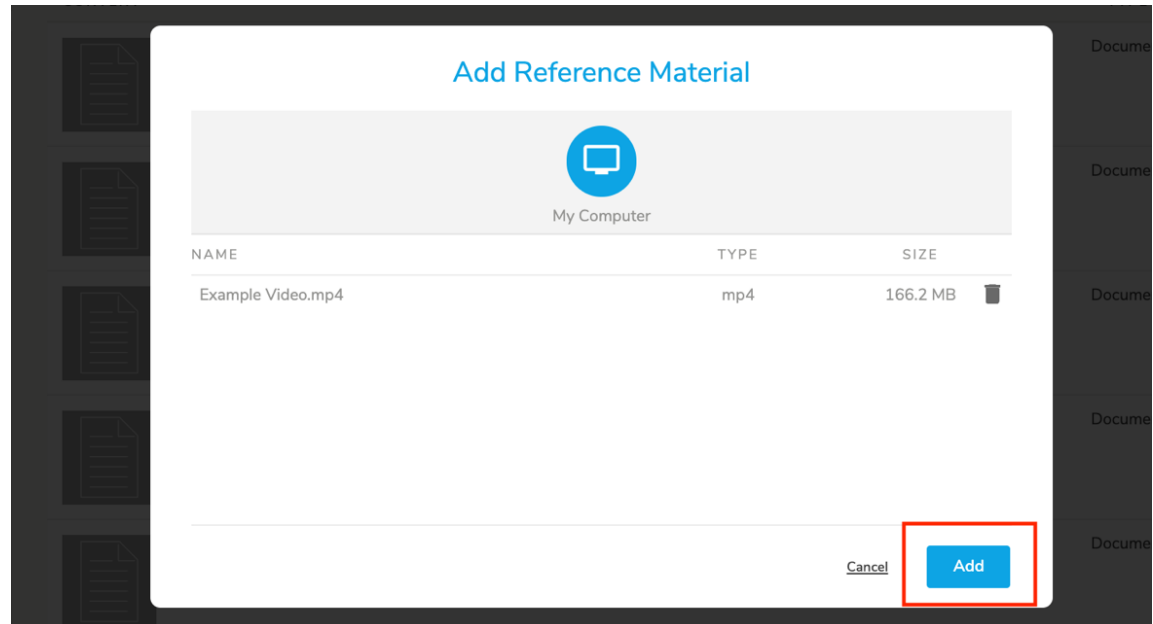
I. The system will bring you back to the My Files tab within the My Stuff page. A record of your video will appear, including a bar to indicate the progress of the file upload.

While your video recording is being uploaded, you may leave the My Stuff page and return later.
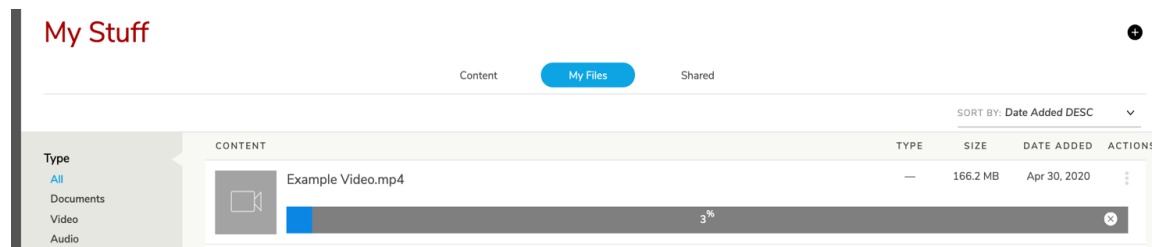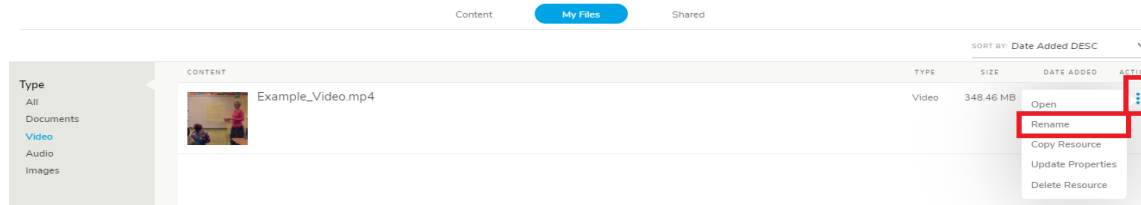
II. Rename Your Uploaded Video Recording (optional)
Follow directions for this sub-step if you would like to rename your video recording within the OPTIC platform. Please note that the file name shown will appear to individuals scoring your performance and cannot be changed after it is used in a calibration task.

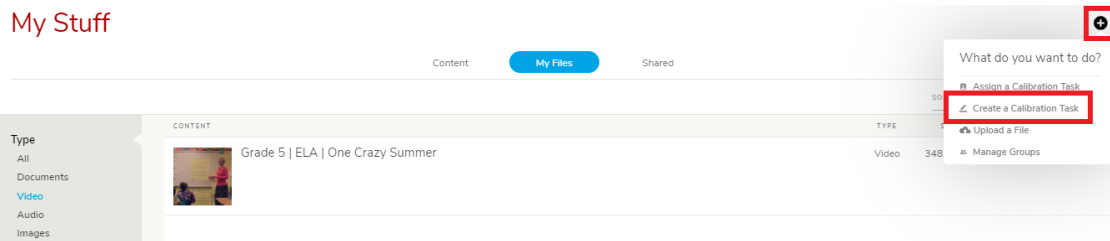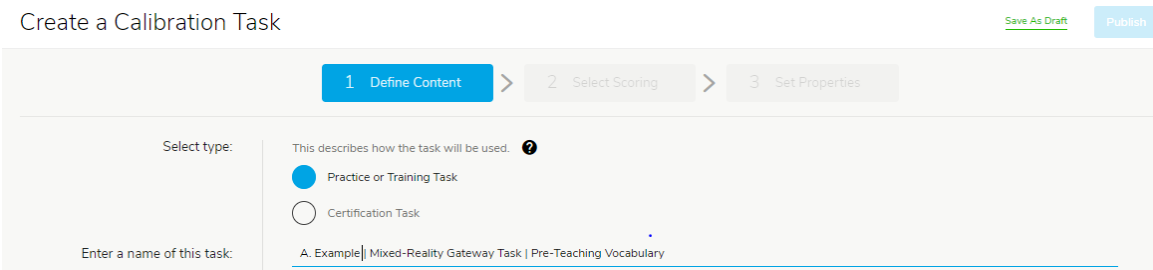|	
A. Open the **Actions menu** for the file by clicking the three dots on the far right of the screen. B. Click **Rename.**	My Stuff Content · My Files · Shared SORT BY: Date Added DESC Type All Documents Video Audio Images CONTENT — Example_Video.mp4 — Video — 348.46 MB Open Rename Copy Resource Update Properties Delete Resource
C. The Rename Resource window will appear. Enter a new name for the video recording. We recommend you use one of the following templates, depending on the mixed-reality gateway task you completed: First Initial Last Name | Mixed-Reality Gateway Task | Parents OR First Initial Last Name | Mixed-Reality Gateway Task | Vocab Please see the image for an example. D. Click **Save.**	**Rename Resource** Please enter a new name for this resource. Rename: A. Example | Mixed-Reality Gateway Task | Vocab Cancel Save
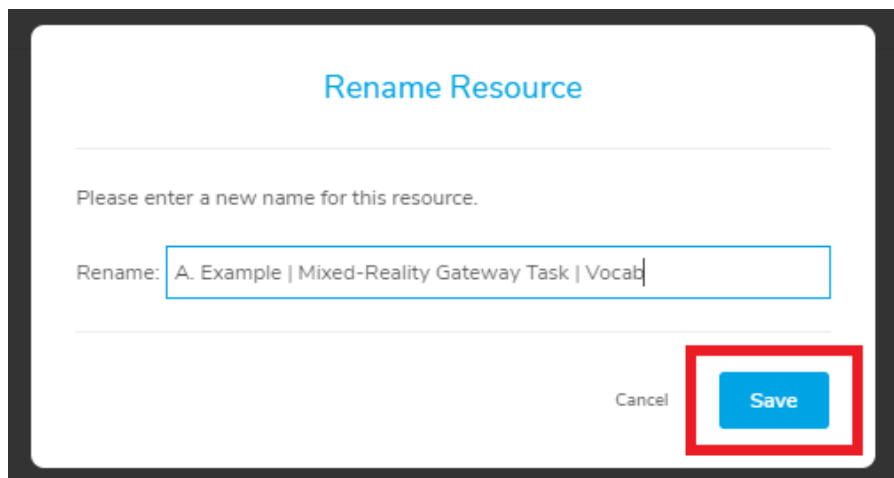
2 **Creating a Mixed-Reality Gateway Task on OPTIC**
Step 2: Creating a Calibration Task

In Step 2, candidates create a scorable calibration task using a recorded mixed-reality simulation that was previously uploaded to the OPTIC platform. The video recording must be uploaded before a task is created. Please see [Step 1: Uploading a Recorded Simulation](#) for further instructions.

I. Define Task Content	
A. On the My Stuff page, click on the ⊕ icon in the top right corner. B. Select **Create a Calibration Task.**	
C. The Create a Calibration Task page will appear. Select **Practice or Training Task**. D. Provide a **name** for the task. We recommend using the following template, depending on the mixed-reality gateway task you completed: First Initial Last Name | Mixed-Reality Gateway Task | Parent-Teacher Conference OR First Initial Last Name | Mixed-Reality Gateway Task | Pre-Teaching Vocabulary	

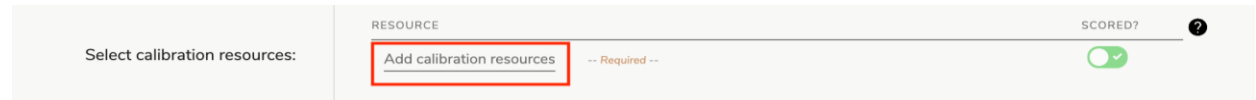|	
E. **Provide instructions** for this task. Depending on the mixed-reality gateway task you completed, please use the appropriate instructions in the column to the right.	Max 500 characters [15 remaining] Provide instructions: This pre-practicum gateway task is designed to assess candidates' ability to conduct a collaborative parent-teacher conference. The task is scored using a rubric aligned to the MA Math Curriculum Framework and the Professional Standards for Teachers. Scorers are advised to reference the "Must Sees" to calibrate on what must be present in a candidate's performance to earn Meets Expectations ratings. This task is intended to be used as a single data point about a candidate's skills. **Parent-Teacher Conference:** This pre-practicum gateway task is designed to assess candidates' ability to conduct a collaborative parent-teacher conference. The task is scored using a rubric aligned to the MA Math Curriculum Framework and the Professional Standards for Teachers. Scorers are advised to reference the "Must Sees" to calibrate on what must be present in a candidate's performance to earn Meets Expectations ratings. This task is intended to be used as a single data point about a candidate's skills. **Pre-Teaching Vocabulary:** This pre-practicum gateway task is designed to assess candidates' ability to pre-teach vocabulary in an informational text. The task is scored using a rubric aligned to the MA ELA and History/SS Curriculum Frameworks and the Professional Standards for Teachers. Scorers are advised to reference the "Must Sees" to calibrate on what must be present in a candidate's performance to earn Meets Expectations ratings. This task is intended to be used as a single data point about a candidate's skills.

II. Add Recorded Simulation
This section provides instructions on adding your recorded simulation to the calibration task. This allows users to view and score your performance in the video recording.
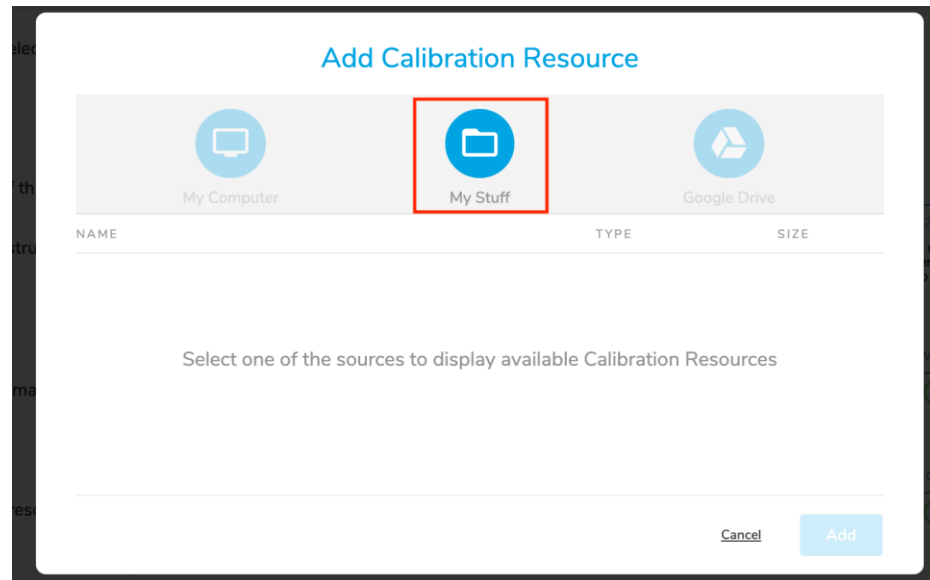
|	
A. Click **Add calibration resources.** Calibration resources are files that users will score when completing the calibration task.	
B. The Add Calibration Resource pop-up window appears. Select the **My Stuff** icon.	

C. Click **My Files** to navigate to your OPTIC file library. D. **Select** the video recording of your mixed-reality gateway simulation. E. Click **Choose**.	My Stuff 📁 : My Stuff | My Files | **Title** Size ◉ 🎬 A. Example | Mixed-Reality Gateway Task | Vocab 90.69 MB ○ 🎬 Grade 5 | ELA | One Crazy Summer 348.46 MB Cancel | Choose |
F. You will return to the Add Calibration Resource window, which will list the video recording you selected. G. Click **Add** to add the video recording to the calibration task.	Add Calibration Resource 🖥️ My Computer 📁 My Stuff ▲ Google Drive NAME TYPE SIZE A. Example | Mixed-Reality Gateway Task | Vocab Video 90.69 MB 🗑️ Cancel | Add |
H. After returning to the Define Content screen, the recorded simulation you added will be listed. Ensure that the slide feature next to the material shows a **green check mark**. Doing so will require users to score the video recording you added.	SCORED? RESOURCE Select calibration resources: A. Example | Mixed-Reality Gateway Task | Vocab ✅ Add calibration resources
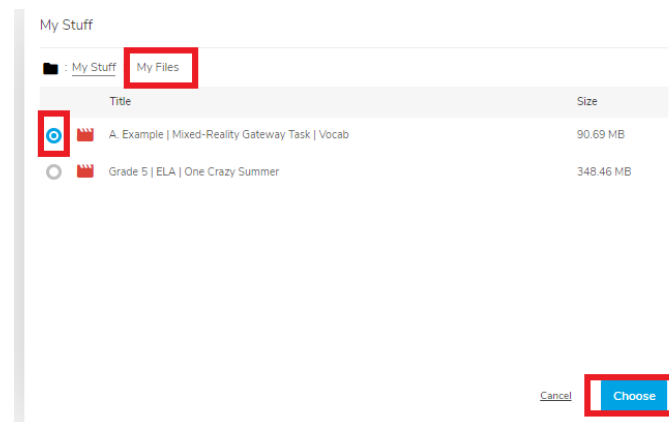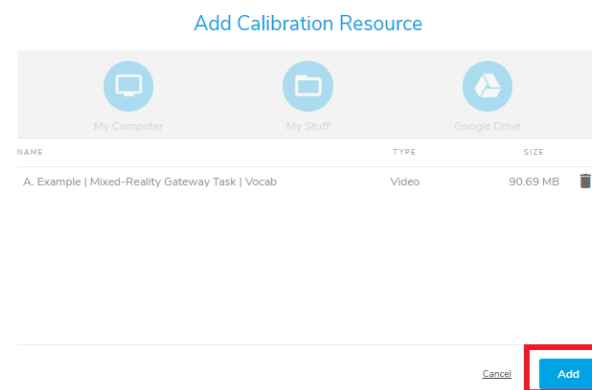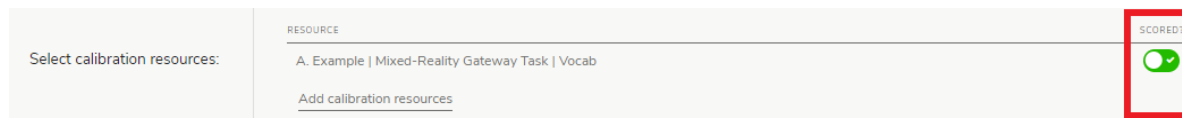
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III. Select Scoring
This section provides instructions on selecting the appropriate scoring guide and feedback prompts for users to reference when scoring your mixed-reality gateway task.

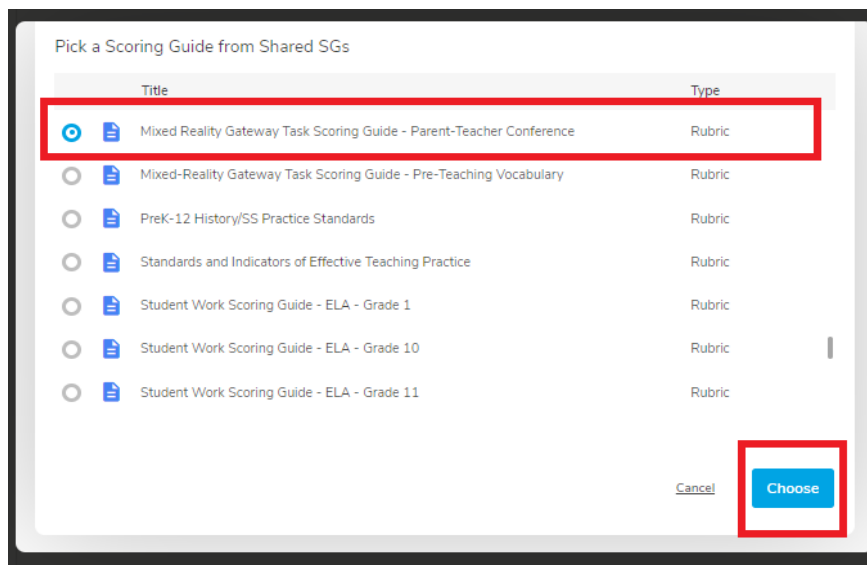|	
A. Click the **Select Scoring** button near the top of the screen. B. Click **Add scoring guide**.	
C. Select the **Shared SGs** icon to view available scoring guides.	

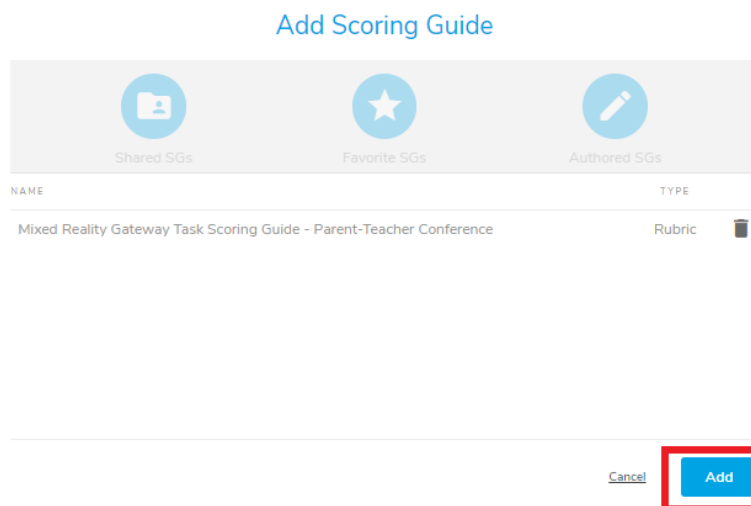|	
D. Scroll through available scoring guides to **select the guide** relevant to your mixed reality gateway task. If you completed the Parent-Teacher Conference mixed-reality gateway task, select <u>Mixed-Reality Gateway Task Scoring Guide – Parent-Teacher Conference</u>. If you completed the Pre-Teaching Vocabulary mixed-reality gateway task, select <u>Mixed-Reality Gateway Task Scoring Guide – Pre-Teaching Vocabulary</u>. E. Click **Choose.**	
F. You will return to the Add Scoring Guide window, which will list the name of the scoring guide you chose. G. Click **Add** to add the scoring guide to the calibration task.	

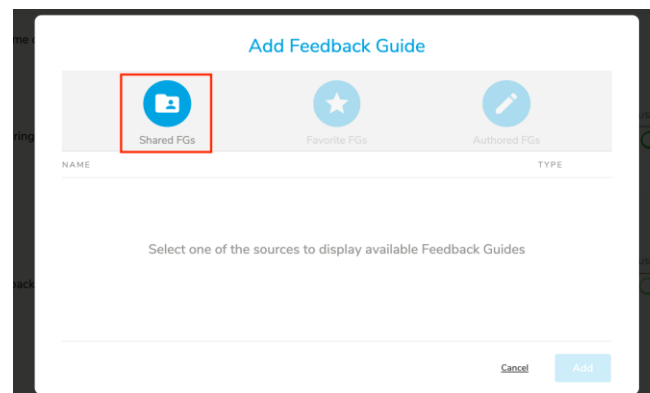|	
H. You will return to the Select Scoring screen, which now lists the scoring guide you chose. Ensure that **all the indicators in the scoring guide are selected** ("3 out of 3" for Parent-Teacher Conference tasks, "2 out of 2" for Pre-Teaching Vocabulary tasks). This ensures that users will score your recorded simulation against every item on the mixed-reality gateway rubric. Ensure that the slide feature next to the scoring guide shows a **green check mark**. Doing so will require users to use this scoring guide to score your recorded simulation. *NOTE: Master scores are not used for mixed-reality gateway tasks, so this setting may be ignored if it appears.*	Select scoring guide: SCORING GUIDE MUST USE? 1 │ Mixed Reality Gateway Task Scoring Guide - Parent-Teacher Conference Indicators Selected: 3 of 3 Change
I. Next, click **Add feedback guide** so scorers can provide you with written feedback after watching and scoring your recorded simulation.	Select feedback guide: FEEDBACK GUIDE MUST USE? Add feedback guide

|	
J. The Add Feedback Guide pop-up window will appear. Select the **Shared FGs** icon to view all available feedback guides.	
K. **Select Mixed-Reality Gateway Task Feedback Prompt.** This feedback prompt gives scorers a space to provide specific written feedback on your performance. L. Click **Choose** to return to the Select Scoring page.	
M. The Select Scoring page should now list the feedback prompt you selected. Ensure that the slide feature next to the feedback prompt shows a **green check mark**. Doing so will require users to provide written feedback after watching and scoring your recorded simulation.	
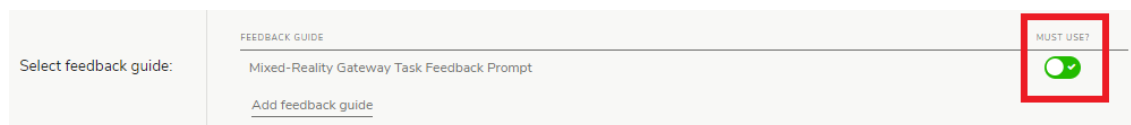
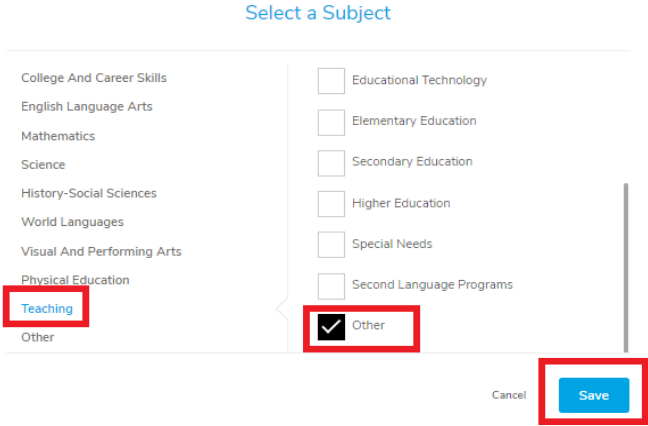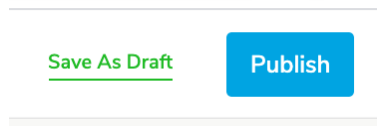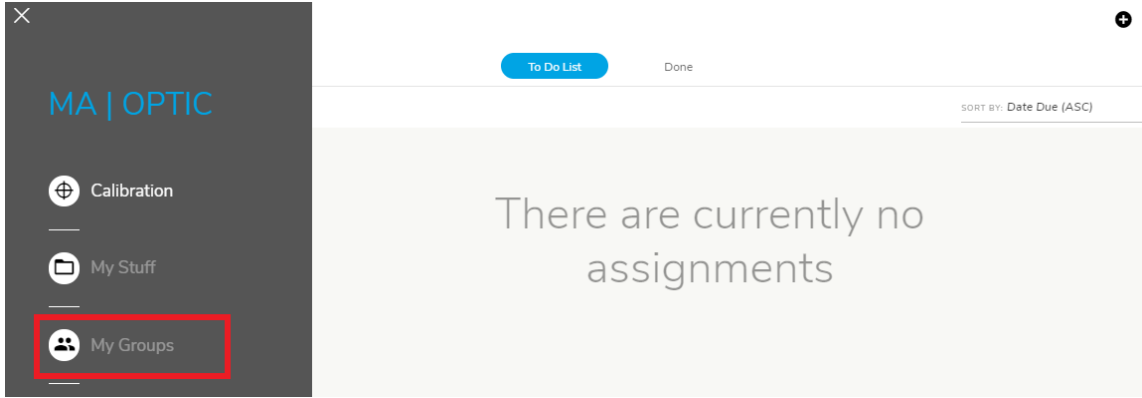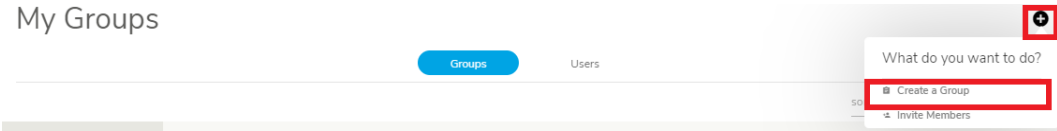| IV. Set Properties	
A. Click on the **Set Properties** button near the top of the screen. B. Enter a description for your task. This should match the instructions provided on the Define Content page (provided again in the column to the right). C. Select Calibration as the **Primary Purpose** for your task. D. Enter the **Grade Range** for your task: Parent-Teacher Conference: Grade 6 Pre-Teaching Vocabulary: Grade 5 E. Click **Add Subject**.	Create a Calibration Task Save As Draft Publish 1 Define Content > 2 Select Scoring > 3 Set Properties Name: - Description: Max 500 characters -- Required -- Primary Purpose: Calibration Grade Range: Grade 6 Grade 6 Subject Category: Add Subject -- Required -- Sharing: Private **Parent-Teacher Conference:** This pre-practicum gateway task is designed to assess candidates' ability to conduct a collaborative parent-teacher conference. The task is scored using a rubric aligned to the MA Math Curriculum Framework and the Professional Standards for Teachers. Scorers are advised to reference the "Must Sees" to calibrate on what must be present in a candidate's performance to earn Meets Expectations ratings. This task is intended to be used as a single data point about a candidate's skills. **Pre-Teaching Vocabulary:** This pre-practicum gateway task is designed to assess candidates' ability to pre-teach vocabulary in an informational text. The task is scored using a rubric aligned to the MA ELA and History/SS Curriculum Frameworks and the Professional Standards for Teachers. Scorers are advised to reference the "Must Sees" to calibrate on what must be present in a candidate's performance to earn Meets Expectations ratings. This task is intended to be used as a single data point about a candidate's skills.

F. The Select a Subject pop-up window appears. Click **Teaching**, then select the checkbox next to **Other**. G. Click **Save.**	
H. Ensure that the **Sharing** function is set to <u>Private</u>. Only you can see and manage the use of the task, and only you can decide who is assigned to view and score the video. No other OPTIC users will have access to view or assign the task.	
H. Once you are finished creating your calibration task, click either **Save as Draft** or **Publish** in the top right corner. *NOTE: Once a task is published, you cannot edit or delete the task.*	 *Save as Draft allows you to return and make edits to the calibration task.* *Publish allows you to publish the calibration task and assign the task to scorers.*

Step 3: Assigning the Task to Scorers

In Step 3, candidates assign the calibration task they created in Step 2 to the appropriate individuals for scoring.

I. Create a Group	
A. Click on the menu (☰) in the top right corner. B. Select **My Groups.**	
C. Click on the ⊕ icon in the top right corner. D. Select **Create a Group.**	

E. You will be directed to the Create a Group window. **Enter a name** for the group. We recommend using the following template, depending on the mixed-reality gateway task you completed:

First Initial Last Name | Mixed-Reality Gateway Task | Parents
OR
First Initial Last Name | Mixed-Reality Gateway Task | Vocab

F. Enter a **purpose** for this group, which will appear to all members of the group. We recommend using the following template, depending on the mixed-reality gateway task you completed:

This group is composed of the individuals scoring [First Name Last Name]'s mixed-reality gateway task (Parent-Teacher Conference).
OR
This group is composed of the individuals scoring [First Name Last Name]'s mixed-reality gateway task (Pre-Teaching Vocabulary).

G. Press **Create.**

Create a Group   Cancel   Create

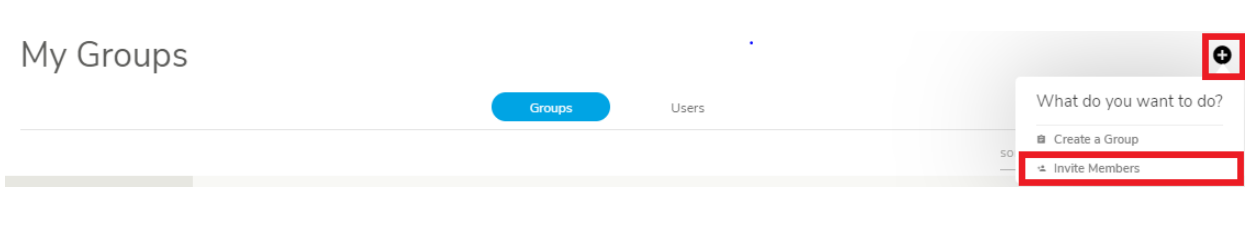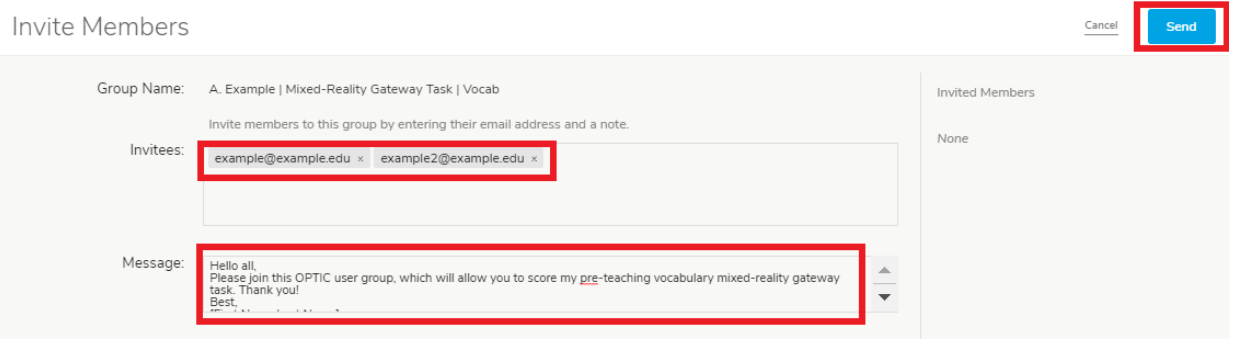Group Name: A. Example | Mixed-Reality Gateway Task | Vocab

Purpose: This group is composed of the individuals scoring Ann Example's mixed-reality gateway task (Pre-Teaching Vocabulary).

II. Invite Members to the Group

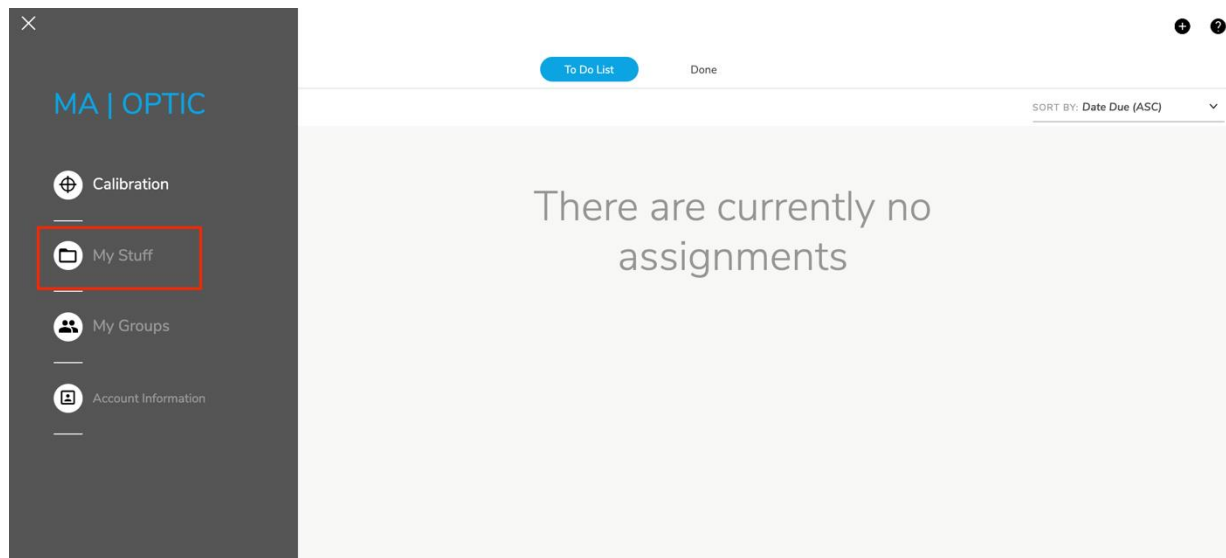|	
A. Click on the ⊕ icon in the top right corner. B. Select **Create a Group.**	My Groups Groups Users ⊕ What do you want to do? 📋 Create a Group ± Invite Members
C. Use the dropdown menu to **select the group** you created in Part I. D. **Enter the email addresses** for the individuals who will be scoring your gateway task. E. Include a message, which will be sent by email to all scorers with the invitation to join the group. We recommend using the template in the column to the right. F. Press **Send.**	Invite Members Cancel Send Group Name: A. Example	Mixed-Reality Gateway Task	Vocab Invite members to this group by entering their email address and a note. Invitees: example@example.edu × example2@example.edu × Invited Members None Message: Hello all, Please join this OPTIC user group, which will allow you to score my pre-teaching vocabulary mixed-reality gateway task. Thank you! Best, *Hello all,* *Please join this OPTIC user group, which will allow you to score my [parent-teacher conference/pre-teaching vocabulary] mixed-reality gateway task. Thank you!* *Best,* *[First Name Last Name]*

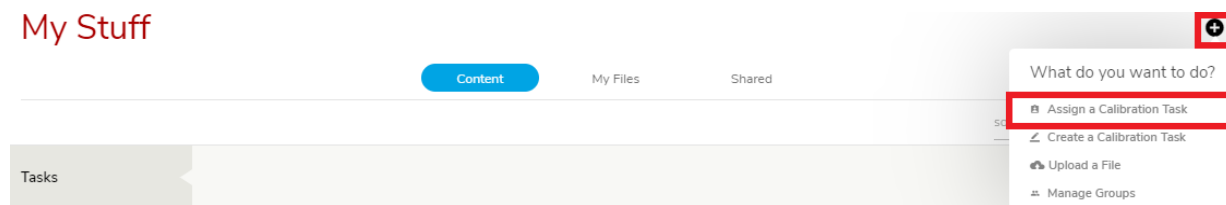**Creating a Mixed-Reality Gateway Task on OPTIC**
Step 3: Assigning the Task to Scorers

III. Assign Your Mixed-Reality Gateway Task to Scorers	
A. Click on the menu (☰) in the top right corner. B. Select **My Stuff.**	
C. Click on the ⊕ icon in the top right corner. D. Select **Assign a Calibration Task.**	

Creating a Mixed-Reality Gateway Task on OPTIC
Step 3: Assigning the Task to Scorers

E. You will be directed to the Assign a Calibration Task window. Click **Select a Calibration Task.**	
F. The Select a Calibration Task pop-up window will appear. **Select the calibration task you created**, then press **Select.**	

G. Press **Click to set Due Date**, and use the calendar to **select a due date** for scorers to complete their review of your recorded simulation.

If you are unsure which date to select, please check in with your course instructor.

H. Ensure that the checkboxes next to the scoring guide and feedback prompt are selected.

I. Ensure that the slide feature next to **"Allow assignees to view results for this assignment"** shows a green check mark. This will allow scorers to review others' scores and feedback to you after they have completed the calibration task.

NOTE: Master scores are not used for mixed-reality gateway tasks, so this setting may be ignored if it appears.

Creating a Mixed-Reality Gateway Task on OPTIC
Step 3: Assigning the Task to Scorers

J. Click **Pick a Group and Members** near the top of the screen.

K. On the far left, **select the group you created.**

L. **Select the scorers** in the group you created to assign your gateway task to them.

    NOTE: The "Auto assign to all new group members?" will automatically assign your gateway task to any new scorers you might add to your group later.

M. Click **Assign.** TeachForward will automatically send each group member an email prompting them to complete the calibration task on OPTIC.

Assign a Calibration Task   Cancel   Assign

1 - Select Task and Due Date   2 - Pick a Group and Members

Select a Group   Select All Clear All   Auto assign to all new group members? ?

◉ Example Mixed-Reality Gat...   Invitees
                                ☑ Anna Zannetos   Anna.l.Zannetos@mass.gov
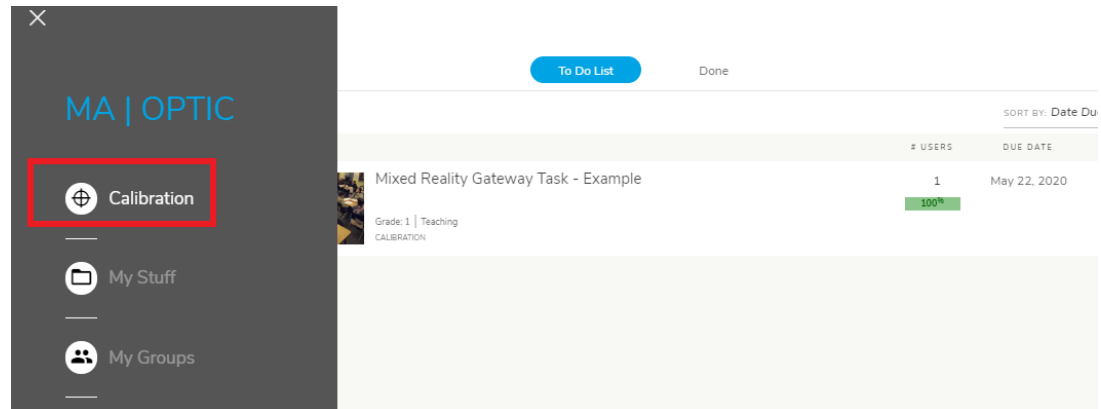
Creating a Mixed-Reality Gateway Task on OPTIC
Step 4: Viewing Your Results

In Step 4, candidates may view the scores and feedback they earned after scorers have reviewed their gateway task on OPTIC.

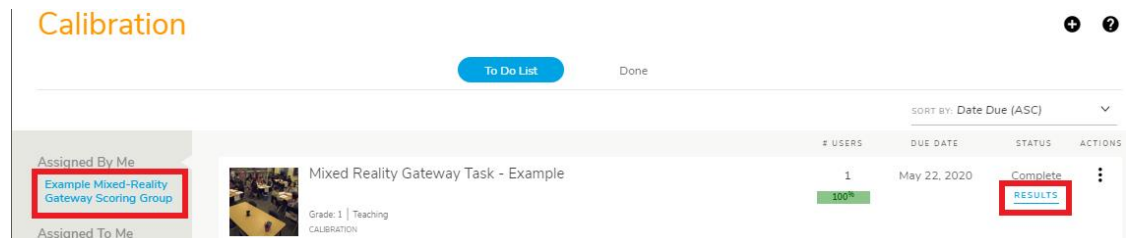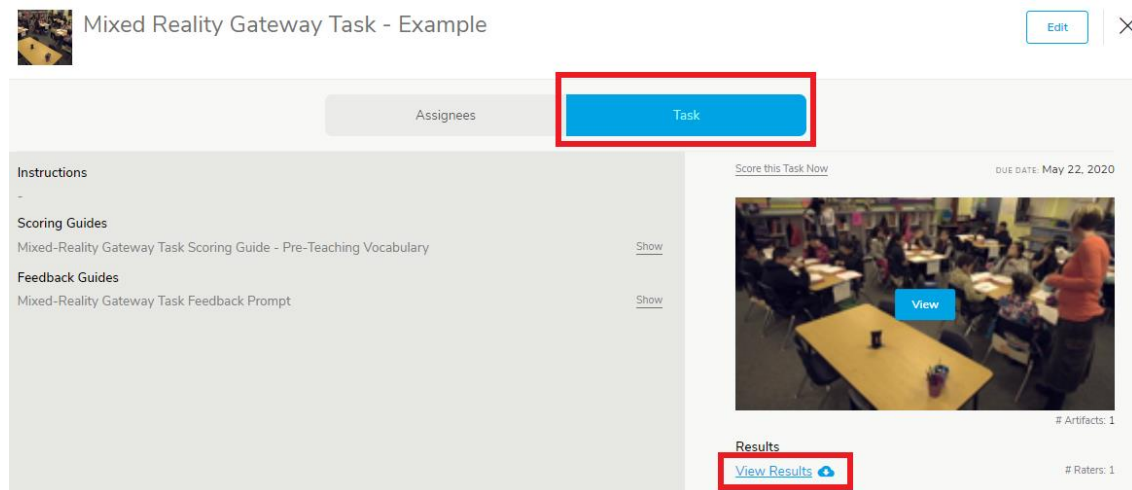|	
A. Click on the menu (☰) in the top right corner. B. Select **Calibration.**	
C. Under Assigned by Me, **click the group you created** for your gateway task's scorers. Your gateway task should appear. D. Click **Results**. *NOTE: You may view the results at any time, regardless of whether all scorers have completed the task or not.*	

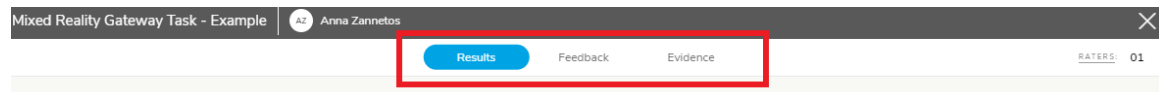|	
E. Near the top of the screen, select **Task.** F. Under Results, click **View Results.**	Mixed Reality Gateway Task - Example [Edit] ✕ Assignees **Task** Instructions - Scoring Guides Mixed-Reality Gateway Task Scoring Guide - Pre-Teaching Vocabulary Show Feedback Guides Mixed-Reality Gateway Task Feedback Prompt Show Score this Task Now DUE DATE: May 22, 2020 [View] # Artifacts: 1 Results View Results ☁ # Raters: 1
G. Use the tabs near the top of the screen to view all results for your gateway task. Results shows the scores your gateway task received for each indicator on the task's rubric. Feedback shows scorers' written responses to the feedback prompt. Evidence shows your recorded simulation, along with any tags scorers used to note evidence or provide feedback at specific points in the simulation.	Mixed Reality Gateway Task - Example [AZ] Anna Zannetos ✕ **Results** Feedback Evidence RATERS: 01